

BOARD OF TRUSTEES November 23, 2021 6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

Individuals that attend the meeting in person 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 November 23, 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/82838200582?pwd=N1RmOU1PSGdGQXpybTRhUnVZWVJ3Zz09

Passcode: 982335 Or One tap mobile :

US: +17207072699,,82838200582# or +12532158782,,82838200582#

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 or +1 646 558 8656 or +1 301 715

8592 or +1 312 626 6799

Webinar ID: 828 3820 0582

International numbers available: https://us06web.zoom.us/u/keHZkoDpwB

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. Proclamation
 - a. Small Business Saturday Proclamation

C. PRESENTATION

- 1. Angela Myers, Larimer County Clerk and Recorder
- 2. Wellington Public Library Quarterly Update
- 3. Parks and Recreation Quarterly Update
- 4. Employee Introductions

D. CONSENT AGENDA

1. Minutes of the October 26, 2021 Board of Trustees meeting

E. ACTION ITEMS

- 1. Ordinance No. 15-2021 An Ordinance Repealing Occupation Tax in the Town of Wellington
 - Presentation: Krystal Eucker, Town Clerk

F. REPORTS

- 1. Town Attorney
- 2. Town Administrator
- 3. Staff Communications
 - a. Larimer County Sheriff's Office Monthly Report October 2021
- 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.



PROCLAMATION

Small Business Saturday November 27, 2021

WHEREAS, the government of Wellington, Colorado, celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 32.5 million small businesses in the United States and 674,741 are small business in Colorado; and

WHEREAS, small businesses employ 46.8% of the employees in the private sector in the United States; and

WHEREAS, in 2020, more than 50% of Americans who reported shopping on Small Business Saturday said they supported a small business through social media by endorsing local shops or shopping at a small business because of a recommendation on social media; and

WHEREAS, online shopping at a small business on Small Business Saturday was up significantly in 2020, with 56% of shoppers making a purchase online, up from 43% in 2019; and

WHEREAS, Wellington, Colorado supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, BE IT RESOLVED, that I, Troy Hamman, Mayor of Wellington, proclaim November 27, 2021, as Small Business Saturday and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Dated this 23^{rd} day of November 2021
Troy Hamman, Mayor



Date: November 23, 2021

Submitted By: Ross Lagenese, Library Director

Subject: Wellington Public Library Quarterly Update

EXECUTIVE SUMMARY

- End of the year update/circumspection
- Accountability and Stewardship
- Increase in reporting numbers
- Increase in Events/Programs/Access
- Holiday preparation and collaboration

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Date: November 23, 2021

Submitted By: Dean Campos

Subject: Parks and Recreation Quarterly Update

EXECUTIVE SUMMARY

- New Staff
- Recreation Team
- Wellington Community Park
- Downs Park
- Play Structure Inspections
- Tree Replacement
- Recreation Forum
- Capital Improvement Projects
- Parks and Recreation Engagement
- Recreation Programing
- Colorado Parks and Recreation Association
- Recreation Plan for 2022

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Date: November 23, 2021

Submitted By:

Subject: Minutes of the October 26, 2021 Board of Trustees meeting

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. 10.26.21 BOT DRAFT Minutes



BOARD OF TRUSTEES October 26, 2021 6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

MINUTES

A video recording of this meeting on the Town of Wellington's YouTube page at https://www.youtube.com/channel/UCPgBl-EYjaSam4hF3mkoFNA

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 – Absent

Trustee Jon Gaiter

Trustee John Jerome – Absent

Trustee Rebekka Kinney

Trustee Ashley Macdonald

Trustee Tim Whitehouse – Absent

Also Present:

Dan Sapienza, March & Olive, LLC, Town Attorney

Cody Bird, Director of Planning

Bob Gowing, Director of Planning

Hallie Sheldon, Management Analyst

Krystal Eucker, Town Clerk

Judi Tippetts, Finance Director

Mahalia Henschel, Communications Specialist

Kelly Houghteling, Deputy Town Administrator

Meagan Smith, Deputy Public Works Director

Dave Myer, Engineer

Stephanie Anderson, Human Resource Manager

3. Amendments to Agenda

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

4. Conflict of Interest

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

B. COMMUNITY PARTICIPATION

1. Public Comment

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

C. PRESENTATION

1. 60 Percent Cost Estimate for Water Treatment Plant Expansion

Mr. Myer presented an overview of the 60% cost estimate for the water treatment plant expansion. Preston Randall from Hensel Phelps reviewed the costs increases in the market and informed the Board that Hensel Phelps has acquired Hydro Construction. Richard Saxton with Jacob's Engineering reviewed the project schedule.

2. Water and Sewer Rate Presentation

Mr. Gowing presented the current and historical conditions of the water and sewer utility, including the potential new rates and impact fees.

3. American Rescue Plan Act (ARPA)

Ms. Tippetts reviewed various options that the American Recovery Act Funds could be used for.

4. Treasurer's Report

Ms. Tippetts reviewed the revenues and expenditures through the third quarter of 2021.

D. CONSENT AGENDA

1. Minutes of the October 12, 2021 Board of Trustees Regular meeting

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

Yeas - Gaiter, Macdonald, Kinney, Hamman

Nays - None

Motion carried.

E. ACTION ITEMS

1. Annexation Agreement for Country Lane Acres Annexation

Mr. Bird reviewed historical information and unique components of the County Lane Acres Annexation agreement. Country Lane Acres consists of approximately 35 acres and is located south of G.W. Bish and east of I-25. The property is identified on the Future Land Use Map as "Low Density Residential." The concept plan for development of the property contemplates approximately 41 single-family detached dwellings on lots 1/2 acre or larger.

Concerns regarding the developer baring the costs of a metropolitan district in the agreement was resolved by amending the language to reflect that the developer will bear the costs if the developer requests a metropolitan district.

The meeting was opened for public comment which there was none.

Trustee Gaiter moved to approve Annexation Agreement for Country Lane Acres Annexation with the provision that language in item 14 Districts be changed to reflect that where it says owner shall bear all costs including attorney fees which the town may incur in the formation or consideration of any district that that language reflects that, if that is only the case if that request comes from the owner; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Macdonald, Kinney, Hamman

Nays – None Motion carried.

2. Resolution No. 31-2021 - A Resolution Establishing Non-Residential Water Charges for Wellington Water Enterprise Water Utility Use

Ms. Garcia addressed the Board and commented that Wellington is in the process of expanding their water treatment plant and wastewater treatment plant. In order to pay for the expansion of the water treatment plant the Board of Trustees approved an increase in residential base rates to \$66 and tiers were increased to \$4.56 for the first 15,000 gallons of water, \$5.70 for over 15,000 and \$7.72 for over 30,000 gallons. At this time, there have been no increases to non-residential rates. The Town currently has 137 non-residential accounts; 101 have ³/₄" meters, 25 have 1" meters, 4 have 1.5" meters and there are 7-2" meters. Commercial users consume 12% of the total water consumption and contribute 10% of the total billed revenues. On August 17, 2021 the Trustees received a presentation outlining options for increases to those rates to bring them in line with the current residential base rate of \$66. There are currently no tiers for non-residential customers.

Four rate options were provided to non-residential account holders. Letters to all non-residential users were mailed out in September with responses or questions requested to be provided to the town administrator no later than October 18, 2021. One response was received from a business requesting that if increased rates were to be adopted that inactive taps not be included with increased base rates.

After discussion of the Board, the general consensus of the Board was to table Resolution 31-2021.

Trustee Macdonald moved to table Resolution 31-2020, A Resolution Establishing Non-Residential Water Charges for Wellington Water Enterprise Water Utility Use until the next regular Board of Trustees meeting; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Macdonald, Hamman Nays – Kinney Motion carried.

3. <u>Wellington Main Street Sign and Awning Grant Program - Request to Waive Planning Department Fees</u>

Ms. Garcia informed the Board that 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. The Wellington Main Street Program 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 (\$2,000 if the sign is for a multi-tenant building). This grant will be ongoing with funding being provided through Main Street into 2022. Currently there is \$12,000 dedicated to this grant fund with two applications received at the Main Street October 2021 meeting.

The Planning Department fees that are being requested to be waived for each applicant are as follows:

- Permit Issuance \$25
- Sign Permit \$30

The goal is for staff to waive these fees administratively for this program; updates as to how many businesses take advantage of this grant program would be provided in the weekly update.

It was requested by the Trustees to receive information on the specific building codes related to

engineered drawings for blade signs and for staff to look at the possibility of waiving the same fees for businesses that are not in the Main Street area.

The meeting was opened for public comment to which there was none.

Trustee Macdonald moved to approve the Wellington Main Street Sign and Awning Grant Program Request to Waive Planning Department Fees; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Macdonald, Kinney, Hamman Nays – None Motion carried.

F. REPORTS

1. Town Attorney

Mr. Sapienza informed the Board that the Opioid MOU will be on the November 9th meeting agenda.

2. Town Administrator

Ms. Garcia mentioned moving the non-residential water rates to a meeting when all Trustees are present; the item can be tabled at the November 9th meeting.

a. Wellington Main Street - 3rd Quarter Report

3. Staff Communications

Ms. Houghteling introduced Staphanie Anderson, the Human Resource Manager.

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

4. Board Reports

Trustee Gaiter expressed his concerns regarding how public comment is received by the Trustees.

G. ADJOURN

Upon a motion dul	y made	, the meeting	ng was	adjourned	d at 8:46

Krystal Eucker, Town Clerk



Date: November 23, 2021

Submitted By: Krystal Eucker, Town Clerk

Subject: Ordinance No. 15-2021 - An Ordinance Repealing Occupation Tax in the Town of

Wellington

• Presentation: Krystal Eucker, Town Clerk

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

Ordinance 04-1970 assessed an annual occupation tax upon businesses that manufacture or sell malt, vinous or spirituous liquors in the Town. Businesses in Town that do not sell malt, vinous or spiritous liquor are not subject to the occupation tax. The occupation tax is an annual tax due on January 1st of every year and generates annual revenue of \$4,500. The occupation tax amounts set for the liquor license types are as follows:

- Fermented malt beverages \$300.00.
- Retail liquor store license \$300.00.
- Liquor license drug store \$300.00.
- Beer and wine license \$300.00.
- Hotel and restaurant liquor license \$1,000.00.
- Extended hours hotel and restaurant license \$150.00.
- Club license, the sum of \$1,000.00

Below are the number of liquor licenses in Town:

- Liquor Store 2
- Hotel and Restaurant 3
- Fermented Malt Beverage 2
- Beer and Wine 1

In an effort to assist small businesses that may have been struggling do to the COVID-19 pandemic, the Board of Trustees approved Resolution 48-2020 on December 22, 2020 which waived the occupation tax for the year 2021. During the December 22, 2020 meeting, there were comments related to eliminating the occupation tax. Eliminating the occupation tax for liquor licenses could attract new businesses and retain current businesses due to lower operating fees.

If the Board of Trustees chooses to repeal the occupation tax, that tax may not be reinstated without putting the question to the voters.

STAFF RECOMMENDATION

Staff recommends approval of Ordinance No. 15-2021.



ATTACHMENTS

1. Ordinance 15-2021

TOWN OF WELLINGTON

ORDINANCE NO. 15-2021

AN ORDINANCE REPEALING ORDINANCE 4-1970

WHEREAS, on November 10, 1970, Ordinance 4-1970 was adopted by the Wellington Board of Trustees; and

WHEREAS, Ordinance 4-1970 implemented an annual occupational license tax upon businesses manufacturing or selling fermented malt beverages, vinous and spirituous liquor in Wellington; and

WHEREAS, the Board of Trustees waived occupation taxes for the 2021 calendar year on December 22, 2020.

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

1. Ordinance 4-1970 is hereby repealed.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 23rd day of November, 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	_



LARIMER COUNTY SHERIFF'S OFFICE

Justin E. Smith, Sheriff

One Agency

One Mission

Public Safety

November 12, 2021

Town of Wellington Attn: Patti Garcia, Town Administrator PO Box 127 Wellington, Colorado 80549

Dear Ms. Garcia:

The Law Enforcement Services Agreement for the Town of Wellington obligates the Larimer County Sheriff's Office to provide monthly reporting.

In meeting the contract, for the month of **October 2021**, the Larimer County Sheriff's Office maintained six deputies, one corporal, and one sergeant providing full-time law enforcement for the Town. In addition, one half-time investigator, one full-time desk deputy, and one full-time School Resource Officer assisted the town with law enforcement activities.

During the month of October 2021, non-assigned deputies spent a total of 103.33 hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **October 2021** there were **0.0** hours worked by Northern Colorado Drug Task Force.

Investigations – ongoing and active cases include:

Burglary - 1

Assault - 1

Sex Crime - 7

Death - 2

Restraining Order Violation – 1

Trespass – 1

Vehicle Trespass – 1

Suspicious Circumstances – 1

Of Note:

On Saturday, October 23rd we partnered with the DEA for another successful Drug Take-Back Event with 47 pounds of old or unused prescription drugs collected for proper disposal.

Deputies and Victim Advocates participated in the Trick or Treat Down Main Street event, which was a huge success despite iffy weather conditions. It was good to see so many children and families out enjoying a safe, family friendly celebration.

Pursuant to the Law Enforcement Agreement between the Town of Wellington and Larimer County, applicable documenting monthly forms are attached.

Thank you,

Captain Joe Shellhammer

joe Shellhammy

(970) 498-5103

Attachments



LARIMER COUNTY SHERRIFF'S OFFICE

Wellington Calls for Service and Patrol Time (For Non-Wellington Officers)

Dispatch Dates Between 10/1/2021 and 10/31/2021

Excluded from this report -

Squads: Civilian, Parks, and Investigations

Units: 9ME*, 9S8;9Z89;9E34;9E5;9E21;9E41;9E75;9E23;9E72;9E7;9X106

Call Times by Month

	Call/Contact Time (Minutes/Hours)	Patrol Time (Minutes/Hours)	Totals
2021-10	3,838.27	2,361.58	6,199.85
	63.97	39.36	103.33
Totals	3,838.27	2,361.58	6,199.85
	63.97	39.36	103.33

Wellington Monthly Report

October 2021

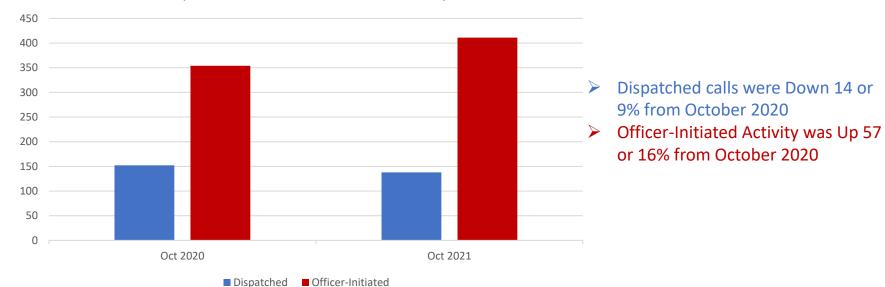
Larimer County Sheriff's Office

October 2021 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	138
Officer Initiated	411
Sept 2021 Total	549

Dispatched vs Officer-Initiated Activity



	Oct 2020	Oct 2021
Dispatched Calls	152	138
	30%	25%
Officer Initiated	354	411
	70%	75%
Total	506	549

- 25% were Dispatched Calls
- 75% was Officer-Initiated Activity

October 2021 Calls for Service

Calls for Service Comparison

Call	Types	A-M
------	-------	-----

Call Types A-M						
						% Change 3-
Call Type	2018	2019	2020	Avg 18-20	2021	Yr Avg to
						2021
9-1-1 Hangup	1	2	1	1.33	1	-25%
Alarm Calls	5	8	12	8.33	7	-16%
Animal Calls	10	7	6	7.67	7	-9%
Arson	0	0	0	0.00	1	NC
Assault	1	5	5	3.67	1	-73%
Assist Other Agency (Fire/Med)	15	10	8	11.00	12	9%
Bar Checks	0	2	0	0.67	2	200%
Child abuse	2	1	0	1.00	0	-100%
Citizen Assist	9	10	16	11.67	7	-40%
Civil	8	13	12	11.00	28	155%
Criminal Mischief	2	0	9	3.67	2	-45%
Death Investigation	0	1	0	0.33	0	-100%
Disturbance	6	5	5	5.33	8	50%
Drug case	2	2	0	1.33	0	-100%
DUI Arrest	2	2	3	2.33	1	-57%
Extra Checks & Business Check	67	125	179	123.67	259	109%
Family Problems	10	5	12	9.00	9	0%
Fire Ban Violation	0	0	2	0.67	0	-100%
Fireworks complaint	0	1	0	0.33	1	200%
Follow up	35	19	21	25.00	29	16%
Found property	1	2	1	1.33	2	50%
Fraud	4	4	9	5.67	4	-29%
Harassment	6	2	10	6.00	3	-50%
Juvenile Problem	4	2	2	2.67	4	50%
Littering	0	0	0	0.00	1	NC
Lost Property	2	1	2	1.67	1	-40%
Mental Health Call	0	0	1	0.33	1	200%
Missing Person (Child/Adult)	3	3	3	3.00	4	33%
Motor Vehicle Accident	7	4	3	4.67	2	-57%
	1	1	0	0.67	0	-100%

Call Types N-Z

						% Change 3-
Call Type	2018	2019	2020	Avg 18-20	2021	Yr Avg to
						2021
Neighbor Problems	2	2	1	1.67	2	20%
Noise\Party Complaint	1	6	5	4.00	6	50%
Pedestrian Contact/Subject St	3	2	0	1.67	1	-40%
Private Tow	3	3	1	2.33	2	-14%
REDDI Report	2	2	1	1.67	0	-100%
Restraining Order Violation	2	3	2	2.33	0	-100%
Safe 2 Tell	0	1	1	0.67	0	-100%
School Check	16	16	2	11.33	7	-38%
Sex Offense	0	0	2	0.67	3	350%
Sex Offender Check	8	7	1	5.33	5	-6%
Suicide Attempt	1	2	1	1.33	1	-25%
Suicide Threat	1	1	3	1.67	9	440%
Suspicious Circumstances	30	18	29	25.67	18	-30%
Theft	3	2	8	4.33	7	62%
Traffic Problem	12	8	16	12.00	21	75%
Traffic Stop	73	111	77	87.00	41	-53%
Trespass	1	2	1	1.33	2	50%
Vehicle Theft	0	1	3	1.33	1	-25%
Vehicle Trespass	1	0	5	2.00	0	-100%
VIN Check	0	7	6	4.33	6	38%
Warrant Attempt/Arrest	2	6	5	4.33	6	38%
Weapon Related (menacing)	0	0	1	0.33	0	-100%
Welfare Check	20	11	12	14.33	11	-23%
Unspecified	0	0	0	0.00	2	NC
TOTALS	384	448	505	445.67	548	23%

NC = Not Calcuable. Cannot divide by 0.

Calls for Service UP 43 or 9% from October 2020 October 2021 calls UP 23% from October 2018-2020 Average

October 2021 Call Categories

Crime Type Averages / Trends

Property Crimes								
Call Type	2018	2019	2020	Avg 18-20	2021			
Burglary	0	0	0	0.00	0			
Theft	3	2	8	4.33	7			
Vehicle Theft	0	1	3	1.33	1			
Vehicle Trespass	1	0	5	2.00	0			
Property Crimes Totals	4	3	16	7.67	8			

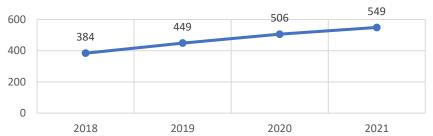
Persons Crimes									
Call Type	2018	2019	2020	Avg 18-20	2021				
Assault	1	5	5	3.67	1				
Missing Person (Child/Adult)	3	3	3	3.00	4				
Robbery	0	0	0	0.00	0				
Sex Offense	0	0	2	0.67	3				
Weapon Related (menacing,	0	0	1	0.33	0				
Persons Crimes Totals	4	8	11	7.67	8				

Disorder/Other Crimes								
Call Type	2018	2019	2020	Avg 18-20	2021			
Alcohol Calls	0	0	0	0.00	0			
Animal Calls	10	7	6	7.67	7			
Criminal Mischief	2	0	9	3.67	2			
Disturbance	6	5	5	5.33	8			
Drug case	2	2	0	1.33	0			
Family Problems	10	5	12	9.00	9			
Harassment	6	2	10	6.00	3			
Juvenile Problem	4	2	2	2.67	4			
Noise\Party Complaint	1	6	5	4.00	6			
Suspicious Circumstances	30	18	29	25.67	18			
Trespass	1	2	1	1.33	2			
Disorder Crimes Totals	72	49	79	66.67	59			

Red numbers indicate a DECREASE in crime from October 2020

Yellow backgrounds indicate an INCREASE in crime from October 2018-2020 Average





October 2021 Traffic

Traffic Citations	10/20	10/21
Traffic Citations Issued	6	4
Traffic Warnings	62	35

- Citations Issued Down 2
- ➤ Warnings Down 27

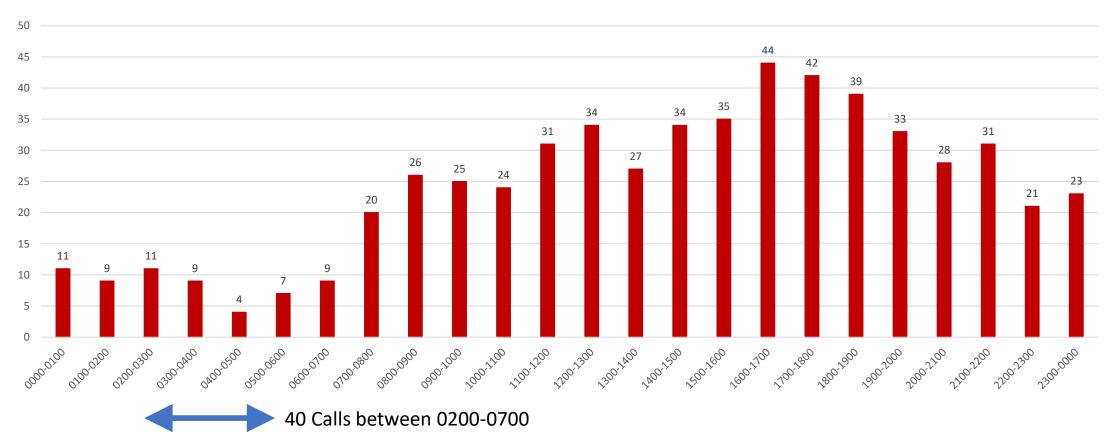
Call Type	10/20	10/21
Traffic Stop	77	41
Motor Vehicle Accident	3	2
DUI Arrest	3	1
Traffic Problem	16	21
REDDI Report	1	0

- ➤ Traffic Stops Down 36 or 47%
- > MV Accidents Down 1
- ➤ DUI Arrests Down 2
- > Traffic Problems Up 5
- ➤ REDDI Reports Down 1

October 2021

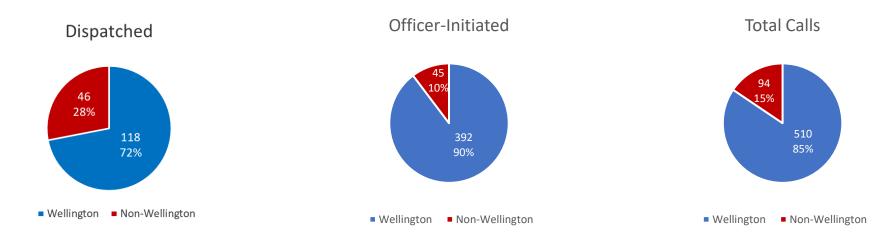
Call Totals by Hour

Busiest Hours
1600-1700 (44)
1700-1800 (42)

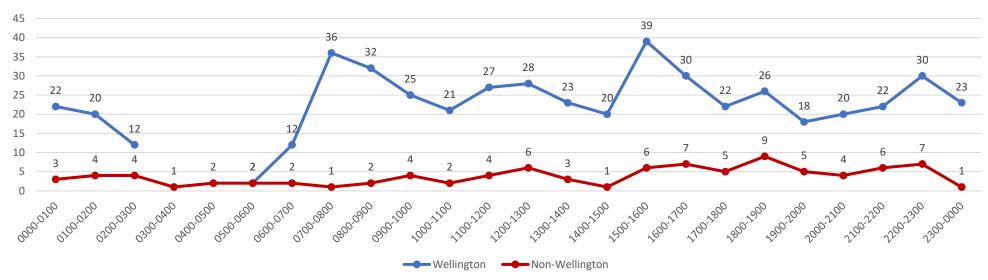


October 2021

Wellington/Non-Wellington Units



Wellington/Non-Wellington Calls by Hour



October 2021

Response Times / Time on Calls Dispatched Calls Only

All Times in Minutes

Average Response Time	e (All Units)	
High		
Medium		14.18
Low		46.1
Avg. Response Time		30.14

Average Time on Calls (All Wellington Calls)					
High					
Medium			49.5		
Low			26.37		
Avg. Time			37.94		