



BOARD OF TRUSTEES
January 25, 2022
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 hpsheldon@wellingtoncolorado.gov. The email must be received by 4:00 p.m. Tuesday January 25, 2022. The comments will be provided to the Trustees and added as an addendum to the packet. Emailed comments will not be read during the meeting.

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

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87576162114?pwd=QVBtQVVhUmJLR1NLb0VNTkd1QjVPZz09>

Passcode: 203156

Webinar ID: 875 7616 2114

Or One tap mobile :

US: +17207072699,,87576162114# or +12532158782,,87576162114#

Or Telephone:

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

A. CALL TO ORDER

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

B. COMMUNITY PARTICIPATION

1. Public Comment

C. PRESENTATION

1. Wellington Main Streets Annual Report

D. CONSENT AGENDA

1. Minutes of the January 11, 2022 Board of Trustee Meeting

E. ACTION ITEMS

1. Proposed Water and Sewer Rate Adjustments
 - Presentation: Megan Smith, Deputy Public Works Director and Bob Gowing, Public Works Director
2. Front End Loader Purchase Request
 - Presentation: Bob Gowing, Public Works Director
3. Resolution 11-2022 - A Resolution of the Town of Wellington Designating Representatives Authorized to Coordinate with Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority Regarding Financial Assistance Matters
 - Presentation: Dave Myer, Engineer
4. Resolution No. 06-2022 - A Resolution Authorizing the Execution of an Agreement with Colorado Intergovernmental Risk Sharing Agency (CIRSA) for Legal and Loss Control Services for the Town of Wellington
 - Presentation: Patti Garcia, Town Administrator
5. Resolution 08-2022 - A Resolution Authorizing Staff to Seek Grant Funding from the Colorado Department of Transportation
 - Staff Presentation: Kelly Houghteling, Deputy Town Administrator
6. Resolution No. 09-2022 - A Resolution of the Board of Trustees Making Appointments to the Community Activities Commission
 - Staff presentation: Patti Garcia, Town Administrator
7. Resolution No. 10-2022 - A Resolution of the Board of Trustees Making Appointments to the Wellington Parks and Recreation Advisory Board
 - Staff presentation: Patti, Garcia, Town Administrator
8. Consideration of the Wellington, CO Main Streets Program 2022 Memorandum of Understanding with the Town of Wellington
 - Presentation: Anita Hardy, Wellington Main Street Program

F. REPORTS

1. Town Attorney

2. Town Administrator
 - a. Review of current Emergency Declaration
 - b. 2022 Grant Opportunities Summary
3. Staff Communications
 - a. Larimer County Sheriff's Office Monthly Report - December 2021

G. 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. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through April 25, 2022.
2. For the purpose of receiving legal advice pursuant to Section 24-6-402(4)(b), C.R.S. – regarding potential litigation involving marijuana facilities. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the executive session proceedings will be electronically recorded and the record will be preserved for 90 days through April 25, 2022.

H. 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.

WELLINGTON MAIN STREET PROGRAM ANNUAL REPORT 2021



Photo by Brian Graves - GravenImages 2021



MAIN STREET PROGRAM
WELLINGTON, CO • EST. 2014

MAIN STREET BY THE NUMBERS

EVENTS & FUNDRAISING SNAPSHOT



CLEAN-UP DAYS

36 VOLUNTEERS

Hosted 3 downtown clean-up days



#SHOPWELLINGTON BAGS

\$970 RAISED



WELL-O-RAMA

\$6,006.69 RAISED

300 attendees



TRICK OR TREAT DOWN MAIN STREET

\$2,000 IN SPONSORSHIPS

3,000 attendees



MAIN STREET MARKET

\$5,000 RAISED

1,000 attendees

+ ADDITIONAL COMMUNITY SUPPORT FROM:



WELLINGTON BREWFEST

\$15,536.66 RAISED



0.5K FUN RUN

\$1,759.05 RAISED

VOLUNTEERS

1,979

TOTAL VOLUNTEER HOURS



LEVERAGED FUNDING

\$22,500 TOTAL LEVERAGED FUNDING



COLORADO
Department of Local Affairs
Division of Local Government

GRANT REVIEW, BOARD RETREAT,
& ARCHITECTURAL ASSISTANCE
\$5,250

MINI-GRANTS
\$15,000

TRAINING
SCHOLARSHIP
\$2,250

PRIVATE & PUBLIC INVESTMENT



848,395

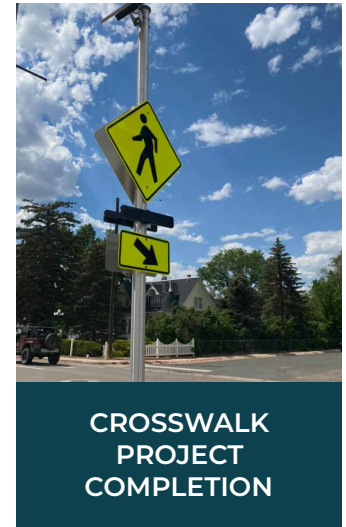
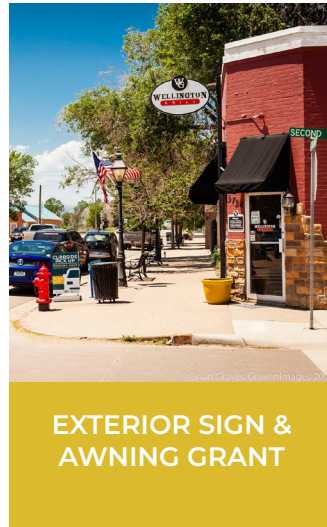
INVESTED IN DOWNTOWN BUILDING IMPROVEMENTS



718,999

SUPPORTED THE TOWN OF WELLINGTON IN
SECURING SIGNIFICANT GRANT FUNDING including
a \$149,999 Revitalizing Main Street Grant and \$569,000 Main
Street: Open for Business Grant

PROJECTS & INVESTMENTS



HONORS & AWARDS

COLORADO MAIN STREET
OF THE YEAR

COLORADO MAIN STREET
MANAGER OF THE YEAR

WELCOME TO MAIN STREET!

7 NEW MAIN STREET DISTRICT BUSINESSES



RUST VINTAGE
MARKETPLACE



LAW OFFICE OF JOSHUA K.
WESTMORELAND



OLD COLORADO BREWING
COMPANY



WAXI TAXI



THE BBQ LOVE SHACK



WRAP LAB



HUMAN BEAN – COMING
JANUARY 2022!



MAIN STREET PROGRAM

WELLINGTON, CO • EST. 2014

Office Address
3725 Cleveland Ave, Ste D
Wellington, CO 80549

Mailing Address
P.O. Box 1021
Wellington, CO 80549

970-568-4985
wellingtonmainstreet.org



Thank you to Brian Graves - GravenImages for providing photography for our program.

AGENDA ITEM SUMMARY SHEET

Wellington Town Trustee Meeting- January 2022

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 November and December 2021 and January 2022.**

Item 1: Current projects

- *Main Street Annual Report* – Please see the attached 2021 Main Street Annual Report.
- *Publications*
 - Please be sure to subscribe to the Main Street E-Newsletter '[News on the Street.](#)'
 - Our newsletter is averaging a 45% open rate with over 350 subscribers
 - <https://wellingtonmainstreet.org/blog>
- *Exterior Sign and Awning Grant*
 - The Main Street Design Committee has approved two grant applications for The Cakery and Rust Vintage Marketplace.
 - To date, no funds have been distributed.
 - The Main Street Program has earmarked \$12,000 towards the Exterior Sign and Awning Grant to fund future projects.
- *#ShopWellington Community Gift Card*
 - Over \$1,500 in gift cards have been purchased through the community gift card program with over \$400 redeemed at participating businesses since September 1st, 2021
- *Marshall Fire Relief Fundraiser*
 - The Main Street Program is partnering with Serve 6.8, the Wellington Area Chamber of Commerce, Pizza Palace, and Integrity Insurance to host the Wellington Cares: Marshall Fire Relief Fundraiser.
 - Donations can be made online, and information is available through the Wellington Main Street website and social media pages.

Item 2: Upcoming Events

- Community Calendar: <https://wellingtonmainstreet.org/community-calendar>
- *Hoppy Go Lucky 5K* – March 12th, 2022
 - The Wellington, CO Main Street Program is partnering with Soul Squared Brewing Company to provide event support and services for the Hoppy Go Lucky 5K being held in downtown Wellington.
- *Main Street Market* – July 21st – September 22nd, 2022
 - Registration for the Main Street Market is now open. The committee will be accepting applications through April 30, 2022.
 - The Main Street Market will be utilizing the online platform Manage My Market to support vendors.
 - The Market will be open July 21st – September 22nd on Thursdays from 4:30 – 7:30 pm in Centennial Park.
- *Earth Day Downtown Clean Up* – Earth Day, Friday, April 22nd 3:30 – 6:00 pm
 - Sign-Ups will be available as we get closer to the event!

Item 3: Other:

- *Awards and Recognition*
 - The Wellington Main Street Program was voted the Colorado Main Street Program of the Year and Kallie Cooper was named the Main Street Manager of the Year by our peer Main Street communities across the State.
 - Check out the feature on Wellington Main Street in the Fall edition of 'The Main Thing.' a publication of Slate Communications and Colorado Main Street:
<https://vimeo.com/640486758/6cb4d35c38>
- *Wellington Main Street Board of Directors*
 - We are excited to welcome the following individuals to the Main Street Board of Directors:
 - Roy Cook
 - Mary Gray
 - Erin Jerome
 - Annie Lindgren
- *Main Street: Open for Business Façade and Energy Efficiency Grant*
 - Several projects are underway as part of the \$569,626.98 awarded to the Town of Wellington through the Main Street: Open for Business Grant.
 - Projects will be completed by June 30, 2022
 - The Historic Wellington Hotel (3725 Cleveland Ave) and Wellington Auction Services have both completed parts or all of their designated projects. More updates and before and after photos are available on Facebook and Instagram.
- *Revitalizing Main Street Grant: Opportunity 2*
 - New picnic tables and bike rack have been installed in Centennial Park!
 - Due to unforeseen costs associated with the installation of the new solar lights, we may be changing the original scope of the project in order to stay within budget. This could mean limiting project elements are reducing the number of items purchased.

Item 4: Funding

- Thank you to the Town of Wellington for your continued support of the Wellington Main Street Program and approving our 2022 Funding Request.
- Financial Statements for the Wellington Main Street Program are available upon request

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.





Board of Trustees Meeting

Date: January 25, 2022

Submitted By:

Subject: Minutes of the January 25, 2022 Board of Trustee Meeting

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. 01.11.22 BOT Minutes



BOARD OF TRUSTEES

January 11, 2022

6:30 PM

MINUTES

A video recording of this meeting is available 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

Trustee Jon Gaiter

Trustee John Jerome – Absent

Trustee Rebekka Kinney

Trustee Ashley Macdonald

Trustee Tim Whitehouse – Absent

Also Present:

Patti Garcia, Town Administrator

Dan Sapienza, March & Olive, LLC, Town Attorney

Hallie Sheldon, Management Analyst

Krystal Eucker, Town Clerk

Kelly Houghteling, Deputy Town Administrator

Mahalia Henschel, Communications Specialist

Dave Myer, Engineer II

Meagan Smith, Deputy Public Works Director

Bob Gowing, Public Works Director

Nathan Ewert, Civil Engineer II

Mike Flores, Wastewater Superintendent

Cody Bird, Planning Director

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

The meeting was opened for public comment, Christine Gaiter, Janice Burns, Shirrell Tietz and Jesy Andreen provided public comment.

2. Proclamation

a. School Choice Week Proclamation

Mayor Hamman read the School Choice Week Proclamation.

C. **PRESENTATION**

1. Wellington Sewer Roundtable Presentation

The Wellington Resident Rate Roundtable was formed to serve as a volunteer group of residents to deeply engage and offer feedback about sewer rate changes. The group committed to exploring creative solutions and asked questions such as the impact of growth, ways to cut current expenses, and the availability of grant or private funding. The group presented their feedback on their experience and recommendations to the Board.

D. **CONSENT AGENDA**

1. Minutes of the November 23, 2021 and December 14, 2021 regular Board of Trustees meetings

Mayor Pro Tem Knutson moved to approve the consent agenda; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Jerome, Knutson, Hamman

Nays – None

Motion carried.

E. **ACTION ITEMS**

1. Public Meeting for Wastewater Treatment Plant Expansion Project

Mr. Myer informed the Board that this Public Hearing is being conducted to inform citizens and solicit public input, written or oral, regarding the Wastewater Treatment Plant (WWTP) Expansion Project's Needs Assessment (PNA) and Environmental Assessment (EA). The PNA is a report detailing the project as proposed, including project necessity, alternatives, and components. The PNA also describes how the project is being funded. The EA is a report detailing any environmental impacts of the project. The reports have been submitted to the Colorado Department of Public Health and Environment (CDPHE) to qualify the Town of Wellington for a State Revolving Fund Loan.

Kile Snider with Jacobs Engineering provided an overview of the project location, the purpose of the project, why the project is needed, requirements of the facility and alternatives that were considered.

Mr. Myer summarized the cost of the preferred alternative, and that the Wastewater Treatment Plant Expansion is being funded through the State Revolving Fund Program (SRF) which provides a low interest loan. Impacts to sewer rates were also summarized.

Laura Meyer with Jacobs Engineering provided an overview of the Environmental Assessment as well as the project benefits, long-term impacts and short-term impacts. Options were provided for individuals to provide input and comments on the project.

The meeting was opened for public comment.

Shirrell Tietz inquired if the emission for air quality will not be any more than it is producing now or

is there a possibility of the emission being produced is high than it was previously. Also, have the newer residents that are living in the area been informed that this may be a possibility and letting them know if the construction traffic.

Mr. Snider commented that there are standards that are required during construction such as watering down roads for dust control. The air emissions from the wastewater plant will be similar to what they are now as there are open tanks that do not produce much odor.

Mr. Myer commented that public outreach has been done with public meetings in front of the Board although internal discussion have taken place to inform residents in close proximity to the plant to inform them of the project and what to expect.

Hannah (last name unknown) inquired about rates and it seems that residents seem to favor increasing tier rates over increasing base rates.

Ms. Smith commented that more discussion will take place on that topic at the Board of Trustees Work Session next week and then rates being presented to the Board in February. There are multiple options being considered regarding rate changes.

The meeting was closed for public comment.

2. Public Hearing to Vacate 20-foot Platted Access Easement on Lot 1, Wellington Manor Minor Subdivision

Mr. Bird reviewed the request to vacate a 20-foot platted public access easement across Lot 1, Wellington Manor Minor Subdivision. The owners of Lot 2 have joined the owner of Lot 1 in the desire to vacate the access easement and all affected property owners support the desire to vacate.

The Planning Commission conducted a public hearing to consider vacation of the 20-foot platted access easement on December 6, 2021. The Commission voted to recommend approval of the vacation without any conditions of approval.

At the time of this report, no public comments have been received by phone, email or letter.

The public hearing is open; no public comments were received.

The applicant's representative, Tyler James addressed the Board and had no comments at this time.

The public hearing is closed.

3. Ordinance No. 02-2022 - An Ordinance Vacating a 20-foot Platted Access Easement on Lot 1, Wellington Manor Minor Subdivision

Mr. Bird had no further information.

No further public comments were received.

Trustee Gaiter moved to approve Ordinance 02-2022, An Ordinance Vacating a 20-foot Platted Access Easement on Lot 1, Wellington Manor Minor Subdivision; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Macdonald, Knutson, Hamman

Nays – None

Motion carried.

4. Resolution No. 01-2022 - A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings

Ms. Eucker informed the Board that Colorado Revised Statutes 24-6-402 requires that the public place or places for posting municipal notices shall be designated annually by the local public body at their first regular meeting of the calendar year. The designated posting place will be the Town's website, although if the website is not available, the front door of Town Hall is the alternate designated posting place.

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

Trustee Gaiter moved to approve Resolution No. 01-2022 - A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Macdonald, Knutson, Hamman

Nays – None

Motion carried.

5. Resolution No. 02-2022 - A Resolution Adopting a 3-Mile Plan for Municipal Annexations

Mr. Bird informed the Board that State law requires municipalities to have a plan in place for the area 3-miles from the Town's boundary prior to annexing any land within the 3-mile area. The Town's Comprehensive Plan, including the Growth Management Area (GMA) has served as the Town's 3-Mile Plan for municipal annexations. Designation of the Comprehensive Plan for the 3-Mile Plan for annexations meets the state law requirement and is sufficient to meet the Town's annexation needs for the upcoming year.

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

Mayor Pro Tem Knutson moved to approve Resolution No. 02-2022 - A Resolution Adopting a 3-Mile Plan for Municipal Annexations; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Macdonald, Knutson, Hamman

Nays – None

Motion carried.

6. Ordinance 01-2022 - An Ordinance Amending Chapter 2 of the Wellington Municipal Code and Establishing a Hearing Process to Address Alleged Municipal Campaign Finance Complaints and Violations

Ms. Eucker informed the Board that on July 13, 2021, the Board of Trustees approved Ordinance 07-2021 which amended Chapter 2 of the Municipal Code by adding Article 14 to establish a hearing process to address alleged municipal campaign finance complaints and violations. An approved ballot question that was referred to the voters on November 2, 2021, concerning the regulation of retail and medical marijuana stores in Wellington, amended the Municipal Code by adding Article 14 of Chapter 2. Due to the duplicate Articles, Ordinance 01-2022 would create Article 15 of Chapter 2 of the Municipal Code and move campaign finance complaints to Article 15. No changes have been made to the ordinance other than the Article number.

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

Trustee Kinney moved to approve Ordinance 01-2022 - An Ordinance Amending Chapter 2 of the Wellington Municipal Code and Establishing a Hearing Process to Address Alleged Municipal Campaign Finance Complaints and Violations; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Macdonald, Knutson, Hamman

Nays – None
Motion carried.

7. Resolution No. 03-2022 - A Resolution of the Board of Trustees Appointing a Town Treasurer
Ms. Garcia informed the Board that The Wellington Town Treasurer resigned effective December 3, 2021 and at the December 14, 2021 Trustee meeting, Patti Garcia, Town Administrator, was appointed as interim Town Treasurer until the first Board of Trustee meeting of 2022. Town staff engaged with Strategic Government Resources (SGR) to retain the services of Victoria (Vik) Runkle to serve as Town Treasurer until a permanent Town Treasurer is hired.
The meeting was opened for public comment to which there was none.

Trustee Macdonald moved to approve Resolution No. 03-2022 - A Resolution of the Board of Trustees Appointing a Town Treasurer; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

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

8. Resolution No. 04-2022 - A Resolution of the Town of Wellington Adopting a Fee Schedule Related to Marijuana Licensing
Mr. Sapienza informed the Board that Pursuant to the Referred Ordinance adopted by the voters of the Town of Wellington allowing the licensure and sale of retail and medical marijuana, the Town Board of Trustees, as the Local Licensing Authority, may adopt certain fees related to the licensure of marijuana establishments.

The meeting was opened for public comment; Shirrell Tietz and Hannah (last name unknown) made comments.

Mayor Pro Tem Knutson moved to approve Resolution No. 04-2022 - A Resolution of the Town of Wellington Adopting a Fee Schedule Related to Marijuana Licensing; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

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

9. Resolution No. 05-2022 - A Resolution Creating a Local Licensing Authority Pursuant to Chapter 2, Article 14 of the Wellington Municipal Code and Appointing Kristin Brown as Assistant Municipal Judge to Serve in that Role.
Mr. Sapienza informed the Board that Pursuant to the referred marijuana ordinance, the Town Board serves as the Local Licensing Authority, unless it creates a separate Local Licensing Authority and delegates the duties to that person or entity. Town staff recommends creating a separate Local Licensing Authority to administer the ordinance as a municipal judgeship and to appoint an individual to the role who has extensive experience with marijuana regulation and licensure.

Discussion ensued between the Board of Trustees, Mr. Sapienza and Ms. Brown.

The meeting was opened for public comment; Hannah (last name unknown) and Christine Gaiter make comments.

Trustee Kinney moved to approve Resolution No. 05-2022 - A Resolution Creating a Local Licensing Authority Pursuant to Chapter 2, Article 14 of the Wellington Municipal Code and

Appointing Kristin Brown as Assistant Municipal Judge to Serve in that Role; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Kinney, Macdonald

Nays – Gaiter, Knutson, Hamman

Motion failed.

Mayor Hamman closed to regular meeting at 9:13 and opened the Liquor License Authority

F. LIQUOR LICENSE AUTHORITY

Roll Call

Mayor Troy Hamman

Mayor Pro Tem Wyatt Knutson

Trustee Jon Gaiter

Trustee John Jerome – Absent

Trustee Rebekka Kinney

Trustee Ashley Macdonald

Trustee Tim Whitehouse – Absent

1. Annual Renewal - Avuncular Bob's T-Bar Inn & Brew Pub

Ms. Eucker informed the Board that Avuncular Bob's T-Bar Inn & Brew Pub Operations LLC has submitted their annual renewal for their Hotel and Restaurant liquor license. A review of the application found the establishment is in good standing with the Colorado Secretary of State 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 a visual inspection of the premise.

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

Mayor Pro Tem Knutson moved to approve; Trustee Macdonald seconded the motion. Roll call on the vote resulted as follows:

Yeas – Gaiter, Kinney, Macdonald, Knutson, Hamman

Nays – None

Motion failed.

The Liquor License Authority was closed at 9:16 and the regular meeting resumed.

G. REPORTS

1. Town Attorney

None.

2. Town Administrator

None.

3. Staff Communications

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

b. Report of Bills - November 2021

c. Report of Bills - December 2021

4. Board Reports

It was appreciated that this meeting was virtual this evening due to COVID.

H. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:20 p.m.

Krystal Eucker, Town Clerk

DRAFT

Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Meagan Smith, Deputy Public Works Director
Subject: Proposed Water and Sewer Rate Adjustments

- **Presentation: Megan Smith, Deputy Public Works Director and Bob Gowing, Public Works Director**

EXECUTIVE SUMMARY

A presentation of alternatives for proposed water and sewer rate adjustments for consideration by the Board of Trustees and the public.

BACKGROUND / DISCUSSION

Water and sewer rate adjustments have been under discussion in several venues for many months. Both the main water treatment plant expansion project and the wastewater treatment plant expansion project are nearing completion of their design phases, with construction expected to begin in 2022. Both projects will be funded partially through State Revolving Fund (SRF) loans and partially through cash reserves. Rate adjustments are needed to maintain financial health for both the Water and Sewer enterprise funds, to enable completion of these vital expansion projects, and are a requirement of the loan qualification for the wastewater treatment plant expansion.

In an effort to minimize the impact of rate increases on Wellington residents, the Board of Trustees has requested evaluation of transferring funds from the General Fund to both the Water and the Sewer Fund in 2022. Additionally, the Board of Trustees has requested to review the impact of dedicating the anticipated American Recovery Plan Act Tranche 2 funding to either the water or the sewer fund in 2023. The proposed rate adjustment scenarios included combinations of these additional funds.

The proposed water and sewer rate adjustment scenarios are described at length in the attached presentation material.

STAFF RECOMMENDATION

Does the Board of Trustees have a preferred rate adjustment scenario for water rates?
Does the Board of Trustees have a preferred rate adjustment scenario for sewer rates?

ATTACHMENTS

1. 2022-01-25_BOT_W_WW_Rates_V2

Water and Sewer Rates

January 25, 2022





Background

Town of Wellington Water and Sewer Utilities



Wellington Water/Sewer Utility – An Overview

- Wellington wisely created a water/sewer utility in the 1960's
 - Allows residents to align water utility services with Town goals
 - Ensures Town viability into the future
 - Creates local accountability
- Treatment plant expansions are planned in anticipation of growth
 - Capacity must always exceed demand
 - Demand increases with current and future growth
 - Comprehensive Plan and Utility Masterplans are closely aligned
 - Long range planning is a must!



Wellington Water/Sewer Utility – An Overview

- Utilities function like a non-profit
 - Must be self-sustaining
 - Funding sources
 - Rates paid by current customers
 - Impact fees paid by developers and homebuilders
 - Loans and grants
 - Expenses
 - Operations and maintenance
 - Capital improvements
- Financial health of the Utility is critical
 - Fund balance policies
 - Rigorous accounting practices
 - Continuous monitoring
 - Regular periodic rate and impact fee adjustments

Water Treatment Plant Expansion Project

- Town goals for the project
 - Eliminate liquid discharge (required by the State)
 - Improve taste & odor
 - Increase capacity for future growth
- Design philosophy for both expansion projects
 - Take the long view – Avoid future surprises
 - Design for future expansion now to prevent wasted dollars later
 - Align with Town Strategic Plan, Comprehensive Plan, and other Utility Masterplans

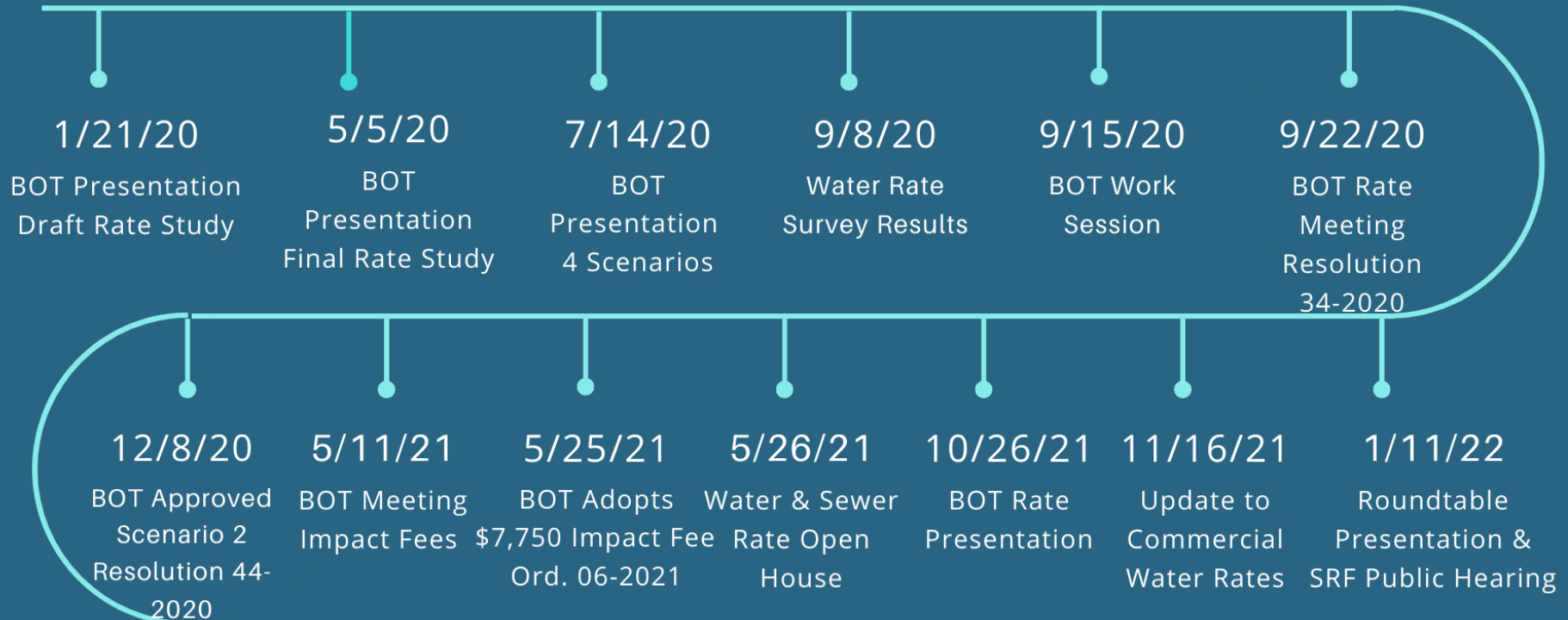


Wastewater Treatment Plant Expansion Project

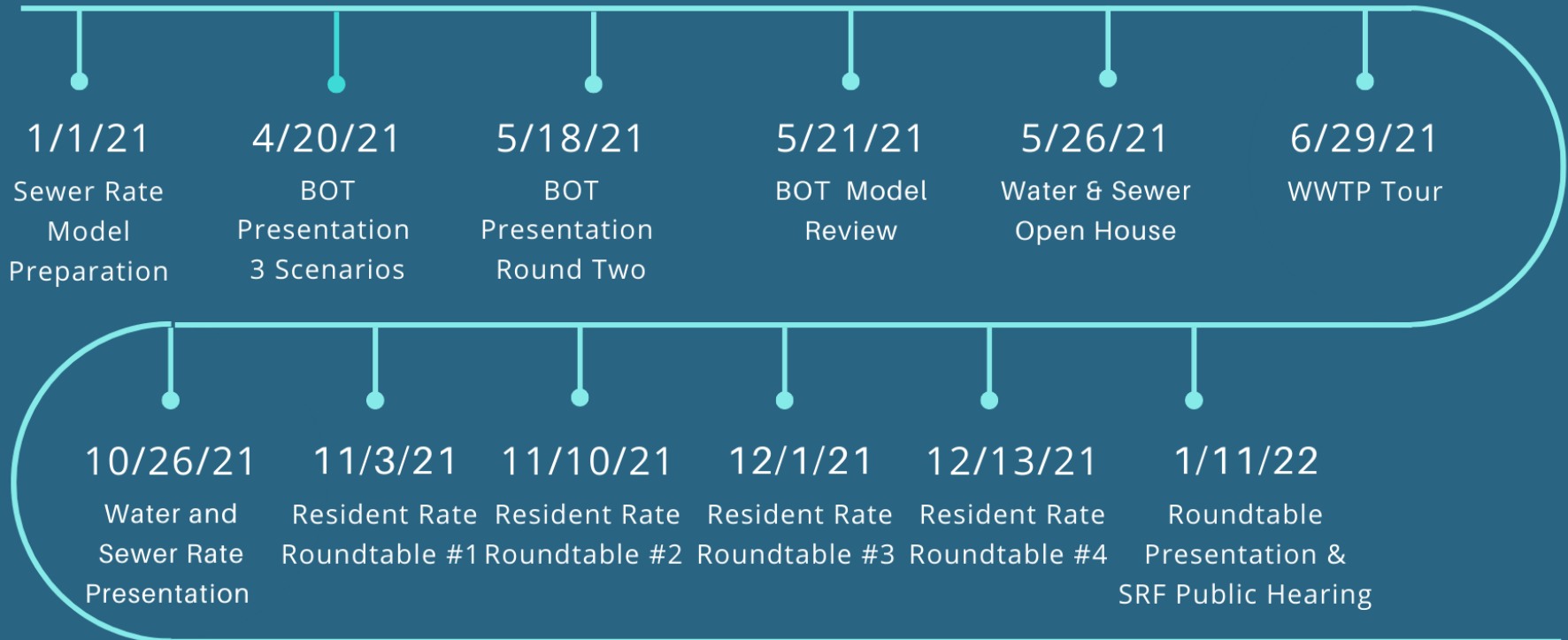
- Town goals for the project
 - Capacity must align with Water Treatment Plant Expansion
 - Meet newer, more stringent compliance standards
 - 2020 C.R.S 25-5-608: subject to civil penalties up to \$54,833/day/violation



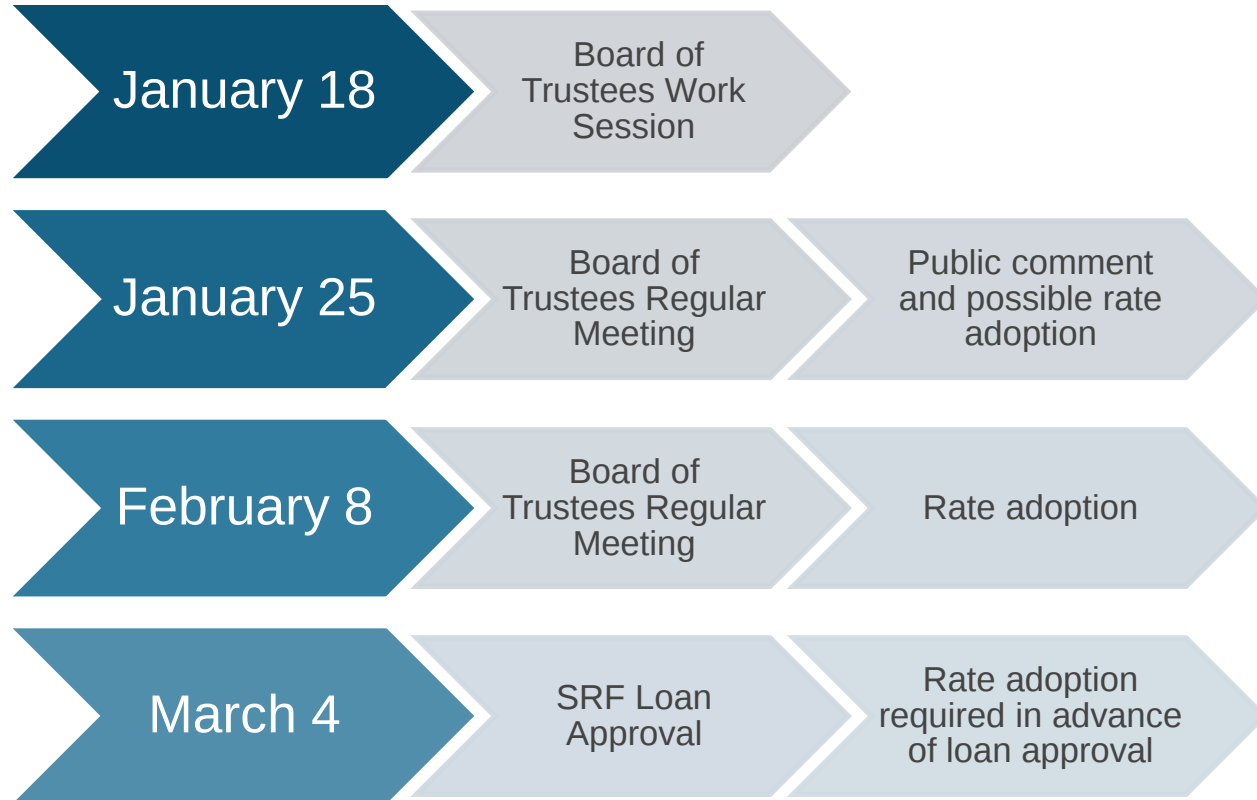
Water Rate Adjustment Timeline



Sewer Rate Adjustment Timeline



2022 Rate Adoption Timeline





Water Rates

Historical and Proposed

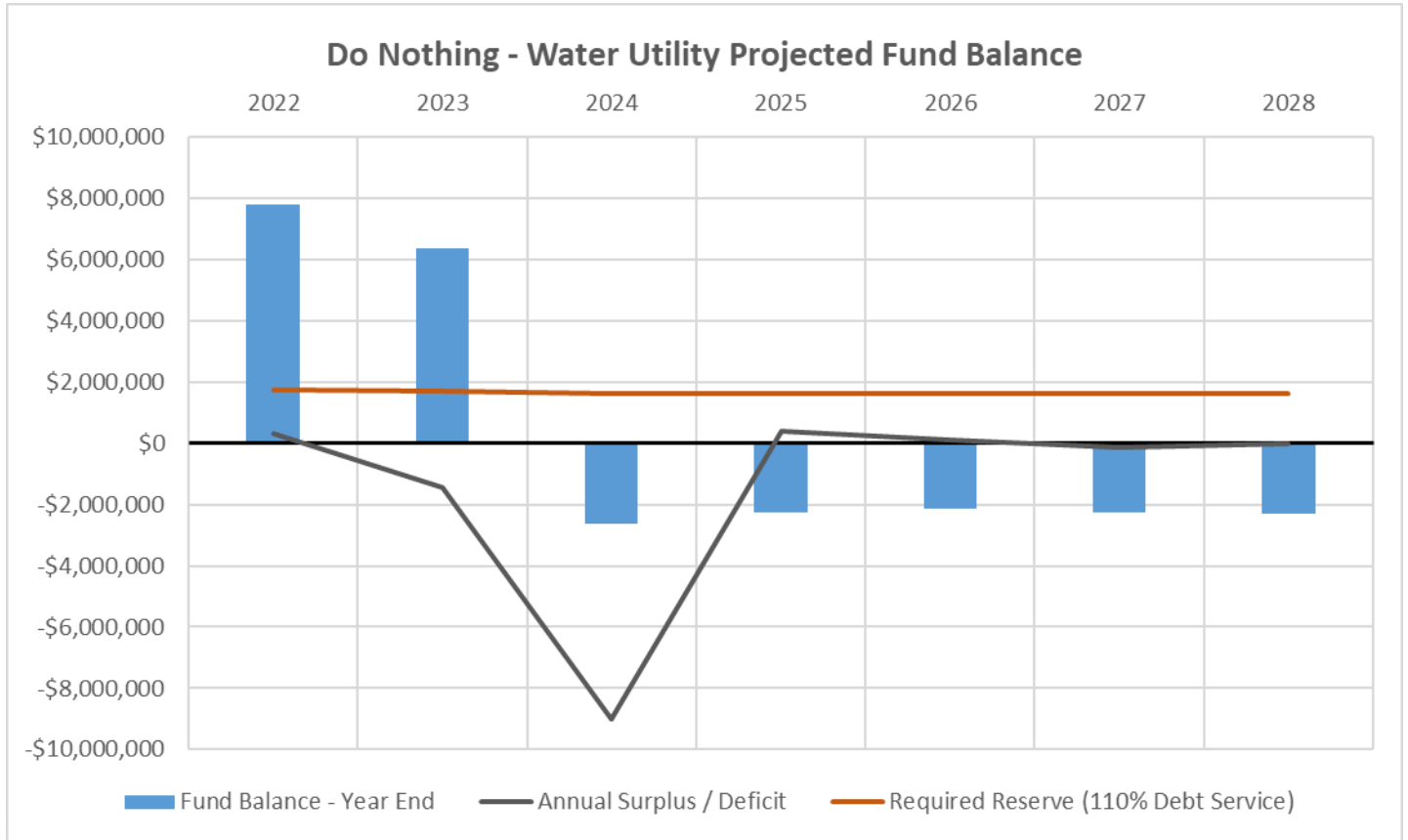
Historical Water Rates

Historical Water Usage Rates and Tiers				
Year	Base Rate	Tier 1 0-14K gal	Tier 2 15-29K gal	Tier 3 30K+ gal
2021	\$66.00	\$4.56	\$5.70	\$7.72
2016 - 2020	\$18.86	\$3.65	\$3.93	\$4.94
2015	\$18.23	\$3.38	\$3.64	\$4.57
2014	\$17.63	\$3.16	\$3.38	\$4.27
2013	\$14.50	\$2.93	\$3.17	\$4.04
2011 - 2012	\$13.94	\$2.71	\$2.93	\$3.74
2006 - 2010	\$19.13	\$2.90	\$3.48	\$3.70
1992 - 2005	\$16.50	\$2.30	\$2.75	\$3.50

Recent Water Rate Adjustments

- Most recent rate changes
- October 2020 – Resolution No. 34-2020
- January 2021 – Resolution No. 44-2020
- July 2021 – Ordinance No. 06-2021
 - Increased Water Impact Fee \$5,500→\$7,750

Recent Water Rate Adjustments			
	2016 - 2020	October 2020	January 2021
Base Rate	\$18.86	\$35.00	\$66.00
Tier 1 (\$/1,000 gal)	\$3.65	\$4.56	\$4.56
Tier 2 (\$/1,000 gal)	\$3.93	\$5.70	\$5.70
Tier 3 (\$/1,000 gal)	\$4.94	\$7.72	\$7.72





Proposed Water Rate Scenarios

Assumptions

- All scenarios include ARPA Tranche 1 - \$1.3M
- All scenarios include compressed tier structure

Scenario 2B

- One-time \$653K General Fund transfer to Water Fund
- 13% increase to all Tier rates

Scenario 2C

- ARPA Tranche 2 to Water Fund
- One-time \$653K General Fund transfer to Water Fund
- 5% increase to Tier 1 rate; 10% increase to Tier 2 & 3 rates

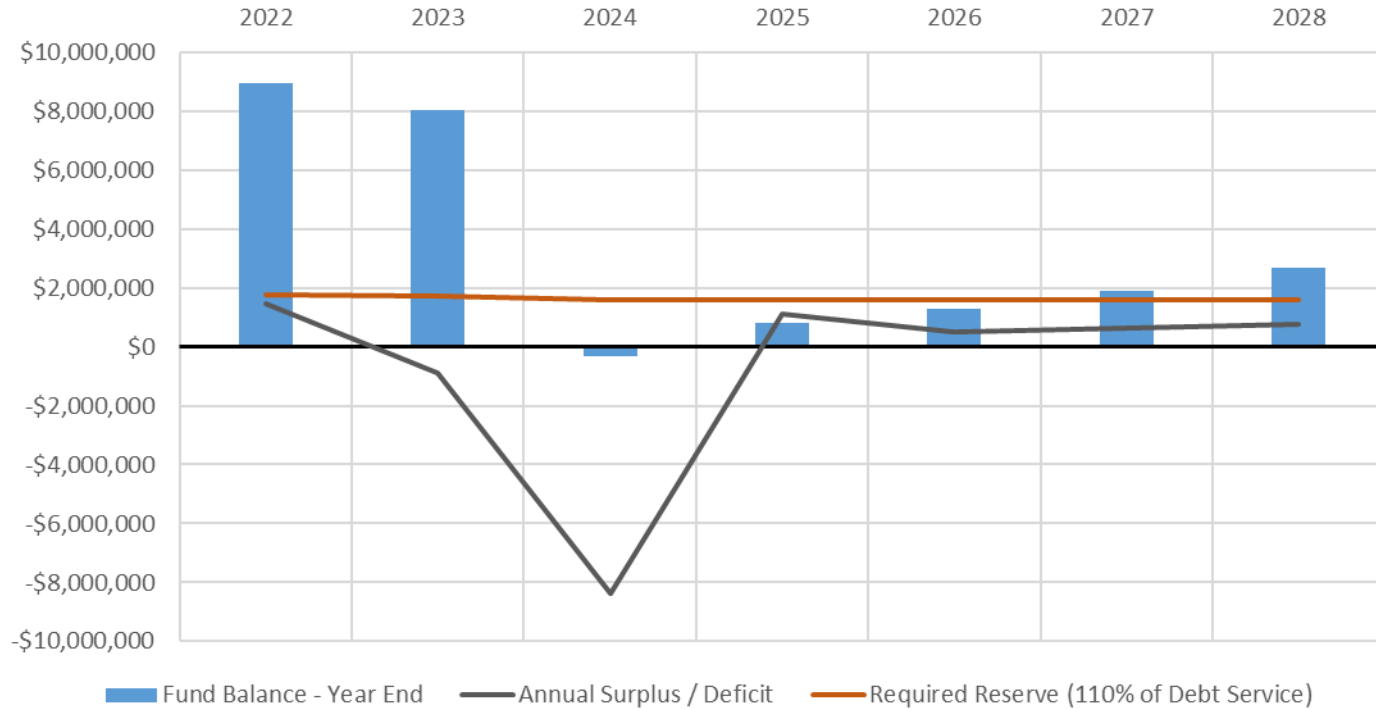
Proposed Water Usage Rates and Tiers

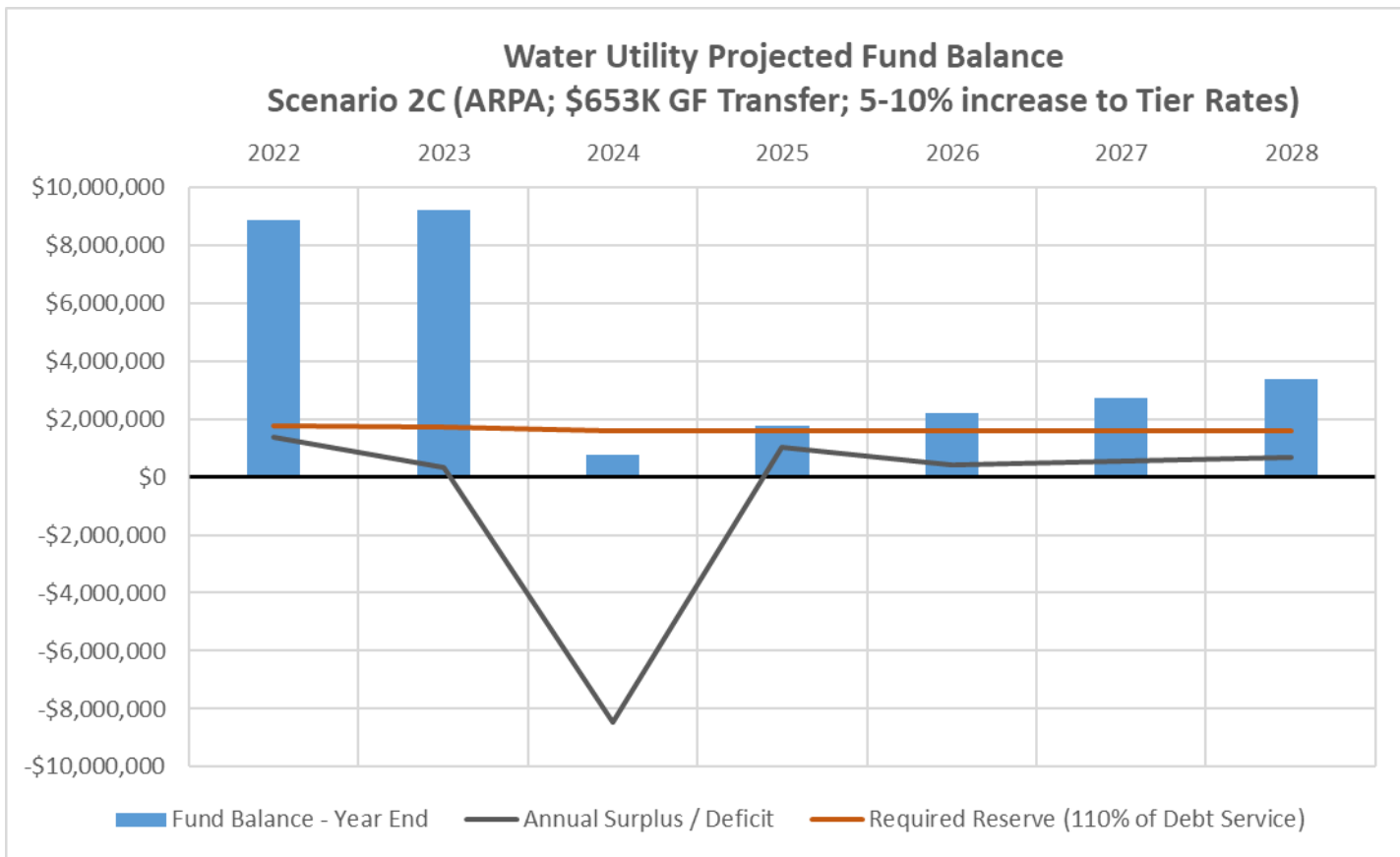
Proposed Water Usage Rates and Tiers

				Avg Winter	Avg Summer			
Scenario		Base Rate	Tiers	Usage Rates	Water Bill	Water Bill (10K gal)	2022 Revenue Surplus/ Deficit	2024 Year End Fund Balance
Do Nothing	Existing Tier Structure; Existing Rates	\$66.00	Tier 1 0-14K gal	\$4.56	\$84.24	\$111.60	\$321,000	(\$2,633,000)
			Tier 2 15-29K gal	\$5.70				
			Tier 3 30K+ gal	\$7.72				
2B	One-time \$653K GF Transfer to Water Fund; 13% Increase to all Tier rates	\$66.00	Tier 1 0-3K gal	\$5.15	\$87.89	\$135.65	\$1,455,000	(\$315,000)
			Tier 2 4-6K gal	\$6.44				
			Tier 3 7K+ gal	\$8.72				
2C	ARPA Tranche 2; One-time \$653K GF transfer to Water Fund; 5% increase to Tier 1 rate; 10% increase to Tier 2 & 3 rates	\$66.00	Tier 1 0-3K gal	\$4.79	\$86.64	\$133.14	\$1,383,000	\$754,000
			Tier 2 4-6K gal	\$6.27				
			Tier 3 7K+ gal	\$8.49				

NOTE: Non-residential water rates (last updated Dec 1, 2021) will be updated to reflect the Tier 1 rate adopted for residential water rates.

Water Utility Projected Fund Balance Scenario 2B (\$653K GF Transfer; 13% increase to all Tier Rates)







Sewer Rates

Historical and Proposed

Outreach – Sewer Rates/Plant Expansion



Events

Sewer Rate Open House
Budget Boo-nanza



Engagement

Resident Rate Roundtable
SRF Loan Public Hearing
Update presentations to
the Board of Trustees



Communication

Social media updates
Newsletter
Webpage resources
WWTP Expansion/SRF
Loan video



Resident Rate Roundtable Recommendations

Values: Community, Good Steward, Transparency, Planning, Equity

- **Maximize Fiscal Creativity**
 - Options exploring short and long-term solutions
 - Evaluate General Fund transfers IN and OUT of the Sewer Fund
 - Explore ways to limit impact now through the loan term - Done
- **Rates & Fees**
 - Incremental rate increases
 - Annually evaluate rates
 - Equitable impact to residential and commercial customers
- **Community Involvement**
 - Continue offering opportunities to engage and inform
 - Annually evaluate rates
 - Equitable impact to residential and commercial customers
 - Promote resources and fund HUG program
 - Implement water conservation program

Historical Sewer Rates

- 2016 – Ordinance No. 08-2016
 - Last increase to base or usage rate
- July 2021 – Ordinance No. 06-2021
 - Increased Sewer Impact Fee \$7,500→\$9,700

Historical Sewer Base and Usage Rates		
Year	Base Rate (0-3K gal)	Usage Rate (4K+ gal)
2016 - 2021	\$20.63	\$6.50
2015	\$19.63	\$6.25
2012 - 2014	\$17.98	\$5.30
2011	\$15.63	\$4.25
2007 - 2010	\$13.61	\$3.75

* Indicates action recommended by the Resident Rate Roundtable

Proposed Sewer Rate Scenarios and Assumptions

Assumptions

- \$48M loan; 30-yr loan term*; 2.25% interest rate
- Stepped base and usage rate increase* to Year 1 and Year 2
- 5% annual increase to base and tier rates for subsequent 3 years
- Shortfall in Town fund balance reserve policy* (110% of annual debt service)

Scenario 2

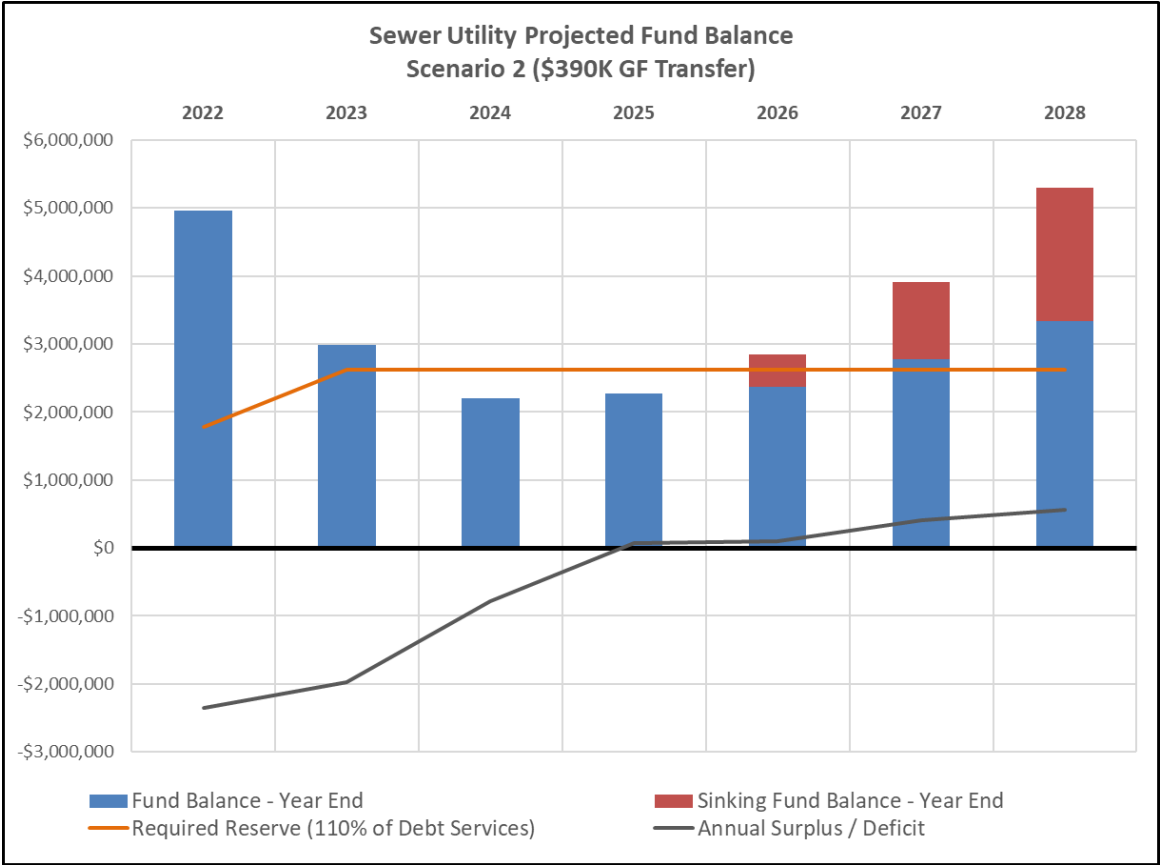
- One-time \$390K General Fund transfer to Sewer Fund*
- Year 1 - Base rate increase to \$31.00; Usage rate increase to \$10.00
- Year 2 - Base rate increase to \$44.00; Usage rate increase to \$13.00

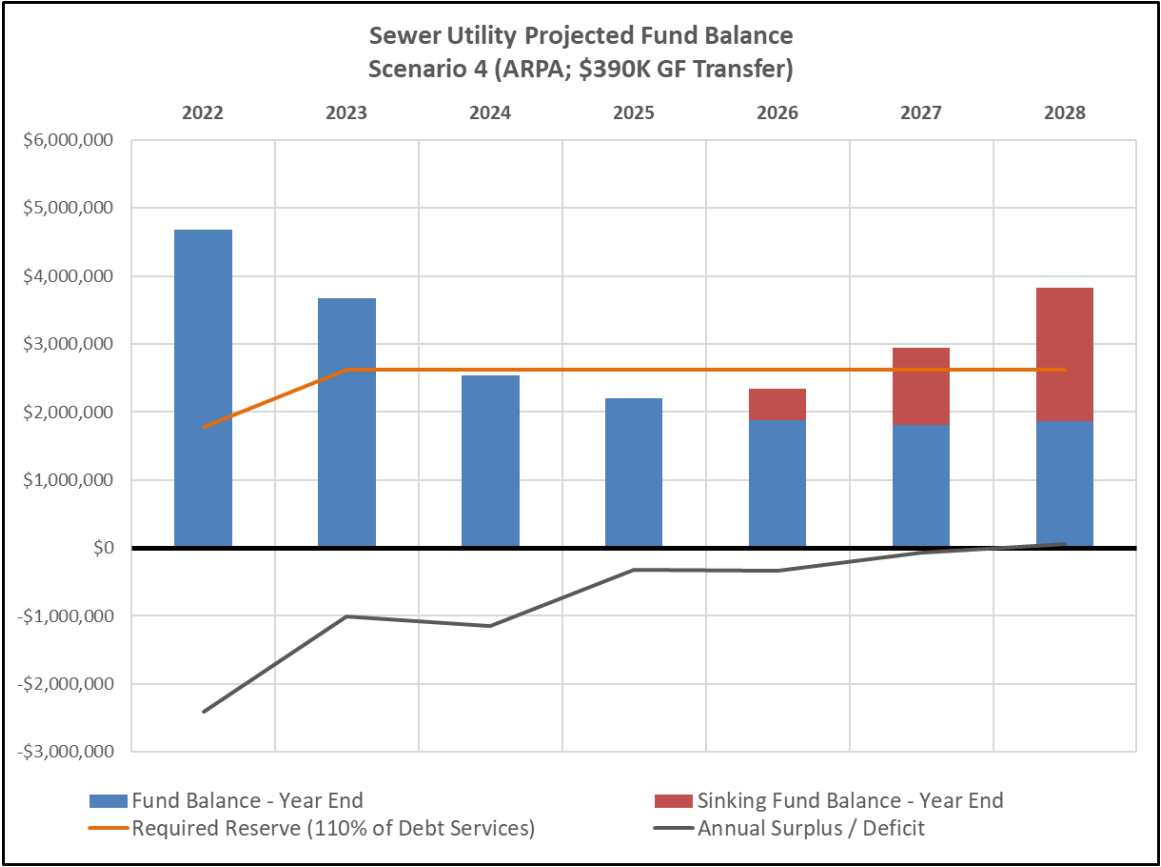
Scenario 4

- ARPA Tranche 2 to Sewer Fund
- One-time \$390K General Fund transfer to Sewer Fund*
- Year 1 - Base rate increase to \$30.00; Usage rate increase to \$9.00
- Year 2 - Base rate increase to \$40.00; Usage rate increase to \$10.75

Proposed Sewer Base and Usage Rates

Proposed Sewer Base Rates and Usage Rates					
Scenario			2022	2023	2024
Do Nothing	Existing Rates	Base Rate (0-3K gal)	\$20.63	\$20.63	\$20.63
		Usage Rate (4K+ gal)	\$6.50	\$6.50	\$6.50
		Avg Sewer Bill (4K gal)	\$27.13	\$27.13	\$27.13
2	One-time \$390K GF Transfer to Sewer Fund	Base Rate (0-3K gal)	\$31.00	\$44.00	\$46.20
		Usage Rate (4K+ gal)	\$10.00	\$13.00	\$13.65
		Avg Sewer Bill (4K gal)	\$41.00	\$57.00	\$59.85
4	One-time \$390K GF Transfer to Sewer Fund; ARPA Tranche 2	Base Rate (0-3K gal)	\$30.00	\$40.00	\$42.00
		Usage Rate (4K+ gal)	\$9.00	\$10.75	\$11.29
		Avg Sewer Bill (4K gal)	\$39.00	\$50.75	\$53.29





Sample Bill

Town of Wellington
P.O. BOX 127
Wellington, CO 80549



Billing Date	
Due Date	
Account Number	

WELLINGTON CO 80549

Meter Readings		Total Gallons Used (Thousands)
Previous	Current	

93	96	4
----	----	---

Water Charges	Amount
---------------	--------

Water Base Rate Charge	66.00
Water Usage Charge	18.24

Notes:

TWO EASY WAYS TO PAY!

ONLINE AT: www.xpressbillpay.com

BY PHONE: 1-833-862-1409 (TOLL-FREE)

Name
Service Address
Billing Cycle 11/01/2021 to 11/30/21

Description	Amount
PREVIOUS BALANCE	
Current Period Payment Amount	
Adjustments	.00
Balance Forward (Past Due)	.00
Current Billings:	
Water	84.24
Sewer	20.63
TOW Storm Drainage	5.00
AUTH Storm Drainage	6.33

PAY THIS AMOUNT 116.20

Resident Utility Bill Comparisons - Winter

Current Rates - Avg Winter Use (4K gallons)

Description	Amount
PREVIOUS BALANCE	0.00
Current Period Payment Amount	0.00
Adjustments	0.00
Balance Forward (Past Due)	0.00
Current Billings:	
Water	84.24
Sewer	27.13
TOW Storm Drainage	5.00
AUTH Storm Drainage	6.33
PAY THIS AMOUNT	122.70

Proposed Rates - Avg Winter Use - Tranche 2 to Water Fund

Description	Amount
PREVIOUS BALANCE	0.00
Current Period Paymnet Amount	0.00
Adjustments	0.00
Balance Forward (Past Due)	0.00
Current Billings:	
Water	86.64
Sewer	41.00
TOW Storm Drainage	5.00
AUTH Storm Drainage	6.33
PAY THIS AMOUNT	138.97

Proposed Rates - Avg Winter Use - Tranche 2 to Sewer Fund

Description	Amount
PREVIOUS BALANCE	0.00
Current Period Paymnet Amount	0.00
Adjustments	0.00
Balance Forward (Past Due)	0.00
Current Billings:	
Water	87.89
Sewer	39.00
TOW Storm Drainage	5.00
AUTH Storm Drainage	6.33
PAY THIS AMOUNT	138.22

Resident Utility Bill Comparisons - Summer

Current Rates - Avg Summer Use (10K gallons)

Description	Amount
PREVIOUS BALANCE	0.00
Current Period Paymnet Amount	0.00
Adjustments	0.00
Balance Forward (Past Due)	0.00
Current Billings:	
Water	111.60
Sewer	27.13
TOW Storm Drainage	5.00
AUTH Storm Drainage	6.33
PAY THIS AMOUNT	150.06

Proposed Rates - Avg Summer Use - Tranche 2 to Water Fund

Description	Amount
PREVIOUS BALANCE	0.00
Current Period Paymnet Amount	0.00
Adjustments	0.00
Balance Forward (Past Due)	0.00
Current Billings:	
Water	133.14
Sewer	41.00
TOW Storm Drainage	5.00
AUTH Storm Drainage	6.33
PAY THIS AMOUNT	185.47

Proposed Rates - Avg Summer Use - Tranche 2 to Sewer Fund

Description	Amount
PREVIOUS BALANCE	0.00
Current Period Paymnet Amount	0.00
Adjustments	0.00
Balance Forward (Past Due)	0.00
Current Billings:	
Water	135.65
Sewer	39.00
TOW Storm Drainage	5.00
AUTH Storm Drainage	6.33
PAY THIS AMOUNT	185.98

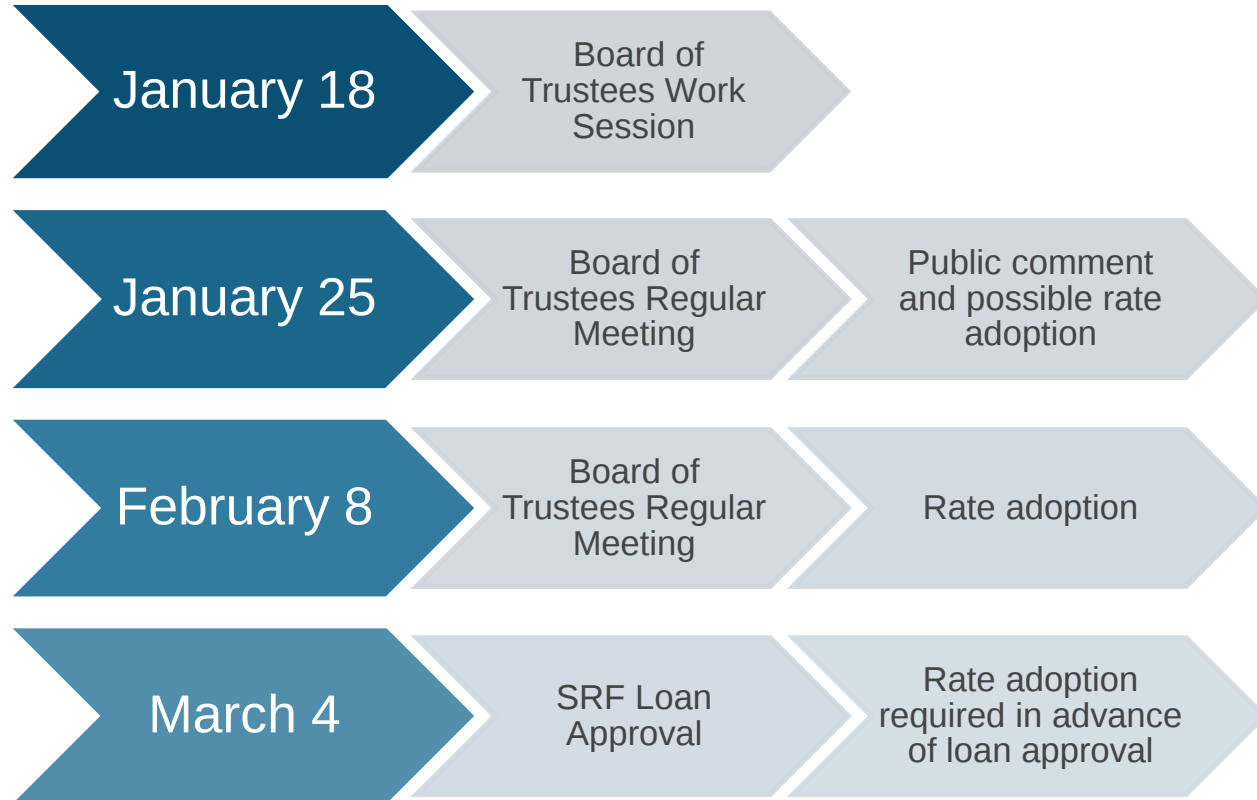


Path Forward

- Bring rate ordinance for adoption – February 8, 2022
- Prepare a new Rate Study for the Enterprise Funds
 - Engage consultant to prepare comprehensive rate study in 2022
 - Water and Sewer usage rates and impact fees
 - Evaluate indirect costs *
 - Ensure equitable impact to residential and non-residential customers *
 - Plan annual updates into the future *
- Support and Promote Hardship Utility Grant (HUG) *
 - Program is funded in 2022
- Continuous Community Involvement and Engagement *
 - Continue engagement of Resident Rate Roundtable
- Continue to Implement the Water Efficiency Program *
- Continue the Search for other Financial Solutions *

* Indicates action recommended by the Resident Rate Roundtable

2022 Rate Adoption Timeline





Does the Board of Trustees have a preferred rate adjustment scenario for water rates?

Does the Board of Trustees have a preferred rate adjustment scenario for sewer rates?



Questions

Thank you!



Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Bob Gowing, Public Works Director
Subject: Front End Loader Purchase Request

- **Presentation: Bob Gowing, Public Works Director**

EXECUTIVE SUMMARY

A request is being made to purchase a 2022 Case 721G Front End Loader from Titan Machinery under the Sourcewell Government Bid Contract.

BACKGROUND / DISCUSSION

Staff is requesting authorization to purchase a new front end loader in the not-to-exceed amount of \$200,000.

The Public Works Department currently has one front end loader. This loader is over 20 years old, and was originally purchased in 2005 as a pre-owned item. This is the only loader in the Town fleet, and is used by all Public Works' divisions for a variety of purposes, including snow removal, wastewater plant solids handling, water plant solids handling, projects requiring earth moving, materials handling, and a variety of miscellaneous functions. As such, the front end loader is a critical piece of equipment needed for many of the Department's highest priority duties, some of which can be emergency in nature. It is critical to have a front end loader that is reliable and capable of meeting Town needs.

Through the years, the existing loader has become more prone to breakdown and requires more frequent minor/major maintenance and repair. The existing loader will remain in operation, and with less frequent usage, may last several more years. The existing loader will serve as a back up to the new loader. It will also be used when multiple demands occur simultaneously and for less demanding tasks.

This purchase is appropriated in the adopted 2022 budget, as follows:

G/L No. 211-80-5020 (Street Fund), \$200,000

STAFF RECOMMENDATION

Authorize staff to purchase a a front end loader in the not-to-exceed amount of \$200,000.

ATTACHMENTS

1. Sales Agreement
2. Titan Sales Form
3. Specifications

Customer: TOWN OF WELLINGTON
Address: 3735 CLEVELAND AVE
WELLINGTON, CO 80549-0127

County: LARIMER PO:
Phone: 970-568-3381

2nd Signer:

Address:

Sales Tax Possession / Receiving Location:
CO, LARIMER, WELLINGTON

Seller: TITAN MACHINERY-WINDSOR
Address: 7250 GREENRIDGE RD
WINDSOR, CO 80550-8000

Phone: 970-461-4960 ROBERT MORRIS

NOTICE TO PURCHASER

1. Read this contract before you sign it.
2. You are entitled to an exact and completely filled in copy of this contract when you sign it. Keep it to protect your legal rights.
3. Purchaser acknowledges receipt of a fully completed copy of this contract and Purchaser waives notice of the acceptance or rejection of this order by the seller.
4. The Acknowledgments and Additional Terms and Conditions are a part of this contract and are incorporated herein by reference.

Purchased Equipment Information

Type	Qty	Product	PDI	Warranty	Tag #	Serial Number	Sales Price
New	1	CASE, 721G, WHEEL LOADER Source Well Pricing	NO	Factory	2962144	NMF253972	199,500.00
-							
-							
-							
-							
-							
-							
-							

Trade-In Equipment Information

I (we) offer to sell, transfer and convey the following item(s) at or prior to the time of delivery of the above product, as a "trade-in" to be applied against the cash price. Such items shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price allowed for each item.

1. Total Sales Price 199,500.00

Qty	Description of Trade In	Tag #	Serial Number	Amount
-----	-------------------------	-------	---------------	--------

Tax Breakdown

Amount

Total Taxes 0.00

Other Options, Charges & Fees

Amount

Total Other Options, Charges and Fees 0.00

2. Total Trade In Allowance 0.00

3. Balance 199,500.00

4. Total Tax (No Sales if Paying Excise Tax) 0.00

5. Other Options, Charges, Fees 0.00

6. Trade Payoff / Pre Barter 0.00

7. Total Due 199,500.00

SETTLEMENT

8. Cash Payment 0.00

9. Cash Due: (Date) 0.00

10. Retail Installment Contract 199,500.00

11. Total Settlement 199,500.00

It is understood that this is the entire agreement between the parties

Customer _____ Date _____ Salesperson: ROBERT MORRIS

Customer _____ Date _____ Accepted By: _____

AVAILABILITY / PRICING

I (We), the undersigned, hereby order from you the Product described on the previous page, to be available as shown. This order is subject to your ability to obtain such Product from the manufacturer and you shall be under no liability if delivery of the Product is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond your control. The price shown is subject to your receipt of the Product prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Product after the date of this order. Product to be available on or after .

WARRANTY

New, New Demo/Rental Equipment

Applicable new equipment warranty is available to the customer by a separate statement of Manufacturer's Warranty and Limitation of Liability. Please read it carefully. **YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THE WARRANTY AND THIS CONTRACT. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE MANUFACTURER'S WARRANTY.** Remaining new equipment warranty on demo/rental units will be provided per Manufacturer's policy. The customer signature below acknowledges receipt of the warranty statement.

Used Equipment Warranty

Used Equipment is sold AS-IS, WITH NO REPRESENTATIONS OR WARRANTIES unless otherwise noted in warranty column of Purchased Equipment. If extended or Powertrain warranty is noted for used equipment, that warranty will expire based on the Terms and Conditions set forth on the Warranty Contract. Warranty is defined as a failure or defect in parts and/or workmanship. Upgrades, improvements, wear items, tires, maintenance parts, service call mileage and trucking are excluded. Warranty parts and labor must be purchased from Titan Machinery Inc. dealerships.

ACKNOWLEDGMENTS

I (We) promise to pay the balance due shown on the reverse (line 7 and 8) in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement, for the purchase price of the Product, plus additional charges shown thereon or execute a Lease Agreement on or before delivery of the Product ordered herein. Despite physical delivery of the Product, title shall remain in the Seller until one of the foregoing is accomplished. This is a cash transaction. If the Purchaser so requests prior to acceptance, the unpaid balance will be handled as a Time Sale Agreement (Retail Installment Contract), subject to available financing and credit approval.

ADDITIONAL TERMS AND CONDITIONS

1. When trade-in equipment is not to be delivered to the Seller until delivery of the equipment purchased by this order, the trade-in equipment may be reappraised at the time and such reappraisal value shall determine the allowance made for such trade-in equipment. When the reappraised value is less than the original trade-in allowance shown on this form, the purchaser may terminate this order; however, this right of termination must be exercised prior to delivery of the equipment by Seller and surrender of the trade-in equipment to Seller.
2. In the event the dealer's price is changed prior to delivery, the purchase price shall be adjusted accordingly. If such price change results in an increase, purchaser has the option of canceling this order in writing immediately on being notified thereof.
3. No delivery of above goods to be made until full settlement is received.
4. Seller and manufacturer make no representations or warranties, express or implied (including the implied warranties of merchantability and fitness) except as provided on the Manufacturer's Warranty and Limitation of Liability Statement.
5. The Seller assumes no liability for non-shipment, delay in shipment or other circumstances beyond its control.

Purchaser(s) Initials: _____



CNH Industrial America LLC
CASE CONSTRUCTION
 Fed ID = 76-0433811

700 State Street
Racine WI 53406
USA

All goods subject to our general conditions of sale. No claim for shortages allowed unless made immediately upon receipt of goods or within 7 days of invoice. Goods returned without prior consent will be refused when tendered and no responsibility accepted.				Invoice Number: 6034710 Vehicle Number: 0016122065 Date: Dec 23,2021 Dealer Code: 110935			
Invoice To: TITAN MACHINERY INC. 644 EAST BEATON DRIVE WEST FARGO ND 58078 USA				DLR 110935 ESS 061927 701-356-0130			
Ship To: TITAN MACHINERY INC. 1728 OLD HARDIN ROAD BILLINGS MT 59101 USA				DLR122763			
Customer Purchase Order 684 - 2962144		Order Reason YIN		Sales Order 84882190		Sales Order Date Apr 26,2021	
				Req. Delivery Date Jul 15,2021		Ship Date Dec 23,2021	
Shipping Point Fargo Manufacturing Plant		Shipping Type Truck Load		Registration Number		Registration Number2	
PL14 WL7200 FARGO Model - 721G ZBAR TS T4F		Serial Number NMF253972		Engine Number 001867946		Transmission Number 6098908	
Retail Customer		PIN JEEN0721KMF253972		Contract Number CONT999102 Case Heavy STD Terms for US PP C091		Pricing Date Oct 14,2021	
Item	Qty	Description				Origin	List Price
		PRICELIST C091 CONTRACT CONT999102 Case Heavy STD Terms for US PP C091 COMMERCIAL MODEL 721G ZBAR TS T4F -721G ZBAR TS T4F REGION NAFTA VERSION PL14 ZL -STD LINK 14 Base machine price QUICK PICK WL 734145 -Quick Pick 1 - D LR 1906 TRANSMISSION 424225 -5-speed Transmission AXLES 782122 -Limited Slip Differentials RADIATOR OPTIONS 482585 -Cooling System w/Reversing Fan Cab Comfort Bundles 734152 -Enhanced Cab Comfort Visibility Bundles 734154 -Enhanced Visibility Bundle HYDRAULIC STEERING 782441 -Standard Hydraulic Steering CONTROL VALVES 734054 -Joystick with 1 Aux Function STEPS/REAR FENDERS 782510 -Standard Fenders w/LH/RH Steps TIRE BRAND PREFERENCE 482599 -Michelin Brand 4WS WHEELS 9420438 -20.5R25 L2 Radial (3 pc rim) BUCKETS, PINS & COUPLERS 424248 -3.0 cu. yd. w/CNH Coupler(JRB) LOCKING HYDRAULICS 424911 -Locking Hydraulic for Coupler DECALS & LITERATURE 482105 -English Literature AIR PRECLEANER 424223 -Ejector Type Precleaner COLD WEATHER STARTING 482322 -Cold Weather package					



CNH Industrial America LLC
CASE CONSTRUCTION
Fed ID = 76-0433811

700 State Street
Racine WI 53406
USA

All goods subject to our general conditions of sale. No claim for shortages allowed unless made immediately upon receipt of goods or within 7 days of invoice. Goods returned without prior consent will be refused when tendered and no responsibility accepted.				Invoice Number: 6034710 Vehicle Number: 0016122065 Date: Dec 23, 2021 Dealer Code: 110935		
Item	Qty	Description		Origin	List Price	Net Price
		RIDE CONTROL	782503	-Ride Control		
		Transport Protection	734596	-Transport Protection		
		TELEMATIC SUB	734038	-3 Year Advanced Subscription		
		TELEMATICS	734168	-Sitewatch Verizon		
		HTS : 8429511030 TDAC : 15382902426				
		Gross weight: 32,492.000 LB				



ENGINE

Make	FPT
Model	F4HFE613T
Emissions Certification	Tier 4 Final
Emissions Technology	SCR/DOC
Type	4-stroke, turbocharged and air-to-air cooled
Cylinders	6-cylinder in-line
Bore/Stroke	4.09 x 5.20 in (104 x 132 mm)
Displacement	411 in ³ (6.7 L)
Fuel	#2 Diesel, #1 and #2 mixture permitted for cold temperatures
Fuel injection	Direct injection – electronic
Fuel filter	Replaceable
Fuel pump	Bosch CR/CP3
Gradeability:	
Side-to-side	35°
Fore and aft	35°
Air filter	Dry type elements w/ warning restriction indicator
Mid-mount cooling module w/ auto reversing fan:	
Mid-mount Air/Water w/ Lube Oil Cooler	
Fan – hydraulic driven:	
Style	8 blade puller
Diameter	32 in (813 mm)
Water pump	Integral
Engine oil pump operating angle ratings:	
Side-to-side	35°
Fore and aft	35°
Oil filtration	Replaceable
Engine speeds	RPM
Rated – full load	2000
Horsepower – Maximum Power:	
Peak gross @ 2000 RPM	195 hp (145 kW)
Net rated @ 2000 RPM	179 hp (133 kW)
Peak net @ 2000 RPM	179 hp (133 kW)
Torque – Maximum Power:	
Gross @ 1300 RPM	701 lb-ft (950 N-m)
Net @ 1300 RPM	674 lb-ft (914 N-m)
Net torque rise:	
Maximum power range	43%

NOTE: Gross horsepower and torque per SAE J1995.
Net horsepower and torque per SAE J1349.

DRIVETRAIN

Transmission:	4F/3R Proportional w/ Electronic Control Module torque sensing autoshift/manual shift and modulation
Gears	Helical cut
Gear ratios – 4-speed	Forward/Reverse
1st	3.745/3.551
2nd	2.184/2.071
3rd	1.072/1.017
4th	0.636/ —
Gear ratios – 5-speed	Forward/Reverse
1st	3.921/3.718
2nd	2.255/2.138
3rd	1.466/0.894
4th	0.942/ —
5th	0.613/ —
Torque converter:	
Stall ratio – 4-speed	2.813:1
Stall ratio – 5-speed	2.420:1
Differential:	
Limited slip w/ 34% available axle torque to wheel w/ traction	
Rear axle oscillation	24° total
Front and rear axles	Front/Rear:
Differential ratio	3.4/3.2
Planetary ratio	6.0/6.4
Final axle ratio	20.2/20.4
Heavy-duty axles – optional:	
Front axle equipped w/ locking differential	
Rear axle equipped w/ open differential	
Planetaries	Outboard
Service brakes:	
Hydraulically actuated, maintenance-free, multiple wet disc w/ accumulator to all four wheels	
Brake surface area:	
Front hub – each	600 in ² (0.387 m ²)
Rear hub – each	600 in ² (0.387 m ²)
Parking brakes:	
Spring-applied hydraulic release disc on transmission output shaft neutralizes power flow to wheels when engaged	
Travel speeds – 4-speed transmission:	
	Forward Reverse
	mph (kph) mph (kph)
1st	4.7 (7.6) 5.0 (8.0)
2nd	7.9 (12.8) 8.4 (13.4)
3rd	15.2 (24.5) 15.9 (25.7)
4th	23.5 (37.8) —
Travel speeds – 5-speed transmission:	
	Forward Reverse
	mph (kph) mph (kph)
1st	4.5 (7.2) 4.9 (7.9)
2nd	7.8 (12.6) 8.4 (13.5)
3rd	11.8 (19.0) 19.3 (31.1)
4th	18.3 (29.5) —
5th	25.0 (40.0) —

NOTE: Travel speeds at full engine throttle w/ 20.5 x 25 L3 tires.

ELECTRICAL

Voltage	24 Volts, negative ground
Alternator	120 amp
Batteries (2)	12-volt

OPERATOR ENVIRONMENT

ROPS cab AC w/ heat; 8" LCD touchscreen display, adjustable armrest w/ 3 configurable buttons; Key start; Articulated power steering w/ tilt column; Fully adjustable, suspension seat w/ headrest; Foot throttle; Single lever (joystick) loader control w/ auxiliary function and fully adjustable wrist rest, 2 cup holders; Interior rear view mirror; 3 inch (76 mm) retractable seat belt; Integrated 4-corner strobe; Multiple storage trays; Single brake pedal; F/N/R shuttle switch; Left and Right external rear view mirrors; Pressurized air filtering; Anti-glare window strip; Front and Rear Defroster; Side window, partial/fully open; 2 Dome lights; Wipers, rear and intermittent front; Windshield washers, front and rear; Rubber floor mat; Horn; Radio ready – Includes antenna, speakers, wiring, radio fuse, 20A converter, 12-volt auxiliary power outlet, and USB outlet.

Displays/Gauges:

Digital:
Transmission oil temperature Engine coolant temperature; Fuel Level; DEF level.
LCD screen:
Hour meter; Engine speed; Travel speed; Time; Automatic transmission indication; Current gear selection; FNR indication; DeClutch indication; Engine mode indication; Trip computer A/B; Fuel consumption; Multiple languages, Metric/English; Engine diagnostics; Transmission diagnostics; Warning prompts; Error reporting; Diff. lock*.

Audible/Visual alarms:

Warning lights:
Four-way flashers and turn signals; Brake pressure; Lamp/high beam indication; Engine Block Heater.

Caution warnings:

Parking brake; Coolant temperature; Hydraulic oil temperature; Transmission oil temperature; Air filter; Transmission filter; Hydraulic filter; Alternator; Low fuel.

Critical warnings:

Engine oil pressure; Brake pressure; Steering pressure – w/ aux. steering*; Coolant temperature; Hydraulic oil temperature; Transmission oil temperature.

Backup alarm

Maintenance reminders:

Cab air filter; Engine oil filter; Fuel pre-filter; DEF tank vent filter; SCR supply filter; Hydraulic oil and filter; Engine air filter; Engine coolant; Drive belt; Cab recirculation filter; Engine breather filter; Transmission breather; Front and rear axle fluid; SCR supply module filter.

NOTE: *If equipped w/ option.

OPERATING WEIGHT

Z-Bar

Unit equipped w/ 3.5 yd³ (2.7 m³) MD pin on w/ bolt on edge; 20.5-R25 L3 Radial tires; ROPS cab w/ heater and A/C; Std. battery; Heavy counterweight – 2,764 lb (1 254 kg); Front and rear fenders; Lights; Full fuel/urea; 165 lb (75 kg) operator:

32,633 lb (14 802 kg)

XT

Unit equipped w/ 3.5 yd³ (2.7 m³) CNH GP w/ BOE and CNH JRB coupler w/ edge; 20.5-R25 L3 Radial tires; ROPS cab w/ heater and A/C; Std. battery; Heavy counterweight – 2,764 lb (1 254 kg); Front and rear fenders; Lights; Full fuel/urea; 165 lb (75 kg) operator:

33,814 lb (15 338 kg)

XR

Unit equipped w/ 3.5 yd³ (2.7 m³) pin on bucket w/ bolt on edge; 20.5-R25 L3 Radial tires; ROPS cab w/ heater and A/C; Std. battery; Heavy counterweight – 2,764 lb (1 254 kg); Front and rear fenders; Lights; Full fuel/urea; 165 lb (75 kg) operator:

33,080 lb (15 005 kg)

HYDRAULICS

Main pump – steering/implement:

Closed center pressure/flow compensated

Tandem variable displacement – load-sensing:

Max. rated flow P1: 55.2 gpm @ 2000 RPM
(209 L/min @ 2000 RPM)

Loader control valve:

Closed-center, sectional 2, 3 or 4-function w/ control for lift, tilt and auxiliary hydraulics

Loader auxiliary steering:

Hydraulic orbital center-pivot articulating w/ on-demand oil flow

High pressure standby:

Implement 3,625 psi (25 000 kPa)
Steering 3,500 psi (24 132 kPa)

Filtration:

Filtered vent w/ relief on hydraulic reservoir, maintains 3-5 psi on reservoir, 10-micron, return filter furnishes only clean oil to all components of the system

SERVICE CAPACITIES

Fuel tank 65.0 gal (246.0 L)

DEF tank – Diesel Exhaust Fluid:

Usable capacity 9.8 gal (37.1 L)
Total 15.6 gal (58.9 L)

Hydraulic system:

Reservoir 24.0 gal (90.8 L)
Total 47.0 gal (177.8 L)

Transmission:

Service w/ filter 39.0 qt (34.0 L)

Front and rear axle:

Front axle 37.0 qt (35.0 L)
Rear axle 24.3 qt (23.0 L)

Front and rear axle – optional:

Front axle 37.0 qt (35.0 L)
Rear axle 37.0 qt (35.0 L)

Engine oil w/ filter

16.0 qt (15.1 L)

Cooling system

30.0 qt (28.4 L)

OTHER SPECIFICATIONS

Lift cylinder:

Bore diameter 4.75 in (120.6 mm)
Rod diameter 3.0 in (76 mm)
Stroke 32.59 in (827.9 mm)

Dump cylinder – Z-Bar and XR:

Bore diameter 5.75 in (146 mm)
Rod diameter 3.0 in (76.2 mm)
Stroke 24.75 in (629.4 mm)

Dump cylinder – XT:

Bore diameter 4.5 in (114 mm)
Rod diameter 2.25 in (57.2 mm)
Stroke 33.7 in (856.5 mm)

Loader:

Z-Bar loader linkage; Single control for lift and tilt; Positive hold float; Automatic return-to-dig; Automatic height control; Automatic return-to-travel; Brake pedal transmission disconnect; Bucket position indicator on bucket.

Cycle time:

Raise w/ rated bucket load:

Z-Bar 5.2 sec
XR 5.2 sec
XT 5.2 sec

Dump w/ rated bucket load:

Z-Bar 1.2 sec
XR 1.2 sec
XT 1.3 sec

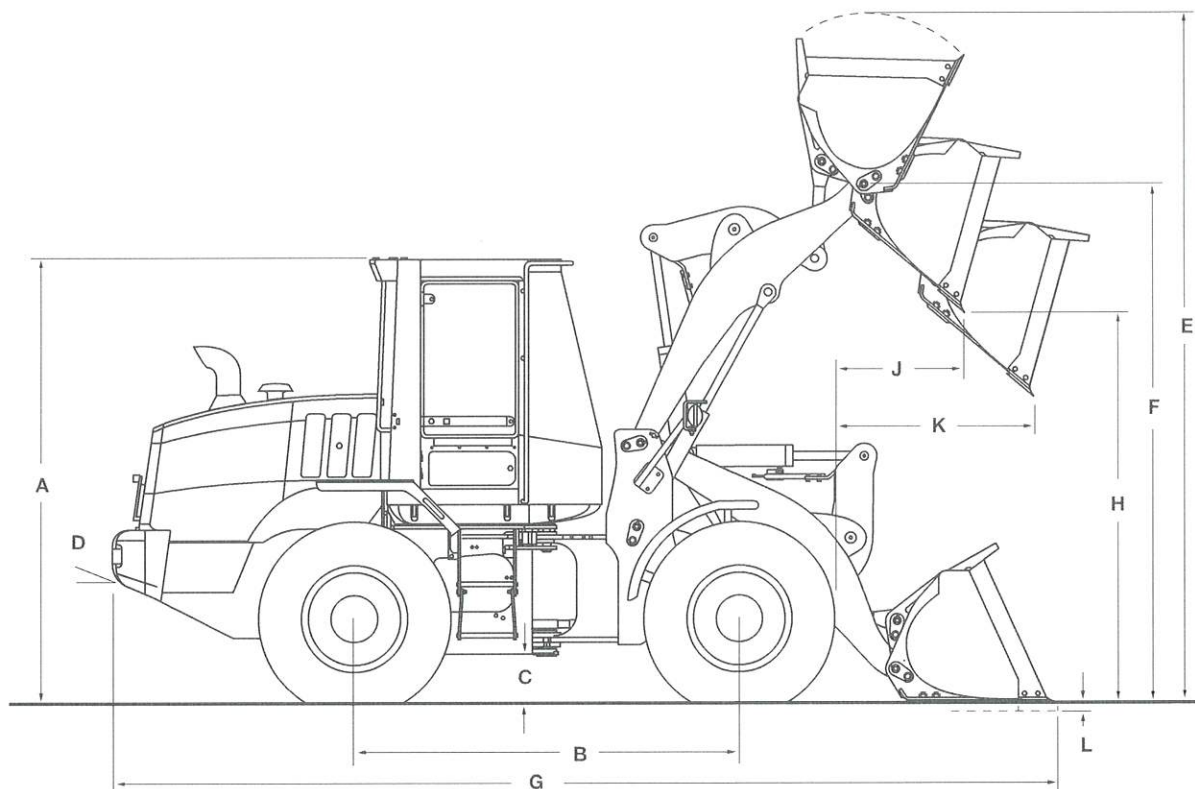
Float down:

Z-Bar 2.4 sec
XR 2.4 sec
XT 2.4 sec

Sound level in Cab (LpA) 68 dB(A)

Exterior sound level (LwA) 103 dB(A)

NOTE: Sound level data tested in accordance with ISO6395, 6396, 3744.



Line drawings are for illustrative purpose only and may not be exact representation of unit.

DIMENSIONS

A. Height to top of ROPS cab	133.0 in (3 378 mm)
Height to drawbar	43.5 in (1 105 mm)
B. Wheelbase	128.1 in (3 253 mm)
C. Ground clearance	15.1 in (384 mm)
D. Angle of departure	29°
Width:	
Overall* without bucket	100.7 in (2 558 mm)
Tread width	79.9 in (2 030 mm)
Turning radius* - outside	226.3 in (5 748 mm)
Turning angle:	
From center	40°
Total angle	80°
Rear axle oscillation - total	24°

NOTE: *Dimensions taken with 20.5-R25 L3 Radial tires. Additional dimensions on pages 4 through 8.

WEIGHT ADJUSTMENTS

Select Options	Weight Adjustment	Tipping Load Adjustment Straight: Deflected*	Tipping Load Adjustment 40° Turn: Deflected*
20.5 x 25 16 ply L2 Bias tires	-564 lb (-256 kg)	-565 lb (-256 kg)	-987 lb (-448 kg)
20.5 x 25 16 ply L3 Bias tires	-536 lb (-243 kg)	+99 lb (+45 kg)	+182 lb (+82 kg)
20.5-R25 L2 Radial tires	-256 lb (-116 kg)	-262 lb (-119 kg)	-118 lb (-54 kg)
20.5-R25 Snow Radial Tires	-132 lb (-60 kg)	-169 lb (-77 kg)	-32 lb (-15 kg)

NOTE: Unit equipped with Z-Bar loader arms, 3.25 yd³ (2.5 m³) pin on bucket with bolt-on edge, 20.5-R25 L3 Radial tires, ROPS cab with heater and air conditioner, heavy counterweight, heavy-duty batteries, front and rear fenders, full fuel and 165 lb (75 kg) operator. Adjust select options from rated weight.

*Tipping loads: ISO 14397-1 Deflected Tires.

PERFORMANCE SPECS

721G Z-Bar		3.5 yd³ (2.7 m³) Bucket with Bolt-on Edge - Pin On	3.25 yd³ (2.5 m³) Bucket with Bolt-on Edge - Pin On	3.0 yd³ (2.3 m³) Bucket with Bolt-on Edge - Pin On
Operating weight		32,633 lb (14 802 kg)	32,492 lb (14 738 kg)	32,403 lb (14 698 kg)
E. Operating height – fully raised with spillguard		208.4 in (5 294 mm)	205.7 in (5 225 mm)	203.4 in (5 165 mm)
F. Hinge pin height – fully raised		156.5 in (3 976 mm)	156.5 in (3 976 mm)	156.5 in (3 976 mm)
G. Overall length – bucket level on ground		304.0 in (7 721 mm)	301.6 in (7 660 mm)	299.4 in (7 606 mm)
Dump angle – fully raised		50°	50°	50°
H. Dump height – fully raised, 45° dump		113.7 in (2 888 mm)	115.2 in (2 926 mm)	116.6 in (2 962 mm)
J. Bucket reach – fully raised, 45° dump		46.0 in (1 169 mm)	44.2 in (1 123 mm)	42.6 in (1 081 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		66.2 in (1 682 mm)	65.1 in (1 654 mm)	64.1 in (1 628 mm)
L. Dig depth		3.0 in (77 mm)	3.0 in (77 mm)	3.0 in (77 mm)
Operating load – ISO Rigid Tires		11,108 lb (5 039 kg)	11,225 lb (5 092 kg)	11,301 lb (5 126 kg)
Operating load – ISO Deflected Tires		10,106 lb (4 584 kg)	10,225 lb (4 638 kg)	10,305 lb (4 674 kg)
Maximum material density – ISO Rigid Tires		3,174 lb/yd ³ (1 883 kg/m ³)	3,454 lb/yd ³ (2 049 kg/m ³)	3,767 lb/yd ³ (2 235 kg/m ³)
Maximum material density – ISO Deflected Tires		2,887 lb/yd ³ (1 713 kg/m ³)	3,146 lb/yd ³ (1 867 kg/m ³)	3,435 lb/yd ³ (2 038 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	26,678 lb (12 101 kg)	26,921 lb (12 211 kg)	27,074 lb (12 281 kg)
	40° turn	22,217 lb (10 077 kg)	22,451 lb (10 184 kg)	22,602 lb (10 252 kg)
Tipping load – ISO Deflected Tires:	Straight	25,081 lb (11 377 kg)	25,329 lb (11 489 kg)	25,490 lb (11 562 kg)
	40° turn	20,212 lb (9 168 kg)	20,450 lb (9 276 kg)	20,609 lb (9 348 kg)
Lift capacity:	Full height	15,904 lb (7 214 kg)	16,046 lb (7 278 kg)	16,135 lb (7 319 kg)
	Ground	29,622 lb (13 436 kg)	29,913 lb (13 568 kg)	30,124 lb (13 664 kg)
Breakout force with tilt cylinder		30,485 lb (13 828 kg)	32,158 lb (14 587 kg)	33,810 lb (15 336 kg)
Loader clearance circle with bucket		498.8 in (12 671 mm)	497.5 in (12 636 mm)	496.3 in (12 606 mm)

721G XR		3.5 yd³ (2.7 m³) Bucket with Bolt-on Edge - Pin On	3.25 yd³ (2.5 m³) Bucket with Bolt-on Edge - Pin On	3.0 yd³ (2.3 m³) Bucket with Bolt-on Edge - Pin On
Operating weight		33,080 lb (15 005 kg)	32,939 lb (14 941 kg)	32,851 lb (14 901 kg)
E. Operating height – fully raised with spillguard		224.0 in (5 689 mm)	221.2 in (5 620 mm)	218.9 in (5 560 mm)
F. Hinge pin height – fully raised		172.1 in (4 370 mm)	172.1 in (4 370 mm)	172.1 in (4 371 mm)
G. Overall length – bucket level on ground		318.1 in (8 078 mm)	315.7 in (8 018 mm)	313.5 in (7 963 mm)
Dump angle – fully raised		50°	50°	50°
H. Dump height – fully raised, 45° dump		129.2 in (3 282 mm)	130.8 in (3 321 mm)	132.1 in (3 356 mm)
J. Bucket reach – fully raised, 45° dump		46.1 in (1 170 mm)	44.2 in (1 124 mm)	42.6 in (1 082 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		78.5 in (1 995 mm)	77.3 in (1 965 mm)	76.2 in (1 937 mm)
L. Dig depth		3.1 in (80 mm)	3.1 in (80 mm)	3.1 in (79 mm)
Operating load – ISO Rigid Tires		9,334 lb (4 234 kg)	9,442 lb (4 283 kg)	9,513 lb (4 315 kg)
Operating load – ISO Deflected Tires		8,569 lb (3 887 kg)	8,679 lb (3 937 kg)	8,752 lb (3 970 kg)
Maximum material density – ISO Rigid Tires		2,667 lb/yd ³ (1 582 kg/m ³)	2,905 lb/yd ³ (1 724 kg/m ³)	3,171 lb/yd ³ (1 882 kg/m ³)
Maximum material density – ISO Deflected Tires		2,448 lb/yd ³ (1 458 kg/m ³)	2,670 lb/yd ³ (1 585 kg/m ³)	2,917 lb/yd ³ (1 731 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	22,489 lb (10 201 kg)	22,713 lb (10 302 kg)	22,857 lb (10 368 kg)
	40° turn	18,668 lb (8 468 kg)	18,884 lb (8 566 kg)	19,026 lb (8 630 kg)
Tipping load – ISO Deflected Tires:	Straight	21,299 lb (9 661 kg)	21,528 lb (9 765 kg)	21,678 lb (9 833 kg)
	40° turn	17,137 lb (7 773 kg)	17,358 lb (7 873 kg)	17,505 lb (7 940 kg)
Lift capacity:	Full height	14,794 lb (6 710 kg)	14,936 lb (6 775 kg)	15,025 lb (6 815 kg)
	Ground	24,637 lb (11 175 kg)	24,897 lb (11 293 kg)	25,085 lb (11 378 kg)
Breakout force with tilt cylinder		30,391 lb (13 785 kg)	32,058 lb (14 541 kg)	33,706 lb (15 289 kg)
Loader clearance circle with bucket		512.6 in (13 020 mm)	511.0 in (12 980 mm)	509.7 in (12 945 mm)

721G		Z-Bar/XR	Z-Bar/XR	Z-Bar/XR
Maximum rollback:	Ground	40°/37°	40°/37°	40°/37°
	Carry position	44°/43°	44°/43°	44°/43°
	@ Full height	57°/57°	57°/57°	57°/57°
Maximum grading angle with bucket – back dragging		59°/58°	58°/58°	58°/58°
SAE bucket capacity – struck		3.00 yd ³ (2.29 m ³)	2.78 yd ³ (2.13 m ³)	2.56 yd ³ (1.96 m ³)
	Heaped	3.50 yd ³ (2.68 m ³)	3.25 yd ³ (2.48 m ³)	3.00 yd ³ (2.29 m ³)
Bucket width – outside		106.3 in (2 700 mm)	106.3 in (2 700 mm)	106.3 in (2 700 mm)
Bucket weight		2,769 lb (1 256 kg)	2,629 lb (1 192 kg)	2,540 lb (1 152 kg)

PERFORMANCE SPECS

721G Z-Bar		3.0 yd ³ (2.3 m ³) Bucket with Teeth - Pin On	3.5 yd ³ (2.7 m ³) Bucket with Bolt-on Edge & Grapple - Pin On	5.5 yd ³ (4.2 m ³) Bucket with Bolt-on Edge - Pin On
Operating weight		32,390 lb (14 692 kg)	34,425 lb (15 615 kg)	33,265 lb (15 089 kg)
E. Operating height – fully raised with spillguard		205.7 in (5 225 mm)	273.3 in (6 941 mm)	223.0 in (5 665 mm)
F. Hinge pin height – fully raised		156.5 in (3 976 mm)	156.4 in (3 973 mm)	156.5 in (3 975 mm)
G. Overall length – bucket level on ground		307.3 in (7 805 mm)	304.0 in (7 721 mm)	320.2 in (8 132 mm)
Dump angle – fully raised		50°	50°	50°
H. Dump height – fully raised, 45° dump		111.6 in (2 834 mm)	113.6 in (2 886 mm)	102.9 in (2 613 mm)
J. Bucket reach – fully raised, 45° dump		48.6 in (1 236 mm)	46.0 in (1 167 mm)	56.7 in (1 439 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		67.8 in (1 723 mm)	66.1 in (1 680 mm)	71.1 in (1 806 mm)
L. Dig depth		3.0 in (75 mm)	3.1 in (80 mm)	4.5 in (114 mm)
Operating load – ISO Rigid Tires		11,397 lb (5 170 kg)	10,222 lb (4 636 kg)	10,229 lb (4 640 kg)
Operating load – ISO Deflected Tires		10,381 lb (4 709 kg)	9,199 lb (4 173 kg)	9,264 lb (4 202 kg)
Maximum material density – ISO Rigid Tires		3,799 lb/yd ³ (2 254 kg/m ³)	2,920 lb/yd ³ (1 733 kg/m ³)	1,860 lb/yd ³ (1 104 kg/m ³)
Maximum material density – ISO Deflected Tires		3,460 lb/yd ³ (2 053 kg/m ³)	2,628 lb/yd ³ (1 560 kg/m ³)	1,684 lb/yd ³ (999 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	27,311 lb (12 388 kg)	24,924 lb (11 305 kg)	24,746 lb (11 225 kg)
	40° turn	22,798 lb (10 340 kg)	20,443 lb (9 273 kg)	20,458 lb (9 280 kg)
Tipping load – ISO Deflected Tires:	Straight	25,691 lb (11 653 kg)	23,297 lb (10 567 kg)	23,208 lb (10 527 kg)
	40° turn	20,762 lb (9 417 kg)	18,398 lb (8 345 kg)	18,528 lb (8 404 kg)
Lift capacity:	Full height	16,155 lb (7 328 kg)	14,116 lb (6 403 kg)	15,247 lb (6 916 kg)
	Ground	30,217 lb (13 706 kg)	27,759 lb (12 591 kg)	27,872 lb (12 643 kg)
Breakout force with tilt cylinder		34,749 lb (15 762 kg)	28,621 lb (12 982 kg)	22,682 lb (10 288 kg)
Loader clearance circle with bucket		501.2 in (12 731 mm)	498.8 in (12 670 mm)	508.7 in (12 921 mm)

721G XR		3.0 yd ³ (2.3 m ³) Bucket with Teeth - Pin On	3.5 yd ³ (2.7 m ³) Bucket with Bolt-on Edge & Grapple - Pin On	5.5 yd ³ (4.2 m ³) Bucket with Bolt-on Edge - Pin On
Operating weight		32,837 lb (14 895 kg)	34,872 lb (15 818 kg)	33,712 lb (15 292 kg)
E. Operating height – fully raised with spillguard		221.2 in (5 620 mm)	288.8 in (7 335 mm)	238.6 in (6 060 mm)
F. Hinge pin height – fully raised		172.1 in (4 371 mm)	172.0 in (4 368 mm)	172.0 in (4 369 mm)
G. Overall length – bucket level on ground		321.4 in (8 163 mm)	318.0 in (8 078 mm)	334.1 in (8 486 mm)
Dump angle – fully raised		50°	50°	50°
H. Dump height – fully raised, 45° dump		127.1 in (3 229 mm)	129.2 in (3 281 mm)	118.4 in (3 008 mm)
J. Bucket reach – fully raised, 45° dump		48.7 in (1 237 mm)	46.0 in (1 168 mm)	56.7 in (1 440 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		80.3 in (2 039 mm)	78.5 in (1 993 mm)	84.1 in (2 135 mm)
L. Dig depth		3.1 in (78 mm)	3.2 in (82 mm)	4.6 in (116 mm)
Operating load – ISO Rigid Tires		9,585 lb (4 348 kg)	8,441 lb (3 829 kg)	8,576 lb (3 890 kg)
Operating load – ISO Deflected Tires		8,811 lb (3 997 kg)	7,659 lb (3 474 kg)	7,835 lb (3 554 kg)
Maximum material density – ISO Rigid Tires		3,195 lb/yd ³ (1 896 kg/m ³)	2,412 lb/yd ³ (1 431 kg/m ³)	1,559 lb/yd ³ (925 kg/m ³)
Maximum material density – ISO Deflected Tires		2,937 lb/yd ³ (1 743 kg/m ³)	2,188 lb/yd ³ (1 298 kg/m ³)	1,424 lb/yd ³ (845 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	23,034 lb (10 448 kg)	20,719 lb (9 398 kg)	20,836 lb (9 451 kg)
	40° turn	19,171 lb (8 696 kg)	16,881 lb (7 657 kg)	17,152 lb (7 780 kg)
Tipping load – ISO Deflected Tires:	Straight	21,831 lb (9 902 kg)	19,505 lb (8 848 kg)	19,682 lb (8 928 kg)
	40° turn	17,622 lb (7 993 kg)	15,318 lb (6 948 kg)	15,669 lb (7 107 kg)
Lift capacity:	Full height	15,044 lb (6 824 kg)	13,005 lb (5 899 kg)	14,139 lb (6 413 kg)
	Ground	25,151 lb (11 408 kg)	22,768 lb (10 327 kg)	23,100 lb (10 478 kg)
Breakout force with tilt cylinder		34,641 lb (15 713 kg)	28,529 lb (12 940 kg)	22,638 lb (10 268 kg)
Loader clearance circle with bucket		515.2 in (13 087 mm)	512.5 in (13 019 mm)	523.8 in (13 304 mm)

721G		Z-Bar/XR	Z-Bar/XR	Z-Bar/XR
Maximum rollback:	Ground	40°/37°	40°/37°	41°/38°
	Carry position	44°/43°	44°/43°	44°/43°
	@ Full height	57°/57°	57°/57°	57°/57°
Maximum grading angle with bucket – back dragging		59°/59°	59°/58°	63°/61°
SAE bucket capacity – struck		2.62 yd ³ (2.00 m ³)	3.00 yd ³ (2.29 m ³)	4.44 yd ³ (3.39 m ³)
	Heaped	3.00 yd ³ (2.29 m ³)	3.50 yd ³ (2.68 m ³)	5.50 yd ³ (4.21 m ³)
Bucket width – outside		106.8 in (2 713 mm)	106.3 in (2 700 mm)	106.3 in (2 700 mm)
Bucket weight		2,526 lb (1 146 kg)	4,561 lb (2 069 kg)	3,402 lb (1 543 kg)

PERFORMANCE SPECS

721G Z-Bar		3.5 yd ³ (2.7 m ³) Bucket with Bolt-on Edge - JRB Coupler	3.0 yd ³ (2.3 m ³) Bucket with Bolt-on Edge - JRB Coupler	3.0 yd ³ (2.3 m ³) Bucket with Bolt-on Edge - ACS Coupler
Operating weight		33,530 lb (15 209 kg)	33,344 lb (15 124 kg)	33,414 lb (15 156 kg)
E. Operating height – fully raised with spillguard		216.0 in (5 485 mm)	210.9 in (5 356 mm)	208.6 in (5 298 mm)
F. Hinge pin height – fully raised		156.5 in (3 974 mm)	156.5 in (3 975 mm)	156.5 in (3 975 mm)
G. Overall length – bucket level on ground		314.6 in (7 992 mm)	310.0 in (7 873 mm)	307.2 in (7 802 mm)
Dump angle – fully raised		50°	50°	50°
H. Dump height – fully raised, 45° dump		106.8 in (2 711 mm)	109.9 in (2 791 mm)	111.6 in (2 835 mm)
J. Bucket reach – fully raised, 45° dump		53.9 in (1 370 mm)	51.0 in (1 296 mm)	48.4 in (1 231 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		70.6 in (1 794 mm)	69.4 in (1 763 mm)	67.7 in (1 719 mm)
L. Dig depth		3.3 in (83 mm)	2.7 in (69 mm)	3.1 in (78 mm)
Operating load – ISO Rigid Tires		10,035 lb (4 552 kg)	10,020 lb (4 545 kg)	10,228 lb (4 639 kg)
Operating load – ISO Deflected Tires		9,093 lb (4 124 kg)	9,109 lb (4 132 kg)	9,293 lb (4 215 kg)
Maximum material density – ISO Rigid Tires		2,867 lb/yd ³ (1 701 kg/m ³)	3,340 lb/yd ³ (1 982 kg/m ³)	3,409 lb/yd ³ (2 023 kg/m ³)
Maximum material density – ISO Deflected Tires		2,598 lb/yd ³ (1 541 kg/m ³)	3,036 lb/yd ³ (1 802 kg/m ³)	3,098 lb/yd ³ (1 838 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	24,301 lb (11 023 kg)	24,202 lb (10 978 kg)	24,704 lb (11 205 kg)
	40° turn	20,069 lb (9 103 kg)	20,040 lb (9 090 kg)	20,456 lb (9 279 kg)
Tipping load – ISO Deflected Tires:	Straight	22,803 lb (10 343 kg)	22,759 lb (10 323 kg)	23,222 lb (10 533 kg)
	40° turn	18,185 lb (8 249 kg)	18,217 lb (8 263 kg)	18,586 lb (8 430 kg)
Lift capacity:	Full height	14,992 lb (6 800 kg)	15,171 lb (6 881 kg)	15,111 lb (6 854 kg)
	Ground	27,377 lb (12 418 kg)	26,989 lb (12 242 kg)	27,954 lb (12 680 kg)
Breakout force with tilt cylinder		24,386 lb (11 062 kg)	26,469 lb (12 006 kg)	28,136 lb (12 762 kg)
Loader clearance circle with bucket		505.2 lb (12 831 mm)	502.3 in (12 758 mm)	500.7 in (12 717 mm)

721G XR		3.5 yd ³ (2.7 m ³) Bucket with Bolt-on Edge - JRB Coupler	3.0 yd ³ (2.3 m ³) Bucket with Bolt-on Edge - JRB Coupler	3.0 yd ³ (2.3 m ³) Bucket with Bolt-on Edge - ACS Coupler
Operating weight		33,977 lb (15 412 kg)	33,791 lb (15 327 kg)	33,861 lb (15 359 kg)
E. Operating height – fully raised with spillguard		231.5 in (5 880 mm)	226.4 in (5 751 mm)	224.1 in (5 692 mm)
F. Hinge pin height – fully raised		172.0 in (4 369 mm)	172.0 in (4 369 mm)	172.0 in (4 369 mm)
G. Overall length – bucket level on ground		328.7 in (8 349 mm)	324.1 in (8 232 mm)	321.2 in (8 159 mm)
Dump angle – fully raised		50°	50°	50°
H. Dump height – fully raised, 45° dump		122.3 in (3 106 mm)	125.4 in (3 186 mm)	127.1 in (3 230 mm)
J. Bucket reach – fully raised, 45° dump		54.0 in (1 371 mm)	51.1 in (1 297 mm)	48.5 in (1 232 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		83.3 in (2 117 mm)	81.9 in (2 081 mm)	80.1 in (2 034 mm)
L. Dig depth		3.4 in (85 mm)	2.8 in (72 mm)	3.2 in (81 mm)
Operating load – ISO Rigid Tires		8,409 lb (3 814 kg)	8,426 lb (3 822 kg)	8,581 lb (3 892 kg)
Operating load – ISO Deflected Tires		7,682 lb (3 484 kg)	7,720 lb (3 502 kg)	7,859 lb (3 565 kg)
Maximum material density – ISO Rigid Tires		2,403 lb/yd ³ (1 426 kg/m ³)	2,809 lb/yd ³ (1 667 kg/m ³)	2,860 lb/yd ³ (1 697 kg/m ³)
Maximum material density – ISO Deflected Tires		2,195 lb/yd ³ (1 302 kg/m ³)	2,573 lb/yd ³ (1 527 kg/m ³)	2,620 lb/yd ³ (1 554 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	20,462 lb (9 281 kg)	20,447 lb (9 275 kg)	20,821 lb (9 444 kg)
	40° turn	16,818 lb (7 628 kg)	16,853 lb (7 644 kg)	17,161 lb (7 784 kg)
Tipping load – ISO Deflected Tires:	Straight	19,333 lb (8 769 kg)	19,354 lb (8 779 kg)	19,703 lb (8 937 kg)
	40° turn	15,363 lb (6 969 kg)	15,439 lb (7 003 kg)	15,717 lb (7 129 kg)
Lift capacity:	Full height	13,884 lb (6 298 kg)	14,063 lb (6 379 kg)	14,003 lb (6 351 kg)
	Ground	22,753 lb (10 321 kg)	22,866 lb (10 372 kg)	23,201 lb (10 524 kg)
Breakout force with tilt cylinder		24,311 lb (11 027 kg)	26,378 lb (11 965 kg)	28,045 lb (12 721 kg)
Loader clearance circle with bucket		519.8 in (13 202 mm)	516.5 in (13 120 mm)	514.7 in (13 073 mm)

721G		Z-Bar/XR	Z-Bar/XR	Z-Bar/XR
Maximum rollback:	Ground	40°/37°	40°/37°	40°/37°
	Carry position	44°/43°	44°/43°	44°/43°
	@ Full height	57°/57°	57°/57°	57°/57°
Maximum grading angle with bucket – back dragging		62°/60°	60°/59°	60°/59°
SAE bucket capacity – struck		3.00 yd ³ (2.29 m ³)	2.56 yd ³ (1.96 m ³)	2.56 yd ³ (1.96 m ³)
	Heaped	3.50 yd ³ (2.68 m ³)	3.00 yd ³ (2.29 m ³)	3.00 yd ³ (2.29 m ³)
Bucket width – outside		106.3 in (2 700 mm)	106.3 in (2 700 mm)	106.3 in (2 700 mm)
Bucket weight		3,666 lb (1 663 kg)	3,480 lb (1 579 kg)	3,551 lb (1 611 kg)

PERFORMANCE SPECS

721G XT		3.5 yd ³ (2.7 m ³) Bucket with Bolt-on Edge - JRB Coupler	3.0 yd ³ (2.3 m ³) Bucket with Bolt-on Edge - JRB Coupler	2.8 yd ³ (2.1 m ³) Bucket with Teeth - JRB Coupler**	3.0 yd ³ (2.3 m ³) Bucket with Bolt-on Edge - ACS Coupler***
Operating weight		33,814 lb (15 338 kg)	33,392 lb (15 146 kg)	33,290 lb (15 100 kg)	33,861 lb (15 359 kg)
E. Operating height – fully raised with spillguard		222.2 in (5 643 mm)	217.1 in (5 515 mm)	217.1 in (5 516 mm)	219.1 in (5 564 mm)
F. Hinge pin height – fully raised		163.6 in (4 156 mm)	163.6 in (4 157 mm)	163.7 in (4 157 mm)	163.6 in (4 156 mm)
G. Overall length – bucket level on ground		317.1 in (8 054 mm)	312.7 in (7 942 mm)	318.4 in (8 086 mm)	315.2 in (8 005 mm)
Dump angle – fully raised		55°	55°	55°	55°
H. Dump height – fully raised, 45° dump		112.0 in (2 846 mm)	114.9 in (2 919 mm)	111.3 in (2 827 mm)	113.3 in (2 878 mm)
J. Bucket reach – fully raised, 45° dump		53.3 in (1 355 mm)	50.2 in (1 275 mm)	54.6 in (1 388 mm)	52.1 in (1 323 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		73.7 in (1 871 mm)	72.0 in (1 828 mm)	74.6 in (1 894 mm)	73.1 in (1 856 mm)
L. Dig depth		3.7 in (94 mm)	3.5 in (89 mm)	3.4 in (87 mm)	3.5 in (90 mm)
Operating load – ISO Rigid Tires		9,571 lb (4 341 kg)	9,679 lb (4 390 kg)	9,825 lb (4 456 kg)	9,301 lb (4 219 kg)
Operating load – ISO Deflected Tires		8,654 lb (3 925 kg)	8,788 lb (3 986 kg)	8,922 lb (4 047 kg)	8,427 lb (3 822 kg)
Maximum material density – ISO Rigid Tires		2,710 lb/yd ³ (1 608 kg/m ³)	3,226 lb/yd ³ (1 914 kg/m ³)	3,509 lb/yd ³ (2 082 kg/m ³)	3,100 lb/yd ³ (1 840 kg/m ³)
Maximum material density – ISO Deflected Tires		2,450 lb/yd ³ (1 454 kg/m ³)	2,929 lb/yd ³ (1 738 kg/m ³)	3,187 lb/yd ³ (1 891 kg/m ³)	2,809 lb/yd ³ (1 667 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	23,209 lb (10 527 kg)	23,361 lb (10 596 kg)	23,690 lb (10 745 kg)	22,545 lb (10 226 kg)
	40° turn	19,142 lb (8 682 kg)	19,357 lb (8 780 kg)	19,650 lb (8 913 kg)	18,602 lb (8 438 kg)
Tipping load – ISO Deflected Tires:	Straight	21,741 lb (9 861 kg)	21,942 lb (9 953 kg)	22,250 lb (10 092 kg)	21,152 lb (9 595 kg)
	40° turn	17,307 lb (7 850 kg)	17,577 lb (7 973 kg)	17,844 lb (8 094 kg)	16,854 lb (7 645 kg)
Lift capacity:	Full height	14,059 lb (6 377 kg)	14,396 lb (6 530 kg)	14,564 lb (6 606 kg)	13,839 lb (6 277 kg)
	Ground	30,839 lb (13 989 kg)	31,434 lb (14 258 kg)	31,483 lb (14 281 kg)	31,098 lb (14 106 kg)
Breakout force with tilt cylinder		25,542 lb (11 586 kg)	27,817 lb (12 618 kg)	29,706 lb (13 474 kg)	26,353 lb (11 954 kg)
Loader clearance circle with bucket		497.9 in (12 646 mm)	496.0 in (12 598 mm)	498.8 in (12 670 mm)	497.0 in (12 624 mm)

721G

Maximum rollback:	Ground	58°	58°	58°	58°
	Carry position	58°	58°	58°	58°
	@ Full height	58°	58°	58°	58°
Maximum grading angle with bucket – back dragging		61°	62°	61°	62°
SAE bucket capacity – struck		3.01 yd ³ (2.30 m ³)	2.42 yd ³ (1.85 m ³)	2.56 yd ³ (1.96 m ³)	2.42 yd ³ (1.85 m ³)
	Heaped	3.53 yd ³ (2.70 m ³)	2.80 yd ³ (2.14 m ³)	3.00 yd ³ (2.29 m ³)	2.80 yd ³ (2.14 m ³)
Bucket width – outside		106.3 in (2 700 mm)	106.8 in (2 713 mm)	106.3 in (2 700 mm)	106.8 in (2 713 mm)
Bucket weight		3,601 lb (1 633 kg)	3,077 lb (1 396 kg)	3,648 lb (1 655 kg)	3,545 lb (1 608 kg)

NOTE: Performance data unit equipped with 20.5-R25 L3 Radial tires, ROPS cab with heater and A/C, heavy counterweight, standard batteries, front and rear fenders, full fuel and 165 lb (75 kg) operator. Specifications per SAE J732, J1234, J695, J742 and J818.

STANDARD EQUIPMENT

OPERATOR ENVIRONMENT

See page 1

ENGINE

CASE/FPT F4HFE613W
Tier 4 Final Certified
Selective Catalytic Reduction (SCR) with
Diesel Oxidation Catalyst
Selectable work modes:
Maximum Mode
Smart Mode
Turbocharger
Charge air cooling
Automatic belt tensioner
Integral engine oil cooling
Fuel filter with water trap
Dual-element dry-type air cleaner
Hydraulic-driven cooling fan
Air-cooled radiator
Mid-mounted cooling module with
hydraulically driven auto reversing fan
Engine block heater
Common rail electronic fuel injection

LOADER

See page 2 – Operating weight,
Other specifications

DRIVETRAIN

4-wheel drive
4F/3R Selectable autoshift/manual
shift transmission
Electronic Control Module – programmable,
computer controlled proportional shifting
with programmable gear selection
Onboard diagnostics
Single lever electronic shift control
F/N/R switch in loader control handle
Downshift button
Torque converter
Limited-slip differentials – Z-Bar
Outboard planetary axles
Transmission oil cooler
Brake pedal transmission
disconnect – declutch
Hydraulic wet disc brakes
Spring-applied hydraulic release
parking brake
Limp-Home Mode
Greaseable rear axle trunnion
3-piece rims

HYDRAULICS

Adjustable Electro-hydraulic - EH loader
control with one auxiliary function and
3 configurable buttons
Adjustable EH settings:
Smooth
Moderate
Aggressive
Auxiliary Hydraulics
Ride Control™
Locking hydraulics for coupler
EH Parallel Lift
Low-effort steering
Hydraulic driven cooling fan
Diagnostic quick couplers
Hydraulic oil cooler

ELECTRICAL

Alternator and voltage regulator
Battery isolator/electrical disconnect
120 amp alternator
(2) 700 CCA 12-volt batteries
Electric starter
Lights:
Integrated 4-corner strobe
2 Front and 2 rear halogen flood lights
2 Front driving headlights – high/low beam
with integrated turn signals
2 LED stop/tail lights with integrated
turn signals
Key start/stop switch
Backup alarm
Centrally located fuse box
with all electrical circuits protected
Remote jump start posts

OTHER

Electric hood lift
Front and rear fenders, partial coverage
External rear view mirrors
Heavy counterweight
Drawbar hitch
Articulation locking bar
Lift arm locking bar
Lift and tie-down points – front/rear
Rear frame side covers
License plate brackets; front bracket
and lit rear bracket
Rubber steering stops
Grouped remote-mounted ecology drains:
Engine oil
Engine coolant
Hydraulic oil

TELEMATICS

CASE SiteWatch™ Telematics – includes
hardware and a 3-yr Advanced
data subscription
SiteConnect Module providing remote
diagnostics capability

OPTIONAL EQUIPMENT

OPERATOR ENVIRONMENT

Cloth-covered heated air-suspension seat with headrest
Sound Shield noise suppression package
Bluetooth radio, 12V AM/FM with auxiliary input
Cab convenience package:
Rear sun shade, interior mirror, under the seat drawer, coat hook, 12V accessory port, and an ash tray
In cab powered cooler box
In cab accessory mount
Rear view camera
External heated rear view mirrors
Front LED driving/headlights
LED front and rear work lights – 4 front, 2 rear

DRIVETRAIN

5F/3R Autoshift/manual shift transmission, lockup torque converter, PowerInch de-clutch
Heavy-duty axles:
With locking front differential and open/conventional rear differential
Cold weather package:
Heavy-duty (2) 950 CCA 12V batteries
Fuel heater
Hydraulic oil cooler bypass
Low temperature hydraulic oil
Fast-warm hydraulic valve

HYDRAULICS

Secondary steering
Integrated Payload System
Tire Pressure Monitoring System
2-function loader valve with joystick loader control
4-function loader valve with joystick loader control and two proportional auxiliary roller switches

LOADER

XR extended reach version
XT tool carrier version
Attachment auxiliary hydraulics
Coupler systems – JRB or ACS compatible
Buckets – see pages 4 through 8

TIRES

20.5x25 L2 bias (16 ply) – dirt/traction
20.5 x25 L3 bias (16 ply) – rock
20.5-R25 L2 radial – dirt/traction
20.5-R25 L3 radial – rock
20.5-R25 radial Michelin SnoPlus
Axle oscillation stops

GUARDING

Skid plate, transmission and front chassis bottom guards

ADVANCED ENGINE AIR FILTRATION

Heavy Debris cooling system:
Slanted cooling module cover
Increased cooling fin spacing
Added cooling module sealing
Sy-Klone® ejector type pre-cleaner

OTHER

Additional RH steps and platform with standard or wide fenders
12.4 mph (20 kph) maximum speed control
Special paint
Standard fenders with right and left hand steps
Wide full coverage fenders with right and left hand steps

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Always read the Operator's Manual before operating any equipment. Inspect equipment before using it, and be sure it is operating properly. Follow the product safety signs and use any safety features provided.

Form No. CCE202104721G
Replaces Form No. CCE201910721G

721G

9 of 9



Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Dave Myer, Engineer
Subject: Resolution 11-2022 - A Resolution of the Town of Wellington Designating Representatives Authorized to Coordinate with Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority Regarding Financial Assistance Matters

- **Presentation: Dave Myer, Engineer**

EXECUTIVE SUMMARY

The Board of Trustees must designate individuals as persons authorized to sign deliverable documents on behalf of Wellington on all financial matters associated with grants and loans administered by the Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority.

BACKGROUND / DISCUSSION

The State Revolving Fund (SRF) loan for the Water Treatment Plant Expansion was closed in 2019. To date, no funds have been withdrawn. The plant is expected to start construction in May with the first construction pay applications being received from the contractor in early summer. A designated Authorize Officer (AO) must sign each pay application prior to its online submission to CDPHE Grants and Loans Unit for loan disbursement.

In 2019, the BOT designated Wellington's former Town Administrator and Finance Director as the AOs for the Water Treatment Plant loan. Since those staff members are no longer with the Town, CDPHE requires a resolution be adopted to change those individuals.

STAFF RECOMMENDATION

Approve resolution to change the Authorized Officers for the Water Treatment Plant Expansion SRF loan to the following individuals. (These same individuals will be designated for the Wastewater Treatment Plant Expansion upon closing of that SRF loan.)

- Patti Garcia, Town Administrator
- Kelly Houghteling, Deputy Town Administrator
- Bob Gowing, Public Work Director
- Meagan Smith, Deputy Public Works Director

Recommended motion: Move to adopt Resolution 11-2022 - A Resolution of the Town of Wellington Designating Representatives Authorized to Coordinate with Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority Regarding Financial Assistance Matters

ATTACHMENTS

1. Resolution to Change Authorized Officers

TOWN OF WELLINGTON

RESOLUTION NO. 11-2022

A RESOLUTION OF THE TOWN OF WELLINGTON DESIGNATING REPRESENTATIVES AUTHORIZED TO COORDINATE WITH COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT AND THE COLORADO WATER RESOURCES AND POWER DEVELOPMENT AUTHORITY REGARDING FINANCIAL ASSISTANCE MATTERS

WHEREAS, the Town of Wellington has applied for and received a loan from the Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority regarding improvements to the Town's water treatment plant; and

WHEREAS, Ed Cannon, the former Town Administrator and Pete Brandjord, the former Town Finance Director, were previously authorized persons to represent the Town regarding the signing of loan documents and pay requests for the water treatment plant expansion regarding the loan; and

WHEREAS, Ed Cannon, the former Town Administrator and Pete Brandjord, the former Town Finance Director, are no longer holding their staff positions with the Town.

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

The Board of Trustees of the Town hereby designates the following individuals as persons authorized to sign deliverable documents on behalf of the Town on all financial matters associated with grants and loans administered by the Colorado Department of Public Health and Environment and the Colorado Water Resources and Power Development Authority: Patti Garcia, Town Administrator; Kelly Houghteling, Deputy Town Administrator; Bob Gowing, Public Work Director: and, Meagan Smith, Deputy Public Works Director.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 25th day of January 2022.

TOWN OF WELLINGTON, COLORADO

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Patti Garcia, Town Administrator
Subject: Resolution No. 06-2022 - A Resolution Authorizing the Execution of an Agreement with Colorado Intergovernmental Risk Sharing Agency (CIRSA) for Legal and Loss Control Services for the Town of Wellington

- **Presentation: Patti Garcia, Town Administrator**

EXECUTIVE SUMMARY

The area of risk management is an important focus for Wellington - particularly related to the growth of the municipality. Staff has engaged with Colorado Risk Sharing Agency (CIRSA) for their services for 2022.

BACKGROUND / DISCUSSION

CIRSA is a Municipal Self-Insurance Pool dedicated to providing Colorado public entities with proactive risk management guidance and the best possible coverage and service. CIRSA is a Colorado-based company with over 270 members (municipalities and affiliated member public entities) throughout Colorado. CIRSA has been in business for over 30 years and provides core property/liability and workers' compensation programs but also provides safety training and loss control services. Coverage with CIRSA is a great improvement from prior risk companies since they only work with local governments - they are not a company that is pulled in a variety of directions providing coverage for other industries. Joining CIRSA will also give the Town of Wellington the opportunity to participate in their business meetings with voting rights.

The Town's agreement with the former risk company (Alliant) expired on December 31, 2021. When applying with CIRSA, we were not able to obtain all of the documents needed from Alliant and had notified CIRSA of our issues in a timely manner. The Board of Directors went ahead and considered our application due to the time constraints and approved the membership for Wellington. You will note that the Bylaws were executed by staff on December 20, 2021 - this was to assure that we had coverage into 2022. As the first meeting in January was a very full agenda, this item has been placed on the January 25, 2022 agenda for consideration. CIRSA has advised that they need to receive the executed resolution by February 1, 2022.

Staff is excited to be part of the CIRSA membership - they provide training which will help reduce future premiums (see attached CIRSA Services document), scholarships and financial support for members to attend conferences and provide the support that Wellington will need related to risk management.

STAFF RECOMMENDATION

Recommended motion: Move to approve Resolution No. 06-2022 - A Resolution Authorizing the Execution of an Agreement with Colorado Intergovernmental Risk Sharing Agency (CIRSA) for Legal and Loss Control Services for the Town of Wellington

ATTACHMENTS

1. CIRSA Resolution (1)
2. CIRSA Attachment A
3. CIRSA Bylaws_1.25.22 packet
4. CIRSA Services-2021

TOWN OF WELLINGTON

RESOLUTION NO. 06-2022

A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH COLORADO INTERGOVERNMENTAL RISK SHARING AGENCY (CIRSA) FOR LEGAL AND LOSS CONTROL SERVICES FOR THE TOWN OF WELLINGTON

WHEREAS, the Town of Wellington has reviewed the CIRSA Bylaws and Intergovernmental Agreement (“Agreement”), which constitute a contract to cooperate with other public entities to participate in a self-insurance pool; and

WHEREAS, a copy of said Agreement is attached hereto as Exhibit “A” and incorporated into this Resolution; and

WHEREAS, the governing body of Town of Wellington finds that it is lawfully authorized to self-insure and to participate in a self-insurance pool as set forth in said agreement and that such participating would be in its best interests;

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

1. The Agreement is hereby approved, and the authorized signatories of the Town of Wellington are hereby authorized to execute the Agreement.
2. Participation in and coverage through CIRSA shall be for the coverage or coverages set forth in the Town of Wellington’s current application to CIRSA and any future applications to CIRSA.
3. Participation in and coverage through CIRSA as set forth herein shall take effect on the 1st day of January, 2022.
4. A copy of this resolution and the executed Agreement shall be transmitted to CIRSA at 3665 Cherry Creek North Drive, Denver, CO 80209.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 25th day of January, 2022.

TOWN OF WELLINGTON, COLORADO

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

ATTACHMENT A

Proposed 2022 Property/Casualty Coverages

The proposed coverages, conditions of membership, and other provisions applicable to CIRSA property/casualty members are described in CIRSA's Bylaws, coverage and/or excess/reinsurance coverage policies, and general policies adopted by the members, as from time to time amended.

The types and monetary limits of the proposed coverages to be provided to CIRSA property/casualty members for the coverage period are as described below. The scope, terms, conditions, and limitations of the coverages shall be governed by the applicable policies and/or excess/reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):

- A. Property coverage (including auto physical damage and data breach expense)
- B. Liability coverage:
 - 1. General liability
 - 2. Auto liability
 - 3. Law enforcement liability
 - 4. Public officials errors and omissions liability
 - 5. Cyber liability
- C. Crime coverage (including employee dishonesty and money and securities)

II. CIRSA RETENTIONS, LOSS FUNDS, AGGREGATE LIMITS, AND MEMBER DEDUCTIBLES:

For the coverages described in Section I, CIRSA shall be liable only for payment of the applicable self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There shall be no aggregate excess coverage over any loss fund.

Coverages in excess of CIRSA's self-insured retentions shall be provided by the applicable excess insurers and/or reinsurers in applicable excess and reinsurance policies, and shall be payable by those excess insurers and/or reinsurers. The limits of coverage provided by the excess insurers and/or reinsurers for the coverage period shall be described in the coverage documents issued to the members. Aggregate and other limits shall apply as provided in said documents.

CIRSA SELF-INSURED RETENTIONS FOR THE COVERAGE PERIOD:

- A. \$1,000,000 each and every loss and/or occurrence Property*
- B. \$ 100,000 per claim/aggregate data breach
- C. \$1,000,000 each and every loss and/or occurrence Liability
- D. \$1,000,000 each and every claim Public Officials Liability
- E. \$ 500,000 per claim/annual aggregate cyber liability
- F. \$ 150,000 each and every loss and/or occurrence Crime

*Subject further to CIRSA retention of first \$5,000,000 each and every hail/wind loss and/or occurrence

CIRSA LOSS FUND AMOUNTS FOR THE COVERAGE PERIOD:

Loss fund amounts are as adopted or amended from time to time by the Board of Directors based on the members in the property/casualty pool for the year. Information on current loss fund amounts is available from the CIRSA Chief Financial Officer.

EXCESS INSURANCE LIMITS FOR THE COVERAGE PERIOD:

- A. Excess property: to \$500 million per claim/occurrence
- B. Excess liability: to \$10 million per claim/occurrence (except excess auto liability to \$5 million and Public Officials Errors and Omissions and class-action suits arising out of discrimination to \$10 million per claim/\$10 million annual aggregate per member)
- C. Excess crime (optional): to \$5 million per claim/occurrence

III. MEMBER DEDUCTIBLES:

A member-selected deductible shall apply to each of the member's claims/occurrences. Payment of the deductible reduces the amount otherwise payable under the applicable CIRSA retention. Allocated loss adjustment expenses are included in the member deductible.

The specific property and casualty coverages afforded by or through CIRSA are subject to the CIRSA Bylaws, terms, and conditions as approved from time to time by the members and by the Board of Directors, and the applicable excess and/or reinsurance policy.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents. This summary should not be relied on as a substitute for review of those documents.
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**BYLAWS AND INTERGOVERNMENTAL AGREEMENT
COLORADO INTERGOVERNMENTAL RISK SHARING AGENCY**

ARTICLE I. Definitions. As used in this agreement, the following terms shall have the meanings hereinafter set out:

(1) ADMINISTRATIVE COSTS. All costs of CIRSA other than contributions to a loss fund or a reserve fund.

(2) BOARD. Board of Directors of CIRSA.

(3) BYLAWS. The Bylaws and Intergovernmental Agreement, Colorado Intergovernmental Risk Sharing Agency.

(4) CIRSA. The Colorado Intergovernmental Risk Sharing Agency established pursuant to the Constitution and the statutes of this state by this intergovernmental agreement.

(5) CLAIM YEAR. Any twelve consecutive month period established by the Board.

(6) DIRECTOR. A person serving on the Board.

(7) EXCESS INSURANCE. Insurance purchased by CIRSA from an insurance company approved by the Insurance Commissioner of the State of Colorado to underwrite such coverage in Colorado providing certain coverage for losses over a prudent amount up to a pre-set maximum amount of coverage.

(8) EXECUTIVE DIRECTOR. Executive Director of CIRSA.

(9) FISCAL YEAR. January 1 to December 31.

(10) INTERGOVERNMENTAL AGREEMENT. The Bylaws and Intergovernmental Agreement, Colorado Intergovernmental Risk Sharing Agency.

(11) LOSS FUND. A fund or funds of money established by the Board to pay covered losses and loss adjustment expenses.

(12) MEMBERS. The municipalities and other entities which are authorized to participate in CIRSA pursuant to Article VI of these Bylaws and which enter into this intergovernmental agreement.

(13) RESERVE FUND. A fund or funds of money established by the Board to be used as provided in Article IX of this intergovernmental agreement.

(14) STOP LOSS INSURANCE. Insurance purchased by CIRSA from an insurance company approved by the Insurance Commissioner to underwrite such coverage in Colorado

providing certain coverage up to a contracted amount for otherwise uninsured losses to be borne by the loss fund, which in any one year aggregate to a pre-set maximum amount of coverage.

ARTICLE II. Creation of CIRSA. The Colorado Intergovernmental Risk Sharing Agency, a separate and independent governmental and legal entity, is hereby formed by intergovernmental agreement by its members pursuant to the provisions of 24-10-115.5, 29-1-201 et seq., 29-13-102, 8-44-101(1)(c) and (3), and 8-44-204, C.R.S., as amended, and Colorado Constitution, Article XIV, Section 18(2).

ARTICLE III. Purposes.

(1) The purposes of CIRSA are to provide members the coverages authorized by law, through joint self-insurance, insurance, reinsurance, or any combination thereof, to provide claims services related to such coverages, and to provide risk management and loss control services to assist members in preventing and reducing losses and injuries.

(2) It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with these Bylaws, any member of CIRSA against stated liability or loss, to the limit of the financial resources of CIRSA available to pay such liability or loss. It is also the intent of the members to have CIRSA provide continuing stability and availability of needed coverages at reasonable costs.

(3) All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members.

(4) This intergovernmental agreement shall constitute the Bylaws of CIRSA.

ARTICLE IV. Source of Money; Non-Waiver of Immunity.

(1) All CIRSA monies are monies plus earned interest derived from its members.

(2) It is the intent of the members that, by entering into this intergovernmental agreement, they do not waive and are not waiving any immunity or other limitation on liability provided to the members or their officers or employees by any law.

(3) No waiver by a member of any immunity or other limitation on liability provided to the member or its officers or employees by any law shall expand the coverages established by the Board. No member shall waive any such immunity or other such limitation on liability without first notifying CIRSA in writing.

ARTICLE V. CIRSA Powers.

(1) The powers of CIRSA to perform and accomplish the purposes set forth above shall, within the budgetary limits of CIRSA and subject to the procedures set forth in these Bylaws, be the following:

- (a) To retain agents, employees and independent contractors.
- (b) To purchase, sell, encumber and lease real property and to purchase, sell, encumber or lease equipment, machinery, and personal property.
- (c) To invest funds as allowed by Colorado statutes.
- (d) To carry out educational and other programs relating to risk management and loss control.
- (e) To create one or more loss funds, and to purchase reinsurance, excess insurance and/or stop loss insurance.
- (f) To establish reasonable and necessary loss control standards and procedures to be followed by the members.
- (g) To provide risk management and claim adjustment or to contract for such services, including the defense and settlement of claims.
- (h) To carry out such other activities as are necessarily implied or required to carry out the purposes of CIRSA or the specific powers enumerated in these Bylaws.
- (i) To sue and be sued.
- (j) To enter into contracts.
- (k) To reimburse directors for reasonable and approved expenses, including expenses incurred in attending Board meetings.
- (l) To purchase fidelity bonds from an insurance company approved by the Insurance Commissioner of Colorado to do business in Colorado.
- (m) To process claims, investigate their validity, settle or defend against such claims within established financial limits, tabulate such claims, costs and losses and carry out other assigned duties.

ARTICLE V.5. Services to Nonmembers.

- (1) CIRSA may provide to nonmembers, by intergovernmental agreement, one or more services pertaining to or associated with insurance or self-insurance, loss control, risk management, and claims administration, if such services will not adversely affect the tax exempt status of CIRSA.
- (2) The nonmembers to which the services described in paragraph (1) above may be provided shall be limited to governmental entities which are defined as "public entities" under

24-10-103(5), C.R.S., and which are authorized to enter into an intergovernmental agreement for such services pursuant to 29-1-201 et seq., C.R.S.

(3) The intergovernmental agreement described in paragraph (1) above shall comply with 29-1-203(2), C.R.S., and shall be approved by the Board and by the governing body of the nonmember governmental entity to whom the services described in paragraph (1) are to be provided.

(4) Neither the property and liability coverages authorized by 24-10-115.5 and 29-13-102, C.R.S., nor the workers' compensation coverages authorized by 8-44-101(1)(c) and 8-44-204, C.R.S., shall be provided except to entities which meet the requirements for membership in CIRSA and which properly adopt and execute these Bylaws.

ARTICLE VI. Participation.

(1) The membership of CIRSA shall be limited to the following entities which properly adopt and execute this intergovernmental agreement:

(a) Any municipality which is a member of the Colorado Municipal League;

(b) Any city and county which is formed as a result of a change in the status of a CIRSA member from a municipality to a city and county, except that the continued membership of any such member after such a change in status shall be subject to Board approval in the same manner as set forth in subsection (6) of this section for a new member, and shall also be subject to notice to and action by the membership in the same manner as set forth in subsection (7) of this section for a new member; and

(c) Any other entity which meets all of the following requirements:

1. The entity is a "public entity" as said term is defined in C.R.S. 24-10-103(5), as from time to time amended, other than the state, a county, a city and county, or a school district;

2. The entity has, throughout the term of its membership, an intergovernmental agreement in effect with a member municipality for the provision of one or more functions, services, or facilities lawfully authorized to both the entity and the municipality, and such member municipality consents to the entity's participation;

3. Participation by the entity is permitted by applicable state law; and

4. Participation by the entity will not adversely affect the tax-exempt status of CIRSA.

(2) An entity which ceases to have in effect an intergovernmental agreement with a member municipality as required by Section VI.1.b.2 shall cease to be a member as of the last day of the claim year in which the entity ceased to have such agreement in effect.

(3) No representative of any entity other than a member municipality may serve on the Board.

(4) Notwithstanding any other provision of these Bylaws, no proposed amendment to these bylaws to permit a representative of any entity other than a member municipality to serve on the Board shall be effective unless approved by at least two-thirds of the municipalities which are members of CIRSA.

(5) A member may participate in CIRSA for either or both of the following purposes:

(a) The property and liability coverages authorized by 24-10-115.5 and 29-13-102, C.R.S., as amended, and claims services, loss control services, and risk management services related to such coverages; and

(b) The workers' compensation coverages authorized by 8-44-101(1)(c) and (3) and 8-44-204, C.R.S., as amended, and claims services, loss control services, and risk management services related to such coverages.

(6) New members may be admitted only by a vote of the Board, subject to the payment of such sums and under such conditions as the Board shall in each case or from time-to-time establish.

(7) The members shall be notified in writing of each proposed new member. Ten percent (10%) of the members may request a membership meeting to consider admission of a new member. The request shall be in writing and must be received at the CIRSA offices no later than fifteen (15) days after mailing of the notice. If such request is received within the fifteen-(15) day period, a membership meeting shall be called by the Chairman and the new member shall be admitted only by a two-thirds (2/3) vote of the members present at the meeting. A member may waive its right to receive notification of proposed new members pursuant to this section. The waiver shall be in writing and shall be signed by the mayor or manager or, if there is no manager, the clerk. Such a waiver by a member shall not prevent it from requesting a membership meeting to consider, or from taking any other action under these Bylaws concerning, the admission of a new member.

(8) A member who is participating in CIRSA for one of the purposes set forth in section (5) of this Article may be authorized to participate in CIRSA for the other of those purposes by a vote of the Board, subject to the payment of such sums and under such conditions as the Board shall in each case or from time-to-time establish. Compliance with the provisions of section (7) of this Article shall not be required in connection with the authorization unless such compliance is made a condition of the authorization by a vote of the Board.

ARTICLE VII. Members' Powers and Meetings.

(1) The members at a meeting thereof shall have the power to:

(a) Elect Directors by vote of the members present at the annual meeting.

(b) Amend the Bylaws by a two-thirds (2/3) vote of the members present at a meeting. Notice of any proposed Bylaw amendment shall be mailed to each member at least fifteen (15) days in advance of the vote thereon. An amendment shall take effect immediately unless otherwise provided in the amendment or in the motion to approve the amendment. No Bylaw amendment shall apply to or affect any member which withdraws from CIRSA within fifteen (15) days after approval of the Bylaw amendment and notifies the Board in writing, within such fifteen (15) day period, of its opposition to the Bylaw amendment.

(c) Decide an appeal from an expulsion decision as provided in Article XV, and admit members as provided in Article VI.

(d) Remove a Director by a two-thirds (2/3) vote of the members present at a meeting. Notice of the proposed removal of a Director shall be mailed to each member at least fifteen (15) days in advance of the vote thereon.

(2) Meetings of the members shall be held as follows:

(a) Members shall hold at least one membership meeting annually at a time and place to be set by the Board, with notice mailed to each member at least fifteen (15) days in advance. At least one of said membership meetings shall be held between June 1 and June 30 of each year.

(b) Special meetings shall be held if called by the Board or by a written petition of thirty percent (30%) of the members. Notice of special meetings shall be mailed to each member at least fifteen (15) days in advance.

(c) The Chairman of the Board will preside at the meetings.

(d) Thirty percent (30%) of the total number of members of CIRSA as of the date of any meeting shall constitute a quorum to do business during that meeting.

(e) No absentee or proxy voting shall be allowed.

(f) Each member shall be entitled to one vote on each issue.

(2.5) (a) Notwithstanding any other provision of these Bylaws, in order to accommodate the meeting date provided for in article VII(2)(a), the terms of office of Directors who are elected in December, 2002 shall continue only until June, 2004, and the terms of office of Directors who were elected in December, 2001 shall continue only until June, 2003.

(2.5) (b) This subsection 2.5 is repealed effective December 31, 2003.

ARTICLE VIII. Obligations of Members.

(1) The obligations of members of CIRSA shall be as follows:

(a) To pay promptly all annual and supplementary contributions and other payments to CIRSA at such times and in such amounts as shall be established by the Board pursuant to these Bylaws. Any delinquent payments shall be paid with interest which shall be equivalent to the prime interest rate on the date of delinquency of the bank which invests the majority of the CIRSA funds. Payments will be considered delinquent forty-five (45) days following the due date.

(b) To designate in writing, signed by the Mayor or Manager or, if there is no Manager, the Clerk, a voting representative and alternate for the members' meetings. A member's voting representative must be an employee or officer of the member, but may be changed from time-to-time.

(c) To allow CIRSA and its agents, officers and employees reasonable access to all facilities of the member and all member records, including but not limited to financial records, as required for the administration of CIRSA.

(d) To allow CIRSA and attorneys designated by CIRSA to represent the member in the investigation, settlement and litigation of any claim made against the member within the scope of loss protection furnished by CIRSA.

(e) To cooperate fully with CIRSA's attorneys, claims adjusters and any other agent, employee, or officer of CIRSA in activities relating to the purposes and powers of CIRSA.

(f) To follow the loss control standards and procedures adopted by the Board.

(g) To report to CIRSA, in such form and within such time as CIRSA may require, all incidents or occurrences which could reasonably be expected to result in CIRSA being required to cover a claim against the member, its agents, officers, or employees, or for casualty losses to municipal property, within the scope of coverages undertaken by CIRSA.

(h) To maintain an active safety committee, safety coordinator, or safety contact.

(i) To report to CIRSA, in such form and within such time as CIRSA may require, the addition of new programs and facilities or the significant reduction or expansion of existing programs and facilities or other acts which will cause material changes in the member's potential loss.

(j) To provide CIRSA, in such form and within such time as CIRSA may require, a completed renewal application.

(k) To participate in coverage of losses and to pay contributions as established and in the manner set forth by the Board.

(l) To the extent permitted by law, each member shall prevent its officers, employees and attorneys from representing voluntarily any person or entity or providing

voluntarily any expert testimony or other assistance to any person or entity in any tort claim made or tort action brought against any other member or against any officer, employee or attorney of another member for action taken as an officer, employee or attorney of such other member. The obligation imposed by this paragraph shall not apply where such claim is made or action is brought by a member itself or by an officer or employee thereof acting in an official capacity.

ARTICLE IX. Contributions.

(1) It is the intention of CIRSA to levy contributions from the members as established by the Board.

(2) (a) The contributions may include contributions to a reserve fund. The reserve fund may be used only to pay claims, and expenses related thereto, accepted by the Board pursuant to Article XI (1)(r) for which previous contributions for a claim year are insufficient.

(b) If the reserve fund is so used, the proportionate shares in the reserve fund of those members and former members which were members during the claim year for which claims were paid from the reserve fund shall be correspondingly reduced and the Board shall promptly determine, pursuant to policies adopted by the Board for replenishment contributions, whether replenishment of the reserve fund is necessary and, if so, the allocation among members and former members and the amount and timing thereof.

(c) All members and former members, by virtue of their membership during any claim year, waive the right to assert that the levy of replenishment contributions pursuant to this Article for such claim year is barred by any statute of limitations.

(3) The Board shall annually review and report to the members the contributions to the reserve fund, the earnings thereon and the expenditures therefrom. The Board shall credit members and former members making such contributions, in the same proportions as the contributions were made, all amounts in excess of the amounts which the Board reasonably determines to be necessary to pay claims and expenses related thereto, including sufficient funds for payments which might be made pursuant to Article XI (1)(r). Credits to members may be made in the form of credits against future contributions or in the form of payments, as the Board shall determine. Credits to former or withdrawing members shall be made in the form of payments. No credit shall be given or paid to any member or former or withdrawing member which owes any amount to CIRSA until the amount owing is paid, and any credit or payment to be made under this Article IX (3) may be used to pay such amount.

(4) Any money contributed to any loss fund or for the administrative expenses of CIRSA and not needed for loss fund purposes or administrative expense purposes may be credited to the reserve fund or may be as credited to members and former or withdrawing members, or both, in the manner determined by the Board, except otherwise specifically provided in these Bylaws or in policies adopted by the members as authorized in these Bylaws. Credits to members may be made in the form of credits against future contributions or in the

form of payments, as the Board shall determine. Credits to former or withdrawing members shall be made in the form of payments. All credits shall be in similar proportions as the contributions paid by the members. The Board shall reasonably determine whether money is available for reserve fund credit or contribution credit, or both, and the timing, proportions, and amounts thereof.

(5) No loss fund created for the property and liability coverages authorized by 24-10-115.5 and 29-13-102, C.R.S., as amended, shall be combined or commingled with any loss fund created for the workers' compensation coverages authorized by 8-44-101(1)(c) and (3) and 8-44-204, C.R.S., as amended.

ARTICLE X. Board of Directors.

(1) The Board shall be composed of seven (7) Directors, each from a different member. Directors will be elected from among the members' voting representatives. There will be:

(a) Two Directors, each from a different member under ten thousand (10,000) population.

(b) Two Directors, each from a different member of ten thousand (10,000) to forty thousand (40,000) population.

(c) Two Directors, each from a different member above forty thousand (40,000) population.

(d) One Director at large.

(2) Every year population will be determined by the most current available population figures provided by the state Department of Local Affairs.

(3) The election of Directors will be made by the members at the membership meeting to be held between June 1 and June 30 of each year. A Director shall assume office at the first Board meeting held after the election.

(4) Terms of the Directors will be two-year-staggered terms.

(5) Notwithstanding subsections (3) and (4) of this section, commencing with the terms of office of Directors elected at the June, 2010 election, terms of Directors will be four-year-staggered terms, and Director elections shall be held in even-numbered years. In order to maintain staggered terms, terms of office of Directors elected at the June, 2009 election shall be three-year terms.

(6) A vacancy shall exist when a Director resigns, is no longer the member's voting representative, dies, or is removed by the members pursuant to these Bylaws.

(7) No person shall be removed from office as a Director by reason of any change, during the term of office for which such person was elected or appointed, in the population categories described in (1)(a),(b) and (c) of this Article or in the population of the Director's municipality.

ARTICLE XI. Powers and Duties of the Board of Directors.

(1) The Board has the following powers, in addition to any other powers set forth in these Bylaws:

(a) To elect during the first Board meeting held after the election as provided in Article X(3), a chairman, vice chairman, secretary/treasurer and other officers as appropriate. Each officer shall serve until his or her successor is elected, but there shall be no limit on the number of terms served by any person.

(b) To admit new members as provided in Article VI and to adopt criteria for new members.

(c) To establish contributions to be paid by the members, at such time or times and in such amounts as the Board deems appropriate for the operation of CIRSA and as necessary to ensure the solvency and avoid impairment of CIRSA.

(d) To establish the types of losses to be covered, the limits of liability, and the types of deductions which CIRSA provides.

(e) To select all service providers necessary for the administration of CIRSA.

(f) To set the dates, places and provide an agenda for Board and members' meetings.

(g) To fill vacancies in the Board by majority vote of the remaining Directors for the unexpired term.

(h) To exercise all powers of CIRSA except powers reserved to the members.

(i) To hire and discharge personnel or to delegate such authority to the Executive Director.

(j) To provide for claims and loss control standards and procedures, to establish conditions which must be met prior to the payment or defense of a claim, and to deny a claim or the defense of a claim if the conditions are not met.

(k) To provide for the investment and disbursement of funds.

(l) To establish rules governing its own conduct and procedure and the powers and duties of its officers, not inconsistent with these Bylaws.

(m) To issue subordinated debentures consistent with applicable requirements of the Insurance Commissioner of Colorado.

(n) To form committees and provide other services as needed by CIRSA. The Board shall determine the method of appointment and terms of committee members.

(o) To do all acts necessary and proper for the operation of CIRSA and implementation of these Bylaws subject to the limits of the Bylaws and not in conflict with these Bylaws.

(p) Dissolve CIRSA and disburse its assets by a two-thirds (2/3) vote of the entire membership provided that a notice of intent to dissolve CIRSA shall be given to the Insurance Commissioner at least ninety (90) days prior to the effective date. No such plan to dissolve CIRSA shall be effective until approved by the Insurance Commissioner. Upon dissolution of CIRSA, the assets of CIRSA not used or needed for the purposes of CIRSA, as determined by CIRSA and subject to approval by the Insurance Commissioner, shall be distributed exclusively to municipalities which are members of CIRSA prior to dissolution to be used for one or more public purposes.

(q) To delegate to the Executive Director, by motion approved by the Board, any of the Board's powers and duties, except that the Board may not so delegate its powers to elect officers, admit new members, establish contributions by the members, fill vacancies in the Board, adopt CIRSA's budget, establish conditions which must be met prior to the payment or defense of a claim, or dissolve CIRSA.

(r) Notwithstanding any other provision of these Bylaws or any limitation on CIRSA coverages, for any claim year since the inception of CIRSA the Board may pay those claims and expenses related thereto which would otherwise be denied for the reason that payment would exceed any applicable specified aggregate limit and available insurance or reinsurance. Any such payment shall be made only from a reserve fund established pursuant to Article IX (2), shall not exceed the amount in the reserve fund, shall be subject to the conditions and requirements of Article IX (2), and shall be consistent with such policy as the members may adopt by a two-thirds (2/3) vote of the members present at a meeting.

(s) To make reports to the members at member meetings or otherwise.

(t) To impose a reasonable fee on a former member for the costs of administration which pertain to that member and which arise after the conclusion of the membership. Such fee may be billed against and deducted from any surpluses that would otherwise be credited to the former member pursuant to Article IX, or may be billed to the former member.

(2) The Board has the following duties, in addition to any other duties set forth in these Bylaws:

- (a) To prepare, adopt, and report CIRSA's budget to the members.
- (b) To make reports to the members at their meetings.
- (c) To provide to members annually an audit of the financial affairs of CIRSA to be made by a Certified Public Accountant at the end of each fiscal year in accordance with generally accepted auditing principles and state law.
- (d) To provide to members annually an annual report of operations.
- (e) To adopt a policy describing those CIRSA documents and records which are available to CIRSA members and to the public and any limitations thereon.
- (f) To provide for payment of covered claims and expenses related thereto in the order in which the amounts become due, until any applicable specified aggregate limit and insurance or reinsurance available for such payment is depleted.

ARTICLE XII. Meetings of the Board of Directors.

- (1) The Board may set a time and place for regular meetings which may be held without further notice, and shall establish procedures for notice of special meetings.
- (2) Four (4) Directors shall constitute a quorum to do business. All acts of the Board shall require a majority vote of the Directors present.
- (3) One or more or all Directors on the Board may participate in any meeting of the Board by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can communicate with each other at the same time. Participation by such means shall constitute presence at the meeting. No such meeting shall be held unless diligent effort is made to notify all Board members.
- (4) Any action of the Board may be taken without a meeting if consent in writing setting forth the action so taken is signed by all Directors then serving on the Board. Such consent shall have the same effect as a unanimous vote and may be executed in counterparts.

ARTICLE XIII. Liability of Board of Directors or Officers. The Directors, officers and committee members of CIRSA should use ordinary care and reasonable diligence in the exercise of their powers, and in the performance of their duties hereunder; they shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care. No Director, officer, or committee member shall be liable for any action taken or omitted by any other Director, officer or committee member. CIRSA shall obtain a bond or other security to guarantee the faithful performance of each Director's, officer's and the Executive Director's duties hereunder. CIRSA may use any loss fund to defend and indemnify any Director, officer, committee member or employee for any action made, taken, or omitted by any such person in good faith within the scope of his or her authority for any CIRSA, or may pay

for or reimburse the reasonable expenses, including liability expenses and attorneys' fees, incurred by any such person who is a party in a proceeding resulting from such an action, in advance of the final disposition of the proceeding, but any such payment or reimbursement shall be repaid to CIRSA if it is determined that the action was not made, taken, or omitted in good faith or was not within the scope of his or her authority for CIRSA. CIRSA may purchase or otherwise provide for insurance coverage for such Directors, officers, committee members and employees.

ARTICLE XIV. Withdrawal from Membership.

(1) Any member may withdraw from CIRSA by giving prior notice in writing to the Board of the prospective effective date of its withdrawal.

(2) If the effective date of a member's withdrawal is a date other than a January 1, the withdrawing member shall not be entitled to receive any refund of contributions made for administrative costs for the claim year of withdrawal. The withdrawing member shall be entitled to receive within forty-five (45) days after the effective date of withdrawal, a proportionate return of its contribution to any loss fund.

(3) If the effective date of a member's withdrawal is January 1 but the member's written notice of withdrawal is received by CIRSA more than thirty (30) days after the date on which CIRSA mailed a preliminary quote of the contribution to be assessed the member for the year beginning on that January 1, the withdrawing member shall be obligated to pay its share of CIRSA's administrative costs for the year beginning on that January 1. However, if the preliminary quote is mailed by CIRSA prior to September 1, members shall not be obligated for future claim year administrative costs if the member's written notice of withdrawal is received by CIRSA on or before the October 1 preceding the January 1 renewal date.

(4) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing additional conditions applicable to members which withdraw.

ARTICLE XV. Expulsion of Members.

(1) A member which fails to make any contribution or other payment due to CIRSA shall be automatically expelled from CIRSA on the sixtieth (60th) day following the due date, unless the member makes a request for extension prior to the sixtieth (60th) day, the request is granted by the Executive Director, and payment is made within any extended period. A notice of failure to make a contribution or other payment due to CIRSA shall be mailed to the member at least seven (7) days prior to the first date of automatic expulsion. If time for payment is extended by the Executive Director and payment is not made within any extended period, the automatic expulsion shall occur on a date no later than twenty (20) days after the last day of the extended period. An expulsion under this subsection (1) shall not be subject to the provisions of subsection (2).

(2) A member may be expelled by the Board for failure to carry out any other obligation of the member pursuant to these Bylaws, or for failure to address in an effective manner a condition that the Board deems hazardous to the CIRSA membership as a whole, subject to the following:

(a) The member shall receive notice from the Board of the alleged failure and not less than thirty (30) days in which to cure the alleged failure, along with notice that expulsion may result if the failure is not so cured.

(b) The member shall receive at least thirty (30) days prior notice from the Board of the date, place and time when the Board will consider expelling the member from the pool, and the member shall be entitled to be present at that meeting and to present evidence and reasons why it should not be expelled. The decision of the Board shall be effective as of the date and upon the terms and conditions set forth in the Bylaws and applicable excess or reinsurance policies and as otherwise specified by the Board, except as provided in paragraph (c) of this Article XV (2).

(c) The member may appeal the Board's decision to the membership. Notice of the appeal shall be provided to each member. The appeal shall be considered by the members only if twenty percent (20%) of the members request the Board, in writing, to schedule a membership meeting on the appeal; otherwise the appeal shall be considered denied. If the appeal will be considered by the members, the Chairman of the Board shall schedule a membership meeting and each member, including the appealing member, shall be provided at least ten (10) days prior written notice of the date, time and place of the meeting. The appealing member shall be entitled to be present at the meeting and to present evidence and reasons why it should not be expelled and the Board may present evidence and reasons why expulsion is proper. The appealing member shall not be counted in determining the number of votes required, nor shall the appealing member be entitled to vote on the appeal. The decision of the members shall be by majority vote of those present at the meeting and shall be final, and any expulsion shall be effective as of the date and upon the terms and conditions set forth in the Bylaws and applicable excess or reinsurance policies, and as otherwise specified by the members.

(3) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing requirements applicable to members which are expelled.

ARTICLE XVI. Conditions of Withdrawal and Expulsion.

(1) A withdrawn or expelled member shall remain obligated for all amounts owing prior to withdrawal or expulsion from CIRSA and for all amounts which thereafter become owing pursuant to CIRSA Bylaws and policies adopted by the members which are in effect at the time of withdrawal or expulsion including, but not limited to, contributions levied pursuant to Article IX (2) of the CIRSA Bylaws.

(2) A withdrawn or expelled member is considered a member of CIRSA for the purpose of payment of the member's claims and expenses related thereto which remain covered

under the terms of CIRSA's excess policies. A withdrawn or expelled member shall remain subject to all conditions of coverage and obligations of a member under CIRSA Bylaws, insurance or reinsurance policies, and policies adopted by the members which are in effect at the time of withdrawal or expulsion. A withdrawn or expelled member shall have no right to vote on any matter pending before the CIRSA membership.

(3) Except as otherwise provided in these Bylaws:

(a) A withdrawn member shall retain all rights of a withdrawn member under CIRSA Bylaws and policies adopted by the members which are in effect at the time of the withdrawal;

(b) An expelled member shall retain all rights of an expelled member under CIRSA Bylaws and policies adopted by the members which are in effect at the time of the expulsion; and

(c) No withdrawn or expelled member may be adversely affected by any change in such Bylaws or policies adopted subsequent to the effective date of the member's withdrawal or expulsion.

(4) An expelled member shall have no right to be credited for any amounts pursuant to Article IX (3) or (4) of the Bylaws. Any such amounts that would have been credited but for the expulsion shall be redistributed among those members who were members on the effective date of such member's expulsion, in similar proportions as the contributions paid by those members.

(5) Unless disapproved by an affected insurance or reinsurance carrier, CIRSA shall offer a withdrawing member, no later than forty-five (45) days after CIRSA's receipt of the written notice of withdrawal, at least twenty-four (24) months of extended reporting period on any claims-made coverage provided through CIRSA, at a cost reasonably calculated by CIRSA and subject to any contract terms existing at withdrawal.

ARTICLE XVII. General.

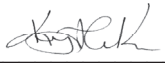
(1) This document shall constitute an intergovernmental contract among the members of CIRSA. The terms of this contract may be enforced in court by CIRSA itself or by any of its members.

(2) The consideration for the duties herewith imposed upon the members to take certain actions and to refrain from certain other actions shall be based upon the mutual promises and agreements of the members set forth herein.

(3) A certified copy of the ordinance, resolution or other document of approval for each member, accompanied by an attorney's certification of proper authority and adoption, shall be attached to the original Bylaws on file with CIRSA. These Bylaws may be executed in counterparts.

(4) Except to the extent of the limited financial contributions to CIRSA agreed to herein or such additional obligations as may come about through amendments to these Bylaws, no member agrees or contracts herein to be held responsible for any claims in tort or contract made against any other member. The contracting parties intend in the creation of CIRSA to establish an organization only within the scope herein set out, and have not herein created as between member and member any relationship of surety, indemnification or responsibility for the debts of or claims against any other member.

(5) In the event that any article, provision, clause or other part of these Bylaws should be held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability with respect to other articles, provisions, clauses, applications or occurrences, and these Bylaws are expressly declared to be severable.

ATTEST: 

Krystal Eucker
Name

Town Clerk
Title

12/20/2021
Date

By: 

Town Administrator
Title

Wellington
City/Town

12/20/2021
Date



SERVICES CIRSA 2021

LEGAL & LOSS CONTROL SERVICES

CIRSA is passionate about protecting municipalities and their affiliated public entities. We work exclusively in Colorado and have over three decades of experience assisting members in handling claims, improving safety, preventing losses, and managing the cost of risk. Our coverages and services are specifically designed for the unique and ever-changing needs of our membership.

Every member works with a personal team of representatives who provide customized guidance and assistance to help you manage exposures in your entity. CIRSA is staffed with knowledgeable, seasoned professionals including: Attorneys, Associates in Risk Management (ARM), Certified Safety Professionals (CSP), Certified Insurance Counselors (CIC), Certified Industrial Hygienists (CIH), Certified Hazardous Materials Manager (CHMM), a Certified Environmental Safety and Health Trainer (CET), Certified Fire Protection Specialist (CFPS), Associates in Claims (AIC), and Chartered Property Casualty Underwriters (CPCU).

LEGAL TRAINING AND ASSISTANCE

Liability & Public Officials Training

CIRSA provides legal training to councils, boards, commissions, and staff upon request on a variety of liability-related topics. These trainings can be conducted in person or via virtual meeting. Training topics include: personal liability for governing body members and board/commission members, conduct of quasi-judicial proceedings, employment issues, Governmental Immunity Act, harassment and bullying prevention, contract issues, ethics requirements, special events liability, volunteer liability, and many others.

Liability Hotline

The Liability Hotline serves as a resource on almost any liability-related topic. Members have access to CIRSA's General Counsel for free consultation and assistance on liability issues before they become claims, including employment practices, employee leave issues, land use liability, quasi-judicial proceedings, liability risks for municipal programs and services, ethics, civil rights liability, laws concerning marijuana regulation, broadband liability, and drug/alcohol testing policies.

Contract & Policy Review

CIRSA will review member contract and policy documents and provide consultation on risk and liability-related topics, including review of contracts, ordinances, personnel policies, and police manuals.

Publications & Resources

CIRSA publishes a wide variety of materials on legal, liability and risk issues, including the recent 2nd Edition of its popular "[Ethics, Liability & Best Practices Handbook for Elected Officials](#)." Coverage Line articles on topics of current interest, member Loss Alerts, and other training materials. CIRSA also maintains a library of sample contracts, policies and other documents for members' use.

LOSS CONTROL SERVICES

Membership in CIRSA entitles members to loss control services designed to prevent and minimize individual and pool-wide losses. CIRSA's Loss Control Department is recognized nationally as a leader in innovative and exemplary loss control services.

It has been proven that a commitment to loss control yields significant benefits in the form of lower costs associated with public entity risks.

Our experienced staff is dedicated to assisting our members in implementing their own loss control programs, integrating best practices into operations, and establishing a positive safety culture.

Individualized Training

CIRSA provides over 30 classroom and/or hands-on [courses/workshops](#) that can be brought to your location upon request. CIRSA's full-time training staff work diligently to ensure materials are current and revised every two years at minimum. All courses are free to members and some provide Colorado Certified Water Professionals (CCWP) training units. Topics include: CDOT Flagger Certification, Confined Space Entry, Safe Driving Strategies, Bloodborne Pathogens, First Responder Awareness, and Back Injury & Fall Protection.

Regional Seminars

Several times each year, CIRSA conducts regional seminars around the state on current loss control issues or industry trends. Any member can attend these seminars and there is usually no charge. Seminar types may include, ADA Coordinator, Playground Maintenance Technician (PMT), Succession Planning and many more safety and health related events. Law enforcement-specific events are also held five times per year.

General Consultation & On-site Service

CIRSA's Loss Control staff can arrange a time to help with special projects, develop written programs, assist with safety design reviews, research equipment and risk-related resources, and for short durations, can also function as your on-site safety representative.

Safety Symposiums

These Loss Control conferences are held annually and cover member or industry-relevant topics including playground maintenance technician, low voltage and high voltage electrical safety, and succession planning. The symposiums are free to all CIRSA Members and travel reimbursement is provided.

Safety Video, Reference Library, & Streaming Video Service

Your employees have unlimited access to CIRSA training programs and other educational materials in our [Training Library](#), including over 390 videos and video training books. Separate from our video and reference library, the new streaming video service offers several hundred additional videos. This is a stand-alone system separate from our online training service. These programs are free of charge to members and cover a variety of topics on most public entity exposures.

LOSS CONTROL SERVICES

In-House Video & Publication Production

CIRSA has produced a number of videos and manuals on pertinent and timely topics, 13 of which have won national Public Risk Management Association (PRIMA) awards. Titles include: *Backing & Parking: The Keys to Success*, *Hazard Awareness is Everyone's Responsibility*, *Safety Management in Action*, *Personal Consequences of Unsafe Driving*, *Safe Supervisor: Integrating Operations & Safety*, and *Sanitary Sewer: Operations & Maintenance*. Hard copies of these videos are free to members and can also be viewed on [CIRSA's YouTube Channel](#).

Online Training Center

CIRSA provides over 950 complimentary online safety, liability, supervisory, law enforcement, fire/EMS, corrections, and human resource related courses - 50 of which provide training units for water and wastewater employees. The online training center also provides over 1,000 police-specific videos. Additional topics and new courses are added each year. Your employees can easily access the [Online Training Center](#) from any computer with internet access at any time.

Monthly Training Calendar

CIRSA sends a [monthly training calendar](#) notifying members of all upcoming regional training events, scheduled on-site training courses and certifications, safety symposiums, CIRSA Orientations, webinars, and all other training resources provided.

Webinars

As another means of reducing your costs, our webinar series gives your employees the opportunity to obtain important training without leaving their office. These free presentations cover a wide variety of topics including loss control, employment and public officials' liability, PC & WC applications, finance, and claims handling. All of our webinars are recorded and can be viewed at any time from the [Safety Resources](#) area of our website.

Sample Policies & Procedures

Numerous sample Loss Control and [safety policies and procedures](#) are available to our members to download and customize for your entity. Examples include Job Safety Analyses (JSAs), Police Pursuits, Tasers, Preventing Public Officials Liability, and Fall Injury Prevention.

Property Survey & Playground Inspections

This on-site, comprehensive safety survey identifies loss exposures of significant buildings, processes, and playgrounds. Written reports of survey results are sent to the appropriate public entity contacts.

Ergonomic Evaluations

These evaluations of computer workstations determine if they are adjusted properly for the employees who are using them. Our Loss Control Representatives will review workstation setup and assess chair, monitor, mouse, desk, and other equipment adjustments. Reports with recommendations to improve ergonomic conditions may be issued.

Water Slide Inspections

State regulations require an inspection by a third party of all water slides 18 feet or higher. Some outside consultants charge over

\$1,000 for these inspections. Our Loss Control Representatives will inspect your slides for free, issue reports for items that need to be corrected, and provide certificates of inspection that meet state guidelines.

Loss Control Standards & Credit Account Program

CIRSA has established a number of recommended policies and procedures to address common public entity exposures. These recommendations are known as [Loss Control Standards](#). Your Loss Control Representative assists you in implementing the pool's Loss Control Standards and performs onsite reviews. The CIRSA Board of Directors has approved credits to members who conform to these standards. Members can apply these credits toward their CIRSA contribution; deposit them in their Loss Control Credit Account for the purchase of safety related equipment or training; or request a direct disbursement of the funds. Contact your Loss Control Representative for more information.

Accident Investigations & Loss Analyses

CIRSA provides timely, objective, and thorough accident investigations to help members identify root causes of accidents so measures can be implemented to prevent future occurrences. The Loss Control Department has also developed a number of Loss Analysis reports to identify the most frequent and severe causes of losses for the pool and for each member. Accident Investigations and Loss Analysis reports are provided upon request.

Loss/Hazard Alerts

Public entities and their employees may have serious accidents from which other members can learn. CIRSA distributes summary reports on these incidents (with any identifying details removed) to our members and recommends procedures to prevent similar claims.

Industrial Hygiene Services

CIRSA's Certified Industrial Hygienist (CIH) assists members in the recognition, evaluation, and control of employee health hazards. Some examples of services provided include:

- Hazard Communication – Program development and employee training in the interpretation of Safety Data Sheets (SDS) and likely hazards associated with chemical use
- Hearing Conservation – Sound level measurements and noise exposure evaluations for personnel exposed to elevated noise levels
- Ergonomics/Body Mechanics – Work station evaluations and employee training
- Asbestos identification and guidance for asbestos operations and maintenance
- Indoor air quality sampling for offices, pools, water/wastewater treatment plants, and other public entity operations
- Measuring carbon monoxide and nitrogen dioxide emissions from motorized equipment
- Special projects to measure toxic exposures and/or substances, as needed

CLAIMS & UNDERWRITING SERVICES

CLAIMS ADMINISTRATION SERVICES

Our in-house claims specialists and legal counsel provide expert claims administration services to help you mitigate your risks. The CIRSA Claims Department is available to our members 24/7. A member of the CIRSA claims staff is on-call at all times and a backup system is in place for timely response to emergency calls. In addition to complete claims administration, the CIRSA Claims Department provides the following services:

Litigation Management Program

CIRSA works closely with our members and a panel of defense attorneys who specialize in the defense of governmental entities. CIRSA takes a “team approach” with our staff and the member to defend claims. This allows the claim to be handled effectively and efficiently.

Claims Recovery

CIRSA's claims staff pursues recovery for damages sustained to member property through subrogation and restitution. This service is provided regardless of claim size or if the loss is within the member's retention. Our annual recovery averages over a million dollars.

Claim Reports

Loss runs of all open claims and litigation reports are distributed on a quarterly basis. Annual loss runs of all open and closed claims are also distributed. We offer other custom reports upon request that can be programmed to be sent to your entity on a monthly basis. These reports can be reviewed by you and your CIRSA Loss Control Representative to help identify loss trends and discuss methods to control such losses.

Electronic Claim Filing & Online Lookup

Members can file Property/Casualty and Workers' Compensation claims electronically through our [website](#). Each claim is filed on the state required forms and can be printed at your workstation for your records. Current and historical claims data can be viewed through our online claims filing system as well. Daily information on claim status is available including up-to-the-minute details about any claim that has been filed.

Member Self-Administration Portal

If your entity has a large deductible and self-handles some claims, our Member Portal gives you a system to manage those claims. This is essentially a stand-alone Origami Risk claims system that CIRSA provides at no cost. The Portal lets you create/store documents and claim notes, run reports, and track financial data, on a database that integrates your own data seamlessly with the claims you report to CIRSA. This cutting edge technology is available to large-deductible members free of charge.

UNDERWRITING SERVICES

Access to Additional Coverage Programs

In addition to our core Property/Casualty and Workers' Compensation coverages, CIRSA provides access to several [optional coverage programs](#) without having to pay an agent fee. Additional coverage programs include Excess Cyber, Equipment Breakdown, Excess Crime, Volunteer Accident Medical Plan, Community Service Workers' Accident Medical Plan, Occupational Accidental Death & Dismemberment, Sports Accident Medical Plan, Special Events, Detainee Medical Coverage, No Fault Water Line Rupture and/or Sewer Back Up, and Property Damage to Others Caused by Member's Use of Mobile Equipment. We can also assist members in placing a wide variety of specialized policies including fiduciary, fidelity, public officials bonds, pollution liability, and airport liability.

Coverage Comparison

Since not all coverage is the same, CIRSA offers a complimentary comprehensive comparison between all coverages offered by CIRSA and those provided by other carriers. The comparison addresses not only the limits provided, but all critical coverage issues. The comparison is intended to make sure your entity is appropriately protected in the event of a loss as well as provide a useful tool for decision making.

Property Appraisals

CIRSA provides property appraisals through a third-party contractor. This service helps CIRSA and our members establish correct values for your buildings and the majority of your miscellaneous property or property in the open to make sure you are adequately covered should a loss occur. We aim to appraise all applicable structures on your site every five (5) years. Property values, however, are updated annually to account for inflationary factors. New members will have all buildings appraised within the first year of membership.

MEMBER BENEFITS

ADDITIONAL MEMBER BENEFITS AND SERVICES

Member Equity Account

CIRSA is different from commercial insurers; we are owned and governed by our members. Contributions paid to CIRSA are deposited into your individual Member Equity Account. The funds remaining after deducting your proportionate share of pool claims and expenses are maintained on your behalf; these funds earn interest and are reported to you annually with a copy of the pool's audited financial statements. Member Equity Account balances are considered when determining contributions, and higher balances result in lower contributions.

Deductible Analyses

At the member's request, CIRSA can provide an analysis of varying deductible levels for you to use in your analysis of the appropriate deductible choice for your entity. Included in the analysis is a review of past loss experience, which can help you determine the optimal retention in order to minimize your total cost of risk.

Payment Options

CIRSA offers a no-fee, quarterly payment plan option for the payment of your annual contributions. We also offer online payment options.

Cost Allocation Assistance

Cost allocation is the process of identifying and assigning costs of risk to your departments. This risk management best practice will improve the communication of the cost of risk to your entity and generate incentives for safety. CIRSA will assist you in implementing a cost allocation system and provide regular reports to maintain the system.

Scholarship Program

To assist members in furthering their risk management education, CIRSA will provide \$12,000 in scholarship funding for 2021. Member employees may [apply](#) for awards in the following amounts:

- \$2,250 to attend a national professional development conference related to safety, continuing education, or risk management
- \$1,500 to attend local events such as the CMCA Institute or similar
- \$600 to attend in-state conferences such as CCCMA, COPRIMA, or CGFOA

Timothy A. Greer Endowment Fund

The objective of the [Timothy A. Greer Endowment Fund](#) is to provide financial support to CIRSA member entities in promoting excellence in risk management. The CIRSA Board of Directors has allocated \$12,000 to the Fund for 2021. Proposals outlining a project, process, improvement, or system that satisfies a safety or risk management-related goal must be submitted for consideration.

Travel Reimbursement

The CIRSA community places a high value on member participation. As another way to lower your costs of risk management, CIRSA offers reimbursement for expenses incurred while attending a New Member Orientation, Committee, Task Force, or General Membership Meeting. Lodging, meals, and mileage are eligible for reimbursement under our [policy](#).

The CIRSA Blog

Our [blog](#) focuses on risk management-related topics, laws that affect public entities, and potential liability issues and offers proactive risk prevention strategies. The newsletter also features current loss control, claims, and coverage topics and pertinent information for public entity staff and elected officials.

YouTube Channel

CIRSA's YouTube Channel – "[CIRSASafety](#)" features over 70 concise and easily accessible safety videos you can share with staff during training exercises. Topics include: Accident Investigations, Employment Liability Exposure, Firefighter Safety, and Slips, Trips and Falls.

All of these services are, we believe, unmatched by any commercial insurer.

Any head-to-head comparison of coverage quotes should take into account the value of the additional services that accompany CIRSA's coverages.

Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Kelly Houghteling, Deputy Town Administrator
Subject: Resolution 08-2022 - A Resolution Authorizing Staff to Seek Grant Funding from the Colorado Department of Transportation

- **Staff Presentation:** Kelly Houghteling, Deputy Town Administrator

EXECUTIVE SUMMARY

The Revitalizing Main Streets Program began as a part of Colorado's COVID-19 Recovery Plan, with a \$30 million allocation from the state legislature in March 2021. In June 2021, Senate Bill 260 provided \$85 million in additional funding for the program over the next 10 years. This program is intended to help communities across the state implement transportation-related projects that improve safety and yield long-term benefits to community main streets.

BACKGROUND / DISCUSSION

Staff is seeking \$2,000,000 in grant funding from the Colorado Department of Transportation. This grant requires a 10%-20% local match. Staff included \$400,000 in the 2022 Capital Improvement Plan Budget if grant funding is received.

The grant application includes the following infrastructure improvements from 1st Street through 5th Street on Cleveland Avenue/SH1:

Task 1: Develop a safe crossing environment for all multimodal users.

- Promote pedestrian safety by creating visible crosswalks across Cleveland Ave.
- Create ADA compliant ramps at all crossings on Cleveland Ave/SH 1 and side streets. Improve walkability in the downtown business environment to improve local resident health and vitality of the business community by adding ramps at every intersection, improving sidewalks, and enhancing crosswalk visibility.
- Continue implementing CDOT's previously developed Access Control Plan to reduce potential driveway conflicts with multimodal users.

Task 2: Improve dangerous drainage and flood hazard.

- Improve curb, gutter, and grading to enhance drainage and reduce flood hazard in downtown.
- Reduce pooling and flooding in the existing and deteriorated gutters to improve access from parked vehicles to the sidewalks and local businesses.
- Reduce winter icing to improve safety and business vitality in the winter months.

Task 3: Implement traffic calming designs that improve traffic flow and safety for multimodal users.

- Increase the buffer between vehicles and crosswalks to reduce potential crashes with people in the crosswalks.
- Improve awareness and visibility of pedestrian uses on SH1 crossings and sidewalks by adding more signage, adding a stop bar in advance of the crosswalk, and improving the striping's noticeability.
- Add curb extensions at all intersections to reduce crosswalk distance to improve safety.

Task 4: Using walkability improvements to enhance business accessibility and economic vitality.

- Align engineering best practices with zoning practices and community desires to create a streetscape that supports business vitality, multimodal safety, and active lifestyles.
- Create multiple compliant ADA parking spaces in the downtown where none currently exists to ensure parking space restriping to allows all residents, regardless of mobility, safe access to local businesses.
- Increasing parking from about 30 unmarked, inefficiently used, on-street parallel parking spaces to 40-45 marked, parking spaces to strengthen business resiliency and access.
- Improve walkability in the downtown business environment to improve local resident health and vitality of the business community by adding ramps at every intersection, improving sidewalks, and enhancing crosswalk visibility.

Task 5: Address accessibility concerns by implementing walkability improvements based on ADA standards.

- Implement compliant ADA ramps crossing Cleveland Ave/SH 1 and the side streets.
- Create new accessible parking spaces that meet all current ADA standards.
- Use street furniture and lighting amenities to improve the visibility in lower light conditions.

STAFF RECOMMENDATION

Staff recommends a motion to adopt Resolution 08-2022, authorizing staff to seek grant funding from the Colorado Department of Transportation.

Recommended motion: Move to adopt Resolution 08-2022 - A Resolution Authorizing Staff to Seek Grant Funding from the Colorado Department of Transportation

ATTACHMENTS

1. RESOLUTION NO 08-2022_CDOT Main Street Grant

TOWN OF WELLINGTON

RESOLUTION NO. 08-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE COLORADO DEPARTMENT OF TRANSPORTATION FOR THE REVITALIZING MAIN STREETS LARGER SAFETY INFRASTRUCTURE GRANT.

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado (“The Board”), has determined that it is appropriate for the Town to apply for funding through the Colorado Department of Transportation (“CDOT”) Revitalizing Main Streets Grant Opportunity 1 for funding to support infrastructure improvements in our Downtown; and

WHEREAS, the Board believes our downtown is a symbol of community economic health, local quality of life, and community pride; and

WHEREAS, the CDOT funding request is an estimated not to exceed \$2,000,000 with the local match ranging from 10%-20%; and

WHEREAS, the Town finds and determines that it is proper to apply for a Revitalizing Main Streets Grant Opportunity 1 which will develop safe crossing environments for all multimodal users, improve drainage, implement traffic calming designs, enhance walkability, and address accessibility concerns.

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

1. Town Staff is hereby authorized to submit to CDOT the Application for Revitalizing Main Streets Grant Opportunity 1 for the projects related to improving infrastructure, and the Town Administrator is authorized to sign and execute the Application on behalf of the Town.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted by the Board of Trustees this 25th day of January 2022.

TOWN OF WELLINGTON, COLORADO

Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Krystal Eucker, Town Clerk
Subject: Resolution No. 09-2022 - A Resolution of the Board of Trustees Making Appointments to the Community Activities Commission

- **Staff presentation: Patti Garcia, Town Administrator**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

On January 20, 2022, Trustees Macdonald and Whitehouse along with town staff and members of the Wellington board and commissions conducted advisory board interviews for the Wellington Parks and Recreation Advisory Board and the Community Activities Commission. Pursuant to those interviews, the following individuals are being recommended for appointment:

Community Activities Commission

- Wyatt Schwendeman-Curtis - term expiring January 2025
- Diana Sinatra - term expiring January, 2025
- Mario Quinonez - term expiring January, 2024
- JD Richardson - term expiring January 2023

STAFF RECOMMENDATION

Recommended motion: Move to approve Resolution No. 09-2022, A Resolution Making Appointments to the Community Activities Commission.

ATTACHMENTS

1. CAC Appointment (2)
2. Wyatt Schwendeman-Curtis_Redacted
3. Diana Sinatra_Redacted
4. Mario Quinonez_Redacted
5. JD Richardson_Redacted

TOWN OF WELLINGTON

RESOLUTION NO. 09-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON
MAKING APPOINTMENTS TO THE COMMUNITY ACTIVITIES COMMISSION

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

WHEREAS, the Code provides for appointment of a Community Activities Commission Member as called for by Chapter 2, Article 7; and

WHEREAS, Section 2-7-20 of the Code provides that membership terms of members of the Community Activities Commission shall be three (3) year staggered terms; and

WHEREAS, the Community Activities Commission currently has four (4) vacant seats with terms expiring January of 2023, January of 2024 and two terms expiring January of 2025; and

WHEREAS, The Town accepted applications for candidates to fill the vacant seats; and

WHEREAS, candidates were interviewed on January 20, 2022 and recommendations were made to fill vacant seats.

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

1. Re-appointment of Wyatt Schwendeman-Curtis to the Community Activities Commission to fill a vacancy with a term ending in January, 2025.
2. Appointment of Diana Sinatra to the Community Activities Commission to fill a vacancy with a term ending in January, 2025.
3. Appointment of Mario Quinonez to the Community Activities Commission to fill a vacancy with a term ending in January, 2024.
4. Appointment of JD Richardson to the Community Activities Commission to fill a vacancy with a term ending in January, 2023.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 25th day of January, 2022.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Wednesday, January 5, 2022 11:32:55 AM

Application for Board or Commission Vacancy

Eligibility Requirements

- *Board/Commissions that require 1-year residency*

Which board or commission would you like to be appointed to?	Community Activities Commission
--	---------------------------------

Name	Wyatt Schwendeman-Curtis
------	--------------------------

Address	[REDACTED]
---------	------------

City	Wellington
------	------------

State	CO
-------	----

Zip Code	80549
----------	-------

Home Phone Number	[REDACTED]
-------------------	------------

Work Phone Number	Field not completed.
-------------------	----------------------

Cell Phone Number	Field not completed.
-------------------	----------------------

Email Address	[REDACTED]
---------------	------------

Wellington Resident (Number of Years/Months)	2yrs/4months
--	--------------

Current Occupation	[REDACTED]
--------------------	------------

Please list any relevant education, employment, or volunteer experience you have.	Current CAC Chair/Treasurer
---	-----------------------------

Are you currently serving on any other board or commission?	Yes
---	-----

Have you attended a	Yes
---------------------	-----

meeting of the board or
commission you are
applying to?

Why do you want to
become a member of
this particular board or
commission?

n/a

What do you believe
are the 3 most
important issues that
this board or
commission have now
or will have in the next
few years?

n/a

Please specify any
activities you are
involved in that may
create a conflict of
interest should you be
appointed to this board
or commission.

n/a

Signature

Upon application for and acceptance of appointment, board and/or commission members demonstrate their intention and ability to attend meetings. If appointed, frequent non-attendance may result in termination of appointment.

I hereby declare, that if appointed, I will accept the appointment assigned to me by the Town of Wellington Board of Trustees.

By signing below, I swear and/or affirm that to the best of my knowledge, the information I have provided in this application is true and correct.

Signature of Applicant

Wyatt Schwendeman-Curtis

Date

1/5/2022

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Thursday, December 2, 2021 9:12:52 PM

Application for Board or Commission Vacancy

Eligibility Requirements

- *Board/Commissions that require 1-year residency*

Which board or commission would you like to be appointed to?	Community Activities Commission
Name	Diana Sinatra
Address	[REDACTED]
City	Wellington
State	CO
Zip Code	80549
Home Phone Number	[REDACTED]
Work Phone Number	Field not completed.
Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
Wellington Resident (Number of Years/Months)	0/1
Current Occupation	Project management specialist
Please list any relevant education, employment, or volunteer experience you have.	I have planned holiday parties and family events with my previous job, in my current role i oversee projects for a large food company for all of North America. I specialize in project development deployment and long term implementation. I have experience working with a wide variety of people and cultures and think this experience would be transferable to create events in our community.
Are you currently serving on any other board or commission?	No

Have you attended a meeting of the board or commission you are applying to?	No
Why do you want to become a member of this particular board or commission?	I enjoy and excel at event planning and project management. I think as a new member of the community I can bring fresh ideas to the board.
What do you believe are the 3 most important issues that this board or commission have now or will have in the next few years?	The town is going to grow in the coming years, exponentially, as people move up from Fort Collins and surrounding areas. I think we are in a unique position to create and plan new events for our community that will have long lasting effect and can be scalable. I think creating scalable, sustainable events will be a major factor in the future. I believe that today it is important to create events and opportunities that bring the community together/ showcase what Wellington has to offer to potential future residents. Finally, I think that the town may want to partner with the city of Fort Collins for some events which would help draw people here and create additional revenue for the town.
Please specify any activities you are involved in that may create a conflict of interest should you be appointed to this board or commission.	None
Signature <i>Upon application for and acceptance of appointment, board and/or commission members demonstrate their intention and ability to attend meetings. If appointed, frequent non-attendance may result in termination of appointment.</i> <i>I hereby declare, that if appointed, I will accept the appointment assigned to me by the Town of Wellington Board of Trustees.</i> <i>By signing below, I swear and/or affirm that to the best of my knowledge, the information I have provided in this application is true and correct.</i>	
Signature of Applicant	Diana Sinatra
Date	12/2/2021

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Community Activities Commission Membership Application
Date: Wednesday, August 25, 2021 9:02:05 AM

Community Activities Commission Membership Application

Name	Mario Quinonez
Address	[REDACTED]
City	Wellington
State	Colorado
Zip Code	80549
Mailing Address	[REDACTED]
City	Wellington
State	Colorado
Zip Code	80549
Home Phone Number	[REDACTED]
Cell Phone Number	[REDACTED]
Work Phone Number	<i>Field not completed.</i>
Email Address	[REDACTED]
Emergency Contact	[REDACTED]
Phone Number	[REDACTED]
I would like to:	Serve on the CAC Board (no openings at this time)
Check any of the activities that apply:	Easter Egg Event, July 4th Parade & Car Show, Fishing Derby, Town Yard Sale, Town Clean Up, Halloween Activities, Veteran's Day Event, December Parade of Lights (1st Saturday in December)

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Wednesday, December 8, 2021 9:04:57 AM

Application for Board or Commission Vacancy

Eligibility Requirements

- Board/Commissions that require 1-year residency

Which board or commission would you like to be appointed to?	Community Activities Commission
--	---------------------------------

Name	JD Richardson
------	---------------

Address	[REDACTED]
---------	------------

City	Wellington
------	------------

State	Colorado
-------	----------

Zip Code	80549
----------	-------

Home Phone Number	[REDACTED]
-------------------	------------

Work Phone Number	[REDACTED]
-------------------	------------

Cell Phone Number	[REDACTED]
-------------------	------------

Email Address	[REDACTED]
---------------	------------

Wellington Resident (Number of Years/Months)	6 Year 4 Months
--	-----------------

Current Occupation	Company Controller
--------------------	--------------------

Please list any relevant education, employment, or volunteer experience you have.	I have many years of volunteering with the below organizations: VA Hospital Food Bank Wellington Clean up Wellington 4th of July activities Jackson Street Homeless Ministry
---	---

Are you currently serving on any other board or commission?	No
---	----

Have you attended a	No
---------------------	----

meeting of the board or
commission you are
applying to?

Why do you want to
become a member of
this particular board or
commission?

I enjoy serving in the community I live in.

What do you believe
are the 3 most
important issues that
this board or
commission have now
or will have in the next
few years?

Growth of the town - which isn't really an issue but maybe budget
wise
Maybe communication - It's all in how you respond so it is
something that can be prevented
Safety of events - Shouldn't be an issue but very important

Please specify any
activities you are
involved in that may
create a conflict of
interest should you be
appointed to this board
or commission.

There will be zero conflict with me serving on this commission

Signature

*Upon application for and acceptance of appointment, board and/or commission
members demonstrate their intention and ability to attend meetings. If appointed,
frequent non-attendance may result in termination of appointment.*

*I hereby declare, that if appointed, I will accept the appointment assigned to me
by the Town of Wellington Board of Trustees.*

*By signing below, I swear and/or affirm that to the best of my knowledge, the
information I have provided in this application is true and correct.*

Signature of Applicant

JD Richardson

Date

12/8/2021

Email not displaying correctly? [View it in your browser.](#)

Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Krystal Eucker, Town Clerk
Subject: Resolution No. 10-2022 - A Resolution of the Board of Trustees Making Appointments to the Wellington Parks and Recreation Advisory Board

- **Staff presentation:** Patti, Garcia, Town Administrator

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

On January 20, 2022, Trustees Macdonald and Whitehouse along with town staff and members of the Wellington board and commissions conducted advisory board interviews for the Wellington Parks and Recreation Advisory Board and the Community Activities Commission. Pursuant to those interviews, the following individuals are being recommended for appointment:

Wellington Parks Advisory Board

- Lorilyn Bockelman - term expiring January 2025
- Kallie Cooper - term expiring January 2025

STAFF RECOMMENDATION

Recommended motion: Move to approve Resolution No. 10-2022, A Resolution Making Appointments to the Wellington Parks and Recreation Advisory Board.

ATTACHMENTS

1. PAB Appointment (1)
2. Lorilyn Bockelman_Redacted
3. Kallie Cooper_Redacted

TOWN OF WELLINGTON

RESOLUTION NO. 10-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON
MAKING APPOINTMENTS TO THE WELLINGTON PARKS AND RECREATION
ADVISORY BOARD

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

WHEREAS, the Code provides for appointment of a Wellington Parks and Recreation Advisory Board Member as called for by Chapter 2, Article 13; and

WHEREAS, Section 2-13-20 of the Code provides that membership terms of members of the Wellington Parks and Recreation Advisory Board shall be four (4) year staggered terms; and

WHEREAS, the Wellington Parks and Recreation Advisory Board currently has two (2) vacant seats with terms expiring January of 2026; and

WHEREAS, The Town accepted applications for candidates to fill the vacancies; and

WHEREAS, candidates were interviewed on January 20, 2022 and recommendations were made to fill vacant seats.

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

1. Re-appointment of Lorilyn Bockelman to the Wellington Parks and Recreation Advisory Board to fill a vacancy with a term ending in January, 2026.
2. Re-appointment of Kallie Cooper to the Wellington Parks and Recreation Advisory Board to fill a vacancy with a term ending in January, 2026.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 25th day of January, 2022.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

From: noreply@civicplus.com
To: [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Monday, January 10, 2022 9:48:21 AM

Application for Board or Commission Vacancy

Eligibility Requirements

- *Board/Commissions that require 1-year residency*

Which board or commission would you like to be appointed to?	Parks Advisory Board
--	----------------------

Name	Lorilyn Bockelman
------	-------------------

Address	
---------	--

City	Wellington
------	------------

State	Colorado
-------	----------

Zip Code	80549
----------	-------

Home Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Work Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Cell Phone Number	
-------------------	--

Email Address	
---------------	--

Wellington Resident (Number of Years/Months)	17
--	----

Current Occupation	Office Manager
--------------------	----------------

Please list any relevant education, employment, or volunteer experience you have.	Volunteer on PAB since 2014
---	-----------------------------

Are you currently serving on any other board or commission?	Yes
---	-----

Have you attended a	Yes
---------------------	-----

meeting of the board or
commission you are
applying to?

Why do you want to
become a member of
this particular board or
commission?

Love Wellington and love the parks

What do you believe
are the 3 most
important issues that
this board or
commission have now
or will have in the next
few years?

So many issues have been being addressed since Dean was
hired to manage parks, it is exciting. We have made a lot of
progress.
I would have to say Centennial Park, the trail system and
Viewpointe Park are the next big 3 adventures.

Please specify any
activities you are
involved in that may
create a conflict of
interest should you be
appointed to this board
or commission.

Field not completed.

Signature

*Upon application for and acceptance of appointment, board and/or commission
members demonstrate their intention and ability to attend meetings. If appointed,
frequent non-attendance may result in termination of appointment.*

*I hereby declare, that if appointed, I will accept the appointment assigned to me
by the Town of Wellington Board of Trustees.*

*By signing below, I swear and/or affirm that to the best of my knowledge, the
information I have provided in this application is true and correct.*

Signature of Applicant

Lorilyn Bockelman

Date

1/10/2022

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Tuesday, January 4, 2022 10:31:28 AM

Application for Board or Commission Vacancy

Eligibility Requirements

- *Board/Commissions that require 1-year residency*

Which board or commission would you like to be appointed to?	Parks Advisory Board
--	----------------------

Name	Kallie Cooper
------	---------------

Address	
---------	--

City	Wellington
------	------------

State	CO
-------	----

Zip Code	80549
----------	-------

Home Phone Number	
-------------------	--

Work Phone Number	
-------------------	--

Cell Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Email Address	
---------------	--

Wellington Resident (Number of Years/Months)	4 yrs, 2 mo
--	-------------

Current Occupation	Executive Director Wellington Main Street
--------------------	---

Please list any relevant education, employment, or volunteer experience you have.	<i>Field not completed.</i>
---	-----------------------------

Are you currently serving on any other board or commission?	Yes
---	-----

Have you attended a	Yes
---------------------	-----

meeting of the board or
commission you are
applying to?

Why do you want to
become a member of
this particular board or
commission?

Current Member

What do you believe
are the 3 most
important issues that
this board or
commission have now
or will have in the next
few years?

Field not completed.

Please specify any
activities you are
involved in that may
create a conflict of
interest should you be
appointed to this board
or commission.

Field not completed.

Signature

Upon application for and acceptance of appointment, board and/or commission members demonstrate their intention and ability to attend meetings. If appointed, frequent non-attendance may result in termination of appointment.

I hereby declare, that if appointed, I will accept the appointment assigned to me by the Town of Wellington Board of Trustees.

By signing below, I swear and/or affirm that to the best of my knowledge, the information I have provided in this application is true and correct.

Signature of Applicant

Kallie Cooper

Date

1/4/2022

Email not displaying correctly? [View it in your browser.](#)

Board of Trustees Meeting

Date: January 25, 2022
Submitted By: Patti Garcia, Town Administrator
Subject: Consideration of the Wellington, CO Main Streets Program 2022 Memorandum of Understanding with the Town of Wellington

- **Presentation: Anita Hardy, Wellington Main Street Program**

EXECUTIVE SUMMARY

The Wellington Main Street Program has been active since 2014 and has played a key role in keeping downtown businesses active and creating opportunities for the community to be part of downtown activities. The Memorandum of Understanding (MOU) that is being considered solidifies the town's commitment to supporting Main Streets 2022 efforts.

BACKGROUND / DISCUSSION

Kallie Cooper, Main Street Executive Director, made a budget request to the Board of Trustees at the September 28, 2021 meeting for \$77,500. A follow-up request was presented to the Trustees at the 2021 Budget Retreat for an additional \$5,000 for a total of \$82,500; both requests are attached for reference.

The MOU being considered includes the total of \$82,500 for the 2022 Main Street Program. This would be an expense that would be paid out of the Board Discretionary Fund. The fund has a budget of \$107,500 and has not expended any funds to date.

STAFF RECOMMENDATION

If the consideration is to approve of the MOU as presented, the recommended motion would be as follows: Move to approve the Wellington, CO Main Streets Program 2022 Memorandum of Understanding with the Town of Wellington.

ATTACHMENTS

1. Main Street_2022 MOU
2. Main Street_Funding request_09.28.21
3. Main Street_2022 Budget Request Revision_10.09.21

WELLINGTON, CO MAIN STREETS PROGRAM

2022 MEMORANDUM OF UNDERSTANDING WITH THE TOWN OF WELLINGTON

THIS AGREEMENT is entered into between Wellington MAIN STREETS Program, a registered tradename of Wellington, CO Main Streets Program, a Colorado non-profit corporation (hereinafter referred to as “MAIN STREETS”) and the Town of Wellington, Colorado, a Colorado Statutory municipality (hereinafter referred to as the “TOWN”).

WHEREAS, MAIN STREETS’ goal is to promote, enhance, and develop downtown Wellington for the benefit of its inhabitants, businesses, and visitors.

WHEREAS, in many instances it may be more practical and efficient for the TOWN to contract with MAIN STREETS to perform the function set forth herein than the TOWN to perform those functions on their own.

NOW THEREFORE, for mutual consideration, the parties hereby agree as follows:

- 1) TERM OF AGREEMENT. The term of this agreement shall be from January 1, 2022 through December 31, 2022.
- 2) SCOPE OF SERVICES. MAIN STREETS and its Executive Director shall devote their best professional efforts towards the following deliverables:
 - a) Assist the TOWN of Wellington and Board of Trustees with downtown development projects as agreed upon. Projects must be mutually agreed upon by the TOWN and MAIN STREETS;
 - b) MAIN STREETS will attend one bimonthly Board of Trustees meeting or as needed;
 - c) Maintain an inventory/database of occupied and vacant properties within the MAIN STREETS Program Area. The database will be updated no less than quarterly or as needed;
 - d) Create awareness of the downtown community through the promotion of events, social media, quarterly articles, and other media platforms as approved jointly by MAIN STREETS and TOWN;
 - e) Communicate grant funding opportunities to the TOWN and Board of Trustees;
 - f) Pursue initiatives and opportunities to enhance the appearance of MAIN STREETS’ Program Area and collaborate with the TOWN on approved design guidelines;
 - g) Visit MAIN STREETS Program Area businesses and work in conjunction with the TOWN to foster partnerships with merchants to support economic development; and

- h) MAIN STREETS will provide a preliminary annual work plan and budget by September 30 during the TOWN's budget cycle.
- 3) COMPENSATION. Subject to appropriation by the TOWN Board, the TOWN intends to pay MAIN STREETS an annual fee or not less than \$82,500. Main Street may submit a funding invoice each quarter and on invoice approval funds will be paid quarterly within a reasonable time after submission.
- 4) REPORTING. MAIN STREETS shall provide to the TOWN on a quarterly basis, a report of activities by MAIN STREETS. These reports shall include details information regarding projects, financials, and other pertinent information applicable to this agreement.
- 5) INDEMNIFICATION. MAIN STREETS shall indemnify and hold harmless the TOWN from any loss, cost or claim of damages, if such loss, cost or claim of damages is caused by the negligence of MAIN STREETS or its officers, agents, or employees acting within the scope of their employment. This agreement may be terminated by the TOWN, with cause, if MAIN STREETS fails to maintain general liability insurance in a minimum amount of \$100,000 per claim, \$200,000 per occurrence, and workman's compensation coverage for its employees.
- 6) TERMINATION. The TOWN or MAIN STREETS may terminate this agreement without cause at any time on 90-days written notice to the other party.

Date the _____ day of January 2022.

Town of Wellington, Colorado

By: _____

Troy Hamman, Mayor

Wellington, CO Main Streets Program,

A Colorado Non-Profit Corporation

By: _____

Anita Hardy, President



Board of Trustees Meeting

Date: September 28, 2021

Submitted By:

Subject: Annual Funding Request - Wellington CO Main Streets Program

- **Presentation:** Kallie Cooper, Executive Director of Wellington CO Main Streets Program.

EXECUTIVE SUMMARY

Wellington CO Main Streets Program is requesting funding for 2022.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Annual Funding Request - Wellington CO Main Streets Program
2. 2022 Budget



Wellington CO Main Streets Program
PO Box 1021
Wellington, CO 80549

September 28, 2021

Dear Town of Wellington Board of Trustees,

The Wellington, CO Main Streets Program would like to thank the Town of Wellington for its ongoing support of our organization. With the Town of Wellington's support, the Wellington Main Street Program has successfully raised over \$26,000 from downtown events this year. These funds will support our local business community through the Exterior Sign and Awning Grant, fund a Byron White Memorial Project at the Wellington Public Library, and help our program continue providing ongoing communication to local businesses regarding COVID-19. In addition to the money raised through downtown events, we have leveraged \$25,000 in DOLA grant and training funds and were awarded \$150,000 in grant funds through the Revitalizing Main Street Program to improve fixtures and lighting along Cleveland Ave for the safety of pedestrians downtown.

2021 has been a busy year for our program, launching the first ever Main Street Market and celebrating the completion of the Crosswalk Project on Cleveland Ave and near our local schools. As of August 2021, our program has logged over 1,000 volunteer hours directly impacting the downtown community.

The Wellington, CO Main Street Program would like to continue partnering with the Town of Wellington to provide support for our local businesses and building a vibrant downtown for the entire community to enjoy. We would like to make a request for annual funding support in the amount of \$77,500 for 2022. A copy of our 2022 budget is included with this request and outlines how these dollars will be utilized.

Thank you for your consideration of this request. Please send any questions or comments to info@wellingtonmainstreet.org.

Thank you,

A handwritten signature in cursive script that reads "Kallie Cooper".

Kallie Cooper; Executive Director Wellington CO Main Streets Program

Wellington Main Streets Program 2022 Budget

QB Code	Income	2020 Actuals	2021 Actuals (Jan - July)	2021 Budget	2022 Budget	15% Variance Notes
44830	Municipal Support	\$ 75,000.00	\$ 58,125.00	\$ 77,500.00	\$ 77,500.00	
43410	Corporate Contributions	\$ 15.44	\$ 8.22	\$ -	\$ 14,000.00	Brewfest (\$12K) 0.5K (\$2K)
43450	Individual Contributions	\$ -	\$ 2,860.00	\$ -	\$ 2,000.00	
48400	Other Types of Income (Event Merchandise, Event Ticket Sales, Event Drink Sales)	\$ -	\$ 1,100.00	\$ -	\$ 7,000.00	New Event - Cleveland Crawl and Well-O-Rama
NO CODE	Other Income	\$ 9,375.00	\$ 11,938.00	\$ -	\$ -	PPP Loan (2020), PPP Loan (2021), Flower Planter Sale
49000	DOLA Grant	\$ -	\$ 3,902.00	\$ 5,000.00	\$ 10,000.00	Rust Vintage Marketplace Mural
68300	DOLA Training Grant	\$ -	\$ -	\$ 2,200.00	\$ 2,200.00	*Covers Travel and Meeting Expenses
68300	Flower Planter Sponsorship	\$ 4,515.00	\$ 2,250.00	\$ 2,500.00	\$ 2,400.00	
48510	Trick or Treat Sponsorship	\$ 1,575.00	\$ -	\$ -	\$ 1,500.00	
48550	Well-O-Rama Sponsorship	\$ 1,000.00	\$ 7,750.00	\$ -	\$ 11,000.00	
48000	Other Sponsorship	\$ 375.00	\$ -	\$ -	\$ -	
48600	Shop Local Bags	\$ -	\$ 3,310.00	\$ -	\$ 1,000.00	
48700	Shop Wellington Gift Card Advertising	\$ -	\$ -	\$ -	\$ 1,000.00	
47400	Main Street Market	\$ -	\$ 5,215.00	\$ -	\$ 5,000.00	
49000	Other Grant Revenue	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	Bohemian Grant
	Total	\$ 94,355.44	\$ 96,458.22	\$ 87,200.00	\$ 137,100.00	
	Expenses	2020 Actuals	2021 Actuals (Jan - July)	2021 Budget	2022 Budget	15% Variance Notes
60930	Business Expenses (Licenses, Permit, Business Fees, Professional Dues)	\$ 635.00	\$ 167.50	\$ 800.00	\$ 800.00	
62150	Outside Contract Services	\$ 4,367.00	\$ 976.00	\$ 7,500.00	\$ 12,000.00	Rust Vintage Mural (\$7K?), Flower Maintenance (\$5K)
62110	Accounting	\$ 1,475.00	\$ 1,000.00	\$ 1,500.00	\$ 1,800.00	Increasing from \$100/month to \$125/month for 2022
62890	Rent	\$ 1,400.00	\$ 2,800.00	\$ 4,800.00	\$ 6,500.00	\$403/mo rent + \$125/mo for storage unit
65005	Advertising and Promotions	\$ 169.12	\$ 1,667.13	\$ 200.00	\$ 1,500.00	
65010	Subscriptions and Software	\$ 430.14	\$ 891.73	\$ 2,700.00	\$ 1,000.00	
65020	Postage and Mailing	\$ 133.00	\$ 86.00	\$ -	\$ 200.00	
65030	Printing and Copying	\$ 1,944.51	\$ 1,148.55	\$ -	\$ 5,000.00	Banner Printing, Mailers, Postcards, Etc.
65040	Office Supplies	\$ 319.85	\$ 88.94	\$ -	\$ 500.00	
65050	Telephone and Internet	\$ 730.00	\$ 470.56	\$ 1,700.00	\$ 500.00	Cost of Verizon went down
65060	Bank Fees	\$ 74.97	\$ 454.04	\$ -	\$ 500.00	Logging Square Charges as Bank Fees
65070	Event Supplies	\$ 2,166.00	\$ 3,232.78	\$ 1,550.00	\$ -	
65071	Cleveland Crawl Event Supplies	\$ -	\$ -	\$ -	\$ 1,500.00	January
65072	Main Street Market Event Supplies	\$ -	\$ -	\$ -	\$ 3,000.00	July-Sept
65073	Well-O-Rama Event Supplies	\$ -	\$ -	\$ -	\$ 11,000.00	July-August
65074	Trick or Treat Event Supplies	\$ -	\$ -	\$ -	\$ 7,000.00	Road Closure + Reusable Bags - October
65075	Clean Up Days / Awards	\$ -	\$ -	\$ -	\$ 500.00	June and Sept
65076	4th of July	\$ -	\$ -	\$ -	\$ 250.00	July
65077	Shop Small Saturday	\$ -	\$ -	\$ -	\$ 100.00	November
65078	Front Porch Fridays	\$ -	\$ -	\$ -	\$ 600.00	October - March
65079	Annual Meeting	\$ -	\$ -	\$ -	\$ 2,000.00	November
65080	Program Supplies (Annual Color, Prizes/Awards)	\$ 1,827.00	\$ 11,925.48	\$ 500.00	\$ 4,500.00	
65100	Insurance	\$ 1,707.47	\$ 1,144.98	\$ 2,250.00	\$ 2,000.00	
66000	Payroll and Payroll Taxes	\$ 55,488.09	\$ 34,537.77	\$ 60,000.00	\$ 60,000.00	
66300	Travel and Meetings	\$ (1,090.13)	\$ 99.06	\$ 2,200.00	\$ 2,200.00	
69000	Matching Funds for DOLA Grant	\$ -	\$ -	\$ 1,500.00	\$ 2,500.00	
	Total Expenses	\$ 71,777.02	\$ 60,690.52	\$ 87,200.00	\$ 127,450.00	
	Net Income	\$ 22,578.42	\$ 35,767.70	\$ -	\$ 9,650.00	

October 7, 2021

Town of Wellington

Board of Trustees and Mayor Hamman

RE: 2022 Budget Request Revision for Wellington CO Main Street Program

Dear Mayor Hamman and Board of Trustees:

It is the wish of the Wellington CO Main Street Program Board of Directors (MSBOD) to request an amendment to the originally submitted budget for your review and approval. The MSBOD is requesting an additional \$5,000 for the 2022 Budget Year specifically for the line item of Salary/Wages. This increases the total ask of the Town of Wellington from \$77,500 to \$82,500.

This increase is to provide the program's Executive Director a wage increase based upon the following:

- a) **Retention** – Our Board feels strongly that this program has an exceptional Executive Director in Kallie Cooper. It is our intention to retain Kallie, and through a wage increase we could start to be competitive to any potential recruitment efforts from outside entities.
- b) **Annual Review** – Kallie's Annual Review is completed by all Board Members with eleven (11) different components, including: Administration, Reporting, Collaboration, Leadership, Grant Writing, Communications, Crises Management, Promotions, Event Coordination, Program Knowledge and Volunteer Relations. The average annual score for Kallie in 2021 is 4.5 (based on scoring of 1-5 with 5 being Exceeds Expectations) .
- c) **Positive Impact** - Kallie has provided a positive impact to the program and this community as a whole over the last year that has exceeded our expectations for an Executive Director. She has made it her goal to be an expert in the program and its benefits for our community and she shares and promotes both the Main Street program and the Town of Wellington to everyone she meets. Kallie makes it a point to meet with business owners and others in our program area to help support and bring business to our downtown area.
- d) **Program Advancement** -Through her leadership, the Board and volunteer efforts, Wellington was the proud recipient of the Graduate Level Designation. thereby increasing the Programs access to grant dollars by \$5,000/yr. This is the highest designation that could be awarded and Wellington's program achieved that in shorter time period than other communities our state.

Kallie continuously goes above and beyond in her efforts and work, many times working evenings and weekends, outside of her agreed upon time in order to ensure that the program is running smoothly and businesses are taken care of. There is never a time when she doesn't put the community and our program area first in her decision making and efforts.

Kallie started providing additional communications in 2021 through a monthly newsletter and newsletter insets in the Wellington Chamber of Commerce Newsletter. She also is working with the North 40 News and Sunshine Ink, Inc. to provide updates on our community and program on a regular basis.

The Department of Local Affairs Main Street Program Administration has featured Wellington at least twice during 2020-2021 and is in the process of yet another promotion piece that will be released soon. This effort is all due to Kallie's impact and collaboration with DOLA.

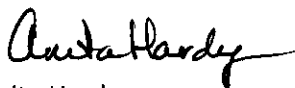
- e) **Financial Impact** - Kallie has made it a goal of hers to seek out and obtain as many grant opportunities as possible that would benefit not just the Main Street program area but the entire town. In 2021, she was successful in obtaining \$150,000 in Main Street improvement dollars. She collaborated with the Town and assisted in successfully obtaining close to \$570,000 in façade and energy improvement grant funds that will directly impact downtown and our community. Kallie is presently working with the Public Works department on another \$100,000 grant for 2022 as well as potential for another \$2m grant in infrastructure funding. In addition, she obtains grant funds and sponsorship dollars annually for events that bring residents and visitors to the downtown area, which has a direct impact on our businesses and in turn, sales tax revenues for the Town.
- f) **Previous Impacts** - During the pandemic in 2020, Kallie showed leadership and collaboration skills through working with the Town, Fire Department, County Health Department and the Wellington Area Chamber of Commerce to provide our businesses – in and out of our district – with the tools and resources necessary to sustain their businesses. It was during this time that I personally saw the potential of Kallie Cooper and what she brings to our Town and this program specifically.
- g) **Reporting to Town** - It was during 2020, that Kallie started providing reports with actual statistics to show how the funding the Town provides this program is directly utilized and the results of that funding – the true ROI (return on investment).

We as a Board feel strongly that having and retaining Kallie Cooper as the Wellington CO Main Street Program Executive Director benefits both the program and the community as a whole. We believe that this increase in her salary will help us in this effort to show her not only appreciation from the WCMSP Board but also recognition from the Town for the hard work she does for our community.

The Main Street Program has only asked for one slight increase in the budget in the last five years in the amount \$2,500, and that was to cover the expense of flowerpot maintenance that is outside of the program area. Wellington CO Main Streets has managed the budget strictly over the years and worked diligently to increase fundraising efforts to cover expenses.

We thank you for your consideration in the increase to our budget request.

Sincerely,



Anita Hardy

Wellington CO Main Street Program Board President 2020-2021

970-222-9527

anita@anitahomenow.com



**EMERGENCY DECLARATION DECLARING LOCAL DISASTER EMERGENCY THROUGH
APRIL 26, 2020**

WHEREAS, the Novel Coronavirus 2019 (COVID-19) pandemic has been declared to create as state of emergency/state of disaster by the President of the United States, Colorado's Governor and the Chairman of the Larimer County Commissioners; and

WHEREAS, the Mayor of Wellington as principal executive officer of the Town is authorized to declare a local disaster pursuant to §24-33.5-709, C.R.S.; and

WHEREAS, an Emergency Declaration allows the Town of Wellington to be able to take proactive measures and to activate Comprehensive Emergency Management Plan(s) (CEMP) to better respond to the impacts of the COVID-19 pandemic; and

WHEREAS, the public health and safety of the Town of Wellington, Colorado requires that the impacts of COVID-19 be rapidly addressed nationally and on state and local levels including to avoid widespread health and economic impacts.

**NOW, THEREFORE, BE IT RESOLVED THAT, IN KEEPING WITH FEDERAL STATE
AND COUNTY DECLARATIONS,**

1. A local emergency is hereby declared on the Town of Wellington, Colorado to be in effect for a period which extends through April 26, 2020 as provided for by § 24-33.5-709(1);
2. For such Tuesdays at which Board of Trustees meetings have not already been scheduled, Special meetings of the Wellington Board of Trustees are called for each Tuesday through May 20, 2020, at 6:30 p.m. at the Leeper Center in Wellington, Colorado, or other designated location including virtual meetings, to allow the Town Board to take such action as may be required, including action to address preparedness to address the COVID-19 virus and to allow the Board to evaluate extending the date of this emergency declaration as the Board of Trustees determines appropriate.
3. As required by § 24-33.5-709(1); True copies of this Resolution shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, Clerk of the Town, and other authorized record-keeping agencies as may be appropriate, including the office of emergency management.

Executed this 14 day of April 2020.

Town of Wellington, Colorado

By _____
Troy Hamman, Mayor

Part 7. EMERGENCY MANAGEMENT, § 24-33.5-709, C.R.S.. Local disaster emergencies

(1) A local disaster may be declared only by the principal executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record-keeping agency and with the office of emergency management.

(2) The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

RESOLUTION 13, 2020**RESOLUTION EXTENDING EMERGENCY DECLARATION DECLARING LOCAL DISASTER
EMERGENCY**

WHEREAS, the Novel Coronavirus 2019 (COVID-19) pandemic has been declared to create as state of emergency/state of disaster by the President of the United States, Colorado's Governor and the Chairman of the Larimer County Commissioners; and

WHEREAS, the Mayor of Wellington as principal executive officer of the Town is authorized to declare a local disaster pursuant to §24-33.5-709, C.R.S; and

WHEREAS, an Emergency Declaration allows the Town of Wellington to be able to take proactive measures and to activate Comprehensive Emergency Management Plan(s) (CEMP) to better respond to the impacts of the COVID-19 pandemic; and

WHEREAS, the public health and safety of the Town of Wellington, Colorado requires that the impacts of COVID-19 be rapidly addressed nationally and on state and local levels including to avoid widespread health and economic impacts; and

WHEREAS, the Mayor has declared continuing emergencies; and

WHEREAS, the Wellington Town Board has approved extensions of the emergency declarations though April 28, 2020; and

WHEREAS, uncertainties remain surrounding the steps to be taken to confront the emergency situation but, over the week of April 20th Colorado's Governor, the Colorado Department of Public Health and Environment (CDPHE), the Larimer County Commissioners and the Larimer County Health Department have all continued to agree that normalcy has not returned and the safety measures, albeit at a cautiously reduced level should remain in place; and

NOW, THEREFORE THE MAYOR HAS CONTINUED THE DECLARED COVID-19 EMERGENCY AND THE WELLINGTON TOWN BOARD CONCURS IN THE EXTENSION OF THE EMERGENCY AND IT IS THEREFORE RESOLVED AND DECLARED:

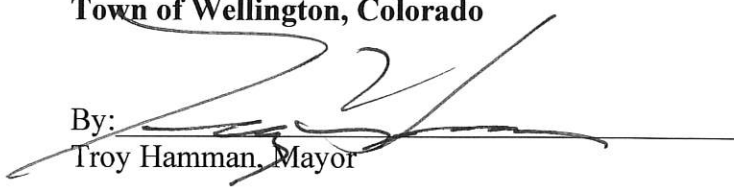
1. The Mayor and Town Board of Trustees confirms, determines, and declares as provided for by § 24-33.5-709(1).that a local state of emergency continues to exist in the Town of Wellington, Colorado including as a result of the threats of widespread or severe damage, injury or loss of life or property resulting from COVID-19.

2. The proclaimed emergency declaration shall remain in effect within the Town of Wellington until the earlier of the time that either the Mayor or Town Board of Trustees determine that the local emergency no longer exists.

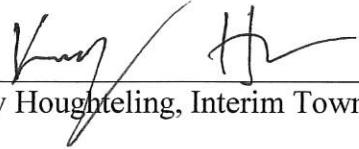
3. As required by § 24-33.5-709(1), true copies of this Resolution shall be given prompt and general publicity and shall be filed promptly with the County Clerk and Recorder, Administrator/Clerk of the Town, and other authorized record-keeping agencies as may be appropriate, including the State's office of Emergency Management.

The extension of prior emergency declarations is proclaimed and resolved by the Mayor of Wellington and the Wellington Town Board of Trustees and is dated effective the 28th day of April, 2020.

Town of Wellington, Colorado

By: 
Troy Hamman, Mayor

Attest:


Kelly Houghteling, Interim Town Administrator/Clerk

Part 7. EMERGENCY MANAGEMENT, § 24-33.5-709, C.R.S. Local disaster emergencies

(1) A local disaster may be declared only by the principal executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record-keeping agency and with the office of emergency management.

(2) The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

Town of Wellington Grant Opportunities 2022

Awarded

Title	Organization	Project	Amount	Deadline
EIAF	DOLA	Land Use & Comp Plan	\$100,000.00	Summer 2022
Project Accelerator	WaterNow Alliance	Water Conservation Coms Plan	\$25,000.00	6 month -TBD
Main Street Open for Business	DOLA Main Street	Support to 11 downtown businesses	\$569,626.98	6/30/22
Main Street: Opportunity 2	CDOT	Downtown lighting, benches, tables	\$149,999.00	3/24/22
Stormwater Masterplan	FEMA	Masterplan	\$112,000.00	Longer term
American Rescue Plan Act	Feds	Water or Sewer	\$1,311,669.00	
Congestion Mitigation & Air Quality Improvement Program	Transportation Planning Region	HWY 1 Improvements	\$710,000.00	
Library Grant	Colorado Dept. of Education	Circulation	\$5,544.00	
Library Grant	Institute of Museum/ Library	Circulation	\$6,054.00	
TOTAL			\$2,989,892.98	

Submitted

Title	Organization	Project	Amount	Award Notification
Building Resilient Infrastructure & Communities	FEMA	Stormwater Improvements to Cleveland	\$250,000.00	Fall 2022
Revitalizing Main Street: Opp 2	CDOT	Signage on Main Street	\$125,000.00	Spring 2022
TOTAL			\$375,000.00	

Pending

Title	Organization	Project	Amount	Application Deadline
Revitalizing Main Street: Opp 1	CDOT	Infrastructure Improvements Downtown	\$2,000,000.00	2/4/22
TOTAL			\$2,000,000.00	

Potential

Title	Organization	Project	Amount	Application Deadline
SafeRoutes to School	CDOT	Bike & Walking Trail to School	\$750,000.00	Aug - Nov 2022
Planning and Capacity	Great Outdoors Colorado (GOCO)	Parks and Planning - Parks Master Plan	\$20,000.00	3/31/22
Energy/Mineral Impact Assistance Fund	Dept. of Local Affairs	Water/Sewer Fund Capital Project (TBD)	\$100,000.00	3/1/22
TOTAL			\$870,000.00	



LARIMER COUNTY SHERIFF'S OFFICE

Justin E. Smith, Sheriff

One Agency

One Mission

Public Safety

January 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 **December 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 **December 2021**, non-assigned deputies spent a total of **78.13** hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **December 2021** there were **25.0** hours worked by Northern Colorado Drug Task Force.

Investigations – ongoing and active cases include:

- Sex Crime - 7
- Burglary – 1
- Assault – 1
- Death – 1
- Restraining Order Violation – 1
- Vehicle Theft – 1
- Suspicious Circumstances – 1

Administration
2501 Midpoint Dr.
Fort Collins, CO 80525
970 498-5100

County Jail
2405 Midpoint Dr.
Fort Collins, CO 80525
970 498-5200

Emergency Services
1303 N. Shields
Fort Collins, CO 80524
970 498-5300

Of Note:

While reviewing the attached documentation, supervisors noted that the Average Response Time to Low Priority Calls for Service was significantly higher in December than we normally see. After digging deeper into what caused this, it was found that one call on December 6th held for nearly 5 hours while the Wellington deputies and investigators were investigating a resource intensive call where a male got into another person's occupied vehicle, was confronted by the owner of that vehicle and resulted in a disturbance that continued as both individuals drove away on Highway 1, ending in a crash near GW Bush Avenue.

There were 2 other calls that showed up in the report as having response times of more than 2 hours, which were a result of a failure in our entry of information, as deputies handled the initial call by phone and later responded to the caller's residence for follow-up to the initial report. We will be working with our Communications Center on a better way to document a deputy handling a report by phone. Another call had a response time of more than 2 hours, that was a follow-up assist to Fort Collins Police regarding an accident in their jurisdiction. In that case the information was provided to a deputy, who completed other administrative tasks before responding, as there was no urgency to the request for assistance.

In addition to the above resource intensive call, on December 17th, multiple deputies responded to a call on Firewater Lane that involved criminal charges as a result of mental health issues with the resident. The resident barricaded in his residence and refused to exit. Deputies made the decision to not force a confrontation that evening as there was no immediate threat to the safety of nearby residents. On December 19th, deputies returned to the residence and successfully negotiated the resident out of the residence where he was arrested without any violence and taken to jail.

After nearly 10 years of service as the Wellington supervisor for the Sheriff's Office, Sergeant Michael Rairdon chose to take another assignment in the unincorporated portion of Larimer County. He is succeeded in the Wellington supervisor position by Sergeant Matthew Cherry, who is excited to work in the community.

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
(970) 498-5103
Attachments



LARIMER COUNTY SHERRIFF'S OFFICE

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

Dispatch Dates Between 12/1/2021 and 12/31/2021

Excluded from this report -

Squads: Civilian, Parks, and Investigations

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

Call Times by Month

	Call/Contact Time (Minutes/Hours)	Patrol Time (Minutes/Hours)	Totals
2021-12	3,092.33 51.54	1,595.2 26.59	4,687.53 78.13
Totals	3,092.33 51.54	1,595.2 26.59	4,687.53 78.13

Wellington Monthly Report

December 2021

Larimer County Sheriff's Office

Christine Harpel
Executive Assistant

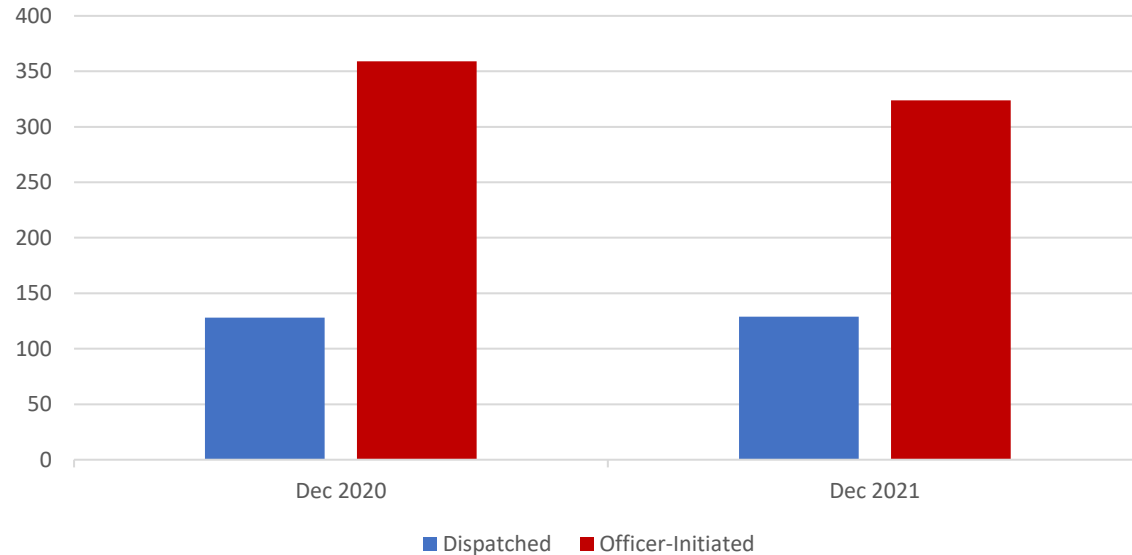
1/3/2022

December 2021 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	129
Officer Initiated	324
Dec 2021 Total	453

Dispatched vs Officer-Initiated Activity



- Dispatched calls were Up 1 or 1% from December 2020
- Officer-Initiated Activity was Down 35 or 10% from December 2020

	Dec 2020	Dec 2021
Dispatched Calls	128	129
	26%	28%
Officer Initiated	359	324
	74%	72%
Total	487	453

- 28% were Dispatched Calls
- 72% was Officer-Initiated Activity

December 2021 Calls for Service

Calls for Service Comparison

Call Types A-M

Call Type	2018	2019	2020	Avg 18-20	2021	% Change 3-Yr Avg to 2021
9-1-1 Hangup	1	0	0	0.33	1	200%
Alarm Calls	5	4	7	5.33	4	-25%
Alcohol Calls	0	1	0	0.33	0	-100%
Animal Calls	4	4	6	4.67	8	71%
Arson	0	0	1	0.33	0	-100%
Assault	1	2	1	1.33	4	200%
Assist Other Agency (Fire/Med)	13	11	8	10.67	16	50%
ASU/ComCor Revocation	0	1	0	0.33	0	-100%
Child abuse	1	0	2	1.00	0	-100%
Citizen Assist	21	17	15	17.67	16	-9%
Civil	22	17	10	16.33	11	-33%
Criminal Mischief	0	0	0	0.00	4	NC
Death Investigation	0	2	1	1.00	0	-100%
Disturbance	8	5	5	6.00	5	-17%
Drug case	0	0	2	0.67	1	50%
DUI Arrest	3	2	0	1.67	2	20%
Extra Checks & Business Check	72	99	167	112.67	209	86%
Family Problems	4	5	9	6.00	3	-50%
Fireworks complaint	0	0	3	1.00	4	300%
Follow up	25	34	34	31.00	32	3%
Found property	0	3	0	1.00	2	100%
Fraud	7	4	16	9.00	1	-89%
Harassment	3	6	3	4.00	3	-25%
Juvenile Problem	2	1	4	2.33	2	-14%
Littering	0	0	1	0.33	0	-100%
Lost Property	0	2	0	0.67	0	-100%
Mental Health Call	0	0	0	0.00	2	NC
Missing Person (Child/Adult)	2	1	3	2.00	2	0%
Motor Vehicle Accident	7	7	5	6.33	3	-53%
Municipal Code Violation	1	0	0	0.33	0	-100%

Call Types N-Z

Call Type	2018	2019	2020	Avg 18-20	2021	% Change 3-Yr Avg to 2021
Neighbor Problems	1	3	2	2.00	1	-50%
Noise\Party Complaint	2	2	1	1.67	2	20%
Pedestrian Contact/Subject St	5	1	4	3.33	2	-40%
Private Tow	4	2	0	2.00	6	200%
REDDI Report	1	1	2	1.33	1	-25%
Restraining Order Violation	3	1	1	1.67	3	80%
Safe 2 Tell	0	0	0	0.00	3	NC
School Check	7	5	6	6.00	6	0%
Sex Offense	1	2	2	1.67	2	20%
Sex Offender Check	9	12	9	10.00	0	-100%
Solicitor	0	1	1	0.67	0	-100%
Suicide Attempt	2	2	1	1.67	0	-100%
Suicide Threat	3	1	2	2.00	3	50%
Suspicious Circumstances	25	19	22	22.00	18	-18%
Theft	2	9	3	4.67	9	93%
Traffic Problem	3	7	9	6.33	9	42%
Traffic Pursuit	0	0	0	0.00	1	NC
Traffic Stop	72	36	94	67.33	25	-63%
Trespass	0	0	0	0.00	1	NC
Vehicle Theft	0	3	2	1.67	2	20%
Vehicle Trespass	2	7	3	4.00	1	-75%
VIN Check	5	4	3	4.00	4	0%
Warrant Attempt/Arrest	1	7	5	4.33	5	15%
Weapon Related (menacing)	1	0	0	0.33	0	-100%
Welfare Check	8	7	10	8.33	11	32%
Unspecified	0	0	2	0.67	0	-100%
TOTALS	359	360	487	402.00	450	12%

NC = Not Calculable. Cannot divide by 0.

Calls for Service UP 29 or 6% from December 2020

December 2021 calls UP 31% from December 2018-2020 Average

December 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	2	9	3	4.67	9
Vehicle Theft	0	3	2	1.67	2
Vehicle Trespass	2	7	3	4.00	1
Property Crimes Totals	4	19	8	10.33	12

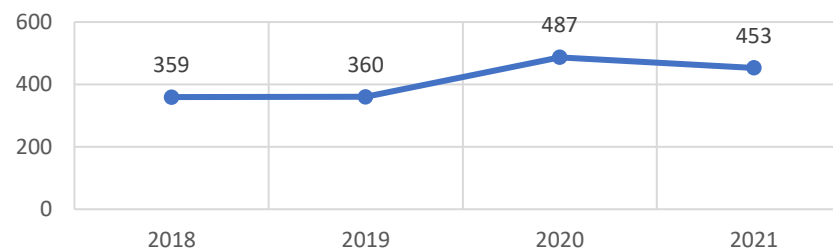
Persons Crimes					
Call Type	2018	2019	2020	Avg 18-20	2021
Assault	1	2	1	1.33	4
Missing Person (Child/Adult)	2	1	3	2.00	2
Robbery	0	0	0	0.00	0
Sex Offense	1	2	2	1.67	2
Weapon Related (menacing,	1	0	0	0.33	0
Persons Crimes Totals	5	5	6	5.33	8

Disorder/Other Crimes					
Call Type	2018	2019	2020	Avg 18-20	2021
Alcohol Calls	0	1	0	0.33	0
Animal Calls	4	4	6	4.67	8
Criminal Mischief	0	0	0	0.00	4
Disturbance	8	5	5	6.00	5
Drug case	0	0	2	0.67	1
Family Problems	4	5	9	6.00	3
Harassment	3	6	3	4.00	3
Juvenile Problem	2	1	4	2.33	2
Noise\Party Complaint	2	2	1	1.67	2
Suspicious Circumstances	25	19	22	22.00	18
Trespass	0	0	0	0.00	1
Disorder Crimes Totals	48	43	52	47.67	47

Red numbers indicate a DECREASE in crime from December 2020

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

December 2018-2021 Totals



December 2021 Traffic

Traffic Citations	12/20	12/21
Traffic Citations Issued	15	2
Traffic Warnings	69	22

➤ Citations Issued Down 13

➤ Warnings Down 47

Call Type	12/20	12/21
Traffic Stop	94	25
Motor Vehicle Accident	5	6
DUI Arrest	0	2
Traffic Problem	9	9
REDDI Report	2	1

➤ Traffic Stops Down 69 or 73%

➤ MV Accidents Up 1

➤ DUI Arrests Up 2

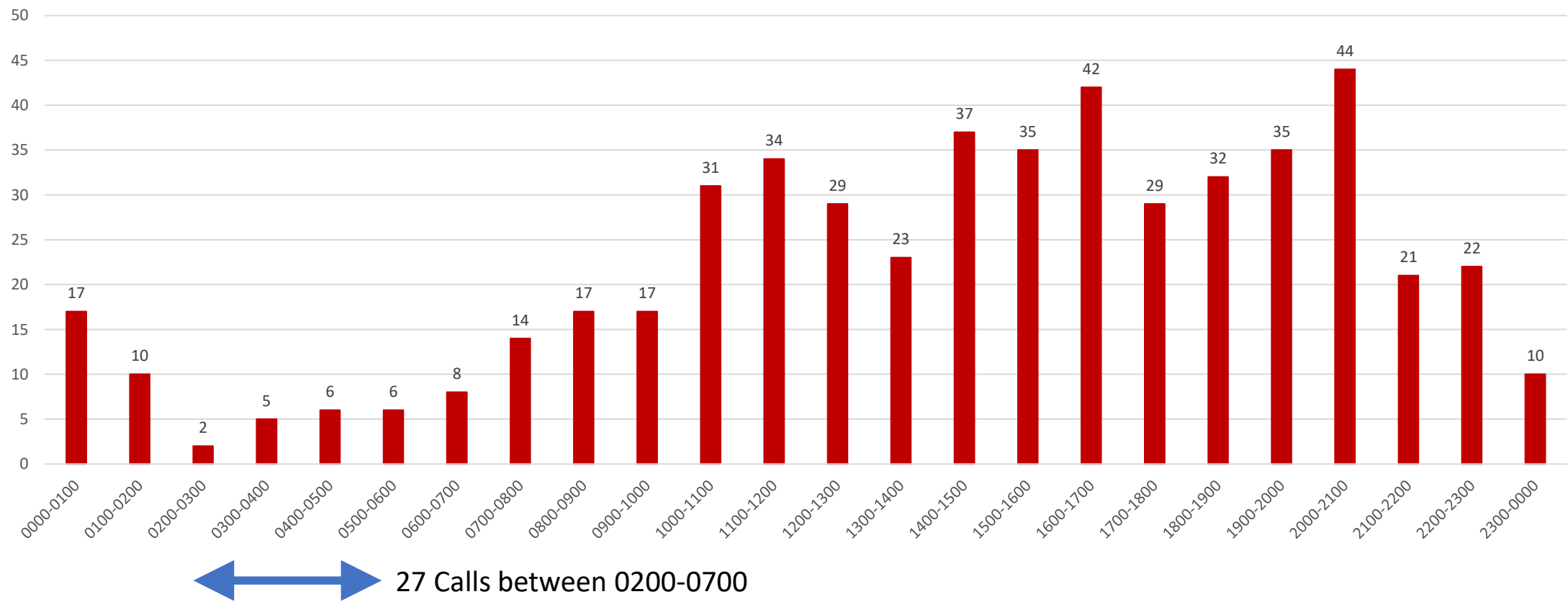
➤ Traffic Problems No Change

➤ REDDI Reports Down 1

December 2021

Call Totals by Hour

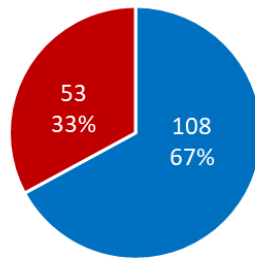
Busiest Hours
2000-2100 (44)
1600-1700 (42)



December 2021

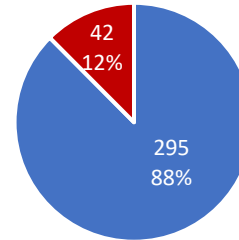
Wellington/Non-Wellington Units

Dispatched



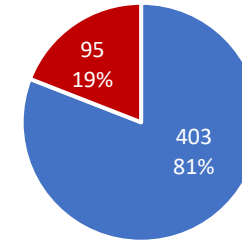
Wellington Non-Wellington

Officer-Initiated



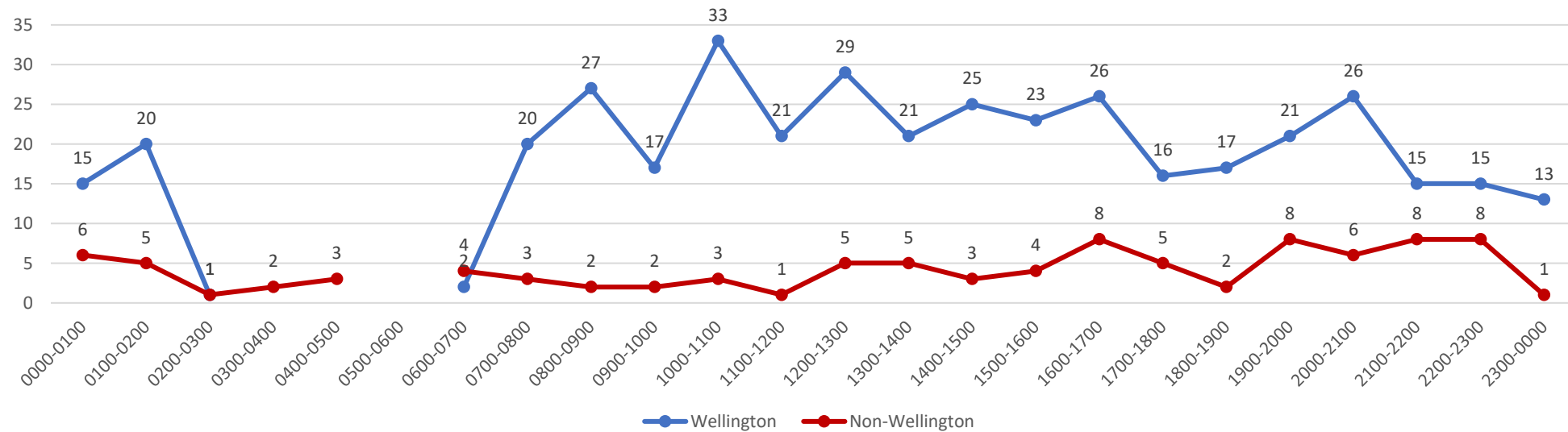
Wellington Non-Wellington

Total Calls



Wellington Non-Wellington

Wellington/Non-Wellington Calls by Hour



December 2021

Response Times / Time on Calls

Dispatched Calls Only

All Times in Minutes

Average Response Time (All Units)		
High		4.74
Medium		10.72
Low		42.74
Avg. Response Time		19.40

Average Time on Calls (All Wellington Calls)			
High			38.49
Medium			54.67
Low			31.60
Avg. Time			41.59