



BOARD OF TRUSTEES
July 27, 2021
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

Individuals that attend the meeting in person and have not been fully vaccinated will be required to wear a face covering while in attendance.

Individuals wishing to make public comments must attend the meeting in person or may submit comments by sending an email to euckerkk@wellingtoncolorado.gov. The email must be received by 4:00 p.m. Tuesday July 27, 2021. 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 details below are for online viewing and listening only.

<https://us06web.zoom.us/j/86446250524?pwd=bUpjdG4yWTF2RHg2aXgvRGNxWmhDZz09>

Passcode: 473949

Webinar ID: 864 4625 0524

Or One tap mobile :

US: +17207072699,,86446250524# or +12532158782,,86446250524#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 864 4625 0524

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
2. Presentation
 - a. Larimer County Sheriff's Office Mental Health Responder Introduction

- Presentation: Michael Rairdon, Larimer County Sheriff's Office Patrol Sergeant

b. Larimer County Sheriff's Office Annual Report

- Presentation: Michael Rairdon, Larimer County Sheriff's Office Patrol Sergeant

c. Wellington Main Streets Program - Quarter 2 Report

- Presentation: Kallie Cooper, Executive Director Wellington Main Streets Program

C. CONSENT AGENDA

1. Minutes of the July 13, 2021 Board of Trustees regular meeting

D. ACTION ITEMS

1. Resolution No. 22-2021 - A Resolution Approving the Utility Hardship Program

- Presentation: Judi Tippetts, Finance Director

2. Ordinance No. 08-2021 - An Ordinance Approving a Conditional Use Large Child Care Home on Lot 39, Block 1, Park Meadows Replat, Town of Wellington

- Presentation: Elizabeth Young-Winne, Planner

3. Resolution 21-2021 - A Resolution Appointing a Campaign Finance Complaint Hearing Officer

- Presentation: Dan Sapienza, March & Olive, LLC, Town Attorney

E. OTHER BOARDS

1. Wellington Main Streets Program - Special Event Permit Application

- Presentation: Krystal Eucker, Town Clerk

2. Papa's Table - Liquor License Renewal Application

- Presentation: Krystal Eucker, Town Clerk

F. REPORTS

1. Town Attorney

2. Town Administrator

3. Staff Communications

- a. Quarterly Treasurer's Report

4. Board Reports

G. ADJOURN

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

2020 Wellington Annual Report



Larimer County Sheriff's Office
July 2021

Summary

To the Citizens of Wellington,

The Larimer County Sheriff's Office is pleased to continue to serve the community of Wellington as your local police force.

2020 was a unique year, with a worldwide pandemic on a scale not seen for a century. Throughout the nation, there was civil unrest related both to the pandemic and a desire to reform law enforcement. Wellington weathered both of these incidents well, with organized events that remained peaceful and orderly.

The Sheriff's Office maintained the same level of staffing in 2020 as 2019 while total calls for service increased 19%, to nearly 7,000 calls for service. The increase over the 3-year average was 15%. The majority of calls were self-initiated by deputies as they conducted proactive patrols.

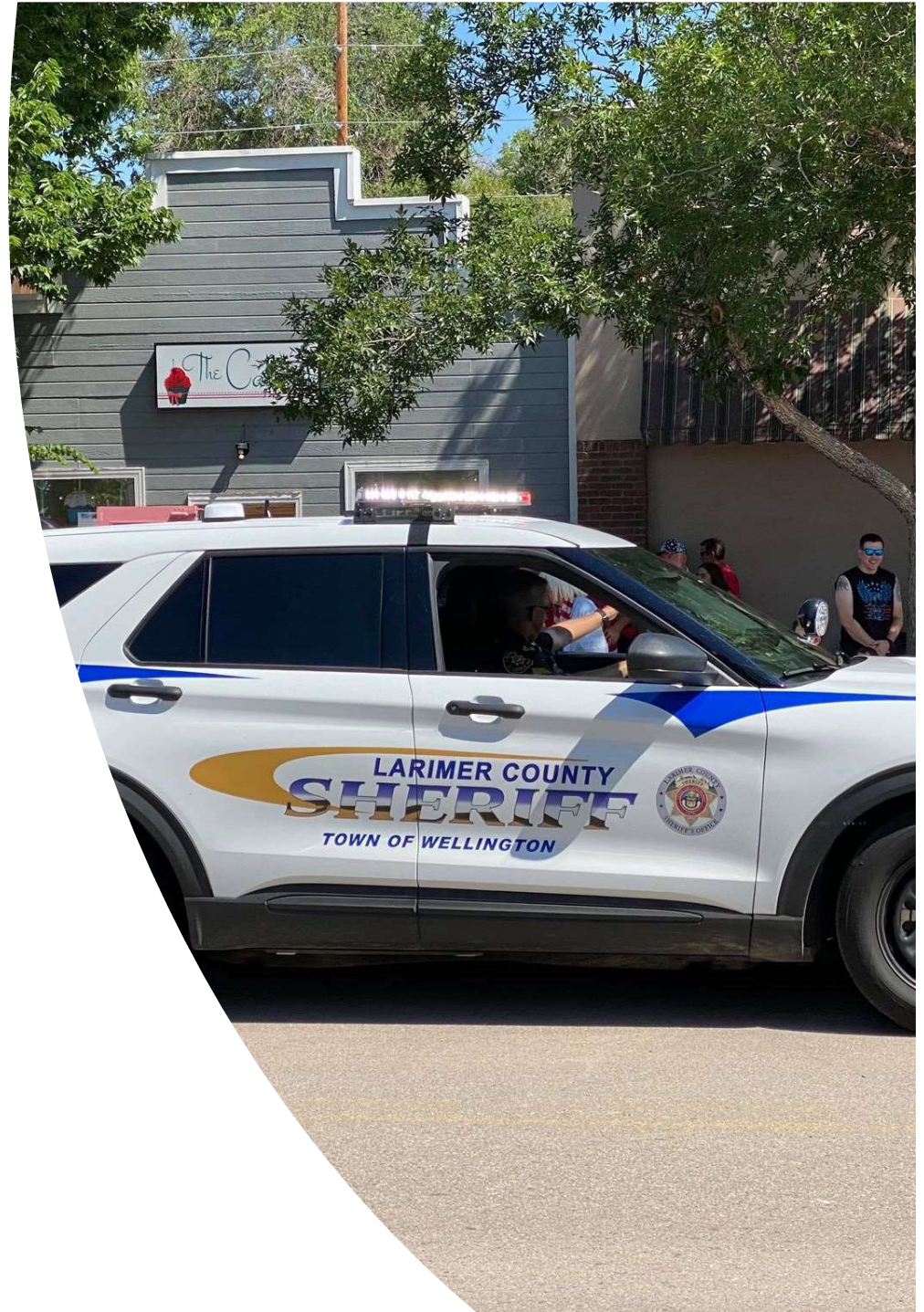
The 2020 Annual Report provides some visual representation of the number and types of calls for service. Motor vehicle accidents which were focused on in the 2019 report decreased significantly, largely due to the number of people working from home during the pandemic.

Some categories, such as fraud and scams, saw large increases in 2020 as thieves continued their attempts to separate honest citizens from their money and took advantage of the confusion of the pandemic to create new scams.

If you have questions about anything you read in this report, please call me at (970) 498-5307 to arrange a time to discuss this report or any law enforcement concern you may have in Wellington.

The deputies of the Larimer County Sheriff's Office appreciate the support we receive daily from the citizens of Wellington and look forward to continuing to assist the Town in remaining one of the safest communities in Colorado to live and raise a family in.

Sergeant Michael Rairdon



2017 – 2020 Call Comparison (A-M)

Includes Dispatched and Officer-Initiated Activity

Call Type	2017	2018	2019	3-Yr Avg	2020	% Chg/ 3-Yr Avg
911 Hang Up	0	4	22	9	16	85%
Abandoned Vehicle	0	2	31	11	70	536%
Alarm Calls	78	62	77	72	92	27%
Alcohol Calls	7	10	6	8	4	-48%
Animal Calls	84	97	113	98	183	87%
Arson	2	0	0	1	1	50%
Assault	31	23	22	25	24	-5%
Assist Citizen	389	262	164	272	206	-24%
Assist Other	155	145	153	151	126	-17%
Bar Checks	2	7	12	7	5	-29%
Burglary	18	13	5	12	10	-17%
Child Abuse	12	16	9	12	7	-43%
Civil	164	156	194	171	132	-23%
COVID	0	0	0	0	12	N/C
Criminal Mischief	36	24	15	25	39	56%
Death Investigation	3	3	8	5	4	-14%
Directed Patrol	211	219	202	211	810	284%
Disturbance	71	59	52	61	90	48%
Drugs	25	24	19	23	19	-16%
DUI/DUID	11	18	20	16	30	84%
Extra & Business Checks	2,449	1,469	1,490	1,803	1,740	-3%
Family Problems	85	116	86	96	133	39%
Fire Ban	2	0	0	1	3	350%
Fireworks	30	30	22	27	76	178%
Follow up	441	416	282	380	410	8%
Found Property	21	13	22	19	27	45%
Fraud	40	41	53	45	76	70%
Harassment	64	64	59	62	73	17%
Juvenile Problem	56	39	38	44	44	-1%
Littering	0	1	1	1	7	950%
Lost Property	14	11	20	15	16	7%
Mental Health	0	0	6	2	8	300%
Missing Person (Child/Adult)	20	21	32	24	36	48%

2019	2020	% Chg/ 2019
22	16	-27%
31	70	126%
77	92	19%
6	4	-33%
113	183	62%
0	1	N/C
22	24	9%
164	206	26%
153	126	-18%
12	5	-58%
5	10	100%
9	7	-22%
194	132	-32%
0	12	N/C
15	39	160%
8	4	-50%
202	810	301%
52	90	73%
19	19	0%
20	30	50%
1,490	1,740	17%
86	133	55%
0	3	N/C
22	76	245%
282	410	45%
22	27	23%
53	76	43%
59	73	24%
38	44	16%
1	7	600%
20	16	-20%
6	8	-33%
32	36	-13%

19% Increase from 2019
15% Increase from 3-Year Avg

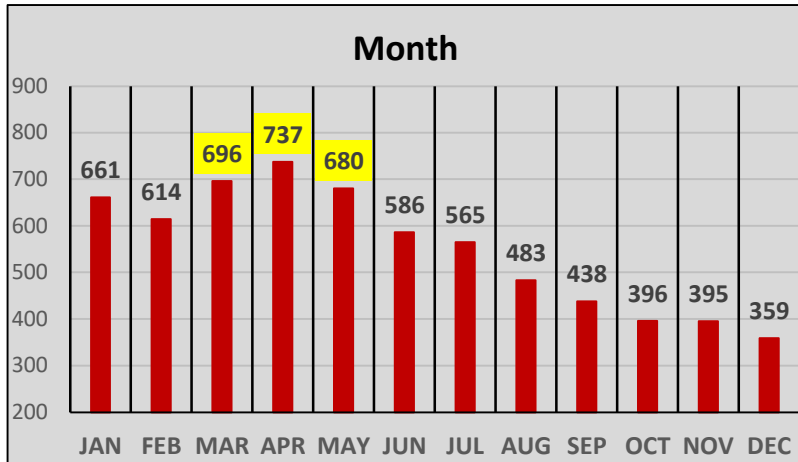
2017 – 2020 Call Comparison (M-Z)

Includes CAD and Officer-Initiated Activity

Call Type	2017	2018	2019	3-Yr Avg	2020	% Chg/ 3-Yr Avg
Motor Vehicle Accident	50	77	72	66	45	-32%
Municipal Code Violation	49	27	14	30	111	270%
Neighbor Problem	27	19	18	21	27	27%
Noise/Party Complaint	39	35	45	40	55	39%
Pedestrian/Subject Stop	49	58	77	61	45	-27%
Private Tow	29	31	44	35	25	-28%
REDDI Report	22	22	33	26	26	1%
Restraining Order Violation	0	11	22	11	28	155%
Robbery	0	1	0	1	1	200%
Safe2Tell	0	0	8	3	10	275%
Scam	0	1	21	7	30	309%
School Check	178	140	157	158	35	-78%
Sex Offender Check	29	72	66	56	65	17%
Sex Offense	8	6	15	10	20	107%
Shoplifting	0	1	10	4	6	64%
Solicitor	5	4	2	4	4	9%
Structure Fire	0	3	5	3	10	275%
Suicide Attempt/Threat	39	40	36	38	44	15%
Suspicious Circumstances	353	331	295	326	331	1%
Theft	70	72	50	64	61	-5%
Traffic Problem	180	104	135	140	140	0%
Traffic Pursuit	0	1	1	1	2	200%
Traffic Stop	445	1,018	1,054	839	902	8%
Transient	0	2	6	3	7	163%
Trespass	19	12	11	14	15	7%
Vehicle Recovery	0	2	6	3	7	163%
Vehicle Theft	15	15	5	12	10	-14%
Vehicle Trespass	48	19	24	30	28	-8%
VIN Check	85	50	128	88	73	-17%
Warrant Attempt/Arrest	49	46	77	57	63	10%
Weapon Related (Menacing)	3	3	3	3	6	100%
Welfare Check	123	130	104	119	150	26%
Miscellaneous Other Calls	15	34	62	37	22	-41%
Total	6,450	5,750	5,841	6,015	6,933	15%

	2019	2020	% Chg/ 2019
	72	45	-38%
	14	111	693%
	18	27	50%
	45	55	22%
	77	45	-42%
	44	25	-43%
	33	26	-21%
	22	28	27%
	0	1	N/C
	8	10	25%
	21	30	43%
	157	35	-78%
	66	65	-2%
	15	20	33%
	10	6	-40%
	2	4	100%
	5	10	100%
	36	44	22%
	295	331	12%
	50	61	22%
	135	140	4%
	1	2	100%
	1,054	902	-14%
	6	7	17%
	11	15	36%
	6	7	17%
	5	10	100%
	24	28	17%
	128	73	-43%
	77	63	-18%
	3	6	100%
	104	150	44%
	62	22	-65%
	5,841	6,933	19%

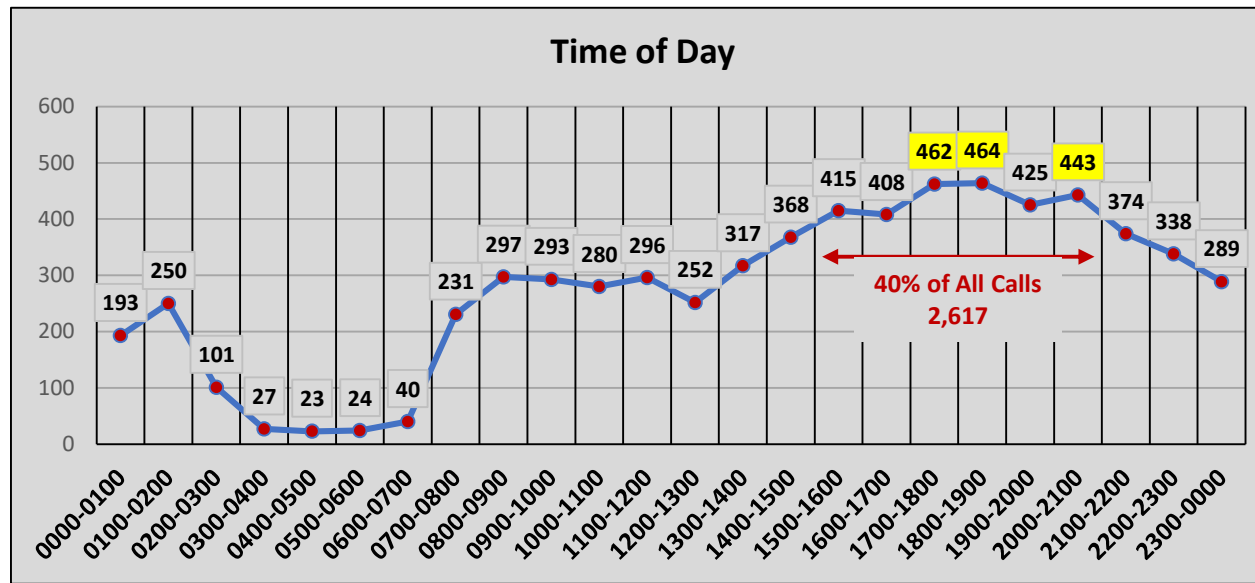
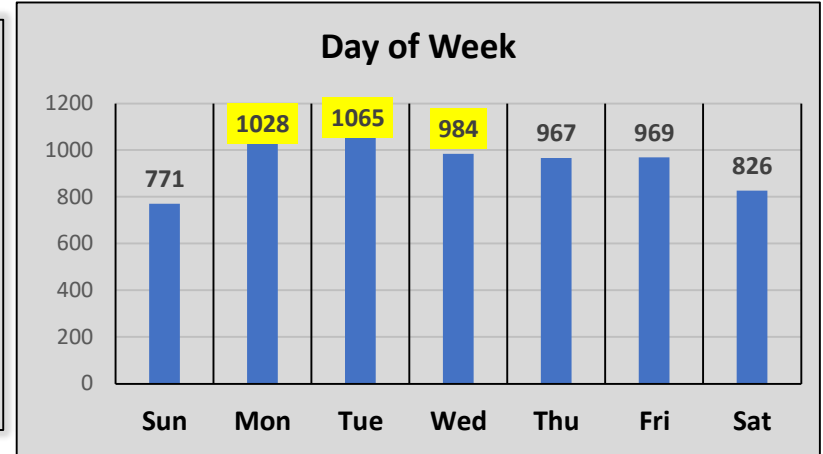
2020 Call Summary All Calls



Top Months
Apr, Mar, May

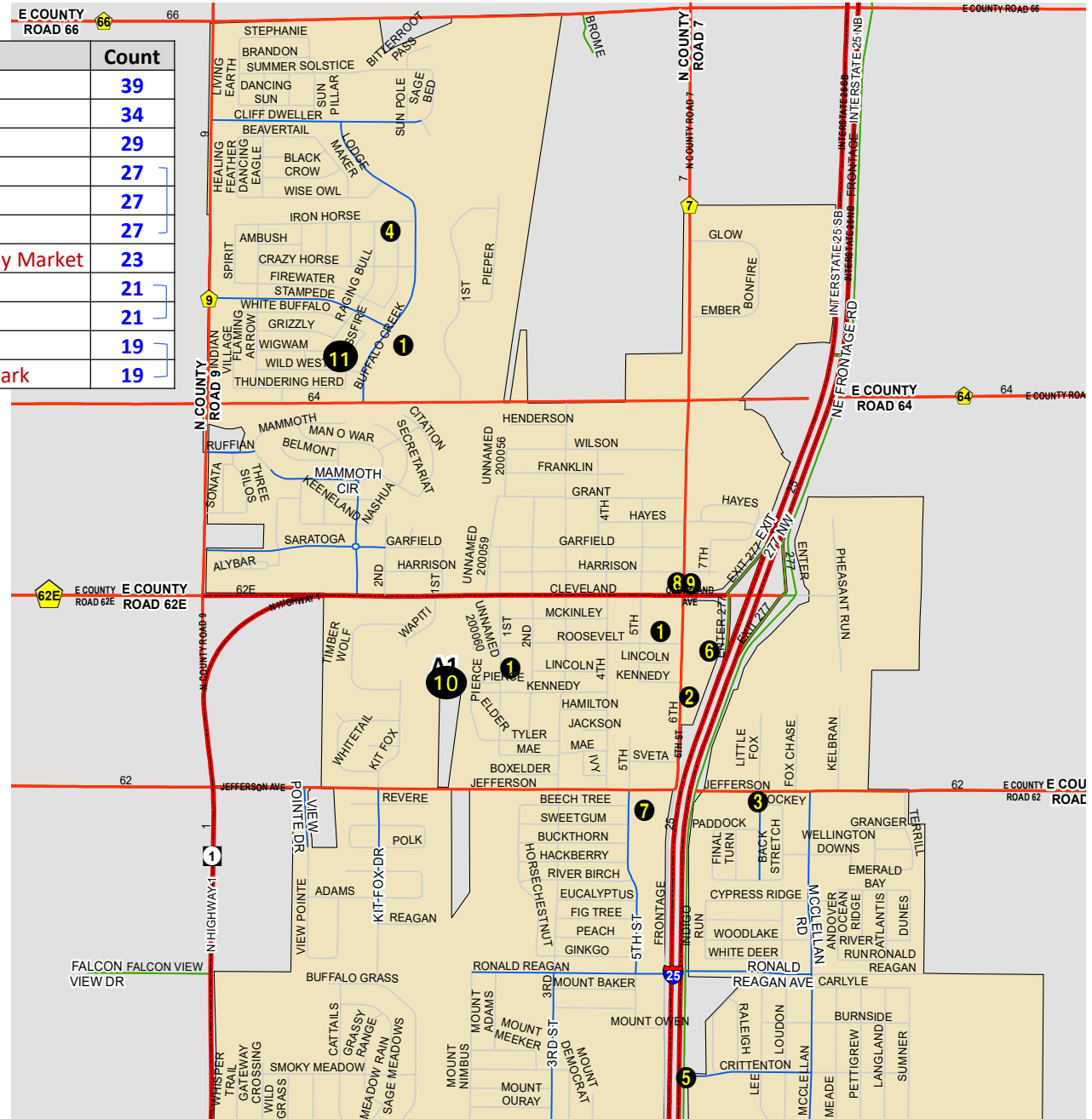
Day of Week
Tue, Mon, Wed

Time of Day
1800-1900
1700-1800
2000-2100



Top 10 Dispatched Call Locations

Rank	Address	Location	Count
1	8116 5 th St	Apartments	39
2	7860 6 th St	Days Inn	34
3	7591 Little Fox Ln	Residential?	29
4	9087 Smoke Signal Way	Residence	27
5	4101 Crittenton Ln	Apartments	27
6	8050 6 th St	Kum & Go	27
7	7670 5 th St	Ridley's Family Market	23
8	8211 6 th St	Loaf & Jug	21
9	8214 6 th St	Shell/BK	21
10	8010 1 st St	Apartments	19
11	8890 Buffalo Creek Pkwy	Community Park	19



2020 Dispatched Calls Only

Top 10 Dispatched Call Types

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Suspicious	16	19	18	23	23	20	31	26	28	22	21	19	266
Assist Citizen	12	9	8	12	17	21	13	10	12	12	5	12	143
Welfare Check	5	15	8	10	17	10	19	11	18	12	8	9	142
Family Problems	8	14	3	8	15	13	7	17	11	10	8	6	120
Animal	7	9	6	7	8	9	12	11	7	12	8	12	108
Assist Other	7	7	9	12	9	12	8	4	9	7	10	7	101
Alarm	5	7	7	4	5	6	3	4	13	12	10	7	83
Traffic Problem	2	4	5	5	8	5	6	9	9	16	6	6	81
Civil	7	3	8	6	5		5	4	11	11	9	10	79
Disturbance	8	7	11	7	5	4	3	9	8	3	4	2	71
Total	77	94	83	94	112	100	107	105	126	117	89	90	1,194

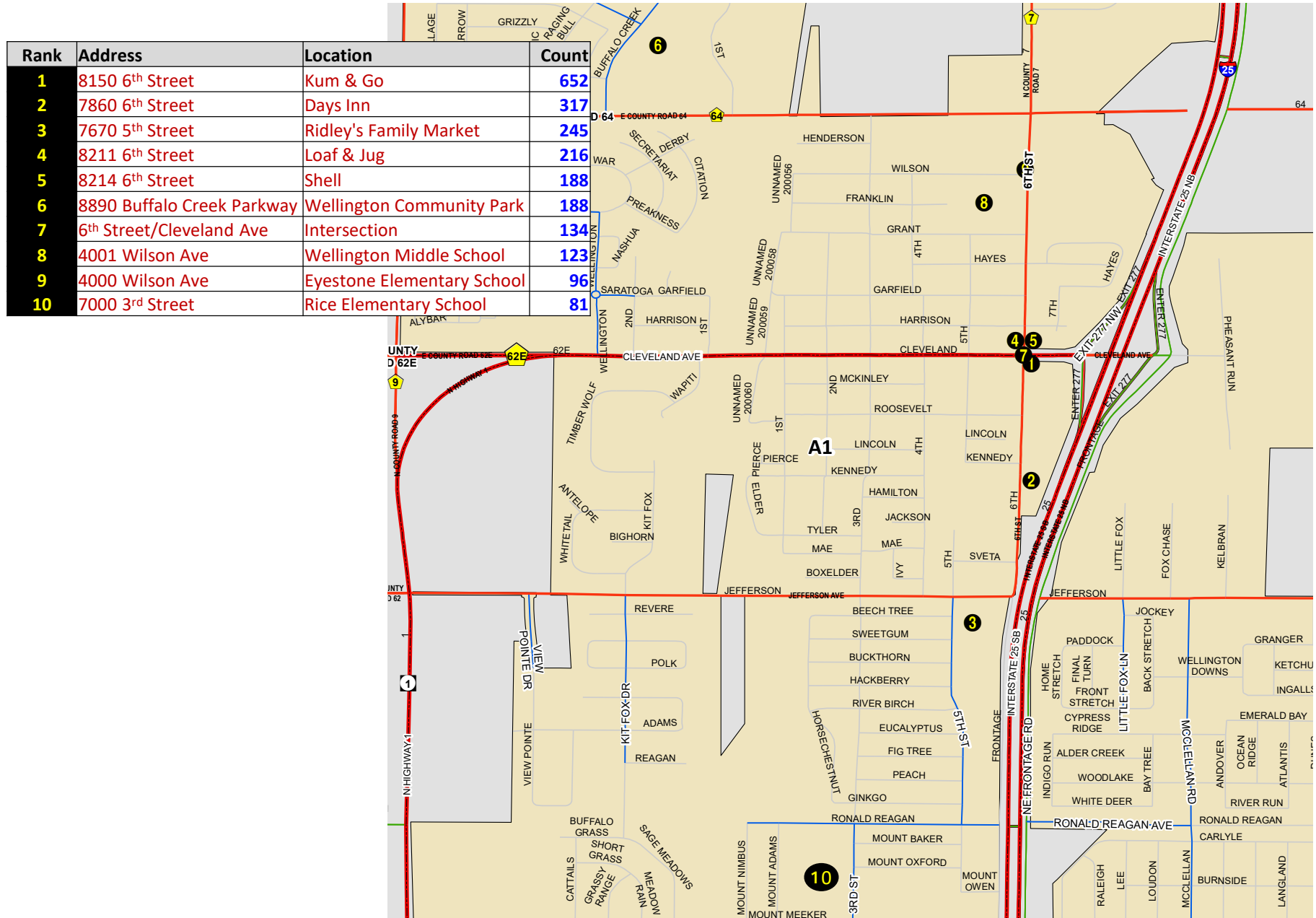
Top Months
Sep, Oct, May

Day of Week
Mon, Tue, Fri

Time of Day
1500-1800

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0000-0100	10	5	7	5	5	6	5	43
0100-0200	10	6	9	5	3	4	7	44
0200-0300	6	3	4	2	4	1	2	22
0300-0400	1	2	2	4	4	3	3	19
0400-0500	2	1	2	4	2	1	5	17
0500-0600	1	2	3	3	2	2	0	13
0600-0700	1	2	1	2	1	7	5	19
0700-0800	3	10	5	4	6	6	7	41
0800-0900	7	15	16	22	13	11	13	97
0900-1000	12	24	21	20	19	16	12	124
1000-1100	12	17	16	19	17	18	17	116
1100-1200	9	30	13	11	17	11	17	108
1200-1300	14	16	19	16	17	22	24	128
1300-1400	19	16	22	15	14	19	19	124
1400-1500	13	21	20	17	20	20	18	129
1500-1600	18	32	29	26	20	20	17	162
1600-1700	23	24	17	20	14	23	12	133
1700-1800	15	16	28	26	14	24	17	140
1800-1900	17	21	18	14	25	18	11	124
1900-2000	15	18	19	15	20	21	21	129
2000-2100	16	17	19	14	14	16	29	125
2100-2200	15	17	13	9	20	23	12	109
2200-2300	14	6	14	14	12	18	16	94
2300-0000	6	3	7	9	6	7	14	52
Total	259	324	324	296	289	317	303	2,112

Top 10 Officer-Initiated Activity Locations



2020 Officer-Initiated Calls Only

10 Officer-Initiated Call Types

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Extra Patrol	0	0	0	0	0	0	0	0	76	101	81	70	1,781
Traffic Stop	0	0	0	0	0	0	0	0	16	71	81	85	926
Directed Patrol	0	0	0	0	0	0	0	0	10	13	20	8	670
Municipal	3	11	6	0	8	20	18	23	2	0	0	0	106
Sex Off Comp Ck	0	0	0	0	0	0	0	0	3	0	7	9	63
Animal Call	8	7	6	6	7	6	10	6	4	0	0	0	60
Civil	4	4	1	5	4	9	6	16	4	0	0	0	53
Assist Citizen	10	5	8	5	4	3	6	7	2	0	0	0	50
Traffic Problem	3	3	6	4	10	9	5	8	1	0	0	0	49
Warrant Attempt	0	0	0	0	0	0	0	0	1	4	4	4	47
Total	28	30	27	20	33	47	45	60	119	189	193	176	3,805

Top Months
Nov, Oct, Dec

Day of Week
Tue, Mon, Sun

Time of Day
1800-1900
1700-1800
2000-2100

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0000-0100	19	22	22	29	18	20	20	150
0100-0200	39	27	34	14	33	25	34	206
0200-0300	9	17	10	4	14	12	13	79
0300-0400	3	0	1	2	0	1	1	8
0400-0500	2	2	0	0	2	0	0	6
0500-0600	1	2	0	0	0	5	3	11
0600-0700	4	1	5	4	0	5	2	21
0700-0800	15	27	28	35	36	33	16	190
0800-0900	13	44	35	35	28	26	19	200
0900-1000	10	31	22	35	33	25	13	169
1000-1100	13	24	29	39	21	22	16	164
1100-1200	19	38	24	44	28	24	11	188
1200-1300	18	10	18	23	27	18	10	124
1300-1400	16	28	36	29	42	24	18	193
1400-1500	20	46	47	31	38	36	21	239
1500-1600	23	46	51	41	34	38	20	253
1600-1700	35	42	40	38	45	37	38	275
1700-1800	43	43	57	40	60	41	38	322
1800-1900	34	55	59	61	38	47	46	340
1900-2000	38	40	45	42	37	48	46	296
2000-2100	33	46	60	27	54	56	42	318
2100-2200	34	35	38	42	38	38	40	265
2200-2300	35	40	35	46	25	38	25	244
2300-0000	36	38	45	27	27	33	31	237
Total	512	704	741	688	678	652	523	4,498

AGENDA ITEM SUMMARY SHEET

Wellington Town Trustee Meeting- July 2021

ITEM#: _____

SUBJECT: Wellington Main Streets Program presentation to the Town Trustees and Mayor from Wellington Main Streets Program Executive Director Kallie Cooper

Summary:

The Wellington Main Streets Program provides quarterly updates to the Town Trustees regarding on-going projects, organizational updates, events, and future plans. **This update is for the months of April, May and June 2021**

Item 1: Current projects

- *Publications* - <https://wellingtonmainstreet.org/blog>
- *#ShopWellington Fundraiser and Downtown Sign Grant*
 - Each reusable shopping bag is \$20 & filled with promotional items and coupons provided by local businesses. Bags will be sold at the Main Street Market on Thursdays from 5:30 – 8:30 pm and online at <https://wellingtonmainstreet.org/shop-wellington-fundraiser>
 - The #ShopWellington fundraiser has currently raised \$12,700 towards a 50/50 match grant program that will assist local businesses with the purchase of new exterior signs and awnings. Each project can be awarded up to \$1,000.
 - Following our public engagement survey, we have drafted a grant application and will launch the grant program this fall.

Item 2: Events

- *Main Street Market*
 - The Main Street Program is hosting a farmer's/craft market in downtown Wellington on Thursday evenings, July – August in Centennial Park from 5:30 – 8:30 pm.
 - The Main Street Market will feature fresh fruit and vegetables each week and a wide variety of local handmade artisan items and cottage industry products
 - More information at: <https://wellingtonmainstreet.org/mainstreetmarket>
- *Well-O-Rama Music Festival*
 - Date: Saturday, August 7th from 3:30 – 7:30 pm in Centennial Park
 - To date we have raised \$11,500 in sponsorships
 - This year we will be featuring local bands Mtn Duo, Titonic and Matt Skinner Band as well as a beer garden, vendors, games, and food trucks.
 - More details and tickets available at <https://wellingtonmainstreet.org/well-o-rama>

Item 3: Other:

- *Shop Wellington Community Gift Card Program*
 - The Wellington Area Chamber of Commerce and Wellington Main Street Program have partnered with Yiftee to provide a brand-new Shop Wellington community gift card program.
 - It is an eGift Card that can be used wherever you might use a gift card, but instead of national brands, it works in our local shops and restaurants in the area.
 - We are currently reaching out to our local businesses to register to participate with the goal of making the gift cards available to the public on September 1st, 2021.
- *Revitalizing Main Street Grant*
 - The Town of Wellington was awarded the Revitalizing Main Street Opportunity 2 Grant for \$149,999 on June 15th.
 - The Wellington Main Street Program will be directing DOLA Mini-grant funds in the amount of \$10,000 as well as funds raised at this year's Well-O-Rama Music Festival towards the project.

- We presented the grant project to the Board of Trustees on July 13th and have made the PowerPoint information available online.
- ***Main Street: Open for Business Façade and Energy Efficiency Grant***
 - The 'Main Street: Open for Business' grant are open for applications and will close August 23rd.
 - Each community is eligible for up to \$1 million in funding with each individual project ranging from \$10,000 - \$150,000 to address façade improvements and energy efficiency upgrades such as HVAC systems, windows, and roofing.
 - 16 businesses responded that they were interest in participating in the program.
 - Property owners will be required to collect estimates/bids for the work they want completed prior to the Town and Main Street Program applying for the funding.
 - Patti Garcia and I met with a Fort Collins Local Lending Company to discuss providing low-interest loans to businesses that are interested in the grant program but need assistance with the 20% match requirement.
- ***Funding***
 - Financial Statements for the Wellington Main Street Program are available upon request
 - The 2021 Wellington Brewfest raised over \$14,000 towards the Wellington Main Street Program that will be directed towards the Exterior Sign and Awning Grant Program as well as the Byron White Memorial Project at the Wellington Public Library.

Thank you for your ongoing support. We welcome your questions, concerns and comments! We would love to hear from the Trustees regarding what they would like to see from this program.





MAIN STREET PROGRAM
WELLINGTON, CO • EST. 2014

Q2 REPORT

KALLIE COOPER, EXECUTIVE DIRECTOR

CURRENT PROJECTS

- Publications -
<https://wellingtonmainstreet.org/blog>
- Community Calendar -
<https://wellingtonmainstreet.org/community-calendar>
- News on the Street - E-Newsletter
<https://wellingtonmainstreet.org/get-involved>



#SHOPWELLINGTON FUNDRAISER / DOWNTOWN SIGN GRANT

- Each reusable shopping bag is \$20 & filled with promotional items and coupons provided by local businesses. Bags will be sold at the Main Street Market on Thursdays from 5:30 – 8:30 pm and online at <https://wellingtonmainstreet.org/shop-wellington-fundraiser>
- The #ShopWellington fundraiser has currently **raised \$12,700** towards a 50/50 match grant program that will assist local businesses with the purchase of new exterior signs and awnings. Each project can be awarded up to \$1,000.
- Following our public engagement survey, we have drafted a grant application and will launch the grant program this fall.



The Wellington, CO Main Street Program seeks to improve the image of downtown Wellington by encouraging sign and awning improvements to commercial buildings located in the Main Street program area. As an economic incentive, the Wellington Main Street Program has developed a grant fund to assist with the purchase of new signs and awnings installed on downtown buildings.

ABOUT THE GRANT

The Wellington, CO Main Street Program (WCMSPP) is offering a 50/50 match grant up to \$1,000 per project towards the purchase of new signs and awnings for commercial properties in downtown Wellington.

Interested applicants must be the owner or tenant of a commercial property within the WCMSPP program area (see map on page __) Leased buildings must have written consent from the property owner before receiving grant funds.

ELIGIBLE PROJECTS

- Sign - Sandwich Board/A-frame Signs, Hanging Signs, Wall-Mounted signs (must not damage historical structures), Exterior-lit Signs, and Window Clings are eligible. Neon, cabinet signs, pole signs and electronic message boards are not eligible for funding.
- Awning - entryway or over window awning used for printed advertising made of various awning materials: canvas, metal, or vinyl. Illuminated vacuum formed panel awnings are not eligible.
- Lighting - Exterior lighting fixtures that illuminate signs or awnings are eligible.

#ShopWellington Gift Card



#ShopWellington

- The Wellington Area Chamber of Commerce and Wellington Main Street Program have partnered with Yiftee to provide a brand-new Shop Wellington community gift card program.
- It is an eGift Card that can be used wherever you might use a gift card, but instead of national brands, it works in our local shops and restaurants in the area.
- We are currently reaching out to our local businesses to register to participate with the goal of making the gift cards available to the public on September 1st, 2021.

Revitalizing MS Grant

Awarded \$149,999

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Main Street: Open for Business Façade and Energy Efficiency Grant

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UPCOMING EVENTS



MAIN STREET MARKET

THURSDAYS | JULY - AUGUST

5:30 - 8:30 PM

- The Main Street Program is hosting a farmer's/craft market in downtown Wellington on Thursday evenings, July - August in Centennial Park from 5:30 - 8:30 pm.
- The Main Street Market features fresh fruit and vegetables each week and a wide variety of local handmade artisan items and cottage industry products
- More information at:
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MAIN ^{ST.}
MARKET



WELL-O-RAMA MUSIC FESTIVAL

SATURDAY | AUGUST 7TH

- Saturday, August 7th from 3:30 – 7:30 pm in Centennial Park
- To date we have raised \$11,500 in sponsorships
- This year we will be featuring local bands Mtn Duo, Titonic and Matt Skinner Band as well as a beer garden, vendors, games, and food trucks.
- More details and tickets available at <https://wellingtonmainstreet.org/well-o-rama>



WELL-O-RAMA

— MUSIC FESTIVAL & GAMES —

AUG
07

TICKETS
\$10



MTN DUO
TITONIC
MATT SKINNER BAND

CENTENNIAL PARK | WELLINGTON, CO

3-7
PM

REGISTER
TEAMS
ONLINE!



INTERNET | TV | PHONE

















WELLINGTONMAINSTREET.ORG/WELL-O-RAMA

FUNDING

- Financial Statements for the Wellington Main Street Program are available upon request
- The 2021 Wellington Brewfest raised over \$14,000 towards the Wellington Main Street Program that will be directed towards the Exterior Sign and Awning Grant Program as well as the Byron White Memorial Project at the Wellington Public Library





THANK YOU

WELLINGTONMAINSTREET.ORG

 **KALLIE COOPER**

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Board of Trustees Meeting

Date: July 27, 2021

Submitted By:

Subject: Minutes of the July 13, 2021 Board of Trustees regular meeting

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. 07.13.21 DRAFT Minutes



BOARD OF TRUSTEES

July 13, 2021

6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

MINUTES

A. CALL TO ORDER

Mayor Hamman called the meeting to order at 6:30 p.m.

1. Pledge of Allegiance

Mayor Hamman asked that all rise for the pledge of allegiance.

2. Roll Call

Mayor Troy Hamman

Mayor Pro Tem Wyatt Knutson

Trustee Jon Gaiter

Trustee John Jerome

Trustee Rebekka Kinney

Trustee Ashley Macdonald

Trustee Tim Whitehouse

Also Present:

Patti Garcia, Town Administrator

Kelly Houghteling, Deputy Town Administrator

Dan Sapienza, March & Olive, LLC, Town Attorney

Cody Bird, Director of Planning

Bob Gowing, Director of Planning

Dave Myer, Engineer

Hallie Sheldon, Management Analyst

Krystal Eucker, Town Clerk

3. Amendments to Agenda

Mayor Hamman asked if there were any amendments to the agenda to which there was none.

4. Conflict of Interest

Mayor Hamman asked if there were any conflicts of interest to which there was none.

B. COMMUNITY PARTICIPATION

1. Public Comment

Mayor Hannam opened the meeting for public comment.

Tim Singewald with the Boxelder Stormwater Authority addressed the Board to state that the Boxelder Stormwater Authority Project was completed in 2017. A final agreement was to provide an additional \$285,000 to finish the project. At that point, the east side detention facility is maintained by Timnath, Larimer County and Fort Collins. Clark Reservoir is 50% Wellington, 25%

Fort Collins and 25% Larimer County. There is currently a project to dewater the eastside detention facility and Mr. Singewald believes that this should be done by the entities involved in the maintenance: Timnath, Fort Collins and Larimer County.

Mr. Singewald stated that the Days are upset that the land was taken from the family and that the Days were not supposed to receive any more than \$385,000 from Boxelder but it ended up being \$1.875 million. The situation now is that the Boxelder Stormwater Authority is going to do a dewatering program. If that goes forward, and it is not one of the maintenance entities, that puts a liability on Wellington.

Mr. Singewald further stated that the court case with the Days was understood to be final although there was talk that it was not a final deal. The court decree was obtained, and it has language related to any further damage to the Days' wells, will be paid for by those that do the damage. If the Days bring a lawsuit, it is the Boxelder Stormwater Authority that pays the Days' attorney fees. If Boxelder Stormwater Authority does the work, that puts Wellington in a legal position where they are liable for damages; the damages could be \$12-\$15 million. Wellington is now more than 50% of the Boxelder. If there is nothing done in the next few days, Wellington could be set up to take that liability.

Richard Seaworth with Boxelder Stormwater Authority addressed the Board to state that the town needs to do an agreement that held us to only \$280,000 worth of liability for the Town which is now over \$2.7 million now, we need to make sure that that stays. Although that was done by an agreement between the entities outside of the Boxelder Flood Authority Board and there is supposed to be an auditing committee that meets every year; that committee has not meet for two and a half years, so we need to make sure that that happens in the next few days.

Mr. Seaworth stated that he did sign the contract today to do the monitoring of the wells so we will not be any digging until at least January.

Mr. Seaworth commented that he believes Eric Tracy from Larimer County would vote with Wellington that we are not going to get into a lawsuit with the Days even if we have to buy augmentation water to take care of that because it's just not worth that kind of a fight; those wells they have are adjudicated for a little over 300 acre feet and all we need is 30 acre feet.

Trustee Whitehouse inquired as to why the Board is just now hearing about this.

Mr. Seaworth commented that this just came up on Friday. "We knew we had a problem but we thought they were going to get this taken care of. We wanted to get our monitoring done so we'd have a better footing, and that the Days we're going to okay what we wanted to do. That just hasn't happened although it was supposed to have happened a month ago. Then an email was received on Friday night that I needed to sign this because somehow they forgot to send it out.

Wellington does need to get with the other entities and make sure the other entities understand what our agreement is. Mr. Singewald asked two months ago to be at that meeting and it doesn't happen."

Mayor Hamman commented that this is a big topic that will need to be looked at.

Trustee Jerome commented that he read the court's ruling and it does state in there that the Days can come back again and again. If the Boxelder keeps doing things that the Days do not like and they

decide to go back to court, Wellington will be forced to pay fees.

Bryan Ehrlich with Bee Lake Productions addressed the Board and provided a recap of the fireworks production for the 4th of July. The show only had four misfires out of over 690 queues. There were 2,784 total effects and 2,914 were shot off. There was a lot of well received comments from spectators. There is a shortage of fireworks and contractors are asking for commitments for 2022 as they would like to have the commitment by the end of July. If the deposit of \$15,000 is received and not used, it would be credited; the \$15,000 includes other shows and not just Wellington.

Trustee Macdonald inquired as to what the annual costs of the fireworks is.

Mr. Ehrlich stated last year the fireworks were purchased at 2019 prices and there was some leftover stock to use for this year. The equipment was also paid off so that lowered prices.

In 2022, it is expecting to be a \$1,500 increase. It is hard to estimate the cost of products until they get to the United States in November or December.

2. Proclamation

a. Park and Recreation Proclamation

Mayor Hamman read the Park and Recreation proclamation.

C. CONSENT AGENDA

1. Minutes of the June 22, 2021 Board of Trustees Meeting

Trustee Whitehouse moved to approve the consent calendar; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

D. ACTION ITEMS

1. Wellington Senior Resource Center Contract Renewal

Ms. Jones informed the Board that before them this evening is the standard contract renewal that has been used in previous years with one new provision: 2.J that the Town will facilitate the volunteer driver selection. The estimated support costs that the Town of Wellington will contribute to the Senior Center is \$28,667 and that includes the insurance coverage of the fully funded new van.

Dorothy McClure thanked the Town for the support of the Senior Resource Center and gave a report on the Center:

The Center is staffed by volunteers on Monday, Wednesday and Friday. During 2019 the volunteers logged 2,132 hours. Also in 2019, 3,355 meals were served at the Center and 260 frozen and hot meals were delivered by the senior bus to six different homebound seniors. The senior bus is also used to transport seniors to appointments in Fort Collins. There were 1,767 rides provided to seniors. In addition to transportation services, the Center provides social opportunities, blood pressure checks, massage therapy, live music and regional outings. The Senior Center member fee is \$15 per person, per year.

During the COVID shutdown, research was done on several grant opportunities and a grant was awarded to fund 100% of a new 2021 15-passenger bus for the Senior Center. The old bus will be kept as a back-up vehicle. The new bus should be delivered soon.

Trustee Jerome thanked Ms. McClure for all that she does for the Senior Center.

Trustee Kinney congratulated Ms. McClure on the grant award.

Mayor Hamman opened the meeting for public comment to which there was none.

Trustee Jerome moved to approve the Wellington Senior Resource Center Contract Renewal; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

2. Resolution No 18-2021 - A Resolution Approving Participation in the metroDPA Program

Mr. Scott Riffle, Managing Director at Stifel Public Finance addressed the Board and informed them that they are the program administrator for the metroDPA program.

The DPA is a down payment assistance program the helps people who qualify for a mortgage and provides them a down payment to get into a home. It provides a 30-year fixed rate mortgage. Down payment assistance is only available to individuals that would qualify for a mortgage under normal circumstances. Some qualifications include a credit score of 620 or higher, an income of \$150,000 or less and are purchasing a home in an approved area. There are a number of jurisdictions in the region that are participating in the program.

The City and County of Denver is the authorizing entity for this program and their Council has deemed that there be an approving resolution to be able to offer these programs in jurisdictions. There are no costs and no administrative burdens for jurisdictions to participate.

The DPA program does utilize local realtors and local lenders.

Mayor Hamman commented that this is a good program.

Trustee Gaiter inquired about what authority that Wellington is given to Denver.

Mr. Riffle stated the City and County of Denver cannot operate in Wellington so this is allowing lenders who can serve borrowers in Wellington access to real estate transactions in Wellington.

Trustee Gaiter confirmed that this does not give the City and County any authority to operate in the Town of Wellington.

Per Mr. Riffle, that is correct.

Trustee Gaiter inquired if this program hurts private businesses that are involved with lending.

Mr. Riffle stated it does not and their goal is to help private businesses.

Trustee Gaiter inquired as to how the program is funded.

Mr. Riffle stated that his firm accesses the capital market to create dollars through the mortgage market. When a loan closes, there are more and more opportunities. It is professional funded and there is no taxpayer assistance required.

Trustee Gaiter inquired about potential costs that could be incurred.

Mr. Riffle stated there are no costs that are passed on to the participants as the City and County of Denver absorbed all the costs to start the program.

Trustee Gaiter inquired if the homebuyer education was a requirement for the program.
Mr. Riffle stated homebuyer education is a requirement as that is beneficial to the homebuyer.

Kelly Fuchs commented that she does know a little about this program and the program has a forgivable second mortgage after three years.

Trustee Kinney moved to approve Resolution 18-2021; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

3. Revitalizing Main Street Grant Presentation

Ms. Cooper addressed the Board regarding the Revitalizing Main Street Grant opportunity as well as make a finance request. The Town of Wellington has been awarded a \$149,999 through the CDOT Revitalizing Main Street Opportunity 2 Grant Program. These grant funds are part of a \$30 million allocation from the State of Colorado and will be directed towards the Downtown Improvement and Pedestrian Safety Initiative Project. The Wellington Main Street Program and the Town of Wellington will partner in purchasing and installing a series of equipment to address pedestrian safety, accessibility, and the health of visitors and residents in downtown Wellington. This is a reimbursement grant with a 20% match requirement. The matching fund requirement will be met with a combination of Main Street mini-grant dollars, fundraising dollars, and in-kind services provided by the Town of Wellington.

Some of the items that will be within the grant include:

- Engineering and Design
- Coordination with CDOT and Xcel Energy
- Removal of existing lighting fixtures and downtown furniture
- Sidewalk repair and base preparation for the installation of new fixtures and furniture
- Purchase and installation of new fixtures, which may include the following:
 - Solar-powered pedestrian lighting along Cleveland Ave and in and around Centennial Park
 - New trash/recycling containers
 - ADA accessible benches and picnic tables
 - Dog waste stations
 - Water-bottle filling stations
 - Replacement tree grates
 - Multi-unit bike racks

The project needs to be completed within eight months of receiving the purchase order and it is anticipated that will come in this week; looking at a completion date of the end of February 2022.

Awarded grant funds - \$149,999

WCMSP DOLA mini-grant matching funds - \$10,000

Town of Wellington in-kind - \$15,000

WCMSP fundraising dollars - \$7,000

Total Project Budget - \$175,000

The Town of Wellington Staff would like to request approval of the \$149,999 in reimbursable funds.

Due to the eight-month deadline on this grant funding, the staff would like to request permission to spend these funds at their discretion so long as it meets grant requirements and reporting through the Finance Department

Trustee Kinney commented that she is amazed by the collaborative efforts between the Town, town staff and the non-profits as big opportunities have been executed in a short period of time. Trustee Kinney commended all that were and will continue to be involved in this project.

Trustee Jerome inquired if the mini-grant and fundraising dollars are needed on this or could it be used towards other projects.

Ms. Cooper stated that would be the decision of the Town although for the WCMSP it is a good faith contribution and showing support for those projects. There is a larger grant that the Town would have to front.

Trustee Kinney commented that every dollar funneled through the Main Streets Program is returned to the Town. Due to the short time frame for expending these funds, the reimbursement and procurement items related to spending this money should be considered so those items do not have to come before the Board.

Trustee Gaiter inquired if there will be delays in the project since it will be with CDOT.

Ms. Cooper stated it is a CDOT grant, and they are expediting a lot of those processes.

There is a utility permit in process already and the necessary traffic control has been secured through Karns.

Trustee Gaiter commented that he is not comfortable giving a blanket approval for spending as people want and is unsure if the plan is that the funds will be spent on what is presented or if that can completely change.

Ms. Cooper stated they had to do a scope of work approval for the grant so they cannot go outside of the items presented to the Board this evening; items may need to be cut out, but they cannot add items to the project.

Trustee Gaiter commented that he does not have a problem expediting the project but would like a report when funds are being spent.

Ms. Garcia asked if a wrap up at the end of the project on what was purchased would suffice.

Trustee Gaiter commented that a wrap-up at the end of the project would be great but also a quick update as the project is moving along.

Trustee Kinney commented that the Board has encouraged staff and Main Streets to pursue grant opportunities, it needs to be acknowledged on how those grants are treated when received, managing and executing the grants. Grants add administrative time and expense as well as the work associated with the grant funds. Reporting on the grants may only take a few minutes but gathering the data to do that report takes more than a few minutes.

Trustee Macdonald commented that when the grant is applied for, there needs to be a contact for who is managing or administrating the grant; will that contact be the Town of Wellington or Main Streets.

Ms. Cooper stated she is listed as the liaison with CDOT and their representatives, however Alex Evonitz is also listed as a key contact for the engineering side. A separate account was

created that will show funds coming in and going out. A spreadsheet was provided by CDOT to report expenses and that is sent directly to CDOT.

Trustee Macdonald commented that this project does support many of the goals in the strategic plan.

Ms. Cooper stated this smaller grant is being used as a template for getting the larger grant opportunity and the processes will be in place.

Trustee Macdonald inquired if the grant would reimburse the staff labor for the installation of the equipment or is that the in-kind match.

Ms. Cooper stated that is in-kind match and that will be in paid staff hours that will be logged through the Public Works Department.

Ms. Cooper also stated the Main Streets Board approved the fundraising dollars if and when they are needed so it is possible that the matching funds would be achieved without using the fundraising dollars; they are available if needed.

Mayor Hamman inquired if the sidewalks will be part of the project.

Ms. Cooper stated that is the hope for the larger grant project.

Mayor Hamman opened the meeting up for public comment to which there was none.

Trustee Kinney moved to approve the \$149,999 in reimbursable grant funds for the CDOT Revitalizing Main Streets opportunity and allow staff to administratively approve invoices up to \$149,999 for this project; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

4. Authorize the Execution of Two Construction Contracts for the 2021 Old Town Streets Repair Project.

Mr. Ewert informed the Board that this agenda item is the authorization of the 2021 Old Town Streets Repair Project.

Staff solicited bids from qualified contractors to complete the work for four separate contracts: asphalt repair, concrete repair, construction material and tree removal.

The location for the work is generally identified as follows:

- 3rd Street (Wilson Ave to Franklin Ave) - Mill and Overlay, sidewalk, ADA ramps, cross pan, curb and gutter repair
- 5th Street (Cleveland Ave to Roosevelt Ave) - Mill and Overlay, sidewalk, ADA ramps, cross pan, curb and gutter repair
- 1st Street (Kennedy Ave to Tyler Ave) - Mill and Overlay, ADA ramps, sidewalk, curb and gutter repair
- Harrison Avenue (4th Street to 5th Street) (Add Alt.) - Mill and Overlay, ADA ramps, sidewalk, curb and gutter repair
- Adams Drive and Kit Fox (Add Alt.) - Cross Pan, asphalt patching
- Wellington Blvd (both entrances to the Commercial buildings on the east side of the street).

The Town received two bids for the concrete work and four bids for the asphalt repair work and that bid summary was included in packet material. All bids were evaluated for completeness and qualifications. Connel Resources and NorthStar Concrete previously performed the same work in prior years and there were no issues with their performance. Tree Top was chosen for the tree removal and CTL Thompson was chosen for the materials testing.

Trustee Gaiter inquired if there was only one bid for the tree removal.

Mr. Ewert stated the issue is that when bids are solicited from Fort Collins companies, typically they do not provide bids, or their timeline was not conducive with our project timeline, so we were essentially left with one bid for the tree removal.

Mayor Hamman opened the meeting for public comment to which there was none.

Trustee Whitehouse moved to approve the Old Town Streets Repair Contracts for 2021; Trustee Jerome seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

5. Authorize the Execution of the 2021 Stormwater Masterplan Contract

Mr. Ewert informed the Board that the Stormwater Masterplan is funded through the Flood Mitigation Assistance Program Grant from the Colorado Division of Homeland Security and Emergency Management for a total of \$150,000 with a 75/25 split and a maximum Federal contribution of \$112,500 and the Town matching funds of \$37,500. Funds were budgeted this year for the project.

The Stormwater Masterplan is a comprehensive planning document that will provide a hydrologic analysis and model of the Town and the Town's growth management area. The Masterplan will identify existing stormwater problem areas and provide drainage design and planning within future developments. The Masterplan will provide a list of capitol improvement projects along with budgetary costs estimates for inclusion in the long-range capital improvements list. The Masterplan will provide benefit cost analysis for various identified projects which is something that is required in order to receive grant funding.

Additional work carried out under this contract will include a review of the existing Storm Drainage Design Criteria along with recommended updates and changes.

Staff solicited bids in May of this year and received seven proposals from qualified consulting teams. The proposals were evaluated and scored by the selection committee and the top two teams were selected for interviews. The teams were interviewed in June and ICON Engineering was chosen.

Trustee Gaiter inquired as to the cost of the contract of the other finalist and why was ICON chosen.

Mr. Ewert stated their costs was around \$139,000. Due to the costs of the project being in open records in the Town's budget, the costs from the companies were in the same range. Typically for this type of project, we are not looking for the cheapest proposal. We not only look at the bottom line but also billing rates, number of hours and the project team size. We also look for proposals that maximize the dollars by reducing things like administrative costs and management costs. The costs are evaluated at a quality level more so than the bottom dollar.

Trustee Gaiter inquired as to what role Logan Simpson will be playing in this contract.

Mr. Ewert stated at this point they do not have a role. They are on the team, but they are not under contract. If they did come into the project, it would be more of a coordination role with the comprehensive plan side of things.

Trustee Gaiter inquired about the \$4,000 being spent for two, four-hour Board of Trustee meetings, since the meetings are not four hours, what would they be presenting that staff cannot do.

Mr. Ewert stated the funds are there as a placeholder if it was needed. The idea is to have them present at the end of the project and during the draft. The meetings themselves may not take eight hours but there would be preparation on their end as well.

Trustee Macdonald inquired as to what other criteria was used in the selection process.

Mr. Ewert stated they looked at proposal quality like typos, project team and experience, looking if firm has worked with a smaller town, location of the firm and project schedule.

Mayor Hamman opened the meeting for public comment to which there was none.

Trustee Kinney moved to approve the contract with ICON Engineer for the 2021 Stormwater Master Plan Project in the amount not to exceed \$139,815; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

6. Resolution No. 19-2021 - A Resolution Approving the Fourth Amended Intergovernmental Agreement for the Establishment of the Larimer Emergency Telephone Authority (LETA 911)

Mr. Sapienza informed the Board that this is the fourth Amended Intergovernmental Agreement for LETA 911.

LETA is a coalition of various entities in Larimer County for an emergency telephone authority. The amended IGA has three primary purposes:

- Membership changes. The total number of members has increased from 24 to 30, with the addition of a number of fire districts.
- Board membership. Representation on the board will change for small towns such as Wellington. Currently, of the 7 board members, two are appointed to represent towns and Colorado State University together. Those seats are currently held by Estes Park and Colorado State University, due to those entities having their own PSAPs (Public Safety Answering Point or call center). This 4th amended IGA will give Estes a permanent seat on the board and the remainder of the towns and CSU will have one joint representative.
- Powers of the Authority. These changes are primarily administrative in nature but reflect the growing complexity of LETA operations. Some additions include policies on fiber optic cables, PSAP insurance, computer aided dispatch systems, and more.

Trustee Gaiter inquired if there were any costs associated with signing the updated IGA.

Mr. Sapienza stated there are not, the funding from LETA comes from a surcharge that is on phone bills. There are no costs for the Town of Wellington.

Mayor Hamman opened the meeting for public comment to which there was none.

Trustee Jerome moved to approve Resolution 19-2021; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

7. Ordinance No. 07-2021 - An Ordinance Establishing a Hearing Process to Address Alleged Campaign Finance Complaints and Violations

Ms. Eucker informed the Board that on May 29, 2019, the Governor signed SB 19-232 which amends the Colorado Fair Campaign Finance Practices Act and provides that any complaints related to a municipal campaign finance would be handled by the municipal clerk.

Prior to this change, municipal clerks would rely on the Colorado Secretary of State's Office to handle campaign finance complaints. Due to the change, staff is presenting an amendment to the municipal code to provide a process for handling municipal campaign finance complaints.

The Town is unaware of any campaign finance complaints that have been filed in the past although would like to have a process in place should there be any in the future. The complaint process is similar to the Colorado Secretary of State.

Trustee Gaiter inquired if it would be wise of the Town to set who the hearing office will be.

Mr. Sapienza stated that is a good idea to appoint someone in advance. The hearing officer could be the municipal judge and would be a suitable choice for that. If the ordinance is passed, contact will be made with the municipal judge regarding an appointment for the hearing officer.

Trustee Macdonald inquired if the appointment will be made by name or title.

Mr. Sapienza stated it can be made by title as there could also be an alternate municipal judge that serves for various reasons at various times.

Mayor Hamman opened the meeting for public comment to which there was none.

Trustee Gaiter moved to approve Ordinance 07-2021; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

8. Consideration of Invoice not Included in 2021 Budget

Ms. Garcia informed the Board that based on the procurement policy, invoices over \$10,000 that were not appropriated or budgeted needs to come before the Board of Trustees for approval. There were two 2020 projects that were completed in 2021. The projects were anticipated to be completed and were not for a variety of reasons, mainly COVID.

Emergency Power for Main Plant

2020 Budget - \$302,000

2020 invoices paid - \$280,180.02

Balance rolled into 2021 Water Fund - \$21,819.98

2021 invoices to be paid - \$13,784.70

Crosswalk Safety Project

2020 budget - \$75,000

2020 invoices paid - \$44,071.25
Balance rolled into 2021 Street Fund - \$30,928.75
2021 invoices to be paid - \$3,830

There were four invoices received for the projects. Three of the invoices were under the \$10,000 threshold and were approved by the Town Administrator. The fourth invoice was over \$10,000 and requires Board of Trustee Approval; Interstate Construction Services for \$12,784.70.

Trustee Gaiter inquired if there will be additional invoices for that project as it came in under budget.

Ms. Garcia stated the Town is done with both projects.

Mayor Hamman opened the meeting for public comment to which there was none.

Trustee Gaiter moved to approve payment of an invoice to Interstate Construction Services for \$12,784.70; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:
Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman
Nays – None
Motion carried.

9. Resolution No. 20-2021 - A Resolution Adopting the 2021 Larimer County Multi-Jurisdictional Hazard Mitigation Plan Update

Mr. Gowing informed the Board that the County's Hazard Mitigation Plan (HMP) is updated every five years in accordance with FEMA's requirements.

The County gives local jurisdictions the opportunity to participate and adopt that plan. Adoption of the HMP is required to receive FEMA funding. The fact that Wellington was in the 2016 HMP allowed the Town to apply for the Flood Mitigation Assistance Grant that was received earlier this year.

In the current plan, there were two actions called for the Town, one being a tornado warning system and the other was stormwater project. The North Old Town Drainage project was completed in 2017. The tornado warning system was deferred.

On December 1, 2018, a letter was sent to the County indicating Wellington's intent to participate and in January of last year, Larimer County initiated the update.

The HMP is defined as sustained actions to reduce or eliminate long term risk to human life and property from natural hazards. In general, the HMP includes a risk assessment for potential hazards, a capability assessment, mitigation strategy and plan implementation and maintenance.

The HMP is not a regulatory document, and it is not a set-in stone commitment of resources or activities. There are no requirements although it is a guiding document.

There are a number of municipalities, fire authorities and miscellaneous districts that are participants of the HMP.

The proposed HMP includes "annexes" that are specific to participating communities. The following are the mitigation actions included for Wellington:

- Tornado Warning System (Medium Priority)

- Source Water Protection Plan (High Priority)
- Stormwater Master Plan (High Priority)
- B-Dam Emergency Response Plan and Flood Warning System (High Priority)

Trustee Whitehouse inquired as to what Wellington's portion of the B-Dams will be.

Mr. Gowing stated there has been a lot of work spent on that and Wellington is right downstream from the B-Dams so if the dams fail, that will inundate roughly 85% of the Town. When looking at that in terms of risk and assign that risk to the owner in terms of participants, Wellington does end up with more than the average share. The numbers have not been finalized. An estimate for participation is roughly \$100,000-\$200,000.

Trustee Macdonald commented that participation in this plan could lead to other opportunities.

Trustee Kinney met with youth in the community, and they specifically mentioned tornado warning systems so that was nice to share with the youth that the Town has acknowledged that need.

Mayor Hamman opened the meeting for public comment to which there was none.

Trustee Kinney moved to approve Resolution No. 20-2021; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

E. REPORTS

1. Town Attorney

None.

2. Town Administrator

None.

3. Staff Communications

a. Larimer County Sheriff's Office Monthly Report - May 2021

b. List of Bills - June 2020

4. Board Reports

Trustee Gaiter inquired about the sex offenses and if those were for the whole year or if there are three additional offenses.

LCSD stated he is not sure what the statistics are coming from, but sex offenses do come in a variety of natures and that could be from indecent exposure to an actual sex offense; clarification will be obtained and forwarded to the Board.

Ms. Garcia stated that is usually a year-to-date number and then month to date so that would be a total of three for the year.

Trustee Kinney commented that the Board has heard from some partners this evening and there are opportunities to support those partners. Main Streets is holding the Main Street Markets in Centennial Park and Well-O-Rama will take place on August 7th.

Trustee Gaiter commented that himself and Trustee Kinney attended the elected officials BBQ and that was a great opportunity to meet members of the local communities. The Commissioners would like to meet quarterly and rotate that location around the municipalities. Wellington could show off the new Town Hall building in the first quarter of 2022.

Mayor Hamman commented that he had the opportunity to meet with Senator Hickenlooper and was able to discuss the MPO and believes there is good support for Wellington to join the MPO.

F. 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 Section 24-6-402(4)(e), C.R.S. – regarding negotiations with North Poudre Irrigation Company

Trustee Jerome moved to go into executive session 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 Section 24-6-402(4)(e), C.R.S.; Trustee Whitehouse seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

The Board of Trustees moved into executive session at 8:36 p.m.

No action official action was taken during the executive session.

Trustee Macdonald moved to close the executive session; Trustee Jerome seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays – None

Motion carried.

The Board of Trustees closed the executive session at 9:35 p.m.

G. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:35.

Krystal Eucker, Town Clerk

Board of Trustees Meeting

Date: July 27, 2021
Submitted By: Judy Tippetts, Finance Director
Subject: Resolution No. 22-2021 - A Resolution Approving the Utility Hardship Program

- **Presentation:** Judi Tippetts, Finance Director

EXECUTIVE SUMMARY

Staff is requesting \$12,000 of general fund monies to support Emergency Utility Hardship program.

There are numerous programs designed to help with utility payment assistance however, most of the programs are based on income qualifications. The EMERGENCY UTILITY HARDSHIP program is to assist with water utility payments for any Wellington resident experiencing a current hardship within their household. Several examples of hardships that may impact a family's ability to pay include workplace or vehicle accident, reduced income due to job loss or reduction in hours, medical bills, or divorce.

We are not limiting the definition of what has created the hardship but rather requiring documentation to substantiate the hardship statement.

Awarded funds will be directly credited to the associated water utility account.

Legal counsel has recommended the qualifications are either "yes" or "no" answers in the form of a checklist. We do not want to put staff in a position of having to award or deny assistance based on subjective criteria.

Reporting on the use of the program will be provided to the Trustees in October, 2020.

BACKGROUND / DISCUSSION

This item was previously presented at work session on July 20th, 2021. Following discussion by the Board of Trustees, criteria regarding exemption of businesses operating out of the home has been deleted.

STAFF RECOMMENDATION

Move to approve Resolution 22-2021 Establishing the Town of Wellington Water Utility Hardship program including re-appropriating \$12,000 from the general fund.

ATTACHMENTS

1. HUG0727
2. Resolution - Hardship0722



APPLICATION

The information provided shall be kept confidential and used only for the purpose of determining eligibility for financial assistance. Please complete all sections.

Applicant Name: _____ Wellington Utility Acct. # _____
Address: _____
Phone: _____ Email: _____

Rent/Own _____ Is this your primary residence? Yes/No _____

EMERGENCY UTILITY HARDSHIP

Describe briefly why you fell behind on your utility payments.

APPLICANT ELIGIBILITY

Applicants must meet the following criteria:

- Residential Water Utility Customer of the Town of Wellington.
- No violations for tampering with meters/pits.
- Current hardship creating inability to pay (Must provide documentation supporting hardship described above. i.e., paystub with reduction of hours, medical bill etc.)
- Must sign up for water use audit or training provided by the Town, to help reduce water consumption/waste.
- All grants must be applied to the utility account and reach a zero balance. If balance is in excess of the grant, the applicant must enter into an agreement to reach a zero balance within 2 months.
- Account must be kept current.

APPLICATION

Funds will be provided on a first come, first-qualified, first-served basis. For consideration, applications must be fully completed and include all required supporting documentation. Funding available until exhausted as annually appropriated. Maximum payment of \$300 per year, per household.

I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

Executed on the _____ day of _____, _____, at: _____
(date) (month) (year) (city or other location, and state or country)

(printed name)

(signature)

TOWN OF WELLINGTON

RESOLUTION NO. 22-2021

A RESOLUTION ESTABLISHING THE TOWN OF WELLINGTON WATER UTILITY
HARDSHIP PROGRAM

WHEREAS, the Board of Trustees of the Town of Wellington desires to aid residents experiencing hardships that make payment of water utility bills difficult;

WHEREAS, the Board of Trustees desires to establish a program available to all residents that meet specific criteria establishing a hardship, while preserving the confidentiality of personal information of those residents; and

WHEREAS, the board desires to fund approximately \$1 per resident of Wellington to establish the program and re-appropriates \$12,000 for the calendar year 2021 to be used by the program.

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

1. The Town of Wellington Water Utility Hardship Program (the “Program”) is hereby established.
2. Town staff shall require applicants to the Program to submit an application that includes affirmations that the applicant:
 - a. is a Residential Water Utility Customer of the Town of Wellington;
 - b. has no violations of record for tampering with meters/pits;
 - c. has a current hardship creating inability to pay and must provide documentation supporting hardship. i.e., paystub with reduction of hours, medical bill etc.;
 - d. will sign up for water use audit or training provided by the Town, to help reduce water consumption/waste;
 - e. will reach a zero utility balance upon application of the funding, but if the balance will be in excess of the grant, the applicant must enter into an agreement to reach a zero balance within 2 months; and
 - f. will keep their account current after application of the funding.
3. The application will be in substantially similar form to the application provided in the Board of Trustees packet on July 27, 2021 and will be in the form of an unsworn declaration pursuant to C.R.S. Section 12-55-306.
4. Upon receipt of a completed application that includes the affirmations in section 2 above and all required documentation, the Program will apply a credit to the Applicant’s utility account in an amount not to exceed \$300 in a calendar year for each household.
5. \$12,000 from the Town General Fund is hereby re-appropriated for the Program. Applications for funds will be considered on a first come, first qualified, first served basis and will only be available if appropriated funding is available.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado this 27th day of July 2021.

TOWN OF WELLINGTON, COLORADO

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

Board of Trustees Meeting

Date: July 27, 2021
Submitted By: Elizabeth Young Winne, Planner
Subject: Ordinance No. 08-2021 - An Ordinance Approving a Conditional Use Large Child Care Home on Lot 39, Block 1, Park Meadows Replat, Town of Wellington

- **Presentation: Elizabeth Young-Winne, Planner**

EXECUTIVE SUMMARY

- The applicant has submitted a request for conditional use approval to allow a large childcare home.
- State regulations for a family childcare home allow care for up to 6 children.
- State regulations allow a large childcare home to provide care for up to 12 children. Large childcare homes require an additional adult when 9-12 children are in care.
- The applicant currently operates a family childcare home at this location.
- The Municipal Code allows a family childcare home as a home occupation.
- Childcare centers, including large childcare homes, require a conditional use approval when located within a residential district.
- The Planning Commission held a public hearing on July 13, 2021, to consider the conditional use.
 - At the public hearing, Wellington Fire Protection District's Chief Green suggested adding a condition that the home occupation obtain an annual fire and life safety inspection.
 - Another community member had comments and questions pertaining to the requirements of licensure, which is handled by the State.
 - No other public comment via email, phone, or letter was received.
 - Following the public hearing and deliberations, the Planning Commission made a recommendation to approve the conditional use with the staff recommended conditions and including the recommendation for an annual fire and life safety inspection.

BACKGROUND / DISCUSSION

Financial/Sustainability Considerations:

- The proposed conditional use does not have direct financial impacts to the Town.
- Wellington has many young families with working parents. Home childcare services are an integral component of meeting the needs of area families where the number of commercial daycare centers are limited. Allowing childcare homes and large childcare homes within the community supports the needs of residents.

Legal Considerations:

- When considering a conditional use, the Town Board may approve the conditional use, may approve the conditional use with conditions, or may deny the conditional use.
- Town staff is recommending approval with the following four conditions:
 - Maintenance of a State of Colorado childcare license;
 - Re-application for conditional use approval is required if a new user is licensed at the location but re-application is not necessary if a new adult assistant under current license is added;
 - The conditional use approval terminates upon abandonment of the use for a period of twelve (12) months, a change in ownership; or a change in use; and
 - An annual fire and life safety inspection is completed with Wellington Fire Protection District.
- Approval of a conditional use requires adoption of an ordinance. A draft ordinance was prepared based on the recommendations of the Planning Commission and Town staff and is attached to this report. The Town Board may require changes to the draft ordinance as determined necessary.

Policy Considerations:

- Section 16-7-30 of the Municipal Code provides review criteria for conditional uses.
- By recommending approval of the conditional use, the Planning Commission determined that the applicable review criteria have been satisfied. Below is a summary of the findings of the Planning Commission:
 - Applicable provisions of Chapter 16 (Zoning) and Chapter 17 (Subdivision Regulations) are satisfied, and no variance is being requested.
 - The proposed conditional use to allow a large childcare home is consistent with the Comprehensive Plan.
 - The property requesting the conditional use has adequate public services available to it, and approval of the conditional use will not result in a significant increase in demand for public services that cannot be accommodated with existing resources.
 - Approval of the proposed conditional use will not substantially alter the basic character of the district and will not jeopardize the development or redevelopment potential of the district. The large childcare home will be operated within an existing single-family home, and the home is compatible in size and style to other homes within the district. The existing home will continue to be the primary residence for the applicant, and no alterations are proposed as part of the conditional use request. The subdivision is built out, and the proposed conditional use will not impact the development or redevelopment of permitted uses within the district.
 - The proposed conditional use is not expected to create adverse traffic impacts or hazardous conditions for pedestrians or vehicles on or adjacent to the site. White Deer Lane allows on-street parking. There is sufficient capacity to accommodate the additional vehicle trips expected from the conditional use. The property has a 3-car driveway to further accommodate drop off

and pick up times. White Deer Lane has sidewalks on both sides, providing for safe pedestrian access to the property and through the neighborhood.

- The potential negative impacts associated with the conditional use have been or will be mitigated. Specific considerations are as follows:
 - Traffic – The proposed conditional use for a childcare home is not anticipated to result in a significant increase in traffic. White Deer Lane has adequate capacity to accommodate traffic expected to be generated and there is on street and off-street parking in the driveway available. Length of stay will be limited in duration and consist of drop-off and pick-up.
 - Activity levels – Activity levels may increase slightly if the conditional use is approved, allowing up to 12 children at the childcare home. Most activities take place inside the home, but also includes vehicle traffic for drop-off and pick-up of children. The childcare operator does not currently have plans to expand to 12 children in care at this time as that requires another adult supervisor. The additional activity is not expected to have significant negative impacts on the neighborhood.
 - Light – No additional lighting impacts are proposed or anticipated.
 - Noise – Activities associated with the childcare home are primarily conducted within the home. Outdoor activities generally take place within the back yard of the home and consist primarily of children playing. Noise from children playing is limited to daytime hours and is not expected to exceed a level that would become detrimental to the surrounding neighborhood.
 - Odor – No odors are associated with the proposed childcare home.
 - Building type, style, and scale – The proposed conditional use will be operated within the existing single-family home. The existing home is consistent with the building type, style, and scale of surrounding homes in the neighborhood. No physical alterations to the home are proposed as part of this conditional use request.
 - Hours of operation – Childcare homes operate primarily as a service for parents who work during normal daytime hours. Hours of operation for childcare homes would not result in increased activity levels during times of day which would negatively impact the neighborhood. Childcare homes operated as home occupations are permitted to operate between the hours of 6am and 9pm and this childcare operates from 6am to 5:30pm.
 - Dust – Dust is not anticipated to be a problem with the childcare home.
 - Erosion control – Erosion control is not an applicable factor for this use at this location.
- The applicant has been approved for a Colorado license to operate a large childcare home, pending local zoning approval.

STAFF RECOMMENDATION

Move to adopt an ordinance approving a conditional use to allow a large childcare home occupation on Lot 39, Block 1, Replat of Park Meadows (4205 White Deer Lane) with the conditions of approval as presented.

ATTACHMENTS



1. Ordinance
2. Location Map
3. Presentation

TOWN OF WELLINGTON

ORDINANCE NO. 08-2021

AN ORDINANCE RELATING TO CONDITIONAL USE APPROVAL OF A LARGE CHILD CARE HOME ON LOT 39, BLOCK 1, PARK MEADOWS REPLAT LOTS 38-51, BLOCK 1, BLOCK 4, AND TRACT B, TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO.

WHEREAS, Chris Magana, 4205 White Deer Lane, Wellington, CO 80549 is requesting Conditional Use approval to allow a large childcare home on Lot 39, Block 1, Park Meadows Replat Lots 38-51, Block 1, Block 4, and Tract B, Town of Wellington; and

WHEREAS, the property is zoned R-2 Residential District, Single-Family Medium Density; and

WHEREAS, operation of a large childcare home as defined by the State requires conditional use approval within the R-2 Residential District; and

WHEREAS, the notices have been given and the public hearings required by the Wellington Municipal Code have been held; and

WHEREAS, the Planning Commission by motion and vote on July 13, 2021, recommended approval of the conditional use for a large childcare home with conditions; and

WHEREAS, the Board of Trustees of the Town of Wellington has found the application to be in substantial compliance with the requirements of the Wellington Municipal Code.

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

SECTION 1: The conditional use of the property at Lot 39, Block 1, Park Meadows Replat Lots 38-51, Block 1, Block 4, and Tract B, Town of Wellington for use as a large childcare home as defined by the State is hereby approved with the following conditions:

- (a) Maintenance of a State of Colorado childcare license;
- (b) Re-application for conditional use approval is required if a new user is licensed at the location but re-application is not necessary if a new adult assistant under current license is added;
- (c) The conditional use approval terminates upon abandonment of the use for a period of twelve (12) months, a change in ownership; or a change in use; and
- (d) An annual fire and life safety inspection is completed with Wellington Fire Protection District.

SECTION 2: Validity. The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any

other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.

SECTION 3: Necessity. In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.

SECTION 4: Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 27th day of July, 2021 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

Location Map

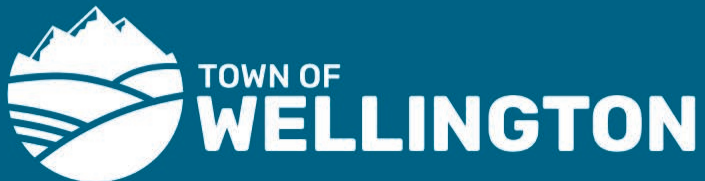
4205 White Deer Lane



Conditional Use

Lot 39, Block 1, Park Meadows
Replat Lots 38-51, Block 1, Block 4,
Tract B, Town of Wellington

4205 White Deer Lane





Public Hearing

- Conditional Use requires a public hearing at Planning Commission and Town Board.

Planning Commission

- Held on July 13, 2021.
- Wellington Fire Protection District's Chief Green recommended adding a condition for an annual fire and life safety inspection.
- A community member commented and had questions about the State's licensure requirements.
- Forward recommendation of approval to Town Board with four (4) conditions.



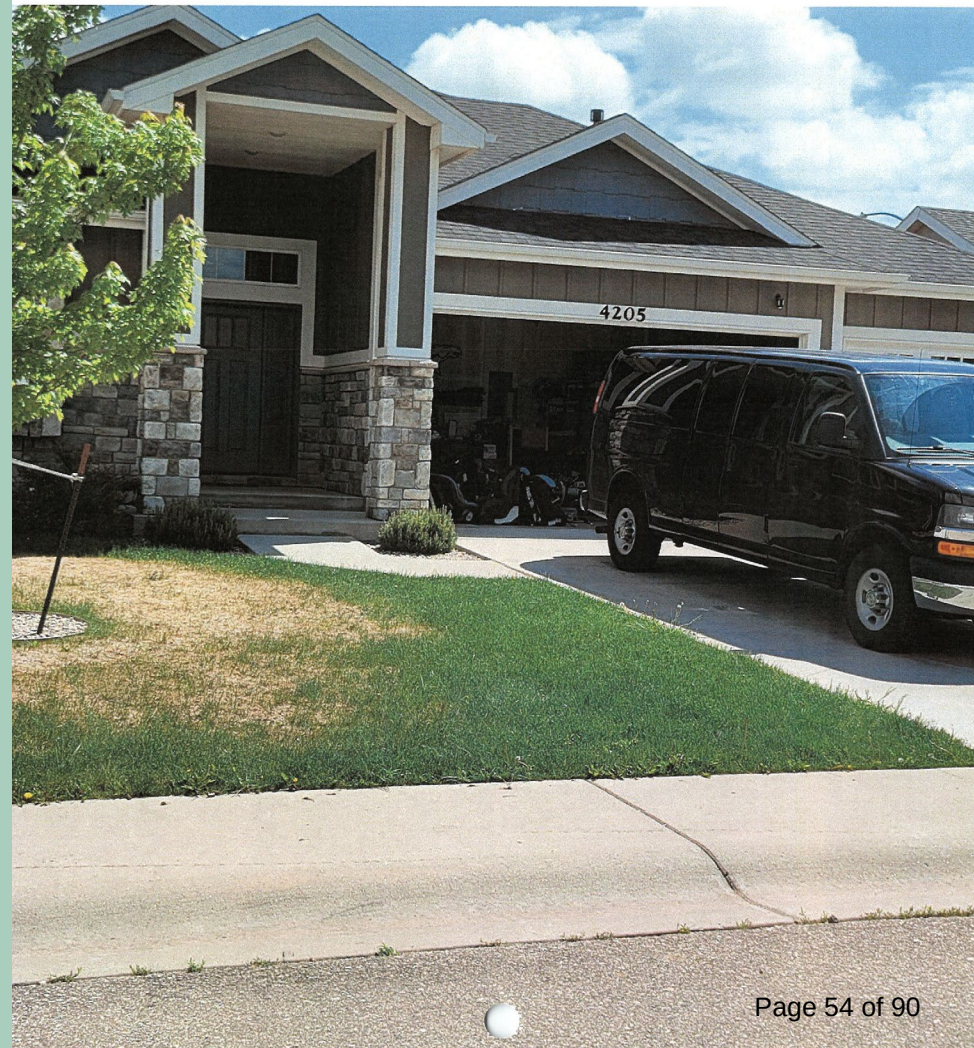
Public Hearing

Town Board

- Hold public hearing for application.
- Adopt ordinance approving conditional use for large child care home (attached in packet) with the conditions presented.

Little Tykes

Applicant: Chris Magana



General Location





Background Information

- State regulations have a large childcare license for in home providers that allows up to 12 children.
- When there are 9-12 children, 2 adults must supervise.
- Applicant operates childcare as a home occupation at the location.
- Municipal code allows childcare as a home occupation.
- Childcare centers, including large childcare homes, require conditional use approval when located within a residential district.

Current application

- Seeking conditional use approval to allow a large childcare in home.

Municipal Code Section 16-7-30: Review Criteria

- ✓ Satisfy provisions of Chapter 16 and Chapter 17, unless variance requested.
- ✓ Conform with or further goals, policies, strategies of comprehensive plan.
- ✓ Adequately served with utilities, services, facilities.

- ✓ Does not substantially alter basic character of district.
- ✓ Efficient on- and off-site traffic circulation with no significant impact to adjacent uses or hazardous conditions for road users.
- ✓ Potential negative impacts can be mitigated.
- ✓ All local permits will or have been obtained.

Review criteria are met.



Conditional Use: Overview

- Conditional Use approved by Planning Commission on July 13, 2021, with following conditions:
 - Maintenance of a State of Colorado childcare license;
 - Re-application for conditional use approval is required if a new user is licensed at the location but re-application is not necessary if a new adult assistant under current license is added;
 - The conditional use approval terminates upon abandonment of the use for a period of twelve (12) months, a change in ownership; or a change in use; and
 - An annual fire and life safety inspection is completed with Wellington Fire Protection District.



Staff Recommendation

Recommend a motion to:

Adopt an ordinance approving a conditional use to allow a large childcare home occupation on Lot 39, Block 1, Replat of Park Meadows (4205 White Deer Lane) with the conditions of approval as presented.



Board of Trustees Meeting

Date: July 27, 2021
Submitted By: Dan Sapienza, Krystal Eucker, Town Clerk
Subject: Resolution 21-2021 - A Resolution Appointing a Campaign Finance Complaint Hearing Officer

- **Presentation:** Dan Sapienza, March & Olive, LLC, Town Attorney

EXECUTIVE SUMMARY

On July 13, Ordinance 07-2021 was passed, creating a process for campaign finance reporting complaints. The ordinance includes a hearing to be held by a hearing officer, to be appointed by the Board of Trustees. This Resolution appoints the duly appointed Municipal Judge as the hearing officer for all hearings required under that ordinance.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Move to adopt Resolution 21-2021, appointing the Municipal Judge as hearing officer for all hearings under Article 14 of Chapter 2 of the Wellington Code.

ATTACHMENTS

1. Resolution - Complaint hearing officer

TOWN OF WELLINGTON

RESOLUTION NO. 21-2021

A RESOLUTION APPOINTING A HEARING OFFICER FOR ALL COMPLAINT HEARINGS UNDER ARTICLE 14 OF CHAPTER 2 OF THE WELLINGTON MUNICIPAL CODE

WHEREAS, the Board of Trustees of the Town of Wellington adopted Ordinance 07-2021 on July 13, 2021, adding Article 14 of Chapter 2 to the Wellington Municipal Code, creating a process for complaints regarding campaign finance violations;

WHEREAS, Article 14 of Chapter 2 requires that hearings regarding complaints under the Article be held before and determined by a hearing officer to be appointed by the Town Board of Trustees;

WHEREAS, pursuant to Article 4 of Chapter 2 of the Wellington Town Code, the Board of Trustees has appointed a Municipal Judge to preside over the Municipal Court; and

WHEREAS, the Town Board of Trustees has determined that the Municipal Judge is exceedingly qualified and competent to serve as a neutral hearing officer for campaign finance complaints under Ordinance 07-2021.

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

The Municipal Judge, appointed pursuant to Wellington Town Code Section 2-4-30, or any later appointed Municipal Judge, is hereby appointed to serve as the hearing officer for campaign finance complaints under Article 14 of Chapter 2 of the Wellington Town Code.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado this 27th day of July, 2021.

TOWN OF WELLINGTON, COLORADO

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk



Board of Trustees Meeting

Date: July 27, 2021
Submitted By: Krystal Eucker, Town Clerk
Subject: Wellington Main Streets Program - Special Event Permit Application

- **Presentation:** Krystal Eucker, Town Clerk

EXECUTIVE SUMMARY

Wellington Main Streets Program (WMSP) has submitted an Application for a Special Event Permit to serve malt, vinous and spirituous liquor on August 7, 2021 during Well-O-Rama Music Festival and Games. WMSP has submitted all documentation for the permit including the application, premise map and permission for use of the premise, non-profit status with the Colorado Secretary of State and the special event questionnaire.

The Well-O-Rama event will take place on August 7, 2021 from 3:00 - 7:00 p.m. and it is anticipated that 500-800 individuals will attend the event. Alcohol will be provided from Soul Squared Brewing, Sparge Brewing, Cantina Liquor and Old Colorado Brewing. Alcohol will be served by TIPS certified employees of the breweries as well as TIPS certified volunteers from Overland Sertoma. The food trucks scheduled to be onsite are The Cakery, Matador Food Truck and Lavish Dogs. Individuals that will be served alcohol will have ID's checked and will be provided a wristband. Security for the event will be provided by Overland Sertoma with eight officers over a four hour period.

BACKGROUND / DISCUSSION

Pursuant to C.R.S 44-5-106, public notice of the proposed permit application and of the procedure to protest the permit was posted on July 8, 2021 at the premise location. To date, there have been no protests to the Application for a Special Events Permit.

The Local Liquor Licensing Authority shall report approved or disapproved Special Events Permits to the Colorado Liquor Enforcement Division within 10 days.

STAFF RECOMMENDATION

ATTACHMENTS

1. WMSP SEP Application

DR 8439 (06/28/06)
COLORADO DEPARTMENT OF REVENUE
 LIQUOR ENFORCEMENT DIVISION
 1375 SHERMAN STREET
 DENVER CO 80261
 (303) 205-2300

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
 AND ONE OF THE FOLLOWING (See back for details.)**

- | | | |
|------------------------------------|---|--|
| ☐ SOCIAL | ☐ ATHLETIC | ☐ PHILANTHROPIC INSTITUTION |
| ☐ FRATERNAL | ☐ CHARTERED BRANCH, LODGE OR CHAPTER | ☐ POLITICAL CANDIDATE |
| ☐ PATRIOTIC | ☒ OF A NATIONAL ORGANIZATION OR SOCIETY | ☐ MUNICIPALITY OWNING 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 (3.2 Beer) \$10.00 PER DAY	DO NOT WRITE IN THIS SPACE LIQUOR PERMIT NUMBER
---	---

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE Wellington Colorado Main Street Program	State Sales Tax Number (Required) 20141362413
---	--

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (Include street, city/town and ZIP) P.O. Box 1021 Wellington, CO 80549	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (Include street, city/town and ZIP) 3815 Harrison Ave, Wellington, CO
---	---

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Kallie Cooper			
5. EVENT MANAGER Rebekka Kinney			
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? ☐ NO ☒ YES HOW MANY DAYS?		7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? ☒ NO ☐ YES TO WHOM?	

8. 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	From	To	Hours	From	To	Hours	From	To	Hours	From	To	Hours	From	To
8/7/2021	12p	8p												

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.

SIGNATURE 	TITLE Executive Director, WCMSP	DATE 5/19/2021
---------------	------------------------------------	-------------------

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 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY) ☐ CITY ☐ COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK
SIGNATURE	TITLE
	DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION			
License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$

(Instructions on Reverse Side)



152' x 1165' fenced area by chain link



Kallie Cooper <kallie.cooper@gmail.com>

RE: Park Permission for Wellington Main Street Events

1 message

Dean Campos <camposde@wellingtoncolorado.gov>

Tue, May 11, 2021 at 5:05 PM

To: Kallie Cooper <kallie@wellingtonmainstreet.org>

Cc: Erin Sunshine <erinsunshine29@gmail.com>, Ron Boyd <boydra@wellingtoncolorado.gov>, Eric Smith <smithed@wellingtoncolorado.gov>

Hello Kallie,

These dates should be good to go. I have connected with my irrigation specialist to ensure the sprinklers wont go on for the dates and times associated with your request.

- Main Street Market (Farmer/Craft Market) - 7/1 7/8 7/15 7/22 7/29 8/5 8/12 8/19 8/26 from 4:30 - 9:30 pm.
- Well-O-Rama Music Festival - 10 am - 8:30 pm on August 7th

Also, Eric has reached out to Erin today to work out the logistics surrounding the gator usage.

Is there anything else you need?

We appreciate the partnership and working together.



Dean Campos

*Parks and Recreation
Manager*

Phone: (970) 342-5055

Email: camposde@
wellingtoncolorado.gov

Web: www.wellingtoncolorado.
gov

3735 Cleveland Ave,
Wellington, CO 80549



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,

Wellington, CO Main Streets Program

is a

Nonprofit Corporation

formed or registered on 06/12/2014 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 20141362413 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/14/2021 that have been posted, and by documents delivered to this office electronically through 07/20/2021 @ 11:01:35 .

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 07/20/2021 @ 11:01:35 in accordance with applicable law. This certificate is assigned Confirmation Number 13311068 .



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 Web site 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 Web site, <http://www.sos.state.co.us/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 Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



SPECIAL EVENTS PERMIT QUESTIONNAIRE

Date Submitted: 5/21/2021

Application Name (Line 1 of DR8439): Well-O-Rama Music Festival and Games

PLEASE FILL OUT ONE QUESTIONNAIRE FOR EACH EVENT LISTED IN THE APPLICATION.

1. Briefly describe your event. Well-O-Rama Musical Festival and Games.
Hosting 3 bands, vendor booths for sponsors, food trucks, + local breweries.
2. How many people will be attending your event? 500-800
3. During what hours will you be serving alcohol? 3-7 pm
4. Describe what food will be available during all hours that alcohol will be served. The Cakery
Matador Food Truck (Tacos + Burritos) Lavish Dogs (Specialty Hot Dogs)
5. Who will be providing the food? See above
6. Identify who will be providing the alcohol. Soul Squared Brewing, Sparge Brewing,
Cantina Liquor, Old Colorado Brewing "At the Shack"
7. Is the alcohol donated or purchased. Donated
8. Who will be serving the alcohol during the event and describe the alcohol service training of those serving. TIPS certified staff from the breweries plus TIPS certified volunteers
from Overland Sertoma
9. Describe the procedures that will be used to monitor alcohol use, identify the age of purchasers and prevent alcohol from entering or leaving the designated area. We will be selling drink
tokens, all drinkers will have IDs checked and Wristbands worn. We
will monitor consumption through token sales.
10. How many volunteers will be assisting? 15
11. Identify the company and number of officers that have been contracted to provide security. Overland Sertoma - 8 officers over 4 hours
12. When was the last Special Event Permit issued for this applicant? May 2021 - Wellington Brewfest

13. Please list all Special Events Permits issued for this organization for the current calendar year. Attach a separate sheet if needed. Wellington Brewfest

14. 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 ☐

15. Were there any compliance problems in the past event for which a special permit has been issued? If yes, explain what changes have been made to insure compliance for this event. No.

16. Explain how and where the applicant will post in a conspicuous manner the license, permits, and notices required to be posted. All required paperwork will be posted at the Main Street booth (all token sales will be sold here)

17. Identify and provide the cell phone number of the person who will be in charge and available during the event. Kallie Cooper 970-568-4985 or 641-512-5136

18. Attach a diagram showing the location of the Special Event and include ALL of the following:
- Linear dimension of each boundary and total square footage
 - Show the street and address closest to main entrance of the event
 - Show all entrances and exits
 - Describe the type and height of boundary barriers
 - Outline in bold the perimeter of the entire area in which alcohol will be stored, consumed and served and indicate on the diagram the location where alcohol will be stored and served
 - Directional Orientation (show North arrow)

Attach extra pages as necessary in order to complete the answers on this questionnaire.

I verify and affirm that I have read the foregoing application and all attachments, 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 manage the event as indicated on this questionnaire and comply with, and ensure that all volunteers and participants comply with, all provisions of the Colorado Liquor Code, state law, local ordinances and any other conditions placed on the issuance of this permit.

Kallie Cooper
Signature of Officer

Executive Director
Title

KallieC Wellington mainstreet.org
Contact Email & Phone

970-568-4985

5/21/2021
Date



Board of Trustees Meeting

Date: July 27, 2021
Submitted By: Krystal Eucker, Town Clerk
Subject: Papa's Table - Liquor License Renewal Application

- **Presentation:** Krystal Eucker, Town Clerk

EXECUTIVE SUMMARY

Hong Lu Investments LLC, d/b/a Papa's Table has submitted their annual renewal for their Beer & Wine liquor license. A review of the application found the establishment is in good standing with the Colorado Secretary of State, the establishment is current with sales tax and the Larimer County Sheriff's Office reported no issues directly related to the establishment's liquor license. There were no issues or concerns during the compliance inspection of the premise.

The licensee, Hong Lu Investments has possession of property through a lease agreement with landlords, Thomas and Hong Casabona.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Papa's Table_Redacted

PAPA'S TABLE
PO BOX 979
Wellington CO 80549

Fees Due		
Renewal Fee		Waived due to 20B-001
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	Waived due to 20B-001
Related Facility - Campus Liquor Complex	\$160.00 per facility	Waived due to 20B-001
Amount Due/Paid		\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name HONG LU INVESTMENTS LLC		Doing Business As Name (DBA) PAPA'S TABLE		
Liquor License # 03-08513	License Type Beer & Wine (city)	Sales Tax License # [REDACTED]	Expiration Date 08/29/2021	Due Date 07/15/2021
Business Address 3728 WEST CLEVELAND AVENUE Wellington CO 80549			County Larimer	Phone Number 9705684139
Mailing Address PO BOX 979 Wellington CO 80549			Email	
Operating Manager TOM CASA BONA	Date of Birth [REDACTED]	Home Address [REDACTED]		Phone Number [REDACTED]
1. Do you have legal possession of the premises at the street address above? Yes No Are the premises owned or rented? Owned Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes No				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes No				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes No				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes No				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes No				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes No				

Tax Check Authorization, Waiver, and Request to Release Information

I, HONG CASABONA am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of PAPA'S TABLE (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>PA HONG LU INVESTMENTS DBA PAPA'S TABLE</u>		Social Security Number/Tax Identification Number [REDACTED]	
Address <u>3728 CLEVELAND AVE</u>			
City <u>WELLINGTON</u>		State <u>CO</u>	Zip <u>80549</u>
Home Phone Number [REDACTED]		Business/Work Phone Number <u>970 568 4139</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>HONG CASABONA</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Hong Casabona</u>			Date signed <u>6-28-21</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

Affirmation & Consent		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business <i>HONG CASABONA</i>		Title <i>owner</i>
Signature <i>Hong Casabona Hong Casabona</i>		Date <i>6-21-21</i>
Report & Approval of City or County Licensing Authority		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules. Therefore this application is approved.		
Local Licensing Authority For		Date
Signature	Title	Attest

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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,

Hong Lu Investments, LLC

is a

Limited Liability Company

formed or registered on 01/19/2017 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 20171043763 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/14/2021 that have been posted, and by documents delivered to this office electronically through 07/20/2021 @ 11:00:59 .

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 07/20/2021 @ 11:00:59 in accordance with applicable law. This certificate is assigned Confirmation Number 13311066 .



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 Web site 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 Web site, <http://www.sos.state.co.us/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 Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

Treasurer Financial Report
April 1, 2021 to June 30, 2021



TOWN OF
WELLINGTON

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund

The new quarterly Town's Treasurer Report uses the existing monthly financial report prepared by the Finance Department and provides a budget comparison based on the annual total budget amount for the revenues, expenditures, and the monthly amount.

(All figures Unaudited)

	6/30/2021 ACTUAL	12/31/2021 BUDGET	6/30/2021 YTD	YTD % Change
Revenues				
Taxes and Impact Fees	304,129	4,139,525	2,088,663	50%
Licenses and Permits	43,532	101,660	254,773	251%
Intergovernmental	-	4,000	2,656	66%
Charges for Services	31,564	125,200	84,317	67%
Fines and Forfeitures	573	8,000	2,395	30%
Earnings and Investments	410	63,000	3,909	6%
Miscellaneous	1,323,255	14,000	1,414,112	10101%
Total Revenue	1,703,463	4,455,385	3,850,825	86%
Transfers In				
General Fund	267,175	3,206,100	1,603,050	50%
Total Transfers In	267,175	3,206,100	1,603,050	50%
Expenditures				
Current:				
General Government	193,632	3,181,111	1,366,501	43%
Public Safety	7,582	1,611,986	400,691	25%
Public Works	108,272	1,931,521	667,243	35%
Parks and Recreation	4,179	77,910	41,274	53%
Economic Development	-	75,000	5,735	8%
Library	21,096	243,035	132,837	55%
Capital Outlay	106,749	1,952,178	265,049	14%
Total Expenditures	441,511	9,072,741	2,879,329	32%
Excess of Revenue over				
Expenditures	1,529,127	(1,411,256)	2,574,545	
Fund Balance at Beg (Estimated)	7,078,957	7,078,957	7,078,957	
Fund Balance at End (Estimated)	8,608,084	5,667,701	9,653,502	170%

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Streets Fund

(All figures Unaudited)

	6/30/2021 ACTUAL	12/31/2021 BUDGET	6/30/2021 YTD	YTD % Change
Revenues				
Taxes and Impact Fees	277,668	1,426,000	902,721	63%
Licenses and Permits	1,850	58,000	21,200	37%
Earnings and Investments	58	15,000	597	4%
Miscellaneous	-	1,000	6,740	674%
Total Revenue	279,576	1,500,000	931,258	62%
Expenditures				
Current:				
Public Works	38,187	335,592	154,924	46%
Capital Outlay	298	2,251,567	25,198	1%
Total Expenditures	38,485	2,587,159	180,122	7%
Transfers Out				
Transfer to General Fund	45,590	547,077	273,539	50%
Total Transfers Out	45,590	547,077	273,539	50%
Excess of Revenue over Expenditures	195,501	(1,634,236)	477,597	
Fund Balance at Beg (Estimated)	3,000,853	3,000,853	3,000,853	
Fund Balance at End (Estimated)	3,196,355	1,366,617	3,478,451	255%

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Parks Fund

(All figures Unaudited)	6/30/2021	12/31/2021	6/30/2021	YTD
	ACTUAL	BUDGET	YTD	% Change
Revenues				
Taxes and Impact Fees	114,952	1,160,840	589,675	51%
Charges for Services	2,310	32,000	4,375	14%
Earnings and Investments	85	20,000	848	4%
Miscellaneous	24	-	286	0%
Total Revenue	117,372	1,212,840	595,185	49%
Transfers In				
Conservation Trust	-	200,000	-	0%
Total Transfers In	-	200,000	-	0%
Expenditures				
Current:				
Parks and Recreation	53,010	1,125,025	241,080	21%
Capital Outlay	2,528	266,000	3,035	1%
Debt Service:				
Principal	20,125	242,304	120,474	50%
Interest	2,330	27,156	14,256	52%
Total Expenditures	77,993	1,660,485	378,845	23%
Transfers Out				
Transfer to General Fund	44,557	534,679	267,339	50%
Total Transfers Out	44,557	534,679	267,339	50%
Excess of Revenue over				
Expenditures	(5,177)	(782,324)	(51,000)	
Fund Balance at Beg (Estimated)	2,864,394	2,864,394	2,864,394	
Fund Balance at End (Estimated)	2,859,217	2,082,070	2,813,394	135%

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Conservation Trust Fund

(All figures Unaudited)

	3/31/2021 ACTUAL	12/31/2021 BUDGET	3/31/2021 YTD	YTD % Change
Revenues				
Intergovernmental	28,561	92,000	28,561	31%
Earnings and Investments	37	9,500	138	1%
Total Revenue	28,598	101,500	28,699	28%

Transfers Out

Transfer to Park Fund	-	-	-	0%
Total Transfers Out	-	-	-	0%

Excess of Revenue over

Expenditures	28,598	101,500	28,699	
Fund Balance at Beg (Estimated)	585,807	585,807	585,807	
Fund Balance at End (Estimated)	614,405	687,307	614,506	89%

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Water Fund

(All figures Unaudited)				
	6/30/2021	12/31/2021	6/30/2021	YTD
	ACTUAL	BUDGET	YTD	% Change
Operating Revenues				
Charges for Services	470,108	5,135,866	2,150,623	42%
Miscellaneous	-	-	-	0%
Total Operating Revenue	470,108	5,135,866	2,150,623	42%
Operating Expenses				
Administrative	101,858	1,222,301	611,151	50%
Operating	92,474	3,512,442	535,446	15%
Depreciation	-	-	-	0%
Total Operating Expenses	194,332	4,734,743	1,146,597	24%
Operating Income (Loss)	275,777	401,123	1,004,026	250%
Non - Operating Revenues (Expenses)				
Property Taxes and Impact Fees	6,779	85,593	78,062	91%
Earnings on Investments	520	150,000	5,357	4%
Interest Expense	-	(449,906)	(52,172)	12%
Other Non-Operating Revenue	-	-	-	0%
Total Non-Operating Revenues (Expenses)	7,299	(214,313)	31,247	-15%
Income (Loss) Before Transfers & Contributions	283,076	186,810	1,035,273	
Capital Contributions	97,376	3,441,072	1,423,873	41%
Changes in Net Position	380,452	3,627,882	2,459,146	68%
Net Position Beg (Estimated)	35,744,566	35,744,566	35,744,566	100%
Net Position End (Estimated)	36,125,018	39,372,448	38,203,712	97%
Fund Balance Beg (Estimated)*	17,961,226	17,961,226	17,961,226	
Change**	362,694	(1,329,075)	1,709,476	
Fund Balance End (Estimated)	18,323,920	16,632,151	19,670,702	

*Fund Balance is broken out into two categories:

Tap Fees \$9,533,296

Raw Water Fees \$8,427,929

**Adds in non cash items and loan principal payments

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Sewer Fund

(All figures Unaudited)				
	6/30/2021 ACTUAL	12/31/2021 BUDGET	6/30/2021 YTD	YTD % Change
Operating Revenues				
Charges for Services	120,770	1,442,295	731,168	51%
Total Operating Revenue	120,770	1,442,295	731,168	51%
Operating Expenses				
Administrative	63,762	765,145	382,572	50%
Operating	45,675	832,535	343,368	41%
Depreciation	-	-	-	0%
Total Operating Expenses	109,437	1,597,680	725,941	45%
Operating Income (Loss)	11,333	(155,385)	5,228	-3%
Non - Operating Revenues (Expenses)				
Earnings on Investments	314	166,000	3,229	2%
Interest Expense	(32,708)	(83,584)	(54,507)	65%
Other Non-Operating Revenue	-	-	-	0%
Total Non-Operating Revenues (Expenses)	(32,394)	82,416	(51,278)	-62%
Income (Loss) Before Transfers & Contributions	(21,061)	(72,969)	(46,050)	
Capital Contributions	60,000	750,000	379,950	51%
Changes in Net Position	38,939	677,031	333,900	49%
Net Position Beg (Estimated)	21,901,894	21,901,894	21,901,894	100%
Net Position End (Estimated)	21,940,833	22,578,925	22,235,794	98%
Fund Balance Beg (Estimated)	10,936,894	10,936,894	10,936,894	
Change*	(362,226)	(4,571,720)	(1,303,185)	
Fund Balance End (Estimated)	10,574,668	6,365,174	9,633,709	

*Adds in non cash items and loan principal payments

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Storm Drainage Fund

(All figures Unaudited)				
	6/30/2021	12/31/2021	6/30/2021	YTD
	ACTUAL	BUDGET	YTD	% Change
Operating Revenues				
Charges for Services	55,915	625,000	326,950	52%
Total Operating Revenue	55,915	625,000	326,950	52%
Operating Expenses				
Administrative	11,408	136,898	68,449	50%
Operating	1,050	385,500	4,989	1%
Depreciation	-	-	-	0%
Total Operating Expenses	12,458	522,398	73,438	14%
Operating Income (Loss)	43,457	102,602	253,512	247%
Non - Operating Revenues (Expenses)				
Property Taxes and Impact Fees	22,077	100,400	81,576	81%
Earnings on Investments	32	10,000	326	3%
Total Non-Operating Revenues (Expenses)	22,109	110,400	81,902	74%
Income (Loss) Before Transfers & Contributions	65,565	213,002	335,414	
Capital Contributions	-	-	-	0%
Changes in Net Position	65,565	213,002	335,414	157%
Net Position Beg (Estimated)	3,913,099	3,913,099	3,913,099	100%
Net Position End (Estimated)	3,978,664	4,126,101	4,248,513	103%
Fund Balance Beg (Estimated)	2,123,630	2,123,630	2,123,630	
Change*	(44,435)	(522,518)	72,230	
Fund Balance End (Estimated)	2,079,196	1,601,112	2,195,860	

*Adds in non cash items and loan principal payments

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Capital Projects Fund

(All figures Unaudited)	6/30/2021	12/31/2021	6/30/2021	YTD
	ACTUAL	BUDGET	YTD	% Change
Transfers				
Transfers In	464,238	21,241,090	2,259,588	11%
Total Transfers In	464,238	21,241,090	2,259,588	11%
Capital Projects				
Down Town Master Plan	-	75,000	-	0%
3749 Harrison Exp & Prop Acq	89,006	1,300,000	223,798	17%
Comprehensive Plan/Land Use Up	17,024	132,613	40,531	31%
Town Hall Space Needs Assessme	720	20,000	720	4%
Economic Development Study	-	80,000	-	0%
Recreation Center feasibility	-	50,000	-	0%
Old Town Street Repairs	-	449,440	-	0%
Newer Subdivison Seal Coat	-	71,461	-	0%
I-25 Interchange at Cleveland	-	666,666	-	0%
Water Plant Expansion Construc	-	7,850,000	435,568	6%
Wilson Well Improvements	-	75,000	4,683	6%
Improved Carbon Feed System	-	79,500	-	0%
Buffalo Creek Booster Station	-	25,000	-	0%
Distribution System Improv	-	100,000	-	0%
Nano Plant Expansion	-	37,947	-	0%
Clearwell HS Pump Upgrage	-	25,000	-	0%
Water Source Development	-	2,691,072	-	0%
WWTP Pumps	6,059	19,000	12,179	64%
Clarifier Rehabilitaion Projec	-	193,726	88,041	45%
WWTP Masterplan	-	132,856	20,393	15%
WWTP Clarifier 3&4 rehabilitat	17,500	110,000	18,217	17%
Old Town Street Rehab	-	59,551	-	0%
Storm Drain & Pan Replacements	-	31,800	-	0%
Stormwater Masterplan	-	140,000	-	0%
Parks Master Plan Update	-	40,000	-	0%
Pedestrian Access over Windsor	-	80,000	-	0%
Design at State Highway at	-	64,565	-	0%
Tract F	-	230,000	-	0%
Disinfection byproduct rule compliance (Tank Aereation)	-	50,000	-	0%
RRA and ERP (EPA Mandates)	13,250	120,000	18,239	15%
SCADA Improvements	-	70,000	75,957	109%
Valve Actuator Replacements	4,508	25,000	4,508	18%
Filter Media Replacement	-	220,000	-	0%
Redundant Nano/RO motors	-	45,000	7,614	17%
WWTP Expansion Design	267,605	2,750,000	668,255	24%
WW Line Improvement Projects and Oversizing	-	200,000	-	0%
Selenium Removal Projecdt	-	800,000	788	0%
SCADA Upgrades	-	25,000	75,576	302%
B-Dams Improvements	-	80,000	-	0%
Outer Canopy Net for Batting Cages	-	20,000	-	0%
Pitching Machine at Batting Cages	-	19,000	-	0%
Replace Soft Trails	-	20,000	3,035	15%
Winnick Park Playground Resurfacing	-	67,000	-	0%
Highway 1 Intersection Improvements	-	750,000	-	0%
Vehicle Replacement	-	30,000	-	0%
Membranes for Nano	-	28,891	-	0%
Street Sweeper	-	244,000	-	0%
Mower (2)	-	40,000	24,900	62%
John Deere Gator	-	30,000	-	0%
Zero Turn Mower	-	18,000	-	0%

Town of Wellington
Statement of Revenues, Expenditures and Changes in Fund Balance
Capital Projects Fund

(All figures Unaudited)

	6/30/2021	12/31/2021	6/30/2021	YTD
	ACTUAL	BUDGET	YTD	% Change
John Deere Gator	-	15,000	-	0%
Vacuum Truck	-	540,000	490,453	91%
Skid Steer Aeration	-	24,000	-	0%
John Deere Gator	-	20,000	-	0%
Total Capital Expenses	415,672	21,241,088	2,213,550	10%
Changes in Net Position	-	2	-	0%
Fund Balance End (Estimated)	-	2	-	0%

Treasurer's Report

Second Quarter 2021





General Fund

General Fund , 2Q 2021

- Overview - We are half-way through the year with revenues at 57%. In addition, we received the first half of the American Recovery Funds (ARA) in the amount of \$1,315,571. Pending final language of permissible uses and pursuant to Trustee direction these funds may be transferred to another fund. Original ARA estimate was \$1.8-\$2.2M, the actual received was \$2.6M.
- Sales tax is the single largest source of revenue for the Town. The sales tax rate for the Town of Wellington is 3.0% and includes food for home consumption. Currently, the general fund receives 2% of the funds collected and the remaining 1% is split between the streets and parks departments.
- Sales tax collection year to date is \$1,030,029 which is 54% of budgeted. Year to date we are up \$155,745 compared to same time last year. Total sales tax budget in the general fund \$1,894,029.
- During 2020, July, December and June were the top three sales tax collections months. At the end of June 2020 47% of total sales tax had been collected for the year.



General Fund

General Fund , 2Q 2021 continued

- Property tax is the second largest revenue for the Town. At the end of June, we were at 62% of budgeted. We received the second installment on July 9th which is not reflected in the reports and puts us at 96% of total. Property tax is determined by the number of mills certified to the County and cannot exceed the budgeted amount.
- Building use tax is currently at \$220,869 or 46% of budgeted. Building use tax is directly tied to the number of building permits.
- Total operations in general fund including 2Q invoice paid in July for Larimer County Sheriff is estimated at 45% of budgeted. Some salary savings are expected due to open positions hired after the first of the year but budgeted for a full year.



Water Fund

Water Fund 2Q, 2021

- Budgeted Water Sales Revenues: \$5,095,866 Actual Revenues: \$2,138,830 or 41.97%.
- Highest consumption months include June, July, August and September. 54% of total water consumption occurs during these 4 months.
- Raw water drawn from Reservoir #3 through the end of June was 468 acre-feet, which extrapolates to a year-end usage of approximately 1,044 acre-feet. Compared to 2020 this is estimated to be about 100 acre-feet less than 2020 usage, but significantly higher than 2019.
- Raw water payment to North Poudre, at the end of the year, is calculated on acre-feet usage, Agricultural Loan interest rate and the average price of share.



Water Fund

Water Fund 2021

- Snapshot of usage and share price.

	Water Use Ac-ft	Share Price
2020	1158.25	\$190,600.00
2019	726.85	\$131,129.00
2018	964	\$102,604.00
2017	726.9	\$85,063.00
2016	720.31	\$84,500.00
2015	668.12	\$74,600.00



Sewer Fund

Sewer Fund 2021

- Budgeted Sewer User Fees: \$1,442,295 Actual fees received: \$731,168 or 50.69%.
- Operations is currently at 41% of budgeted.
- Comparing water production to wastewater hydraulic loading indicates that a substantial amount of treated water was used for outdoor purposes in June. We will continue to educate and encourage outreach programs.
- Use of non-potable watering lessens the stress on both the water and wastewater systems.



2021 Factors to Watch

- Sales Tax
Post-COVID consumer behavior, impacts of election.
- Water consumption, interest rates and North Poudre share prices.