



BOARD OF TRUSTEES
August 11, 2026
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

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

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

Please click the link below to join the webinar:

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

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Webinar ID: 848 7116 2393

Passcode: 726078

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. Economic Development Incentive Policy Framework
 - Presentation: Elizabeth Magargel, Business Development Manager

D. CONSENT AGENDA

1. July 14, 2026 Board Meeting Minutes

- Presentation: Hannah Hill, Town Clerk

2. July 28, 2026 Meeting Minutes

- Presentation: Hannah Hill, Town Clerk

3. Resolution No. 31-2026: Adoption of the Bylaws of the Board of Trustees

- Presentation: Patti Garcia, Town Administrator

E. ACTION ITEMS

1. Resolution No. 25-2026 - A Resolution of the Town of Wellington Setting the Compensation for the Municipal Court Judge

- Presentation: Judge Teresa Ablao

2. Resolution No. 32-2026: Board of Trustee Proclamation Policy

- Presentation: Patti Garcia, Town Administrator

3. Resolution No. 33-2026 - A Resolution Authorizing Participation in the 2026 Coordinated Election and Approving the Intergovernmental Agreement for the 2026 Coordinated Election Between the Town of Wellington and Larimer County

- Presentation: Hannah Hill, Town Clerk

4. Resolution No. 34-2026 - A Resolution by the Town of Wellington, Colorado Adopting Highland Cemetery Rules and Regulations

- Presentation: Hannah Hill, Town Clerk

5. Ordinance No. 10-2026 - An Ordinance Authorizing the Conveyance of a Portion of Tract D, Sage Meadows Tract D Replat to the Board of Governors of the Colorado State University System for Agricultural Irrigation Well Purposes

- Presentation: Cody Bird, Planning and Building Director

F. LIBRARY BOARD

1. Library Board Update

- Ross LaGenèse, Library Director

G. REPORTS

1. Town Attorney

2. Town Administrator
3. Staff Communications
 - a. Board of Trustees Planning Calendar
 - b. Utilities Report - June 2026
 - c. Larimer County Sheriff's Office - July Monthly Report
4. Board Reports

H. EXECUTIVE SESSION

1. Executive session pursuant to Sec. 24-6-402(4)(b), C.R.S., for purposes of receiving legal advice on specific legal questions related to metropolitan districts.
2. An executive session pursuant to Colorado Revised Statutes Section 24-6-402(4)(b) for conferences with an attorney for the Town for the purposes of receiving legal advice on specific legal questions and pursuant to Colorado Revised Statutes Section 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, regarding Gaiter Vs. Wellington in Small Claims Court.

I. ADJOURN

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

Board of Trustees Meeting

Date: August 11, 2026

Subject: Economic Development Incentive Policy Framework

- **Presentation: Elizabeth Magargel, Business Development Manager**

EXECUTIVE SUMMARY

The Economic Development Incentive Policy framework proposes an approach for the Town to support economic growth and diversification, business attraction and retention, strategic investment, and community goals while maintaining fiscal responsibility. The framework outlines objectives of the proposed policy, eligibility and evaluation criteria, potential incentive tools, and a case-by-case review and approval process for Board consideration. If supported by the Board, staff will return with a formal policy for consideration, and possible adoption.

BACKGROUND / DISCUSSION

Following the Board's previous review of Wellington's economic conditions, the Board directed staff to explore economic development tools that will support the Town in actively attracting and retaining businesses and fostering economic vibrancy. The proposed framework provides a flexible, case-by-case approach for evaluating projects based on their economic and community benefits, identifying potential incentive tools, and establishing appropriate review and approval requirements. The proposed approach does not require upfront costs or new funding sources.

CONNECTION WITH ADOPTED MASTER PLANS

This item supports the following goals to Foster Economic Vibrancy from the Board of Trustees' 2025-2029 Strategic Plan:

- Goal 1 - Retain and expand current local businesses.
- Goal 2 - Recruit new businesses.
- Goal 3 – Identify funding opportunities for economic development.
- Goal 4 - Align and develop visions related to economic development.

This item supports the following Town of Wellington Comprehensive Plan goals and strategies:

- Thriving Economy, Goal 4. Develop a supportive business environment that aids in creating a thriving local economy.
 - TE. 4.2. Identify and address municipal and administrative barriers to business development.
 - TE. 4.3. Communicate with existing businesses to understand needs and plans for expansion and retention within the community.
 - TE. 4.5 Assess feasibility of financing and funding options such as tax increment financing, site acquisition and preparation, revolving loan funds, and tenant improvement assistance to incentivize businesses and job creation.

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. Presentation Slides
2. Economic Development Incentitive Policy Framework

Economic Development Incentive Policy Framework

Liz Magargel, Business Development Manager



Background

- ❖ Staff presented a summary of current economic conditions to the Board, including:
 - Community demographics
 - Summary of Wellington business listening tour
 - Summary of Northern Colorado commercial realtor and developer listening tour
- ❖ Board provided direction to staff to explore economic development tools, such as financial incentives, that will support the Town in actively attracting and retaining businesses and fostering economic vibrancy.

Presentation Objectives

- ❖ Explain what the Economic Development Incentive Policy is and is not and the benefits
- ❖ Share the guiding principals used to draft the policy framework
- ❖ Discuss the draft policy framework and seek Board input
- ❖ Determine whether staff should move forward with creating a formal policy for Board consideration and possible adoption

Introduction to an Economic Development Incentive Policy Framework for Wellington

Defining the Economic Development Incentive Policy Framework

What it IS:

- Guiding principals for how the Town may evaluate and offer financial tools to attract, expand, and retain businesses and support investment that advances Town goals and provides a public benefit

What it is NOT:

- It is not a standing program, dedicated funding source, or automatic entitlement
- It does not provide general operating subsidies
- It does not alter Town codes, development standards, or other approval processes
- It does not control market competition
- It does not replace other fundamentals of economic development or replace other factors in site selection considerations

Why have an Economic Development Incentive Policy?

- ❖ Incentives can support the diversification of the tax base and fill gaps in goods, services, and employment
- ❖ Strengthen regional competitiveness, while advancing the Town's unique goals and needs
- ❖ Enable readiness when business attraction, expansion, and investment opportunities arise without creating a standing funding commitment
- ❖ Provide transparency on potential incentives that may be offered, while enabling flexibility based on the unique business or project
- ❖ Align with Board's Strategic Plan and the Town's Comprehensive Plan

Guiding Principals

- ❖ Define clear goals for what the policy is intended to support
- ❖ Provide flexibility for a variety of projects and businesses that support economic development and can be evaluated on a case-by-case basis (no one-size-fits all)
- ❖ Enable incentives that are meaningful to the recipient, while not jeopardizing benefits to the Town
- ❖ Policy as a decision-making framework; does not require upfront costs or a standing budget
- ❖ Best viewed as an opportunity for partnership with the Town and business, with “win-win” outcomes

One Policy, Multiple Business Types and Projects

- ❖ One policy to incentivize different business types and project sizes to support the Town's economic development and provide public benefit, such as:
 - **Retail / Commercial:** To increase the Town's tax base; provide jobs; diversify and expand the market presence of services and products in the community; and encourage investment
 - **Industry:** To increase the Town's tax base; provide jobs; diversify and expand economy and bring in outside revenue; promote local spending; and encourage investment
 - **Development, redevelopment, revitalization, and infill:** To encourage investment in vacant, underutilized, or historic properties to stimulate economic activity and enhance community well-being
 - **Destination:** To increase the Town's tax base; attract customers from outside the Town; and provide new and different shopping, dining, and/or entertainment experiences for residents
 - **Expansion:** To encourage existing businesses to grow, invest, and stay local

One Policy, Case-by-Case Evaluation and Incentive Agreements

- ❖ Each business, project, site, economic impact, and partnership is unique. One policy to evaluate each request on a case-by-case basis and create unique incentive agreements. For *example*:
 - Fee reductions may help reduce upfront costs for small businesses, expansions, or tenant improvements
 - Sales tax sharing may be more effective for retail projects that generate ongoing revenue
 - Infrastructure agreements may be better suited for larger development or site-readiness projects

Economic Development Incentive Policy Framework



(refer to policy framework attachment for discussion)

Questions?

❖ Does the Board support the incentive policy framework, including:

- Purpose and Goals?
- Eligibility and Evaluation Criteria?
- Administrative approvals for incentives valued at or under \$25,000?

❖ Does the Board direct staff to bring a formal incentive policy for Board consideration and adoption?

Economic Development Incentive Policy Framework

Purpose of this document:

This framework is intended for Board of Trustees discussion regarding the Town's approach to economic development incentives. It outlines the goals, guiding considerations, potential incentive tools, and general decision-making process for an Economic Development Incentive Policy. If supported by the Board, staff will return with a formal policy for consideration, and possible adoption.

Introduction

The Town of Wellington (Town) is committed to fostering economic vibrancy by supporting strategic investment, encouraging economic growth and diversification, strengthening the Town's regional competitiveness, and advancing community goals. This Economic Development Incentive framework identifies criteria and processes for evaluating and offering economic development incentives.

The goals of the Policy are to:

- Attract new businesses and investment to the Town
- Encourage the expansion and retention of existing businesses
- Diversify the Town's tax base and economic portfolio
- Support high-quality employment opportunities for the local labor force
- Promote development that aligns with the Board's Strategic Plan and the Town's Comprehensive Plan
- Maintain fiscal responsibility and accountability of public resources

Eligibility Criteria

To be considered for incentives under this Policy, projects / businesses must meet the following minimum criteria:

- Demonstrate a positive economic impacts, such as:
 - Increase to the Town's tax base
 - Creation of full-time jobs for the local labor force
 - Improvements that make property more economically productive, viable, and sustainable
- Demonstrate ability to complete the project, including:
 - Provide a sound business plan and/or proven track record of successful sales and quality development
 - Provide a timeline
 - Demonstrate financial stability and capacity to complete the project
- Be located within the Town's planning area or jurisdiction, be consistent with the Town's Comprehensive Plan, and comply with all applicable Town codes and regulations
- Have no outstanding Town obligations

Evaluation Criteria

Incentive requests are evaluated on a case-by-case basis and consider the overall economic and community impact to the Town Wellington. Examples of factors that influence consideration for an economic development incentive include:

Economic Impact	Contribution to Quality of Place and Community	Unique considerations
• Capital investment • Tax revenue generation • Number of net new jobs created • Quality of jobs (wages, benefits) • Diversification of economic base • Improvements that make property more economically productive, viable, and sustainable (e.g. new construction and/or expansion and improvement of existing structures; both interior and exterior)	• Added community value through their product/service • Visual impact • Sustainable business practices • Public infrastructure improvements • Business is an existing locally owned entity	• Project facilitates the development of a unique and/or historically challenging-to-develop parcel(s) • Project advances clearly stated objectives from the Comprehensive Plan or other relevant and documented Town plans, goals or strategies • Other variables

Potential Incentives:

In support of the Town's commitment to fostering economic vibrancy, several types of incentives may be offered individually or in any combination. All incentive requests are analyzed on a case-by-case basis. Incentives may include but are not limited to:

- Development Fees
- Sales Tax Shareback
- Use Tax Shareback
- Property Tax Shareback
- Impact and Capital Investment Fees
- Public Improvement Support
- Special Financing Districts

Definitions:

Development Fees	A waiver, deferment, or reimbursement (in full or in part) of certain one-time Town fees, such as application fees, development review fees, and building permit fees.
Sales Tax Shareback	A partial rebate of the Town's portion of retail sales tax (general fund, up to 2%) generated from the project or business for a specified period of time. For the purpose of an incentive, the Town will typically consider a rebate on the increased sales tax revenue generated by a project or business (increment, or new sales tax).
Use Tax Shareback	A partial rebate of the Town Use Tax (general fund, up to 2%) generated from the one-time collection of Use Tax on construction and building materials used for the project.
Property Tax Shareback	A full or partial rebate of the Town's mill levy generated by a commercial property's assessed value for a specified period of time. For the purpose of an incentive, the Town will typically consider a rebate of the tax increment (growth in property tax).
Impact and Capital Investment Fees	A full or partial deferment or structured payment of the Town's impact and capital investment fees.
Public Infrastructure Support	Town assistance with public infrastructure improvements, such as roads, utilities, sidewalks, and/or other public amenities. The Town may work with the developer's engineering representatives to identify or recommend reasonable options.
Special Financing Districts	The Town may consider creating a variety of special financing districts which would allow the district to finance, design, plan, construct, install and/or complete public improvements related to a development project. Special financing districts can include but are not limited to: ○ Business Improvement District (BID) ○ General Improvement District (GID) ○ Local Improvement District (LID) ○ Metropolitan District ○ Urban Renewal Authority (URA)

Notes:

- The Town does not have the authority to waive, reduce or reimburse for outside jurisdiction fees or taxes.

Application Process

1. **Pre-Application Meeting**
Schedule a meeting with Economic Development staff to discuss your project and determine potential eligibility.
2. **Formal Application**
Submit a complete incentive application.
3. **Staff Review**
Economic Development staff will review the application, conduct due diligence, and prepare a recommendation.
4. **Consideration and Decision Authority**
 - a) For incentives less than \$25,000, Economic Development staff will present recommendations to the Town Administrator for consideration. The Town Administrator has authority to approve incentive agreements valued at or below \$25,000.
 - b) For incentives above \$25,000, Economic Development staff will present recommendations to the Board of Trustees for consideration. The Board of Trustees has authority to approve incentive agreements.
5. **Agreement Execution**
Upon approval, a formal incentive agreement is executed outlining terms, conditions, and performance metrics.

General Provisions

- Any economic incentive or other commitment of Town resources must be in a written agreement approved by the Board of Trustees (or by the Town Administrator if the incentive is valued at or below \$25,000).
- The Board of Trustees (or Town Administrator) may reject, approve, or conditionally approve an incentive agreement on a case-by-case basis.
- Meeting eligibility thresholds or receiving a staff recommendation does not guarantee approval of an incentive package.
- Nothing in the Policy is intended, nor shall it be construed, to limit the discretion of the Board of Trustees, which retains full authority regarding the approval, terms, conditions, and limitations of this policy and all incentive agreements.

Board of Trustees Meeting

Date: August 11, 2026
Subject: July 14, 2026 Board Meeting Minutes

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

EXECUTIVE SUMMARY

Attached are the July 14, 2026 Board of Trustees Meeting Minutes.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends on approval on the consent agenda.

MOTION RECOMMENDATION

- Option 1) Move to approve the consent agenda.
Option 2) Move to approve the July 14, 2026 Meeting Minutes

ATTACHMENTS

1. 2026-07-14 Minutes



BOARD OF TRUSTEES
July 14, 2026
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

A. CALL TO ORDER

Mayor Dailey called the July 14, 2026 meeting to order at 6:30 pm.

1. Pledge of Allegiance
Mayor Dailey led the pledge of allegiance.
2. Roll Call
The Clerk noted quorum with the roll call below:
Blackstone – Present
Moore – Present
Moyer- Present
Barret – Present
Cannon- Present
Mason – Present
Dailey – Present
3. Amendments to Agenda

Mayor Pro Tem Mason move item E.2 Resolution No. 25-2026 – A Resolution of the Town of Wellington Setting the Compensation for the Municipal Court Judge to the August 11, 2026 regular meeting.

Trustee Cannon seconded and the motion passed.

4. Conflict of Interest
There were no conflicts of interest.

B. COMMUNITY PARTICIPATION

1. Public Comment

Sarah Braun, resident, spoke to the Parks Master Plan and encouraged the Board to prioritize this.

C. PRESENTATION

1. Fiscal Year 2026 Personnel Requests — Follow-Up Presentation

Patti Garcia, Town Administrator and Nic Redavid, Finance Director | Town Treasurer spoke to the previously requested personnel requests, related to the Public Works Administration, Public Works Department and (formerly) Fleet and Safety Coordinator.

Ms. Garcia noted the Board having spoken to areas of revenue generation. Alongside that, Ms. Garcia has asked staff to look at staff efficiencies and recommends that the Board maintain the hiring freeze.

The Board asked about the redistribution of workload falling to current staff, if there would be incentives for that staff. Ms. Garcia noted that would not be included at this time.

The completion of the audits was asked about, which it was noted those funds were factored in when offering the recommendation.

The majority of the Board spoke in favor of maintaining the hiring freeze.

2. Proposed Highland Cemetery Rules and Regulations

Hannah Hill, Town Clerk, presented the proposed rules and regulations.

The Board provided comments on special events, animals and temporary decorations and asked for an appeal process to be included for items such as vault requirements, monuments and fencing or bordering of a grave space. Direction was provided to bring back the Rules and Regulations with the option of an appeal process for vault and burial receptacle requirements, fencing or bordering and clearer definition of temporary decorations.

The majority of the Board expressed the desire to prohibit solar lights and live plants, and asked staff to propose a different temporary decoration section. The Board noted the appeal process should be an administratively approved.

D. CONSENT AGENDA

1. June 9, 2026 Board of Trustees Meeting Minutes
2. Resolution No. 20-2026: A Resolution Authorizing Funds for Contractor Services for Water Meter Installation

Trustee Cannon Moved to Approve the Consent Agenda

Mayor Pro Tem seconded and the motion passed.

E. ACTION ITEMS

1. Resolution No. 24-2026: A Resolution to adopt the 2025-2026 Parks, Recreation, Open Spaces, and Trails Master Plan and Community Center Feasibility Study

Eric Henschel Parks and Recreation Operations Supervisor, presented the resolution, and spoke to the key findings from the survey. Notably, the emerging trail network has significant connectivity gaps, and walking equity needing immediate attention. A Community Center was noted as the action plan, which could be a key catalyst for advancing municipality community priorities through one strategic project.

The Mayor opened Public Comment.

Sarah Braun, resident, spoke to the process with the Board, Staff and the Parks, Recreation, Open Space and Trails Board.

The Board spoke in favor of the plan and expressed appreciation for the work done.

Trustee Cannon Moved to Accept Resolution No. 24-2026, a Resolution to Adopt the 2025-2026 Parks, Recreation, Open Spaces, and Trails Master Plan and Community Center Feasibility Study

Trustee Moyer seconded and the motion passed.

2. Resolution No. 25-2026 - A Resolution of the Town of Wellington Setting the Compensation for the Municipal Court Judge

This item was moved to August 11, 2026.

3. Ordinance No. 04-2026: An Ordinance Clarifying Effect and Timing of Ordinance No. 12-2024 and Ordinance No. 02-2026 Relating to Capital Investment Fees for Existing Approved Developments

Meagan Smith presented this ordinance, reviewing past presentations and discussions from the Board.

Mayor Dailey opened public comment.

Darren Roberson, Sage Homes, spoke in favor of this item.

The Board spoke in favor of this ordinance.

Mayor Pro Tem Mason moved Ordinance No. 04-2026: An Ordinance Clarifying Effect and Timing of Ordinance No. 12-2024 and Ordinance No. 02-2026 Relating to Capital Investment Fees for Existing Approved Developments

Trustee Barrett seconded and the motion passed.

4. Ordinance No. 07-2026: An Ordinance Amending Chapter 13 of the Wellington Municipal Code to Authorize Scheduled Administrative Updates to the Cash-in-Lieu Rate, Revise Credited Yield for NPIC Shares, and Discontinue Acceptance of Colorado-Big Thompson Units for Raw Water Dedication Requirements

Ms. Smith noted the ordinance intends to update Chapter 13 to better reflect current water market conditions and the Town's long-term water supply acquisition strategy. The goal would be to ensure the cash in lieu rate remains reasonably tied to actual cost of acquiring and securing that water.

The Mayor opened public comment, to which there was none.

The Board expressed concern regarding priority of shares from North Poudre as opposed to cash in lieu. It was noted that the Board would want to ensure there are options in the future, such as VITA.

Trustee Blackstone moved to approve Ordinance No. 07-2026: An Ordinance Amending Chapter 13 of the Wellington Municipal Code to Authorize Scheduled Administrative Updates to the Cash-in-Lieu Rate, Revise Credited Yield for NPIC Shares, and Discontinue Acceptance of Colorado-Big Thompson Units for Raw Water Dedication Requirements

Trustee Barrett seconded and the motion passed.

F. REPORTS

1. Town Attorney
There was no report from the Town Attorney.
2. Town Administrator
Ms. Garcia noted highlights over the past month since the last meeting.

The upcoming Work Session was noted.

3. Staff Communications
 - a. Larimer County Sheriff's Office Report - May 2026
 - b. Utilities Report - May 2026
 - c. BoT Planning Calendar
 - d. Treasurer's Report — April 2026
 - e. Report of Expenses — April 2026
- f. Colorado Open Records Request Report Q2
4. Board Reports

The Board asked about the new adopted e-bike ordinance and feedback from the public. Sergeant Downing and Ms. Garcia noted compliance with the expectations of the ordinance.

Trustee Barrett spoke to the upcoming PROST meeting, and Movie Night in the Park. A gala for the food bank currently has tickets for sale.

Mayor Pro Tem Mason noted the upcoming meeting for the Larimer County Regional Opioid Meeting.

Mayor Dailey spoke to the Colorado Municipal League conference and noted the upcoming discussions on Flock Cameras. Main Street Market was also noted.

Trustee Moyer noted an upcoming community market.

Trustee Moore noted Main Street Board items, including Main Street Market, including a successful 4th of July Market. The Piano Painting was noted, and all were encouraged to see this first Painted Paino.

Trustee Blackstone spoke to a presentation from the Front Range Passenger Rail District, which expects service to start in 2029. A meeting with staff from Congresswoman Boebert 's office, related to opportunities.

The Board expressed appreciation for all those who coordinated and participated with the 4th of July activities.

G. EXECUTIVE SESSION

An executive session pursuant to Colorado Revised Statutes Section 24-6-402(4)(b) for conferences with an attorney for the Town for the purposes of receiving legal advice on specific legal questions and pursuant to Colorado Revised Statutes Section 24-6-402(4)(e) for determining positions relative to

matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, regarding the fence at 8132 4th Street

Mayor Pro Tem Mason moved to adjourn to executive session pursuant to Colorado Revised Statutes Section 24-6-402(4)(b) for conferences with an attorney for the Town for the purposes of receiving legal advice on specific legal questions and pursuant to Colorado Revised Statutes Section 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, regarding the fence at 8132 4th Street

Trustee Blackstone seconded and the motion passed.

Mayor Dailey recessed the Regular Meeting at 8:57 pm and called for a break.

The Board entered executive session at 9:06 pm.

Mayor Dailey reconvened the regular meeting at 9:42 pm.

ADJOURN

Mayor Dailey adjourned the regular meeting at 9:42 pm.

Rebekka Dailey, Mayor

Hannah Hill, Town Clerk

H.

Board of Trustees Meeting

Date: August 11, 2026
Subject: July 28, 2026 Meeting Minutes

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

EXECUTIVE SUMMARY

Attached are the minutes for the July 28, 2026 Board of Trustees meeting.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends approval on the consent agenda.

MOTION RECOMMENDATION

- Option 1) Move to approve the consent agenda
Option 2) Move to approve the July 28, 2026 Meeting Minutes

ATTACHMENTS

1. 2026-07-28 Minutes



BOARD OF TRUSTEES
July 28, 2026
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Minutes

A. CALL TO ORDER

Mayor Dailey called the July 28, 2026 meeting to order at 6:30 pm.

1. Pledge of Allegiance
Mayor Dailey led the pledge of allegiance.
2. Roll Call
The Clerk noted quorum with the roll call below:
Blackstone – Present
Moore – Present
Moyer- Present Virtually
Barret – Present
Cannon- Present
Mason – Present
Dailey – Present
3. Amendments to Agenda
There were no amendments to the agenda.
4. Conflict of Interest
There were no conflicts of interest.

B. COMMUNITY PARTICIPATION

1. Public Comment
There was no public comment.

C. PRESENTATION

1. Board of Trustee Bylaws

Kelly Houghteling, Deputy Town Administrator, presented the draft bylaws and noted these would be brought back to the Board for future adoption.

There was no discussion from the Board, and Mayor Dailey noted this item could be placed on consent at a following meeting.
2. Board of Trustee Proclamation Policy

Ms. Houghteling presented the draft proclamation policy, noting this policy notes how these would be submitted, reviewed and presented.

The Board noted these have been reviewed by the Board at the Strategic Planning Meeting, and spoke to proclamations that are desired to be presented, and the majority requested a Pride proclamation to be added to the list.

D. CONSENT AGENDA

1. Resolution No. 24-2026: A Resolution Authorizing Interfund Transfers Within the Fiscal Year Beginning January 1, 2026, and Ending on December 31, 2026
2. Resolution No. 26-2026: A Resolution of the Wellington Board of Trustees Authorizing the Allocation of Funds for the Main Street Mini-Grant

Mayor Pro Tem Mason moved to approve the consent agenda.

Trustee Blackstone seconded and the motion passed.

E. ACTION ITEMS

1. Public Hearing for Ordinance No. 08-2026 Considering Final Plat Approval for Sage Meadows Tract D Replat, a Replat of Tract D, Sage Meadows Subdivision, and Approval of the Third Amendment to the Memorandum of Agreement for Public Improvements for Sage Meadows Subdivision, and Approval of an Operating and Maintenance Agreement for Sage Meadows Tract D Replat

Mayor Dailey opened the Public Hearing.

Cody Bird, Planning and Building Director, presented the item and asked if there were any conflicts of interest or ex parte communications, to which there were none. It was noted that virtual participation is not allowed with quasi-judicial items. Mr. Bird reviewed the relationship to the comprehensive plan and land use code, and noted it is consistent with the Town's zoning classifications.

The applicant, Darren Roberson- Sage Homes, offered to answer any questions from the Board.

Mayor Dailey opened the hearing for public comment.

Carla Biddle asked for clarification on what happens to the finances if there is a division, and what the natural area and maintenance for this area look like.

Mayor Dailey closed the public comment and public hearing.

Mr. Roberson noted the HOA and they have reviewed all agreements and noted the Town would work with the HOA to coordinate maintenance. Mr. Bird noted that the Parks and Recreation Department will be taking over maintenance of the open space area, and there may be changes in watering and mowing to lean towards a for a more native landscape but still keep it attractive. Mr. Bird noted the Town will take over the maintenance of the fence.

2. Ordinance No. 08-2026: An Ordinance Relating to Plat Approval for Sage Meadows Tract D Replat, a Replat of Tract D, Sage Meadows Subdivision, and Approval of the Third Amendment to the Memorandum of Agreement for Public Improvements for Sage Meadows Subdivision, and Approval of an Operating and Maintenance Agreement for Sage Meadows Tract D Replat

Mr. Bird noted the previous presentation.

The Board reviewed the findings of fact from the Planning Commission.

Mayor Pro Tem Mason moved to approve Ordinance No. 08-2026 An Ordinance Relating to Plat Approval for Sage Meadows Tract D Replat, a Replat of Tract D, Sage Meadows Subdivision, and Approval of the Third Amendment to the Memorandum of Agreement for Public Improvements for Sage Meadows Subdivision, and Approval of an Operating and Maintenance Agreement for Sage Meadows Tract D Replat

Trustee Barrett seconded and the motion passed, with Trustee Moyer excused due to attendance virtually.

3. Public Hearing for Ordinance No. 09-2026 Considering Approval of a Minor Subdivision Plat for Sage Meadows Tract D2, a Replat of Sage Meadows Tract D Replat along with an adjacent Parcel owned by Colorado State University and Rezone of the same from R-2 - Residential Low Density District to P - Public District

Mayor Dailey opened the Public Hearing and there were no noted conflicts or ex parte communications.

Mr. Bird presented the hearing, and spoke to the project site, including the combined Colorado State University's existing agricultural well parcel. The requested replat would allow CSU to accommodate the well relocation.

The applicant did not have a presentation.

Mayor Dailey opened the hearing for public comment, to which there was none.

Mayor Dailey closed the public hearing.

4. Ordinance No. 09-2026: An Ordinance relating to approval of a Minor Subdivision Plat for Sage Meadows Tract D2, a replat of Sage Meadows Tract D Replat along with an adjacent Parcel of Land Owned by Colorado State University for the Kerbel Well and Rezoning the Property from R-2 - Residential Low Density District to P - Public District

Mr. Bird noted the previous hearing.

The Board noted the findings and considerations from the Planning Commission.

Mayor Pro Tem Mason moved to approve Ordinance No. 09-2026 An Ordinance relating to approval of a Minor Subdivision Plat for Sage Meadows Tract D2, a replat of Sage Meadows Tract D Replat along with an adjacent Parcel of Land Owned by Colorado State University for the Kerbel Well and Rezoning the Property from R-2 - Residential Low Density District to P - Public District with any clerical changes that may be non-substantive

Trustee Blackstone seconded and the motion passed, with Trustee Moyer excused due to attendance virtually.

5. Resolution No. 28-2026: A Resolution Directing Staff to File a Proposition 123 Commitment for the 2027-2029 Cycle with the Colorado Department of Local Affairs to Increase Affordable Housing in Wellington

Mayor Dailey called for a 5-minute recess. Mayor Dailey reconvened at 7:28 pm.

Mr. Bird presented the resolution, noting the work that Wellington has done in the past years on Affordable Housing. The 2024-2026 Commitment Cycle was reviewed, including the success of meeting these requirements, with 33 affordable housing units being reported.

The Board asked for clarification on what would happen if the Town was not able to meet the 2027-2029 requirements, which Mr. Bird noted there is currently no risk, it would be purely an incentive.

Mayor Dailey opened public comment for the item, to which there was none.

The Board spoke in support of this resolution.

Trustee Cannon moved to approve Resolution No. 28-2026, a Resolution Directing Staff to File a Proposition 123 Commitment for the 2027-2029 Cycle with the Colorado Department of Local Affairs to Increase Affordable Housing in Wellington.

Trustee Blackstone seconded and the motion passed.

6. Resolution No. 29-2026: A Resolution Adopting the Strategic Plan

Ms. Houghtling presented the resolution, noting the minor revisions as requested by the Board. The change noted was the Vision Statement.

Mayor Dailey opened public comment for the item, to which there was none.

The Board commented on the new design and expressed appreciation for the updates.

Mayor Pro Tem Mason moved to approve Resolution No. 29-2026, a Resolution Adopting the Strategic Plan

Trustee Moyer seconded and the motion passed.

7. Resolution 30-2026: A Resolution of the Board of Trustees of the Town of Wellington, Colorado, Supporting the Referral of a Public Safety Sales and Use Tax Question to the November 3, 2026 General Election and Participating in a Coordinated Election with Larimer County

Patti Garcia, Town Administrator and Kelly Houghteling, Deputy Town Administrator presented the resolution, noting this resolution would not impose the tax, but would allow for next actions to coordinate with the County on the November 2026 ballot.

Ms. Houghtling noted the Board's previous direction to staff to search for long-term financial revenue sources. It was noted that this item would provide an on-going resource for public safety. The current sales tax has not been increased since 1998.

The proposed sales & Use Tax would increase by 0.50%, if approved by voters, which would provide a total tax rate of 3.50%. Ms. Houghteling noted that the expected revenue from the

increase would not fully fund the LCSO contract but would provide a reliable and on-going revenue source dedicated to this resource.

Ms. Garcia noted the upcoming timeline, including an intergovernmental agreement with Larimer County and setting the ballot language.

The Board asked for history of the LCSO contract, and their recommendations of additional staffing or previous personnel, which has been denied by the Town Board for the past five years. It was noted that an additional officer is a costly expense, as is an additional school resource officer, and the numbers have not been able to work for the past several years.

Ms. Houghteling reviewed how the \$0.50 number was, which Ms. Houghteling noted the region was looked at, and there was a desire to keep the Town at a lower percentage than neighboring communities, and be a responsible ask.

The Board asked if this is a Sales & Use Tax, and clarification was noted that the \$.050 percent would go to public safety.

The verbiage of the example ballot language was discussed, related to the legal requirements noting that any excess would be allocated to offset to the LCSO contract, and funds would not be allocated to other funds. Ms. Garcia noted that whatever amount comes in for that \$0.50 would also go to the Public Safety line item.

Mayor Dailey opened public comment for the item.

Carla Biddle noted the requests from the community for decreases in the water bills, the Town cutting costs internally, and noted the Flock camera costs. Support for LCSO was expressed.

Leah Curshaw, spoke to public accountability, LCSO's Flock camera, and social media comments from Board members.

Rick Freeman asked for clarification if the \$905,000 going to be added to the public safety contract, or put in the general fund.

Mayor Dailey noted concerns related to Flock cameras is being taken seriously and the Sheriff will be attending an upcoming meeting to present on this item, and comments related to Flock will be reserved to that meeting.

The Board noted support of law enforcement and offered both opposition and support of this resolution.

Mayor Dailey called a recess at 8:30 pm for five minutes.

Mayor Dailey reconvened the meeting at 8:35 pm.

The Board discussed support of coordinated elections, allowing the public to vote on this item and public safety and reiterated that the entirety of this increase of the tax would go to public safety/law enforcement, and would not fund one particular item in the LCSO contract.

A previous study to explore options for revenue was referenced, including items such as DDA, lodging taxes, and sales & use tax were noted.

Trustee Blackstone moved to approve Resolution No. 30-2026, a Resolution of the Board of Trustees of the Town of Wellington, Colorado, Supporting the Referral of a Public Safety Sales and Use Tax Question to the November 3, 2026 General Election and Participating in a Coordinated Election with Larimer County

Trustee Barrett seconded and the motion passed 5-2.

NO VOTES: Cannon, Mason

F. REPORTS

1. Town Attorney

Karl Kumli, Town Attorney, noted the Town being served on July 28, 2026. Mr. Kumli noted the matter was reviewed and the January 8, 2027 trial date was scheduled.

2. Town Administrator

Ms. Garcia noted the next meeting with an executive session on metropolitan district and the work session on August 18, 2026 with several presentations.

Ms. Garcia congratulated Kelly Houghtling on receiving the Certified Public Finance Officer (CPFO) designation through the Government Finance Officers Association (GFOA).

3. Staff Communications

Items were included in the packet.

- a. 2nd Quarter 2026 Residential Building Permit and Lot Inventory Report
- b. Board of Trustees Planning Calendar
- c. Larimer County Sheriff's Office Report - June 2026
- d. Treasurer's Report — May 2026
- e. Report of Expenses — May 2026
- f. Wellington Colorado Main Street Program: 2026 Mid-Year Report

Board Reports:

Trustee Moyer noted her absence due to an e-bike accident in her family, and requested and one with concerns in the community to reach out.

Trustee Moore spoke to Main Street Market.

Trustee Barrett encouraged all who are interested in the STAR Foundation 5K in November. Parks, Recreation, Open Space and Trails Board (PROST) tours of parks was noted.

Trustee Cannon noted a willingness to bring back the e-bike ordinance, and noted being out of Town for several upcoming meetings.

Mayor Dailey noted the Town Administer, Patti Garcia earned the Credentialed Manager designation from the International City/County Management Association (ICMA), International City/County Management.

G. ADJOURN

Mayor Dailey adjourned the July 28, 2026 Regular Meeting at 9:13 pm.

Rebekka Dailey, Mayor

Hannah Hill, Town Clerk

Board of Trustees Meeting

Date: August 11, 2026

Subject: Resolution No. 31-2026: Adoption of the Bylaws of the Board of Trustees

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

EXECUTIVE SUMMARY

The Board of Trustees is being asked to consider adoption of formal Board Bylaws. The proposed bylaws establish high-level procedures and expectations for Board operations, including agenda preparation, meeting structure, public participation, voting, executive sessions, confidentiality, and conduct expectations for elected and appointed officials. Adoption of the bylaws will provide greater consistency, transparency, and clarity in how the Board conducts Town business. The proposed bylaws are presented for the Board's review and discussion, with an opportunity to provide feedback and consider adoption at a later meeting.

BACKGROUND / DISCUSSION

The Board of Trustees have discussed the need for formal bylaws to guide Board operations. While draft versions have been developed over time, the bylaws have not yet been adopted. The current Board has expressed interest in moving forward with a document that reflects best practices from other communities while remaining appropriate for Wellington's needs. The proposed bylaws are intended to supplement, not replace, applicable federal law, Colorado law, the Wellington Municipal Code, and other Town policies.

CONNECTION WITH ADOPTED MASTER PLANS

The Bylaws are connected to the Strategic Plan overall goal to, "Ensure Strong Town Operations."

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Adopt Resolution No. 31-2026: Adoption of the Board of Trustees Bylaws

MOTION RECOMMENDATION

I move to approve Adopt Resolution No. 31-2026: A Resolution of the Board of Trustees of the Town of Wellington, Colorado, adopting bylaws of the Board of Trustees

ATTACHMENTS

1. Resolution 31-2026 - Bylaws
2. Bylaws

TOWN OF WELLINGTON

RESOLUTION NO. 31-2026

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON,
COLORADO, ADOPTING BYLAWS OF THE BOARD OF TRUSTEES

WHEREAS, the Town of Wellington, Colorado is a statutory municipality organized and existing under the laws of the State of Colorado; and

WHEREAS, the Board of Trustees serves as the legislative and governing body of the Town of Wellington; and

WHEREAS, the Board of Trustees desires to establish clear rules, responsibilities, and procedures to guide the conduct of Board meetings, agenda preparation, public participation, voting, executive sessions, confidentiality, and the conduct of elected and appointed officials; and

WHEREAS, the adoption of Board bylaws promotes transparency, consistency, accountability, professionalism, and the efficient conduct of Town business; and

WHEREAS, the Board of Trustees has reviewed the proposed Bylaws of the Board of Trustees, Town of Wellington, Colorado, attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the Board of Trustees finds that adoption of the bylaws is in the best interests of the Town of Wellington and its residents.

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

Section 1. Adoption of Bylaws.

The Board of Trustees hereby adopts the Bylaws of the Board of Trustees, Town of Wellington, Colorado, attached hereto as Exhibit A.

Section 2. Applicability.

The bylaws shall apply to the Board of Trustees and, where expressly stated, to appointed boards, commissions, and committees of the Town of Wellington.

Section 3. Compliance with Law.

The bylaws are intended to supplement, and not replace or conflict with, applicable federal law, Colorado law, the Wellington Municipal Code, and other duly adopted Town policies. In the event of a conflict, applicable law or the Wellington Municipal Code shall control.

Section 4. Implementation.

The Mayor, Board of Trustees, Town Administrator, Town Clerk, Town Attorney, and Town

staff are authorized to take such administrative actions as may be necessary or appropriate to implement the bylaws.

Section 5. Repeal of Conflicting Policies.

Any prior resolutions, policies, rules, or procedures of the Board of Trustees that are inconsistent with the bylaws adopted by this Resolution are hereby superseded to the extent of such inconsistency.

Section 6. Effective Date.

This Resolution shall be effective immediately upon adoption.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of August, 2026.

TOWN OF WELLINGTON, COLORADO

By: _____
Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk

Bylaws of the Board of Trustees
Town of Wellington, Colorado

1) Purpose and Scope of Bylaws.

- a) These bylaws establish the rules, responsibilities, and procedures governing the Town of Wellington Board of Trustees, ensuring efficient operations, transparency, and adherence to applicable laws and policies.
- b) These bylaws are not intended to override or conflict with any federal, state, or local laws. If any part of these bylaws is found to be inconsistent with such laws, that part will no longer be valid. However, all severable parts of such bylaws shall remain in full force and effect until otherwise amended or repealed by the Board of Trustees.

2) Rules of Order.

The Board of Trustees shall follow Bob's Rules of Order (Resolution No. 41-2024) as its general parliamentary guide for the conduct of meetings, debate, motions, and voting procedures, unless otherwise provided by federal law, state law, the Wellington Municipal Code, these bylaws, or other rules formally adopted by the Board. In the event of a conflict, applicable law, Town Code, and these bylaws shall control.

3) Structure of the Board. The Board of Trustees is the legislative body of the Town of Wellington and is composed of the Mayor and six Trustees. In certain circumstances as required by law, the Board may also function as a quasi judicial body for the issuance of certain licenses or other property rights, in conformity with the Municipal Code and federal and state laws. The Board shall select one Trustee, by a majority vote of the seated Board, to serve as Mayor Pro Tem.

- a) **Mayor's Duties.** The Mayor presides over all meetings of the Board of Trustees as chair and performs duties required of the Mayor by statute or ordinance, or by the Rules or Order adopted by the Board of Trustees.
 - i) The Mayor will, at each designated date and time, call the Board of Trustees to order and, upon determining that there is a quorum, proceed with business.
- b) **Mayor Pro Tem.** In the absence or inability of the Mayor to serve, the Mayor Pro Tem presides and has all powers and duties of the Mayor.
- c) **Members' Duties.**
 - i) Trustees should be on time for all meetings and promptly return from any recess or break.
 - ii) Each Trustee is responsible for thoroughly reviewing the agenda and all material within the Board Packet prior to each meeting.

- iii) Trustees should contact the Town Administrator within a reasonable time prior to the meeting with any questions identified in their review of the Agenda and Board Packet, so staff may be prepared to respond. Questions and comments received after 10:00 a.m. the day before the meeting may not be able to be addressed by the time of the meeting, depending on the nature of the question or comment.

4) Agenda and Board Packet Preparation.

a) **Meeting Agendas.** All meeting agendas shall be set by the Mayor and Town Administrator.

i) **Publication of Agenda.** Board agendas will be posted to the Town website and at such place as is designated by the Board of Trustees by Resolution each year at least twenty-four (24) hours before the start of the applicable meeting.

(1) The business of the Board of Trustees shall be conducted in accordance with the prepared agenda which only may be altered by approval of the Board. Meetings of the Board of Trustees shall be conducted by the Mayor, according to procedures and rules of order adopted by the Board of Trustees, unless otherwise provided in this Code or state statute. (Prior code 2.01.03; Ord. 11-2007 §1)

ii) **Agenda Items Requested by Trustees.**

(1) At any regular meeting, at least two Trustees may request that an item be added to the agenda for a future meeting.

(2) Items requested in this manner will be scheduled for a meeting occurring no sooner than three weeks from the date of the request, unless a majority of the Trustees present determine that the item requires more urgent placement.

(3) Materials for inclusion in the Board Packet must be submitted to the Town Administrator no later than two (2) weeks prior to a business meeting or work session.

(4) If the preparation of the agenda item is expected to require significant staff time, as determined by the Town Administrator, the item must be approved by a majority of the Trustees present before being added to the agenda.

5) Meetings.

a) **Regular Meetings.** Regular meetings are the forum for formal Board of Trustees action and an opportunity for public input and comment. Regular Meetings are held on the 2nd and 4th Tuesday of each month.

- i) The Mayor may cancel or reschedule any regular meeting with at least 48 hours' notice to Trustees, except that at least one (1) regular meeting will be held per month.
 - b) **Work Sessions.** Work sessions provide the Board of Trustees an opportunity to explore and discuss in detail matters that have been placed on the work session agenda. Work sessions are typically held the 3rd Tuesday of the month.
 - i) No formal action may be taken at work sessions.
 - ii) Members of the public, speakers, and other individuals attending a work session (excluding Town staff and consultants) may address the Board of Trustees only with the approval of the Mayor or the Mayor's designee.
 - c) **Special Meetings.** Special meetings may be either regular meetings or work sessions and are called as necessity arises.
 - i) The Town Administrator may call a special meeting at the request of the Mayor or the majority of the Board of Trustees. Only the business specifically identified in the meeting notice may be conducted at a special meeting.
 - d) **Virtual Meetings.** Virtual Meetings may be either regular meetings or work sessions and may only be held when meeting in person would not be prudent due to a public health emergency or other unforeseen circumstances affecting the Town.
 - i) Virtual Meetings may only be held in compliance with Wellington Municipal Code Section 2-2-85.
- 6) **Quorum and Attendance.**
- a) **Quorum.** A quorum is a majority of the members, which is four members of the Board of Trustees in office at the time for the transaction of business.
 - i) Except in cases of all-virtual meetings held pursuant to the Municipal Code, virtual attendance by Trustees does not count toward quorum. For example, if there are no vacancies in office and only three Trustees are present in person, with one Trustee attending virtually, quorum does not exist.
 - b) **Attendance at Board of Trustees Meetings.**
 - i) It is the responsibility of each Board member to contact the Town Clerk, Town Administrator, or Mayor as soon as it is known that the member will not attend a meeting of the Board of Trustees.
 - ii) Excessive absences, as determined by the Board of Trustees, may be considered cause for removal by the Board of Trustees pursuant to the Wellington Municipal Code. The Board of Trustees has

determined that three unexcused absences in a 12-month period constitute excessive absences.

- iii) Virtual attendance by Trustees is allowed but should be minimized to the extent possible. Virtual attendees may participate in debate and may vote on legislative matters. No virtual attendee may participate in or vote on any quasi-judicial matter.

7) Order of Business.

- a) **Modification of Order of Business.** Unless an objection is raised by a Trustee, the Mayor may proceed out of order. In case of objection, the agenda's order will not be changed unless approved by a majority of Board of Trustees present. A Trustee may move to consider an item out of order, with the approval of a majority of Trustees.
- b) **Business Meetings.** The Board of Trustees will generally consider business in the following order:
 - i) Call to Order
 - (1) Pledge of Allegiance
 - (2) Roll Call
 - (3) Amendments to the Agenda
 - (4) Conflicts of Interest
 - ii) Community Participation
 - (1) Proclamations, Recognitions, Awards
 - (2) Public Comment on non-agenda items
 - iii) Presentations (non-action items)
 - iv) Consent Agenda. Before the Board votes to approve the Consent Agenda, any Board member may request that an item be removed for separate consideration. A removed item will be placed on the regular agenda and considered after all other Action Items, unless a majority of the Trustees approves considering it earlier.
 - v) Action Items. (Ordinances, Resolutions, Town projects, Town policies, Contracts, etc.)
 - (1) Introduction by staff
 - (2) Questions from Trustees
 - (3) Public Comment
 - (4) Discussion
 - (5) Motion/Second

(6) Discussion

(7) Vote

vi) Reports

(1) Town Attorney Report

(2) Town Administrator Report

(3) Board Report. Trustees should limit discussion during Reports to a brief review of the matter.

(4) Staff reports

vii) Adjournment

c) **Work Sessions.** After the call to order, Board of Trustees will generally consider business in the following order:

i) Work Session Agenda Items

ii) Adjournment

d) **Extension of Time.** At 10:00 p.m., if the regular meeting of the Board of Trustees has not adjourned, the Board of Trustees will follow these procedures:

i) All agenda items not previously considered will be continued to an hour and day set by the Board of Trustees; or

ii) The Board of Trustees may extend proceedings by majority vote for up to thirty-minutes at a time.

8) **Public Participation.** Regular Board meetings and work sessions are open to the public. At regular Board meetings, provision is made for public comment so interested individuals may present their views directly to the Board of Trustees

a) **Non-Agenda Items.** Members of the public will have the opportunity to comment on any matter not on an agenda at the beginning of any regular meeting and on particular agenda items prior to board action.

b) **Action Items.** At regular and special Board meetings, provision is made for public comment on all Action Items, so interested individuals may present their views directly to the Board of Trustees prior to any vote.

c) **Process for Public Comment.** All individuals desiring to address the Board of Trustees on any agenda item or other business must provide their name and address (or neighborhood) before offering their comments, either in writing or orally.

i) All individuals must observe proper decorum and avoid the use of abusive or profane language in the meeting room and when addressing the Board of Trustees. In the event that abusive or profane language is used or an individual otherwise disrupts the meeting,

such individual may be removed from the meeting room. See 8.d. below for process for removal.

- ii) Comments should be addressed to the board not other members of the public or staff.
- iii) Trustees and staff will not respond to Public Comments or questions. Following the public comment period, if a Trustee or staff member believes that a response is necessary, they may request the floor to respond at that time.

d) Removal for Disorderly Conduct. Any person who disrupts the proceedings of the Board of Trustees or engages in disorderly conduct may be directed by the Mayor to cease such behavior and/or leave the meeting room. If the individual fails to comply with the Mayor's direction, the Mayor may request law enforcement assistance to remove the individual from the meeting.

e) Public Comment Received Prior to Meeting. Communications from the public to the Board received prior to 4:00 p.m. preceding a 6:30 p.m. meeting will be provided to the Trustees electronically in advance of the corresponding meeting. In addition, such items will be published following the meeting in a packet addendum or amendment.

9) Voting. Every Trustee, including the Mayor, must vote unless: a) the matter concerns the Trustee's own conduct; or b) the Trustee has a conflict of interest, which, by applicable law, requires Trustee to abstain from voting. In those instances, the Trustee may not participate in the discussion of the issue.

a) Roll Call Votes. Votes on ordinances, resolutions, and for the appropriation of funds are taken by roll call vote, where each board member individually indicates their vote either in favor of or in opposition to the item. All votes are announced by the Town Clerk.

- i) Roll call votes are recorded in the minutes and indicate the names of the Board members who voted in favor and in opposition.
- ii) For passage, a majority of all Trustees present must vote in the affirmative, unless another proportion is necessary by these bylaws, the Rules of Order, or law.
- iii) In case of a tie vote on any motion, the motion will be considered defeated.

b) Voting by Consent. Procedural items and other motions not indicated above may be considered with the consent of Trustees, where the Mayor requests consent of the members and the item is adopted unless there is an objection. If a member objects, the matter will be considered by roll call vote. For example, a vote on a motion to adjourn may be by consent.

- c) **Continuance Before Vote.** In the case of a Quasi-Judicial matter where the applicant is present but fewer than all Trustees are present, the Mayor may, prior to calling for a vote, ask such person whether the applicant wishes to continue the matter until all Trustees are present. The decision of the applicant is determinative. In the event the applicant is not present, Trustees present may decide whether to proceed on the item.

10) Executive Sessions. Executive sessions are held in accordance with state statute at either a regular or special meeting. Colo. Rev. Stat. 24-6-402(4).

- a) **No Action.** No formal action can occur at an executive session.
- b) **Motion.** The motion to enter into an executive session must describe as specifically as possible the subject of the executive session so long as such description does not disclose any information that would potentially harm the public interest.
- c) **Roll Call.** Voting on a motion to enter into an executive session will be by Roll Call vote, requiring an affirmative vote of two-thirds (2/3) of all members.

11) Ordinances and Resolutions.

- a) **Introduction.** The text of all ordinances and resolutions, except emergency ordinances, will be provided to the Board of Trustees at least twenty-four (24) hours prior to the meeting at which the ordinance or resolution is to be considered. Emergency ordinances may be provided to the Board of Trustees in the meeting.
- b) **Review.** All proposed ordinances and resolutions must be reviewed by the Town Administrator and the Town Attorney prior to being provided to the Board.

12) Public Hearings. This section applies to all Town Boards and Commissions conducting public hearings, including the Board of Trustees, the Board of Trustees acting as the Wellington Liquor Licensing Authority, the Planning Commission, and the Board of Zoning Adjustment. These hearings are quasi-judicial hearings and shall be considered to adjudicate the rights of parties subject to the jurisdiction of the Town and its relevant agencies.

- a) **Hearing Procedures.** The meeting will be chaired by the Mayor, Mayor Pro Tem, or board chairperson and conducted in accordance with the procedures set forth in the Town of Wellington Land Use Code. Such hearings will follow the following procedures:
 - i) Disclosure of Conflicts of Interest
 - ii) Disclosure of Ex Parte Communications
 - iii) Staff Introduction
 - iv) Applicant Presentation/Introduction (If any)
 - v) General Questions from Board/Commission

- vi) Open Public Hearing
 - (1) Three Minutes per Person (additional time may be granted upon request)
 - (2) Close Public Hearing
- vii) Applicant Rebuttal (if any)
- viii) Staff Closing Comments
- ix) Deliberation by the Board/Commission
- x) Motion and Vote
- b) **Testimony and Debate.**
 - i) The Mayor/Chairperson has the authority to limit debate to a reasonable length of time to maintain reasonable equality of time for all positions on an issue.
 - ii) When the number of persons wishing to speak may unduly prolong the hearing, the Mayor/Chairperson may impose a time limit upon each speaker.
 - iii) The Mayor/Chairperson will require all such persons to promise and agree that all statements and evidence they present will be the truth.
 - iv) Any person speaking may be questioned by a member of the board or, where appropriate, by members of Town staff, or an attorney or representative of one in opposition to such person.
 - v) All testimony in support, or opposition, or questions must be directed through the Mayor/Chairperson, who will direct the appropriate person to respond.
- c) **Burden of Proof.** The property owner, applicant or proponent or representative(s) of the project/issue before the board, must present evidence and describe the nature of the request. The burden of presenting the case for the proponent of the project/issue is upon such proponent or its representative, not the Town staff.
- d) **Rebuttal.** The property owner, applicant or proponent or representative(s) of the project/issue will be afforded an opportunity for brief rebuttal statements/evidence following public testimony.
- e) **Continuance.** If final action is not to be taken at the same time as the public hearing, the Mayor/Chairperson will advise the audience/public of a date, time and location when the matter will be considered.
- f) **Partial Absence.** If a board member is absent during any portion of a public hearing, he/she will not be eligible to vote on the matter unless he/she has listened to and reviewed the entire record of the hearing.

- g) **Virtual Participation.** Except as part of a virtual meeting held with proper notice to the applicant, no board member may vote on a quasi-judicial matter via remote participation.

13) Confidentiality.

- a) **Confidentiality.** It is a conflict of interest and a violation of this policy for any member of the Board of Trustees to disclose any confidences of the Town, any matter discussed in executive session, or any matter which is subject to the attorney-client privilege between the Town and the Town Attorney, unless a majority of those present of the Board of Trustees determines that such disclosure should be made.
 - i) A decision to breach confidentiality, or to waive a privilege, such as the attorney- client privilege, may only be made by Board of Trustees acting as a whole, whenever the confidentiality requirement or the privilege applies to the Town as a whole or to Board of Trustees as a whole. Any Trustee who individually breaches such confidentiality, or who purports to waive such a privilege will be considered to be acting outside the performance of Trustee's authority, and shall be liable to the Town for any damages which are caused by such breach of confidentiality.

14) Code of Conduct for Elected and Appointed Officials.

- a) The Town of Wellington is committed to transparent, ethical, respectful, and accountable local government. Elected and appointed officials serve the public trust and are expected to conduct themselves in a manner that strengthens confidence in the Town, honors the democratic process, and reflects the best interests of the community.
- b) This Code of Conduct applies to the Board of Trustees and all appointed officers, boards, commissions, and committees. It is intended to supplement applicable federal, state, and local laws, including Colorado ethics, open meetings, conflicts of interest, and public records requirements.
- c) **Core Principles. Town officials shall strive to:**
 - i) Conduct public business with integrity, professionalism, accountability, transparency, fiscal responsibility, respect, and service.
 - ii) Listen with an open mind, consider all perspectives, and make decisions based on the long-term best interests of the entire community.

- iii) Recognize that disagreement is a normal and healthy part of local government, while ensuring that debate remains respectful, constructive, and focused on issues rather than individuals.
- iv) Preserve public trust by avoiding conflicts of interest, the appearance of impropriety, misuse of Town resources, and unauthorized disclosure of confidential information.

d) Conduct with One Another.

- i) Officials shall treat fellow Board, commission, and committee members, as well as members of the public, with courtesy and respect in public meetings, private conversations, written communication, and informal settings.
- ii) Members shall practice civility, professionalism, and decorum during discussion and debate. Tough questions, disagreement, and criticism of ideas are appropriate; personal attacks, threats, disparaging comments, shouting, harassment, or conduct that could be viewed as intimidating are not acceptable.
- iii) Members shall be prepared for meetings, arrive on time, stay focused on the agenda, respect the role of the Mayor or chair in maintaining order, and work toward solutions that serve the community.

e) Conduct with the Public.

- i) Public participation is essential to local government. Officials shall make every effort to ensure residents, business owners, applicants, and stakeholders feel welcome and heard.
- ii) Officials shall listen actively, treat speakers fairly, avoid interrupting, and ask questions for clarification rather than debate. During public hearings, officials should not state final opinions or conclusions until all information has been presented and the public hearing has closed.
- iii) Officials shall not make promises on behalf of the Board or Town. When speaking with community members, officials may explain Town policy or personal viewpoints but should refer operational questions or service requests to the Town Administrator or appropriate staff.

f) Conduct with Town Staff.

- i) The Board sets policy, and Town staff implement and administer that policy under the direction of the Town Administrator. Officials shall respect this structure.

- ii) Officials shall treat staff as professionals and shall not publicly criticize individual employees. Questions, requests for information, or requests for staff support should be directed through the Town Administrator, unless another process has been established.
- iii) Officials shall not direct staff, interfere with administrative functions, influence hiring, procurement, permitting, enforcement, development review, or other operational matters, or use their position to seek special treatment.

g) Conduct with Boards, Commissions, and Committees.

- i) Appointed boards and commissions provide valuable community input and recommendations. Officials shall respect their role, diverse perspectives, and adopted procedures.
- ii) When attending meetings of another board, commission, or committee, officials shall be clear when speaking as an individual and shall avoid conduct that could be perceived as influencing or undermining that body's independent work.

h) Communication, Media, and Representation.

- i) Officials shall clearly distinguish between personal opinions and official Town positions. The Mayor, or another individual authorized by the Board, serves as the official spokesperson for Board positions.
- ii) Town letterhead, titles, and official communication channels shall be used only for authorized Town business. Officials should use care in written, electronic, social media, and verbal communications, recognizing that messages may become public and may reflect on the Town.
- iii) Officials shall not make derogatory comments about other officials, staff, or members of the public, and shall avoid communication that undermines implementation of decisions made by the Board.

i) Ethics, Conflicts, Confidentiality, and Gifts.

- i) Officials shall comply with all applicable ethics, conflict of interest, confidentiality, open meetings, and public records laws. Officials shall disclose and, when appropriate, recuse themselves from matters involving a conflict of interest or the appearance of impropriety.
- ii) Officials shall not use confidential information, Town property, Town resources, or their public position for personal benefit. Officials shall not accept gifts or benefits that could reasonably be perceived as influencing, or intending to influence, official action.

j) Accountability.

- i) This Code of Conduct is intended to be self-enforcing and supported through orientation, training, and mutual accountability. Concerns should first be addressed respectfully and directly when appropriate. Repeated or serious violations may be referred to the Mayor, Mayor Pro Tem, Town Administrator, or Town Attorney, as appropriate, and may result in corrective action consistent with law and Town policy.

Board of Trustees Meeting

Date: August 11, 2026

Subject: Resolution No. 25-2026 - A Resolution of the Town of Wellington Setting the Compensation for the Municipal Court Judge

- **Presentation:** Judge Teresa Ablao

EXECUTIVE SUMMARY

Wellington Municipal Code Article 4 Section 2-24-50 provides for the Board of Trustees to set the salary of the Municipal Court Judge.

This item was pulled from the July 14, 2026 meeting agenda.

BACKGROUND / DISCUSSION

The Board of Trustees reappointed the Honorable Judge Teresa Ablao on April 21, 2026. Judge Ablao currently receives a monthly salary of \$750 to preside over Wellington Municipal Court. On rare occasions, the Town has compensated the Judge at a rate of \$150 an hour for judicial services performed outside of regularly scheduled monthly court sessions such as trials, hearings, extended research and drafting written orders. Such compensation has been infrequent, occurring only twice in recent years; once in March 2026 for an administrative hearing on a code enforcement issue and once in 2020 for an administrative hearing and written orders related to an election code issue.

Judge Ablao was appointed in 2000. In 2019, the Board increased Judge Ablao's salary from \$300 to \$750. There have been no adjustments made since that time. The attached resolution proposes increasing Judge Ablao's monthly salary by \$50, from \$750 to \$800 per month.

Below is a review of current compensation practices for municipal judges in several neighboring Colorado communities. The information below reflects compensation for regular court sessions as well as additional pay for work performed outside of regularly scheduled court.

Municipality	Regular Compensation	Additional Compensation
Windsor	\$1,600 per month (one full-day court session)	\$150/hour for Liquor Licensing Authority (LLA) matters
Kersey	\$800 per monthly half-day court session	\$150/hour for work outside regular court
Eaton	\$1,600 per half-day court session	None
Milliken	\$1,600 per month (two half-day court sessions)	\$175/hour for work outside regular court
Erie	Similar to Kersey	\$150/hour for work outside regular court
Severance	Similar to Kersey	\$150/hour for work outside regular court
Wellington	Currently \$750 per regular court session	\$150/hour for work outside regular court session

CONNECTION WITH ADOPTED MASTER PLANS



Ensure Strong Town Operations

FISCAL IMPLICATIONS

While an increase in the approved budget for 2026, staff believes the adopted budget will support the proposed increase.

STAFF RECOMMENDATION

Staff recommends adoption of the resolution.

MOTION RECOMMENDATION

Move to Approve Resolution No. 25-2026 - A Resolution by the Town of Wellington, Colorado Setting the Compensation of the Municipal Court Judge

ATTACHMENTS

1. Resolution No 25-2026 Municipal Judge

TOWN OF WELLINGTON

RESOLUTION NO. 25-2026

A RESOLUTION BY THE TOWN OF WELLINGTON, COLORADO SETTING THE
COMPENSATION OF THE MUNICIPAL COURT JUDGE

WHEREAS, the Board of Trustees reappointed Teresa Ablao as Municipal Court Judge on April 21, 2026; and

WHEREAS, the Town of Wellington Municipal Code Article 4 Section 2-4-50 And Colorado Revised Statutes 13-10-107 provides for the setting of the compensation for the Municipal Judge; and

WHEREAS, the Town has been paying the Municipal Judge an annual salary of \$9,000, paid in \$750 monthly increments, plus \$150 per hour for judicial services outside of regularly scheduled monthly court sessions such as trials, hearings, jury trial preparation, research and written orders; and

WHEREAS, the Board of Trustees of Wellington, Colorado desires to increase the Municipal Judge annual salary to \$9,600 payable in \$800 monthly increments upon invoice, plus \$150 per hour for judicial services outside of regularly scheduled monthly court sessions such as trials, hearings, jury trial preparation, research and written orders.

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

1. The salary for Judge Teresa Ablao shall be paid monthly in the amount of \$800.00 per month, plus \$150 per hour for judicial services outside of regularly scheduled monthly court sessions such as trials, hearings, jury trial preparation, research and written orders, upon invoice.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of August, 2026.

TOWN OF WELLINGTON, COLORADO

By: _____
Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk



Board of Trustees Meeting

Date: August 11, 2026

Subject: Resolution No. 32-2026: Board of Trustee Proclamation Policy

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

EXECUTIVE SUMMARY

The Board of Trustees is being asked to consider adoption of a Proclamation Policy. The policy establishes a clear and consistent process for issuing proclamations, including annual proclamations, community-requested proclamations, agenda placement, administrative issuance, and the ceremonial nature of proclamations.

BACKGROUND / DISCUSSION

Proclamations are used by the Town to provide ceremonial recognition of special events, activities, milestones, observances, achievements, and contributions of community interest or significance. The proposed policy provides guidance for how proclamation requests may be submitted, reviewed, issued, and presented. The policy also identifies a standard list of recurring annual proclamations and allows the Mayor discretion to determine whether a proclamation is placed on a Board agenda or issued administratively. Proclamations issued under the policy are ceremonial only and do not constitute Town policy, legal action, funding approval, or endorsement unless separately authorized by the Board of Trustees.

CONNECTION WITH ADOPTED MASTER PLANS

This policy is in alignment with Strategic Plan goal to, "ensure strong town operations."

FISCAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 32-2026: Proclamation Policy.

MOTION RECOMMENDATION

I move to approve Resolution No. 32-2026: A Resolution of the Board of Trustees of the Town of Wellington, Colorado, Adopting a Proclamation Policy

ATTACHMENTS

1. Resolution 32-2026 - Proclamation Policy
2. Exhibit A Proclamation Policy

TOWN OF WELLINGTON

RESOLUTION NO. 32-2026

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON,
COLORADO, ADOPTING A PROCLAMATION POLICY

WHEREAS, the Board of Trustees of the Town of Wellington desires to establish a consistent process for the issuance and presentation of proclamations; and

WHEREAS, proclamations provide ceremonial recognition of special events, activities, milestones, observances, achievements, and contributions that are of community interest or significance; and

WHEREAS, proclamations may be used to honor individuals, organizations, students, schools, groups, and others for service or contributions to the Town of Wellington; and

WHEREAS, the Board of Trustees recognizes the importance of promoting civic pride, public service, community engagement, and matters of importance to the Wellington community; and

WHEREAS, the Board of Trustees finds that adopting a formal Proclamation Policy will provide clear guidance regarding annual proclamations, proclamation requests, review authority, issuance, presentation, and the ceremonial nature of proclamations.

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

Section 1. The Board of Trustees hereby adopts the Wellington Board of Trustees Proclamation Policy, attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. The Mayor, or designee, is authorized to administer the Proclamation Policy in accordance with its terms, including the review, issuance, administrative distribution, and agenda placement of proclamations.

Section 3. Proclamations issued pursuant to the policy are ceremonial in nature only and shall not constitute Town policy, legal action, funding approval, or endorsement unless separately authorized by the Board of Trustees.

Section 4. This Resolution shall be effective immediately upon adoption.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of August, 2026.

TOWN OF WELLINGTON, COLORADO

By: _____
Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk

Exhibit A

Wellington Board of Trustees

Proclamation Policy

Section 1. Purpose

- 1.1 To provide ceremonial recognition of special events, activities, milestones, or observances.
- 1.2 To honor individuals, organizations, students, schools, or groups for service or contributions to the Town of Wellington.
- 1.3 To recognize national, state, regional, or local events, activities, achievements, or awareness periods of community interest or significance.
- 1.4 To promote civic pride, public service, community engagement, and matters of importance to the Wellington community.

Section 2. Annual Proclamations

2.1 The Town maintains a standard list of recurring annual proclamations, which may include:

- Martin Luther King Jr. Day – January
- Government Finance Professionals Week – March
- Arbor Day – April
- National Volunteer Week – April
- National Library Week – April
- Municipal Clerks Week – May
- Public Service Recognition Week – May
- National Public Works Week – May
- National Police Week – May
- Memorial Day – May
- National Kids to Parks Day – June
- Juneteenth – June
- Pride Month- June
- Independence Day – July
- Parks and Recreation Week – July
- National Preparedness Month – September
- Community Planning Month – October
- Small Business Saturday – November
- Veterans Day – November
- Wellington Middle School and High School significant achievements, as determined appropriate by the Mayor

Exhibit A

Section 3. Requests and Authority

3.1 Proclamation requests may be submitted by a community member, organization, staff member, Trustee, or the Mayor.

3.2 All proclamation requests shall be subject to review by the Mayor, who shall have discretion to determine whether a request is issued either through agenda placement or administrative issuance.

Section 4. Issuance

4.1 Proclamations may be issued by the Mayor or designee on behalf of the town through either:

- (a) Board of Trustees agenda placement and presentation; or
- (b) Administrative issuance without agenda placement.

4.2 Proclamations issued under this section shall be signed by the Mayor and distributed by mail or email to the requesting party or designated recipient.

4.3 Community-requested proclamations placed on a Board agenda shall be limited to one (1) per Board of Trustees meeting, unless otherwise determined by the Mayor.

Section 5. Presentation

5.1 When a proclamation is placed on a Board agenda, a representative of the individual, organization, school, or entity may be invited to accept the proclamation.

Section 6. Nature of Proclamations

6.1 Proclamations are ceremonial in nature only.

6.2 Proclamations do not constitute Town policy, legal action, funding approval, or endorsement unless separately authorized by the Board of Trustees.



Board of Trustees Meeting

Date: August 11, 2026

Subject: Resolution No. 33-2026 - A Resolution Authorizing Participation in the 2026 Coordinated Election and Approving the Intergovernmental Agreement for the 2026 Coordinated Election Between the Town of Wellington and Larimer County

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

EXECUTIVE SUMMARY

In order to reserve the Town's ability to participate in the November 2026 coordinated election, The Larimer County Clerk and Recorder requires formal notice pursuant to state statute and execution of an intergovernmental agreement (IGA). The IGA outlines the duties of the entities involved. A cost estimate is attached to the IGA which is based on various other entities that may also coordinate their election with Larimer County.

The Town Clerk, Hannah Hill, is the Town's Designated Election Official to act as the primary liaison between the Town and Larimer County.

BACKGROUND / DISCUSSION

The Board of Trustees provided notice to the Larimer County Clerk and Recorder at their July 28, 2026 Board meeting of intent to place a ballot issue at the November 3, 2026 election and desire to coordinate.

The ballot issue wording will be set at the Board of Trustees August 28, 2026 meeting.

CONNECTION WITH ADOPTED MASTER PLANS

The proposed measure is most directly connected to the Town of Wellington Strategic Plan 2025-2029, particularly the following priority:

- Ensure Strong Town Operations: Ensure safety and security, including emergency response.

FISCAL IMPLICATIONS

The Town will be responsible for its allocated share of Larimer County's coordinated election costs.

The Town's remaining Election Budget is \$21,415.65. Larimer County has noted that the Town's portion may be higher than previous years due to larger entities (such as Fort Collins) not having a question on the ballot. The County's current estimate is shown as Exhibit A to the attached IGA.

STAFF RECOMMENDATION

Staff recommends that the Board make a final determination at this meeting regarding whether to refer the proposed question to Wellington voters.

MOTION RECOMMENDATION

I move to approve Resolution No. 33-2026, Authorizing Participation in the 2026 Coordinated Election and Approving the Intergovernmental Agreement for the 2026 Coordinated Election Between the Town of Wellington and Larimer County



ATTACHMENTS

1. Resolution No 33-2026 IGA Updated 2026-08-05 (1)
2. Complete_with_Docusign_2026_Larimer_County_G
3. Resolution No. 30-2026 Supporting the Referral of a Public Safety Sales and Use Tax Question fo the November 3 2026 Coordinated Election

TOWN OF WELLINGTON

RESOLUTION NO. 33-2026

A RESOLUTION AUTHORIZING THE PARTICIPATION IN THE NOVEMBER 2026 COORDINATED ELECTION, APPOINTING THE DESIGNATED ELECTION OFFICIAL, AND APPROVING THE INTERGOVERNMENTAL AGREEMENT FOR THE 2026 COORDINATED ELECTION BETWEEN THE TOWN OF WELLINGTON AND LARIMER COUNTY

WHEREAS, the Town of Wellington Board of Trustees had determined to hold a special election and to refer a ballot issue to the ballot through a coordinated election managed through the office of the Larimer County Clerk and Recorder; and

WHEREAS, the Town of Wellington has notified the County Clerk and Recorder for Larimer County that the Town may be referring a ballot issue; and,

WHEREAS, Hannah Hill, Town Clerk, is fully qualified to serve as the Designated Election Official for the Special Election which shall be held as the 2026 Coordinated Election on November 3, 2026; and,

WHEREAS, the Larimer County Election Official has presented the *Intergovernmental Agreement for 2026 Coordinate Election (IGA)* containing the requirements for Town participation in the November 3, 2026 election.

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

1. The Board of Trustees hereby authorizes participation in a Special Election for the Town, in the Larimer County Coordinated Election to be held on November 3, 2026.
2. The Board of Trustees hereby approves the terms and conditions of the attached Intergovernmental Agreement for the 2026 Coordinated Election between the Town of Wellington and the County of Larimer.
3. The Board hereby appoints Hannah Hill, Town Clerk, to serve as the Designated Election Official for the Special Election for the Town which is the Larimer County Coordinated Election to be held on November 3, 2026.
4. The Town Clerk of the Town of Wellington is hereby authorized to execute the IGA on behalf of the Town.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 28th day of August, 2026.

TOWN OF WELLINGTON, COLORADO

By: _____
Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk

INTERGOVERNMENTAL AGREEMENT FOR 2026 GENERAL ELECTION

This Intergovernmental Agreement ("Agreement") is entered into by and between the Larimer County Clerk and Recorder ("County Clerk") and the Town of Wellington ("Entity").

Agreement is made effective upon the signature of Entity and County Clerk.

WHEREAS, County Clerk and Entity are authorized to conduct elections as provided by law; and

WHEREAS, County Clerk will conduct an election on November 3, 2026 as a "Mail Ballot Election," (the "Election") as such term is defined in the Uniform Election Code of 1992, C.R.S. Title 1, as amended ("Code") and the current Colorado Secretary of State Election Rules, as amended ("Rules"); and

WHEREAS, Entity has certain ballot race(s), ballot question(s) and/or ballot issue(s) to present to its eligible electors and desires to coordinate with County Clerk; and

WHEREAS, pursuant to C.R.S. §1-7-116(2), as amended, County Clerk and Entity shall enter into an agreement for the administration of their respective duties concerning the conduct of the coordinated election, and said agreement must be executed no less than 70 days prior to the Election which is August 25, 2026.

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which is hereby acknowledged, County Clerk and Entity agree as follows:

ARTICLE I PURPOSE AND GENERAL MATTERS

A. Goal.

The purpose of Agreement is to set forth the respective tasks in order to conduct Election and to allocate the cost thereof.

B. Coordinated Election Official.

County Clerk shall act as the Coordinated Election Official ("CEO") in accordance with Code and Rules and shall conduct Election for Entity.

County Clerk designates as the primary liaison ("Contact Officer") between County Clerk and Entity:

Name: Michele Mihulka

Phone: 970.498.7932

Email: electioncoordination@larimer.gov

Contact Officer shall act under the authority of County Clerk and shall have primary responsibility for the coordination of Election with Entity.

C. Designated Election Official.

Entity designates as its Designated Election Official ("DEO") to act as the primary liaison between Entity and Contact Officer:

Name: Hannah Hill

Phone: 970.657.7285

Email: Hillha@wellingtoncolorado.gov

DEO shall have primary responsibility for Election procedures to be handled by Entity. DEO shall act in accordance with Code and Rules. DEO shall be readily available and accessible during regular business hours, and at other times when notified by Contact Officer in advance, for the purposes of consultation and decision-making on behalf of Entity. In addition, DEO is responsible for receiving and timely responding to inquiries made by its voters or others interested in Entity's election.

D. Jurisdictional Limitation.

Entity encompasses territory within Larimer County, Colorado. Agreement shall be construed to apply only to that area of Entity situated within Larimer County.

E. Term.

The term of Agreement shall be through December 31, 2026 and shall apply only to Election.

ARTICLE II DUTIES OF COUNTY CLERK

A. Voter Registration.

Supervise, administer, and provide necessary facilities and forms for all regular voter registration sites.

B. Ballot Preparation.

1. Lay out the text of the ballot in a format that complies with Code and Rules. **As authorized by Colorado Secretary of State Rule 4.1.2(c), County Clerk requires that each ballot question and ballot issue be not more than 250 words. Additional costs incurred for ballot language length exceeding 250 words are referenced in Article IV(A).**
2. Assign the letter and/or number of Entity's ballot question(s) or ballot issue(s) which will appear on the ballot and provide this assignment to Entity.
3. Provide ballot printing layouts and text for Entity's review and signature. If Entity fails to provide approval by the required deadline, the content is to be considered approved.
4. Certify the ballot content to the printer(s).
5. Contract for ballots.

C. Voter Lists.

Upon request of Entity, create and certify a list of registered voters containing the names and addresses of each elector registered to vote in Entity.

D. Property Owners.

Only applicable to Elections conducted under titles in which property owners are eligible to vote.

Automatically mail property owner ballots to active, registered voters who own (or lease, if applicable) property within the district boundaries of Entity and are certified as eligible by the DEO. See Article III(G)(3).

E. Election Judges.

Appoint and compensate a sufficient number of election judges to conduct Election.

F. Mail Ballot.

1. Mail ballot packets to every active registered elector and conduct Election in accordance with C.R.S. Title 1, Article 7.5.
2. Establish drop boxes in accordance with C.R.S. §1-5-102.9(5) for the purposes of allowing electors to drop off their completed mail ballots.

G. Voter Service and Polling Center ("VSPC") sites.

1. Establish VSPC sites in accordance with C.R.S. §1-5-102.9, coordinate the location and operation of the VSPC sites, and conduct all accessibility site surveys.
2. Obtain and provide all ballots, forms, equipment and supplies necessary for mail and accessible voting.
3. Obtain and provide all ballots, forms, equipment and supplies necessary to verify and issue ballots to property owners who are registered to vote in the State of Colorado but who do not reside in Entity. *Only applicable to Elections conducted under titles where owning property in the political subdivision is a requirement for voting in Election.*
4. Provide all necessary Election personnel to conduct Election.

H. Voting Jurisdiction.

Pursuant to C.R.S. §1-5-303 and subject to Entity providing the information referenced in Article III(C)(1), County Clerk shall provide an Address Library Report from the Statewide Colorado Voter Registration and Election database ("Address Library Report") no later than August 7, 2026, which will list the street addresses located in both Entity and Larimer County according to the statewide voter registration system. In order to create Address Library Report, County Clerk must first receive from Entity the information referenced in Article III(C)(1).

I. Election Day Preparation.

1. Provide, no later than twenty days before Election, notice by publication of a mail ballot election. Such notice shall satisfy the publication requirement for all entities participating in Election pursuant to C.R.S. § 1-5-205(1.4).
2. Prepare and conduct pre-election logic and accuracy testing in accordance with C.R.S. § 1-7-509 and Rules.
3. Provide necessary voting system equipment together with personnel and related computer equipment for conduct of Election.
4. Prepare and conduct a risk-limiting audit in accordance with C.R.S. § 1-7-515 and Rules.

J. TABOR Notice.

1. Coordinate the printing and labeling of the TABOR notice and mail it to all registered voters within Entity not less than thirty days prior to Election in compliance with Article X, Section 20 of the Colorado Constitution and any applicable Code and Rules.
2. Charge Entity for all expenses associated with printing, labeling, and mailing (postage) for the TABOR notice. Said expenses shall be prorated among all Entities participating in the TABOR notice. Such proration shall be based, in part, upon the number of addresses where one or more active registered voters of Entity reside.
3. Determine the least cost method for mailing the TABOR notice and address the TABOR notice to "All Registered Voters" at each address in Larimer County where one or more active registered voters of Entity reside.
4. Nothing herein shall preclude County Clerk from sending the TABOR notice of Entity to persons in addition to the electors of Entity if such sending arises from County Clerk's efforts to mail the TABOR notice at the least cost.

K. Counting Ballots.

1. Conduct and oversee the ballot counting process and report the results for each race and measure.
2. Establish backup procedures and backup sites for ballot counting should counting equipment and/or building facilities fail. In such event, counting procedures will be moved to a predetermined site.

L. Certifying Results.

1. Convene the Board of Canvassers.
2. Certify the results of Entity's Election within the time required by law and provide Entity with a copy of all Election statements and certificates required under Code and Rule.
3. Conduct a recount (if called for) in accordance with Code and Rule.

M. Recordkeeping.

1. Retain all Election records as required by C.R.S. § 1-7-802.
2. Keep an accurate account of all Election costs.

N. No Expansion of Duties.

Nothing contained in Agreement is intended to expand the duties of County Clerk beyond those set forth in Code or Rules.

**ARTICLE III
DUTIES OF ENTITY**

A. Authority.

Provide County Clerk with a copy of the ordinance or resolution stating that Entity will participate in Election in accordance with the terms and conditions of Agreement. The ordinance or resolution shall further authorize the presiding officer of Entity or other designated person to execute Agreement.

B. Call and Notice.

Publish all notices relative to Election which Entity is required to provide pursuant to Code, Rules, Entity's Charter and any other statute, rule, or regulation.

C. Voting Jurisdiction – Certifying Entity Address Boundaries.

1. If Entity is not already identified by a tax authority code in the County Assessor's records, Entity must:
 - Provide County Clerk with a legal description, map and listing of street addresses located within Entity in Larimer County, no later than 5:00 p.m. on August 5, 2026.
 - This information must be provided to County Clerk in Microsoft Excel.
 - Certify the accuracy of such information.
2. If Entity has annexed any properties into Entity since January 1, 2026, Entity must:
 - Provide County Clerk with a legal description, map and listing of street addresses for all properties annexed into Entity in Larimer County, no later than 5:00 p.m. on August 5, 2026.
 - This information must be provided to County Clerk in Microsoft Excel.
 - Certify the accuracy of such information.
3. Review all information in Address Library Report referenced in Article II(H) and ensure that Address Library Report is an accurate representation of the streets contained within Entity's legal boundaries.
4. Indicate on Address Library Report Sign-Off Form ("Sign-Off Form") whether any changes are needed, or whether Address Library Report is complete and accurate.
 - If Entity requests any changes to Address Library Report on Sign-Off Form, County Clerk will make the requested changes and return the amended Address Library Report to Entity along with a second Sign-Off Form, no later than 5:00 p.m. on August 21, 2026.

5. Return the final certified Sign-Off Form to County Clerk, no later than 5:00 p.m. on August 25, 2026.

D. Petitions, Preparation and Verification.

Perform all responsibilities required to certify any candidate, initiative petition, question, or issue to the ballot.

E. Ballot Preparation.

1. Determine whether a ballot race, ballot question, or ballot issue is properly placed before the voters.
2. Prepare a list of candidates and the ballot title and text for each ballot question and ballot issue. **County Clerk requires that each ballot question and ballot issue be not more than 250 words as authorized by Colorado Secretary of State Rule 4.1.2(c). Additional costs incurred for ballot language length exceeding 250 words are referenced in Article IV(A).**

Each ballot contest must include the term and the number of candidates to "vote for" in the following format:

- X-Year Term
- Vote for X (single winner contest) or Vote for Not More Than X (multi-winner contest)

County Clerk may correct formatting errors in the term or "vote for" language, so long as those corrections do not change or otherwise impact the meaning of Entity's certified content.

Each ballot issue or ballot question submitted shall be followed by the words "yes/for" and "no/against".

3. Provide a certified copy of the ballot content [race(s), question(s) and issue(s)] to County Clerk no later than 5:00 p.m. on September 4, 2026, pursuant to C.R.S. §1-5-203(3)(a). Entity must submit certified ballot content to the County Clerk using the form provided by the County Clerk.

The ballot content must be certified exactly in the order in which it is to be printed on the ballot pages and sample ballots.

The certified list of ballot race(s), ballot question(s) and/or ballot issue(s) submitted by Entity shall be final.

4. Proofread and approve Entity's ballot content for printing immediately upon receipt from County Clerk. Due to time constraints, DEO must be available for proofing and approving ballot content from 8:00 a.m. to 7:00 p.m. from September 7, 2026 until September 11, 2026, or until final approval of printing of ballots has been reached. County Clerk agrees to keep DEO informed of ballot printing status.

Once approval has been received, County Clerk will not make any changes to the ballot content. If Entity fails to provide approval by the required deadline, the content will be considered approved.

5. Ensure that Entity's certified candidates file all Campaign and Political Finance forms required by the Colorado Secretary of State Rules Concerning Campaign and Political Finance with the appropriate filing office. Candidates required to file with the Secretary of State must file electronically using the online campaign finance reporting system, TRACER: <http://tracer.sos.colorado.gov>.

Candidates in municipal elections file with the municipal clerk.

6. Provide (or ensure that Entity's certified candidates provide) an audio pronunciation of all candidates' names as they have been certified to County Clerk, no later than 5:00 p.m. on September 4, 2026. See Exhibit B for details.
7. Defend and resolve at Entity's sole expense all challenges relative to the ballot race(s), ballot question(s) and/or ballot issue(s) as certified to County Clerk for inclusion in Election.

F. Election Participation and Contingency Planning.

If requested by County Clerk, provide person(s) to participate and assist in Election process. The person(s) provided by Entity must be registered to vote in the State of Colorado.

In the event of the loss of a VSPC location within Entity's boundaries, collaborate with County Clerk to establish a contingency location for voting.

G. Property Owners.

Only applicable to Elections conducted under titles where owning property in the political subdivision is a requirement for voting in Election.

1. Notify and provide information and materials to property owners regarding the location(s) which an eligible elector may vote at any VSPC site.
2. Obtain a list of Entity's property owners from the County Assessor's office in accordance with C.R.S. §1-5-304. Property owners listed in the County Assessor's property records may not be eligible electors of Entity. Entity must review and verify the eligibility of property owners to receive Entity's ballots.
3. No later than September 30, 2026, certify to County Clerk a list of eligible electors who:
 - Own (or lease, if applicable – *consult legal counsel*) property within the district boundaries of Entity;
 - Are registered to vote in the State of Colorado and whose voter records are **active** (not inactive, incomplete, or cancelled);
 - Are or will be at least 18 years of age as of November 3, 2026; and
 - Are **not** already registered to vote within the district boundaries of Entity.

The list must be in Excel (.xls/.xlsx) format and must include the following columns:

Voter ID	Mailing Address
First Name	Mailing City
Middle Name	Mailing State
Last Name	Mailing Zip
Suffix	

Each eligible elector must be listed as a separate entry.

Exclude Trusts, LLC, Corporations and Entities if ineligible to vote – *consult legal counsel*.

4. Between October 2 and October 26, 2026, provide to County Clerk the names of newly eligible electors, if any, who meet the same criteria (and in the same format) as in Article III(G)(3).

H. TABOR Notice.

1. Prepare the language for the TABOR notice [for any ballot issue(s) that require a TABOR notice] in compliance with Article X, Section 20 of the Colorado Constitution and any pertinent Code and Rules.

Entity shall be solely responsible for timely providing to County Clerk a complete TABOR notice. County Clerk shall in no way be responsible for Entity's compliance with TABOR or the accuracy or sufficiency of any TABOR notice.

2. Receive written comments relating to ballot issue(s) and summarize such comments, as required by TABOR.
3. Certify and submit all TABOR notice content, including pro and con summaries and fiscal information, to County Clerk no later than 5:00 p.m. on September 21, 2026, pursuant to C.R.S. §1-7-904. Such notice shall be provided to County Clerk as an email attachment to electioncoordination@larimer.gov.

Entity shall be solely responsible for the preparation, accuracy, and contents of its TABOR notice(s). The certified TABOR notice, including all text, summary of comments and fiscal information shall be final. County Clerk may correct any spelling, grammar or formatting errors identified in Entity's certified TABOR notice, so long as those corrections do not change or otherwise impact the meaning of Entity's TABOR notice content.

4. Proofread and approve Entity's TABOR notice content for printing. Due to time constraints, DEO must be available for proofing and approving TABOR notice content for printing from 8:00 a.m. to 7:00 p.m. from September 21, 2026, until September 25, 2026, or until final approval of the TABOR notice has been reached. County Clerk agrees to keep all contact personnel informed of TABOR notice printing status.

Once approval has been received, County Clerk will not make any changes to the TABOR notice content. If Entity fails to provide approval by the required deadline, the content will be considered approved.

5. Mail the TABOR notice to each address of one or more active registered electors who own property but who do not reside within Entity in accordance with C.R.S. §1-7-906(2).

I. Cancellation of Election by Entity.

If Entity resolves not to participate in Election, Entity must immediately deliver to Contact Officer written notice that it is withdrawing one or more ballot questions or ballot issues; provided, however that Entity may not cancel after the 25th day prior to Election, October 9, 2026, pursuant to C.R.S. §1-5-208(2).

Entity must reimburse County Clerk for the actual expenses incurred in preparing for Election. If cancellation occurs after the certification deadline, full election costs may be incurred. Entity must publish all notices relative to Election which Entity is required to provide pursuant to Code, Rules, Entity's Charter and any other statute, rule or regulation.

ARTICLE IV COSTS

A. Election Costs.

Entity shall be charged and pay for election costs associated with its ballot race(s), question(s), and/or issues(s). These election costs will include a proportionate share of common election costs pursuant to Section A(1), and other costs pursuant to Section A(2) (collectively "Election Costs"), as applicable.

1. Shared Common Election Costs. Entity shall be charged and pay a proportional share of costs that are not reimbursed by the state pursuant to C.R.S. §1-5-505.5(1)(a), based on County expenditures relative to Election and the **number of eligible electors (including property owners, if applicable) per Entity**, in accordance with C.R.S. §1-7-116(2)(b). Shared costs include, but are not limited to:
 - Election Staff Wages (Overtime/Compensatory Time)
 - Temporary Staff Wages
 - Election Judge and Canvass Board Wages
 - Printing – Ballots, Envelopes, Forms
 - Ballot Programming, Insertion, and Mailing Services
 - VSPC Location Expenses
 - Security Expenses
 - Election Notice Printing and Publication
 - Mailing Costs (Postage and shipping)
 - Contingency Expenses
2. Other Election Costs. In addition to its proportionate share of common election costs, Entity shall be charged and pay the following, as applicable:
 - a. **Unique Costs.** Entity shall pay any additional or unique election costs resulting from Entity delays and/or special preparations or cancellations relating to Entity's participation in Election. Special Preparations can include, but are not limited to: ballot addendums, affidavits, ballot language length exceeding 250 words or multiple page ballot.
 - b. **Recount Costs.** The cost of any recount(s) will be charged to Entity. If more than one Entity is involved in the recount, the cost will be prorated among the Entities participating in the recount.
 - c. **TABOR Costs.** Entity shall pay a prorated amount for the costs to coordinate, label and print the TABOR notice, and for the mailing of such notice. Such proration to be based, in part, on addresses where one or more active registered electors of Entity reside.

B. Cost Estimate.

Preliminary estimates of Shared Common Election Costs are attached to this Agreement as follows:

- a. **Exhibit A.** (STATE participates, COUNTY participates)

County Clerk will provide an updated cost estimate once all entities have been certified on the ballot. That update will include estimated TABOR costs if applicable. Estimated Recount costs will be provided once it is anticipated there will be a recount. Given the nature of Unique costs, estimates

may not be given but the County Clerk will keep Entity reasonably apprised of any such costs if unique circumstances occur.

C. Invoice.

County Clerk shall submit to Entity an invoice for all Election Costs that Entity is responsible to pay under Agreement, and Entity shall remit to County Clerk the total due upon receipt. Any amount not paid within 30 days after receipt of the invoice will be subject to an interest charge at the lesser of 1 ½% per month or the highest rate permitted under law.

D. Funds Appropriated.

By signing this Agreement Entity affirms that it has sufficient funds available in its approved budget to pay its estimated share of Election Costs, including all reasonably anticipated Unique Costs, Recount Costs, Ranked Voting Costs, and TABOR Costs.

**ARTICLE V
MISCELLANEOUS**

A. Entire Agreement.

Agreement and its Exhibits constitute the entire agreement between County Clerk and Entity as to the subject matter hereof and supersede all prior or current agreements, proposals, negotiations, understandings, representations and all other communications, both oral and written.

B. Liability and Immunity.

County Clerk and Entity agree to be responsible for its own acts and omissions, and those of its officers, agents and employees, to the extent required by law, subject to and without waiving the notice requirements, immunities, rights, benefits, defenses, limitations, and protections available under the Colorado Governmental Immunity Act as currently written or hereafter amended.

In the event a court of competent jurisdiction finds Election for Entity was void or otherwise fatally defective as a result of the sole breach or failure of County Clerk to perform in accordance with Agreement or laws applicable to Election, Entity shall be entitled to recover expenses or losses caused by such breach or failure up to the maximum amount paid by Entity to County Clerk under this Agreement. County Clerk shall in no event be liable for any expenses, damages or losses in excess of the amounts paid under this Agreement. This remedy shall be the sole and exclusive remedy for the breach available to Entity.

C. Conflict of Agreement with Law, Impairment.

Should any provision of Agreement be determined by a court of competent jurisdiction to be unconstitutional or otherwise null and void, it is the intent of County Clerk and Entity hereto that the remaining provisions of Agreement shall be of full force and effect.

D. Time of Essence.

Time is of the essence in the performance of Agreement. The time requirements of Code and Rules shall apply to completion of required tasks.

E. No Third Party Beneficiaries.

Enforcement of the terms and conditions of Agreement and all rights of action relating to such enforcement shall be strictly reserved to County Clerk and Entity, and nothing contained herein shall give or allow any such claim or right of action by any other person or Entity.

F. Governing Law; Jurisdiction & Venue.

Agreement, the interpretation thereof, and the rights of County Clerk and Entity under it will be governed by, and construed in accordance with, the laws of the State of Colorado. The courts of the State of Colorado shall have sole and exclusive jurisdiction of any disputes or litigation arising under Agreement. Venue for any and all legal actions arising shall lie in the District Court in and for the County of Larimer, State of Colorado.

G. Headings.

The section headings in Agreement are for reference only and shall not affect the interpretation or meaning of any provision of Agreement.

H. Severability.

If any provision of Agreement is declared by a court of competent jurisdiction to be invalid, void or unenforceable, such provision shall be deemed to be severable, and all other provisions of Agreement shall remain fully enforceable, and Agreement shall be interpreted in all respects as if such provision were omitted.

I. Amendments/Modifications.

As the Election approaches the Secretary of State may adopt new or different election rules that change or add obligations and procedures relevant to the Election. In such event, the Parties agree to comply with any such mandatory changes and this IGA shall be deemed automatically amended to incorporate same. As time allows, the Clerk and Recorder will attempt to circulate any such election rule changes to Entity and the Parties agree to communicate as necessary to implement such changes.

Amendments or strikethroughs to this Agreement are not allowed without written consent of both parties.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have executed Agreement to be effective upon the date signed by both parties.

COUNTY CLERK

TINA HARRIS
LARIMER COUNTY, COLORADO
CLERK AND RECORDER

Date

ENTITY

Town of Wellington
Name of Entity

Date

BY:

Printed Name of Authorized Representative
Signing on behalf of Entity

Signature of Authorized Representative

Town Clerk
Title of Authorized Representative

Entity phone number

Approved as to form:



County Attorney

EXHIBIT A

LARIMER COUNTY 2026 GENERAL ELECTION ENTITY BILLING	Cost - TABOR			Cost - Election			TOTAL COST
	\$100,000.00			\$1,830,000.00			
	Households	% of Proration	Balance of Costs	Eligible Electors	% of Proration	Balance of Costs	
State of Colorado	N/A	N/A	N/A	N/A	N/A	\$823,500.00	\$823,500.00
Larimer County	143,001	81.852%	\$81,852.37	265,709	79.995%	\$805,149.70	\$887,002.07
Town of Johnstown	N/A	N/A	N/A	4,875	1.468%	\$14,772.19	\$14,772.19
Town of Wellington	4,060	2.324%	\$2,323.90	7,936	2.389%	\$24,047.62	\$26,371.52
Town of Windsor	3,595	2.058%	\$2,057.74	7,435	2.238%	\$22,529.49	\$24,587.23
Weld RE-5J School	4	0.002%	\$2.29	11	0.003%	\$33.33	\$35.62
Allenspark Fire Protection	40	0.023%	\$22.90	101	0.030%	\$306.05	\$328.95
Estes Valley Fire Protection	4,202	2.405%	\$2,405.18	7,192	2.165%	\$21,793.15	\$24,198.34
Poudre Valley Fire Protection	15,031	8.604%	\$8,603.60	29,394	8.849%	\$89,069.51	\$97,673.11
Windsor-Severance Fire Protection	4,180	2.393%	\$2,392.59	8,723	2.626%	\$26,432.38	\$28,824.97
Thompson Crossing Metro # 2	593	0.339%	\$339.43	781	0.235%	\$2,366.58	\$2,706.01
	174,706	100%	\$100,000.00	332,157	100%	\$1,830,000.00	\$1,930,000.00

The State reimburses the county for forty-five percent of election costs (\$823,500.00). Coordinating entities share only those election costs that are not reimbursed by the State (\$1,006,500.00).

EXHIBIT B
Audio

In accordance with Rule 4.6.2, all candidates shall provide an audio recording of their name to County Clerk no later than the last day upon which Entity certifies the ballot content (September 4, 2026), pursuant to C.R.S. §1-5-203(3)(a).

It is the responsibility of Entity to ensure an audio pronunciation is provided for each candidate as it is certified to County Clerk. The purpose of the audio recording is to be compliant with disability and accessibility laws providing voting equipment pursuant to C.R.S. §1-5-704.

To be in compliance with the above Code and Rule, County Clerk's office is providing a voice mailbox at **970.498.7946** that candidates are required to call to provide the correct pronunciation of their name.

Upon calling the voice mailbox, they will receive instructions on recording their information, as well as options for listening, deleting, re-recording and saving their message. **Please inform candidates within your district of the necessity of recording the correct pronunciation of their name.**

County Clerk's office will contact Entity if pronunciation guidelines on any ballot race(s), ballot question(s) and/or ballot issue(s) are needed.

Please contact County Clerk's office at 970.498.7820 if you have any questions or need additional information.

TOWN OF WELLINGTON

RESOLUTION NO. 30-2026

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, SUPPORTING THE REFERRAL OF A PUBLIC SAFETY SALES AND USE TAX QUESTION TO THE NOVEMBER 3, 2026 GENERAL ELECTION, PARTICIPATING IN A COORDINATED ELECTION WITH LARIMER COUNTY

WHEREAS, the Town contracts with the Larimer County Sheriff's Office for law enforcement and public safety services at an annual cost of approximately \$2.27 million in 2026;

WHEREAS, Wellington's continued growth has increased demand for patrol, traffic enforcement, investigations, school safety, emergency response, and other public safety services;

WHEREAS, the Town's current three percent (3.00%) sales and use tax rate has remained unchanged since taking effect in 1999;

WHEREAS, the Board of Trustees is considering referring to voters an additional one-half percent (0.50%) sales and use tax, estimated to generate approximately \$905,000 in its first full fiscal year, to support law enforcement and related public safety services;

WHEREAS, the Board must take formal action and notify the Larimer County Clerk and Recorder to participate in the November 3, 2026 coordinated election;

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

Section 1. Public Safety Ballot Issue.

The Board supports and intends to refer to the Town's registered electors a ballot issue increasing the Town's sales and use tax by one-half percent (0.50%) to support law enforcement and related public safety services. The tax may be imposed only upon voter approval.

Section 2. Participation in Coordinated Election.

The Town formally elects to participate in the November 3, 2026 General Election and intends to conduct its election as part of the coordinated election administered by the Larimer County Clerk and Recorder.

Section 3. Notice and Election Agreement.

The Town Clerk is authorized and directed to notify the Larimer County Clerk and Recorder of this formal action.

Section 4. Final Ballot Language.

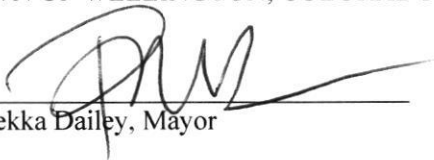
Final referring legislation and ballot language shall be presented to the Board for approval before the applicable certification deadline and shall comply with all constitutional and statutory requirements.

Section 5. Authority and Effective Date.

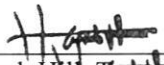
Town officials are authorized to take all actions necessary to implement this Resolution. This Resolution shall take effect immediately upon adoption.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 28th day of July, 2026.

TOWN OF WELLINGTON, COLORADO

By: 
Rebekka Dailey, Mayor

ATTEST:


Hannah Hill, Clerk





Board of Trustees Meeting

Date: August 11, 2026

Subject: Resolution No. 34-2026 - A Resolution by the Town of Wellington, Colorado Adopting Highland Cemetery Rules and Regulations

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

EXECUTIVE SUMMARY

The Highland Cemetery serves as an important public asset and final resting place for members of our community. The proposed regulations are intended to establish clear operational standards, protect cemetery property, preserve the dignity and appearance of the cemetery, ensure consistency in administration, and provide clear expectations for lot owners, visitors, and funeral service providers.

BACKGROUND / DISCUSSION

The Board of Trustees reviewed the draft Cemetery Rules and Regulations during a presentation on July 14, 2026. Following discussion, the Board provided direction to staff on several provisions, including the addition of an appeal process for foundations, burial receptacles, and fencing or bordering requests. Attached to this memorandum is a summary of the sections discussed on July 14, along with the proposed revisions reflecting the Board's feedback.

If the Town Board approves the Cemetery Rules and Regulations, staff will undertake a public outreach effort to ensure lot owners, residents, and visitors are informed of the new requirements. Notification will include direct notices, publication in the Town newsletter, social media announcements, and signage within the Cemetery. The intent is for the Rules and Regulations to become effective upon adoption, with enforcement of provisions related to existing and historic items beginning January 1, 2027, allowing sufficient time for public awareness and compliance.

CONNECTION WITH ADOPTED MASTER PLANS

Ensure Strong Town Operations
Grow Responsibly
Cultivate & Nurture Community Spaces

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 24-2026.

MOTION RECOMMENDATION

I move to approve Resolution No. 34-2026, a Resolution by the Town of Wellington, Colorado Adopting the Highland Cemetery Rules and Regulations.

ATTACHMENTS

1. Resolution No 34-2026 Adopting Highland Cemetery Rules and Regulations

2. Highland_Cemetery_Rules_Regulations_2026-08-05 (1)
3. Chart of updated proposed language
4. 1980 Cemetery Rules and Regulations
5. 2026-08-11 Public Comment Received 8-11-2026

TOWN OF WELLINGTON

RESOLUTION NO. 34-2026

A RESOLUTION BY THE TOWN OF WELLINGTON, COLORADO ADOPTING
HIGHLAND CEMETERY RULES AND REGULATIONS

WHEREAS, the Town of Wellington owns and operates the Highland Cemetery for the benefit of residents and the public; and

WHEREAS, the Town Board recognizes its responsibility to ensure that the Cemetery is maintained in a respectful, safe, orderly and dignified manner for the benefit of all visitors, lot owners and families; and

WHEREAS, the Town Board desires to establish standards governing interments, monuments, markers, decorations, landscaping and other activities within the Cemetery; and

WHEREAS, the Town Board finds the periodic review and update of the Highland Cemetery Rules and Regulations is necessary to address changing operational needs, maintenance practices, and community expectations; and

WHEREAS, the Town Board wishes to clarify the rights and responsibilities of lot owners, heirs, visitors and Town personnel with respect to the use and management of the Cemetery; and

WHEREAS, The Town Board has reviewed the proposed Cemetery Rules and Regulations and determined that their adoption is in the best interests of the Town and the public; and

WHEREAS, The Town Board desires to provide a fair and consistent process for the administration and enforcement of the Cemetery Rules and Regulations.

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

1. The Town Board hereby adopts the Highland Cemetery Rules and Regulations attached hereto as Exhibit A.
2. The Cemetery Rules and Regulations shall become effective upon adoption of this Resolution and shall be enforced beginning January 1, 2027
3. The Town Clerk is hereby authorized and directed to administer, implement and enforce the Cemetery Rules and Regulations.
4. Any prior Cemetery Rules, Regulations, policies, or practices inconsistent with the Cemetery Rules and Regulations adopted by this Resolution are hereby repealed and superseded.

5. The Town Board reserves the right to amend, revise, repeal, or supplement the Cemetery Rules and Regulations from time to time as it deems necessary and appropriate.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of August, 2026.

TOWN OF WELLINGTON, COLORADO

By: _____
Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk

RULES AND REGULATIONS FOR THE OPERATION OF HIGHLAND CEMETERY

1.0 INTRODUCTION

These Rules and Regulations are adopted by the Town of Wellington for the governance, operation, and maintenance of Highland Cemetery. Their purpose is to ensure fairness, protect the rights of interment owners, and preserve the cemetery's orderly, respectful, and permanent appearance.

All interment rights, owners, visitors, contractors, and employees are subject to these Rules and Regulations, including amendments adopted by the Town Board. All cemetery business shall be conducted through the Town Clerks Office.

2.0 DEFINITIONS

Cremains / Urn / Vault: Standard burial terms

Disinterment: The removal of the interred remains of a deceased person, the casket, if any, and the burial receptacle from the ground

Foundation: The base of foundation upon which a memorial is installed

Interment: Burial, entombment, or inurnment

Lot/Burial Space: Area for interment

Memorial/Monument: Grave marker

Owner: Holder of interment rights

Perpetual Care: General maintenance (not memorial repair)

3.0 OWNERSHIP AND MANAGEMENT

The Cemetery is owned by the Town. The Town Clerk, or designee, has the right of general control of the Cemetery in all matters, regardless of whether such matters are specifically covered by these rules and regulations.

3.1 MANAGEMENT OF THE CEMETERY.

Except as otherwise provided herein, the Town Clerk is delegated authority for day-to-day administration of the Cemetery and the Public Works Department has management and operation authority. The Public Works Director or Town Clerk may designate qualified staff or contractors to undertake the obligations set forth herein.

3.2 BUSINESS OFFICE.

All applications for: purchase, transfers, interment and disinterment orders, or annual care of any kind must be made through the Town Clerks Office during business hours. Payment for services must be made in full, to Municipal Services Building, prior to the service's scheduled time. The Town may deny acceptance of future service requests from any individual or entity with an outstanding balance.

3.3 ADMISSION TO CEMETERY.

The Town reserves the right to refuse admission to the Cemetery and to refuse the use of any of the Cemetery facilities to any person or persons when, in the Town's discretion, such course of conduct is in the best interest of the Cemetery and the Town.

4.0 CONTROL OF WORK AND IMPROVEMENTS

Except as otherwise provided, all grading, landscaping, lot care, and improvements shall be performed by the Town. All planting, trimming, or removal of trees and shrubs, as well as all grave openings and closings, shall also be performed by the Town.

In addition to routine maintenance, the Town will conduct annual cemetery clean-ups during May and October each year. Advance notice will be provided by posted signage, and weather may impact timing.

4.1 TOWN MUST DIRECT AND MAY REMOVE IMPROVEMENTS.

All improvements or alterations are subject to the direction and approval of the Public Works Director or their designee. Improvements deemed unsightly may be removed, altered, or corrected at the direction of the Public Works Director without owner consent.

4.2 TOWN LIABILITY.

The Town shall take reasonable precautions to protect cemetery property but shall not be liable for loss or damage except where caused by its own negligence. The Town disclaims responsibility for damage resulting from causes beyond its control, including weather, vandalism, theft, accidents, or other similar events.

4.3 LIABILITY FOR DAMAGES

Any person who damages cemetery property shall be required, at the Town's discretion, to repair or replace the damage promptly and to the satisfaction of the Public Works Director or designee. This requirement does not limit the Town's right to pursue additional remedies.

The Town shall not be liable for the actions of owners, visitors, or others, or for any injury or damage occurring within the Cemetery

5.0 CONDUCT WITHIN THE CEMETERY

5.0.1 Persons shall use only designated roads, drives, and walkways for travel within the cemetery. Use of any other areas as thoroughfares is prohibited and may result in removal from or exclusion from the cemetery.

Ash Drive is designated as a pedestrian-only thoroughfare. The operation of motorized vehicles on Ash Drive is prohibited.

5.0.2 All organized activities, services, ceremonies, or other planned uses of the cemetery shall be scheduled in advance with the Town Clerk's Office and approved by the Town. The Town reserves the right to establish reasonable conditions or restrictions to ensure single reservations, proper use, maintenance, preservation, and orderly operation of the cemetery. Activities conducted without prior authorization may be prohibited, discontinued, or otherwise addressed by the Town as deemed appropriate.

The Town welcomes and encourages volunteer efforts that support the beautification, preservation, and maintenance of the cemetery. Individuals, community groups, organizations, and other volunteers wishing to perform work within the cemetery shall coordinate their activities in advance with the Town Clerk and receive authorization from the Town. Volunteer activities may be subject to reasonable conditions, including scheduling, supervision, approved work scopes, and compliance with applicable safety requirements.

5.1 PROHIBITED ACTIVITIES

The following activities are prohibited within the cemetery:

- Scattering cremated remains
- Burial of animals
- Gathering flowers or damaging trees, shrubs, or plants
- Feeding or disturbing wildlife
- Soliciting or peddling goods or services
- Posting signs, notices, or advertisements not authorized by the Town
- Allowing Animals to Roam Unrestrained

5.2 RUBBISH

All rubbish shall be placed in designated receptacles.

5.3 MOTOR VEHICLES

Motor vehicles shall not exceed ten (10) miles per hour within the cemetery.

E-bikes and motorized recreational vehicles of any kind are not permitted within the cemetery.

5.4 TRUCKS AND HEAVY HAULING

Trucks, heavy equipment, or commercial vehicles are prohibited unless authorized in advance by the Town for cemetery-related business.

5.5 CEMETERY HOURS

The cemetery shall be open to the public from dawn to dusk. Interment hours are governed separately.

5.6 PERSONAL BEHAVIOR

All persons shall conduct themselves with decorum and respect for the dignity of the cemetery, as well as for other persons and property.

5.7 CASKETS NOT TO BE DISTURBED

Once a casket or burial receptacle is within the cemetery, it shall not be opened or disturbed except with written authorization from the legal representative of the deceased or by court order, and only in the presence of a cemetery official.

6.0 INTERMENTS

6.1 SUBJECT TO LAWS AND ORDERS

All interments are subject to applicable laws and regulations of the Town of Wellington, Larimer County, and the State of Colorado.

6.2 DISPOSITION PERMIT REQUIRED

A valid disposition permit issued by the State of Colorado, or the state where the death occurred, must be provided to the Town prior to any interment.

6.3 MANNER AND CHARGES

All interments shall be conducted in accordance with Town procedures and only after all applicable fees have been paid.

The Opening and Closing fee will be paid at the time of interment.

Town staff shall not:

- Act as pallbearers or assist in moving caskets in any way, including the lowering of caskets, urns or other receptacles
- Enter graves after vault placement
- Perform open casket operations
- Transport or handle vaults, monuments, or equipment
- Accept payments outside Municipal Services Building
- Provide or set up tents, chairs, or service equipment

6.4 NOTICE OF INTERMENT REQUIRED

A minimum of four (4) business days' notice is required for interments, excluding holidays, and is subject to staff and equipment availability. Requests must be made through the Town Clerks Office. Exceptions may be approved on a case-by-case basis. Emergency interments may be arranged through Municipal Services Building upon proof of necessity.

6.5 TIME AND SCHEDULING

All interments must be scheduled through Municipal Services Building.

- Standard hours: Monday–Friday, 9:00 a.m. to 2:00 p.m.
- After-hours: Weekdays 2:00–4:00 p.m. and Saturdays 9:00 a.m.–12:00 p.m., subject to availability and additional fees
- No services are allowed on Sundays or Town holidays, after 4:00 p.m. on weekdays and Saturdays after 12:00 p.m.
- In the event of a disaster requiring multiple interments, the Town may extend interment hours as necessary.

6.6 DELAYS OR PROTESTS

The Town is not liable for delays caused by protests or failure to comply with these Rules. Protests

must be submitted in writing to the Town Clerk. Ownership of interment rights shall be determined by the Town in consultation with legal counsel.

6.7 APPROVED BURIAL RECEPTACLES

All burials must use approved concrete or fiberglass receptacles; cremated remains must be placed in an industry-approved container, unless otherwise approved by the Town through the Appeal Process as outlined in Section 14.0 Damaged or non-compliant receptacles may be refused.

6.8 LOCATION OF BURIAL SPACE

6.8.1 Standards

Burial spaces must meet required depth and spacing standards. Additional sizing needed may require an additional charge.

6.8.2 Location Determination

If instructions are unclear or cannot be followed, the Town may determine placement and shall not be liable for resulting changes.

6.8.3 Changes or Cancellations

Changes after work has begun may result in additional fees, which must be paid prior to proceeding. Outstanding balances may suspend future services.

6.8.4 Oversized Burials

Burials exceeding standard dimensions require the purchase of additional plots.

6.9 EMBALMING; IDENTITY

The Town is not responsible for the identification or preparation of the deceased.

6.10 INTERMENT OF MORE THAN ONE BODY

Only one casket is permitted per burial space.

Maximum per grave:

- One (1) casket
- One (1) casket and two (2) cremains
- Three (3) cremains

Only at the Town Clerks discretion may a cremains burial be placed prior to a casket in one grave space.

6.11 INTERMENT ORDER

When both a casket and cremains are interred, the casket shall be placed first. Cremains may only precede a casket if no foundation is present, or if the interment does not interfere with the foundation/memorial.

Cremains placement shall follow designated layout standards. A six (6) month waiting period is required before installing a foundation following cremains burial.

6.12 INTERMENT OF CREMATED REMAINS

Cremains must be placed in an approved container not exceeding 20 inches in any dimension, with all fees paid in advance.

The Town is not responsible for loss or damage to cremains or containers. Families are responsible for transporting to and lowering in cremains cemetery.

6.13 TOWN NOT RESPONSIBLE

The Town is not responsible for errors due to improper instructions, telephone orders, ground conditions, or acts of nature. While reasonable efforts will be made to provide suitable solutions, no guarantees are made regarding original plot use.

7.0 DISINTERMENTS

In addition to these Rules and Regulations, all disinterment's shall be subject to the orders and laws of Larimer County and the State of Colorado.

7.1 PERMISSION FOR DISINTERMENTS

No disinterment of a body or cremains shall be made without a court order or a signed affidavit from the surviving spouse, next of kin or personal representative, on a form provided by the Town, stating that the disinterment is being requested for a valid reason, that the application is being made by a proper person, that there is no opposition to the disinterment by the surviving spouse, next of kin, or by the expressed wishes of the decedent, and that the affiant agrees to indemnify the Town and hold it harmless from any liability that might result from the disinterment and release it from any claims any person may have, then or in the future, by reason of the disinterment.

The Town Clerk shall have the right to require a court order for disinterment at any time prior to the disinterment when circumstances exist or arise which indicate that there is a question as to the reason for the disinterment or as to whether there is opposition to the disinterment.

7.2 NOTICE OF DISINTERMENT REQUIRED

The Town may require at least ten (10) days' notice prior to disinterment. Disinterment shall not occur on weekends or legal holidays and must be scheduled at the Town's convenience.

7.3 PAYMENT OF FEES

All disinterment fees must be paid in full to the Town Clerks Office prior to the disinterment.

7.4 SERVICES PROVIDED

Disinterment shall be performed by a licensed third party, not the Town or any Town staff. The responsible party must promptly remove remains from the cemetery.

The Town shall not provide personnel or equipment for disinterment. All persons performing disinterment must provide proof of adequate liability insurance and engage a licensed funeral director or authorized service provider.

8.0 INTERMENT RIGHTS

All sales convey only the right of interment for human remains and are subject to these Rules and Regulations. Title to all lots and burial spaces shall remain with the Town, subject to the interment

rights conveyed to the purchaser. Interment rights shall not be granted until full payment has been received by the Town.

Plots may be placed on hold for a period not to exceed two (2) months. Payment plans are permitted, provided that full payment is completed within twelve (12) months of the date of the agreement.

Opening and closing fees shall be paid at the time of interment. Burial spaces purchased prior to August 2026 shall be grandfathered under the fee structure in place at the time of purchase. Burial spaces purchased on or after August 1, 2026, shall require payment of opening and closing fees at the time of interment.

The Town shall not sell burial lots in bulk to funeral homes, mortuaries, or other for-profit entities for resale or use with their customers. However, individual families may purchase multiple plots for family use.

8.1 CORRECTION OF ERRORS

The Town reserves the right to correct errors in the description of the location of any lot or burial space to which a right of interment has been conveyed, either by canceling the sale and substituting burial space(s) or lot(s) of equal value and similar location, or, at the Town's sole discretion, by refunding the amount paid for such right of interment.

The Town further reserves the right to correct errors discovered at the time of interment, including when a grave space is determined to be unavailable upon opening. In such cases, the Town will make reasonable efforts to provide an alternative burial space or lot of equal value and in a similar location; however, due to the age and condition of the cemetery, no guarantee can be made regarding proximity to the originally selected space.

8.2 CHANGE OF ADDRESS

Owners are responsible for notifying the Town of any change in mailing address. Notices sent to the last address on file shall be considered valid.

8.3 RIGHT TO RECLAIM

In accordance with C.R.S. 12-12-116, the Town may reclaim any plot that remains unused and unimproved for a period of seventy-five (75) years.

9.0 TRANSFERS AND REPURCHASE

No transfer or assignment of the right of interment in any lot or burial space shall be valid without the prior written consent of the Town, which written consent shall thereafter be recorded in the books of the Town.

9.1 REPURCHASE BY THE TOWN

An owner may request that the Town repurchase their burial space. The Town may, at its discretion, repurchase the space for one-half (1/2) of the original purchase price. If the original price is unknown, the Town may purchase for \$500.

Payment shall be made only after the owner or next of kin has conveyed clear title to the Town through a deed or other acceptable documentation.

10.0 DECORATIONS

10.0.1 TEMPORARY DECORATIONS

Non-permanent memorial or decorative items that are not attached to the ground, monument, marker, or other cemetery property and are intended for short-term display. Examples of temporary decorations include, but are not limited to, fresh flowers, artificial flowers, floral arrangements, wreaths, flags, potted plants, holiday decorations, memorial tokens, stuffed animals, pinwheels, balloons, ribbons, and similar commemorative items. Temporary decorations are displayed at the owner's risk and may be removed by Cemetery personnel, at their discretion, when they become faded, damaged, dead, unsightly, hazardous, interfere with cemetery operations or maintenance, or exceed any seasonal or time limits established by the Cemetery.

10.1 PLANTS, TREES, SHRUBS, FLOWERS AND BORDERS.

10.1.1 The Public Works Director or designee has exclusive authority in the planting of all trees, shrubs, plants, flowers and grass for ornamentation of the Cemetery. Except as provided herein, planting of trees, shrubs, plants, flowers, grass and any other similar item is prohibited.

10.1.2 Fences, railings, curbs, hedges, and similar enclosures around lots or grave spaces are generally prohibited. Low-profile borders constructed of stone, brick, or other approved materials may be permitted upon prior written approval from the Town Clerk and may not impede on neighboring sites. Historical fencing and borders may remain, provided they are maintained in a safe and presentable condition. If any historical fencing or border falls into disrepair or creates a maintenance or safety concern, the Cemetery may require its repair or removal. Except as otherwise provided herein, nothing shall be placed upon lots or grave spaces other than flowers, vases containing flowers, wreaths, flags, and other temporary decorations. The Cemetery reserves the right to remove and dispose of any flowers, decorations, borders, or other items that are dead, faded, broken, unsightly, hazardous, unauthorized, or that impede Cemetery operations or maintenance. Prior to the removal of any non-temporary border, enclosure, or other permanent or semi-permanent item, the Cemetery shall make reasonable efforts to notify the owner of record and provide an opportunity to correct the condition or request an exception. Any person affected by a decision regarding the removal or denial of a border, enclosure, or other item may submit an appeal according to Section 14.0

10.1.3 Christmas wreaths shall be allowed from November 1st through March 1st. Sprays and wreaths made from fresh cut flowers will be allowed up to two weeks after burial, unless they become unsightly or detrimental based upon the Public Works Director or designee's determination.

10.1.4 Notwithstanding anything to the contrary herein, if trees, shrubs, bushes or flowers growing on any grave spaces, walkways or roads interfere with the general design of the Cemetery, such will be removed without notice.

11.0 OTHER ARTICLES.

11.0.1 The placing of unattached vases, glass, urns, fences, solar lights, wood or metal cases and similar articles upon grave spaces shall not be permitted.

11.0.2 Tinsel and balloons are not allowed.

11.0.3 Crosses and shepherd hooks are allowed until they are no longer in good condition at the discretion of the Public Works Director. Upon sixty (60) days' notice and an opportunity to replace, splintered crosses or crosses in disrepair, along with the shepherd hooks, will be removed.

11.0.4 Christmas blankets and appropriate outdoor lighting shall be allowed from November 1st through March 1st.

12.0 MONUMENTS AND MEMORIALS.

12.0.1 Producers of burial memorial materials, meaning thereby quarries, quarries who also manufacture memorials, and manufacturers of memorials who are not quarries must provide only first grade, clear stone for memorial purposes at the Cemetery, and must guarantee that such stone is free from sap or anything that will cause rust or other stains, and that it will not crack or split, and must agree that should such faults develop within five years from the date of setting, the memorial will be replaced without cost or delay to the Town or the owner.

12.0.2 All persons or firms must secure permission from the Town Clerk or the Public Works Director, or their designee, before any work in the Cemetery is commenced. In order to procure such permission, such person or firm shall submit satisfactory evidence of ability to properly perform the work for which such person or firm has been engaged, including but not limited to proof of insurance and submitting a permit request application.

12.0.3 Persons engaged in erecting burial memorials or other structures are prohibited from attaching ropes or other devices to the memorials, trees or shrubs, and are prohibited from scattering their material or tools over adjoining lots, from blocking roadways or walks and from leaving their material or tools on the grounds longer than necessary. Such persons must do as little injury to the grounds, trees and shrubs as is possible and must remove all debris and restore the ground to its original condition.

12.0.4 While a funeral or an internment service is being conducted nearby, all work of any kind shall cease.

12.0.5 No burial memorials will be allowed on any burial space until full payment is received by the Town for the burial space.

12.0.6 While the Town will exercise due care to protect raised letters, carving or ornaments on any burial memorial in the Cemetery, the Town disclaims responsibility for damage thereto.

12.0.7 Except as otherwise provided herein, no copying, curbing, hedging, grave mounds, borders, enclosures of any kind, or walks of any kind shall be allowed to be built or placed on any grave space in the Cemetery. The Town reserves the right to remove the same without recourse and without prior notice.

12.0.8 The use of tiles, bricks, gravel, crushed rock, oyster shells, cinders or other material on any grave space in the Cemetery is strictly forbidden, unless as outlined in Section. 10.1.2. Any of these used may be removed by the Town without prior notice.

12.0.9 No person shall erect, place, or cause to be erected or placed any burial memorial on a lot or grave space within the Cemetery that is not approved by the Public Works Director or Town Clerk, or their designee. Any memorial installed without approval may be removed by the Town without prior notice to the lot owner.

12.0.10 Burial memorials will be limited to a height not exceeding three (3) feet.

12.0.11 A permanent burial memorial or headstone shall be placed at the head of each lot within three (3) months of interment. The Town Clerk may direct Public Works to place a temporary marker on the location of each new burial until the permanent memorial is placed.

12.1 FOUNDATIONS.

All foundations for burial memorials shall be the responsibility of the owner of the grave space or person responsible for the interment. A monument company shall prepare the foundation work for a burial memorial in the Cemetery and must, prior to undertaking the work, furnish evidence of liability insurance and a bond in an amount acceptable to the Town. Charges for such work will be paid directly by the purchaser of the burial memorial.

12.1.1 Burial memorials shall only be constructed of granite, standard bronze or marble will be allowed. Other materials are subject to deterioration and contribute to unsightliness.

13.0 EXCEPTIONS

Special circumstances may arise in which strict enforcement of these Rules and Regulations would create an unnecessary hardship. In such cases, the Town reserves the right to authorize the Town Clerk to grant exceptions, suspensions, or modifications to these Rules and Regulations when, in the Town Clerk's judgment, doing so is appropriate and in the best interest of the Town.

14.0 APPEALS

Any person seeking an exception, waiver, or variance from the requirements of these Highland Cemetery Rules and Regulations may submit a written request to the Town Clerk. The request shall identify the specific rule for which an exception is sought, describe the circumstances supporting the request, and include any supporting documentation, photographs, or other relevant information. The Town Clerk shall review the request and may consult with Public Works staff, or other appropriate Town staff.

In considering a request, the Town Clerk may evaluate factors including public safety, maintenance requirements, consistency with the character and appearance of the Cemetery, and the intent of these Rules and Regulations. The Town Clerk may approve, approve with conditions, or deny the requested exception.

	Previously Presented:	Updated:
5.0.2.	The Town requires that all special events, services, or other organized activities within the cemetery be scheduled in advance with the Town Clerk. No such use shall occur without prior authorization, and the Town may impose reasonable conditions or restrictions to ensure the proper use, maintenance, and preservation of the cemetery grounds. Failure to obtain prior approval may result in denial of the requested use or other appropriate action by the Town.	All organized activities, services, ceremonies, or other planned uses of the cemetery shall be scheduled in advance with the Town Clerk and approved by the Town. The Town reserves the right to establish reasonable conditions or restrictions to ensure single reservations, proper use, maintenance, preservation, and orderly operation of the cemetery. Activities conducted without prior authorization may be prohibited, discontinued, or otherwise addressed by the Town as deemed appropriate. The Town welcomes and encourages volunteer efforts that support the beautification, preservation, and maintenance of the cemetery. Individuals, community groups, organizations, and other volunteers wishing to perform work within the cemetery shall coordinate their activities in advance with the Town Clerk and receive authorization from the Town. Volunteer activities may be subject to reasonable conditions, including scheduling, supervision, approved work scopes, and compliance with applicable safety requirements. No volunteer work involving grave markers, monuments, landscaping, records, or other cemetery property shall be undertaken without prior approval from the Town.
5.1	• Presence of animals other than service animals	• Allowing Animals to Roam Unrestrained
6.7	All burials must use approved concrete or fiberglass receptacles. Cremated remains must be placed in an industry-approved container. Damaged or non-compliant receptacles may be refused.	All burials must use approved concrete or fiberglass receptacles; cremated remains must be placed in an industry-approved container, unless otherwise approved by the Town through the Appeal Process outlined in 14.0. Damaged or non-compliant receptacles may be refused.
10.1.2	Fences, railings, curbs, hedges and other bordering of spaces are not allowed. Historical fencing is accepted, unless it falls into disrepair. Except as otherwise provided herein, nothing shall be placed upon lots and grave spaces other than flowers, vases containing flowers, wreaths, flags and other temporary decoration. All such items will be removed and disposed of by Cemetery crews, at their sole discretion, when they become dead, faded, broken, unsightly or impedes maintenance of the Cemetery without prior notice to the owner.	Fences, railings, curbs, hedges, and similar enclosures around lots or grave spaces are generally prohibited. Low-profile borders constructed of stone, brick, or other approved materials may be permitted upon prior written approval from the Town Clerk, and may not impede on neighboring sites. Historical fencing and borders may remain, provided they are maintained in a safe and presentable condition. If any historical fencing or border falls into disrepair or creates a maintenance or safety concern, the Cemetery may require its repair or removal. Except as otherwise provided herein, nothing shall be placed upon lots or grave spaces other than flowers, vases containing flowers, wreaths, flags, and other temporary decorations. The Cemetery reserves the right to remove and dispose of any flowers, decorations, borders, or other items that are dead, faded, broken, unsightly, hazardous, unauthorized, or that impede Cemetery operations or maintenance. Prior to the removal of any non-temporary border, enclosure, or other permanent or semi-permanent item, the Cemetery shall make reasonable efforts to notify the owner of record and provide an opportunity to correct the condition or request an exception. Any person affected by a decision regarding the removal or denial of a border, enclosure, or other item may submit a written appeal according to Section 14.0.

New 10.0.1		Non-permanent memorial or decorative items that are not attached to the ground, monument, marker, or other cemetery property and are intended for short-term display. Examples of temporary decorations include, but are not limited to, fresh flowers, artificial flowers, floral arrangements, wreaths, flags, potted plants, holiday decorations, memorial tokens, stuffed animals, pinwheels, balloons, ribbons, and similar commemorative items. Temporary decorations are displayed at the owner's risk and may be removed by Cemetery personnel, at their discretion, when they become faded, damaged, dead, unsightly, hazardous, interfere with cemetery operations or maintenance, or exceed any seasonal or time limits established by the Cemetery.
10.1.3	Live plants are allowed as long as they are placed within 12” of each end of the headstone and within the grave space and are privately maintained to a height of no more than 24”. If live plants are not properly maintained (e.g., kept alive, trimmed if needed and kept free of weeds), at the discretion of the Public Works Director, upon sixty (60) days’ notice and an opportunity to cure within the sixty (60) day period, the plants will be removed. Woody planting, such as scrubs, trees and rose bushes, are not allowed and will be removed without notice; except that woody plants existing on the date of these Rules and Regulations will be permitted to remain as long as they are privately maintained and are contained within the individual grave space.	Removed per Board direction.
11.0.1	The placing of unattached vases, glass, urns, fences, wood or metal cases and similar articles upon grave spaces shall not be permitted.	The placing of unattached vases, glass, urns, fences, <u>solar lights</u> , wood or metal cases and similar articles upon grave spaces shall not be permitted.
14.0 (new section)		Any person seeking an exception, waiver, or variance from the requirements of these Highland Cemetery Rules and Regulations may submit a written request to the Town Clerk. The request shall identify the specific rule for which an exception is sought, describe the circumstances supporting the request, and include any supporting documentation, photographs, or other relevant information. The Town Clerk shall review the request and may consult with Public Works staff, or other appropriate Town staff. In considering a request, the Town Clerk may evaluate factors including public safety, maintenance requirements, consistency with the character and appearance of the Cemetery, and the intent of these Rules and Regulations. The Town Clerk may approve, approve with conditions, or deny the requested exception. A written decision shall be provided to the applicant.
		Added in “or designee” when referencing Public Works Director

RULES AND REGULATIONS FOR
THE HIGHLAND CEMETERY

1. The Town of Wellington desires to maintain uniformly the prairie atmosphere of the Highland Cemetery.
2. A permanent headstone shall be placed at the head of each grave within 120 days from burial in that grave.
3. No grass shall be planted over any of the graves or cemetery plots, with the exception of native grasses.
4. Only those plants, shrubs, trees, etc. which will survive in an arid, windy climate (ie. xeriscape plants) shall be planted within the cemetery.
5. Wrought iron or picket fences may be constructed around any plot or group of plots. No fence shall exceed 18" in height. All fences shall have a gate to allow for maintenance access. No fence may be constructed without first checking with the Public Works Department regarding boundaries and proper placement. Fences may be removed by the Public Works Department as necessary for digging graves. The Public Works Department is not responsible for replacing any fence so removed.
6. No borders, ie. cement block, stone or cement inlay, shall be placed or constructed around any plot or group of plots.
7. All cemetery plot owners shall check with the Public Works Department for the Town of Wellington regarding location of cemetery plots and only the Public Works Department shall dig graves within the cemetery.
8. The Public Works Department may remove any grave decorations that are blown from the grave by the wind, are dispersed by other means, interfere with maintenance procedures, or become unsightly or otherwise detrimental.

Re: Agenda comments

From Hannah Hill <hillha@wellingtoncolorado.gov>

Date Tue 8/11/2026 3:51 PM

To blair petersen - [REDACTED] Board of Trustees <boardoftrustees@wellingtoncolorado.gov>

Cc Patti Garcia <garciapa@wellingtoncolorado.gov>

Hello Blair,

Thank you- your comment has been received by the Board of Trustees and will be added to the packet tomorrow.



Hannah Hill, MMC

Town Clerk

Phone: (970) 568-3381 ext. 110

Email: hillha@wellingtoncolorado.gov

Web: www.wellingtoncolorado.gov

8225 Third Street, Wellington, CO 80549



From: blair petersen - [REDACTED]

Sent: Tuesday, August 11, 2026 3:48 PM

To: Hannah Hill <hillha@wellingtoncolorado.gov>

Subject: Agenda comments

Hi Hannah!

If you would forward this on to the board I would appreciate it!

Madame Mayor and Trustees,

Most of you have heard these sentiments from me directly, but I would like to ensure it is part of the permanent, public record.

My comments are related to the updated policies regarding Highland Cemetery. I, personally, have been visiting Highland for just over 21 years. My first visit was May 14th, 2005 - the day we buried my 17 year old brother on the corner of 1st and Pine. If you haven't been up there, all the "roads" you can drive on are named - numeric for the N/S roads and trees for the E/W roads. I was comforted knowing that my brother was laid to rest next to people my family knew - Derek Monroe who tragically drowned in the irrigation ditch behind Eyestone; and Manuel Gomez, a father to 5 girls who was hit by

a drunk driver. When my dad bought a burial plot for his only son, he bought the two next to it - not knowing if he or I would eventually be the lucky one to rest next to my brother. A few years later we returned to honor the life of Tyler Lundstedt - killed in an Avalanche in his early 20s. He and Taylor were good friends in high school and lucky for both our families, Tyler is right around the corner from my brother on 2nd street. I could go on at length about the infants, grandparents, veterans and family friends that were chosen to lay in eternity at Highland Cemetery.

Again, if you haven't been there, you might be surprised to know that it doesn't have the same "aesthetic" as you might be used to. There's no grass, or real landscaping. It's the high desert prairie, emphasis on the word desert. It also holds an unexplainable beauty that can be found in the love you see around the graves. I happened to be there Sunday night after dark - one of those days that I just needed my big brother. People have put so much time and effort into honoring their family members and the solar lights and decorations provided a warmth you wouldn't expect to find at a cemetery. We care deeply about our loved ones and take pride in the way we honor them.

Although I understand the need for an update to the policies and procedures - Angela and I went back and forth for WEEKS this spring trying to locate plots owned by my deceased grandparents and it was difficult to say the least - I believe this can be done without taking away our ability to grieve in our own ways. One of the benefits to living in a small town is that you usually are not forced to deal with the bureaucracy of city life, and I believe that should extend to Highland cemetery as well.

I'll reiterate, if you haven't been there, please go. Also, please listen to those of us who are forced to spend time there if we want to be close to our loved ones before you make decisions that won't impact you, but will absolutely impact us.

Thanks
Blair

Board of Trustees Meeting

Date: August 11, 2026

Subject: Ordinance No. 10-2026 - An Ordinance Authorizing the Conveyance of a Portion of Tract D, Sage Meadows Tract D Replat to the Board of Governors of the Colorado State University System for Agricultural Irrigation Well Purposes

- **Presentation:** Cody Bird, Planning and Building Director

EXECUTIVE SUMMARY

Ordinance No. 10-2026 is proposed to authorize conveyance of a portion of Tract D, Sage Meadows Tract D Replat to Colorado State University (CSU) to allow for relocation and ongoing operation of the Kerbel Well, an agricultural irrigation well serving CSU's Agricultural Research, Development, and Education Center. The existing well has failed and cannot be replaced on its current site due to property space constraints and compliance with Colorado well permitting requirements. Conveyance of adjacent land to CSU will preserve the associated agricultural water right, support CSU's research operations, and maintain the property in public ownership. The conveyance demonstrates the Town's and CSU's ongoing cooperative relationship to support the community, Larimer County and the State.

BACKGROUND / DISCUSSION

- Colorado State University (CSU) has requested conveyance of a portion of land to relocate its existing agricultural irrigation well. The Town recently approved Ordinance No. 08-2026 approving the Sage Meadows Tract D Replat, and Ordinance No. 09-2026 approving the Sage Meadows Tract D2 Minor Subdivision and Rezone, creating the parcel needed for the well relocation.
- The Town will receive title to Tract D, Sage Meadows Tract D Replat from the developer following recording of the final plat. A draft copy of the Special Warranty Deed conveying Tract D, Sage Meadows Tract D Replat to the Town is attached with this report.
- Once the Town has received title to Tract D, Sage Meadows Tract D Replat, a Donation and Conveyance Agreement is proposed (attached) to convey a portion of the property needed for the well relocation to CSU.
- A draft Quitclaim Deed is also attached, and is the legal document to facilitate the official transfer of title to CSU.
- The agreement and deed provide for a non-monetary conveyance of the land to CSU in recognition of the public benefits, including preservation of the agricultural water right, continued operation of CSU's ARDEC facilities, and ongoing intergovernmental cooperation.
- Ordinance No. 10-2026 is proposed to approve the conveyance of land to CSU, and to authorize the Mayor and Town Clerk to execute the necessary documents to complete the conveyance.

CONNECTION WITH ADOPTED MASTER PLANS

This action supports the following Board of Trustees' 2025-2029 Strategic Plan priorities:

- Ensure Strong Town Operations
 - Leverage and expand external relationships



- Grow Responsibly
 - Proactively maintain and improve utilities, streets, and built environment.

This action supports the following Town of Wellington Comprehensive Plan Goals:

- Community Cohesion Goal 5: Encourage Development Projects and the Community to Embrace and Support Agricultural Heritage and Healthy Food Networks
 - CC 5.2. Collaborate with new and existing neighborhoods, the school district, and other community partners to implement agricultural elements and themes in neighborhoods and facilities.

FISCAL IMPLICATIONS

The proposed conveyance is a non-monetary transfer of property to the Board of Governors of the Colorado State University System and is not anticipated to have a significant fiscal impact on the Town. The Town did not anticipate revenue from the sale or disposition of this portion of property, and therefore the conveyance does not result in a loss of expected revenue. The reduction in the amount of Town-owned open space resulting from the conveyance is anticipated to result in a modest reduction in future open space maintenance obligations.

STAFF RECOMMENDATION

Town staff recommends approval of Ordinance No. 10-2026 and authorization of the Mayor and Town Clerk to execute the Donation and Conveyance Agreement, Quitclaim Deed, and related documents.

MOTION RECOMMENDATION

Move to approve Ordinance No. 10-2026, authorizing the conveyance of a portion of Tract D, Sage Meadows Tract D Replat, to the Board of Governors of the Colorado State University System for agricultural irrigation well purposes, and authorize the Mayor and Town Clerk to execute the Donation and Conveyance Agreement, Quitclaim Deed, and related documents necessary to complete the conveyance.

ATTACHMENTS

1. Ordinance No. 10-2026 Authorizing Conveyance of Land to CSU
2. Exhibit A - CSU Property Donation
3. Special Warranty Deed - Tract D Replat
4. Donation and Conveyance Agreement
5. Quitclaim Deed

TOWN OF WELLINGTON

ORDINANCE NO. 10-2026

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF A PORTION OF TRACT D, SAGE MEADOWS TRACT D REPLAT TO THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM FOR AGRICULTURAL IRRIGATION WELL PURPOSES

WHEREAS, the Town of Wellington is authorized to acquire, own, and convey real property for municipal purposes; and

WHEREAS, the Board of Governors of the Colorado State University System ("CSU") owns an existing agricultural irrigation well parcel adjacent to Sage Meadows Tract D Replat; and

WHEREAS, the existing irrigation well serving Colorado State University's Agricultural Research, Development and Education Center has failed and must be replaced in a location that complies with Colorado well permitting and water right requirements, and CSU has demonstrated that the replacement well cannot be constructed on its existing parcel; and

WHEREAS, CSU has requested conveyance of a portion of Tract D, Sage Meadows Tract D Replat, for relocation of the agricultural irrigation well; and

WHEREAS, the Board of Trustees has approved the Sage Meadows Tract D Replat by Ordinance No. 08-2026 and the Sage Meadows Tract D2 Minor Subdivision and Rezone by Ordinance No. 09-2026, thereby creating Tract D2 for incorporation into CSU's existing well site; and

WHEREAS, pursuant to the Sage Meadows Tract D Replat, the Town will receive title to Tract D by Special Warranty Deed from the developer following recording of the plat; and

WHEREAS, the Board of Trustees finds that conveying a portion of Tract D, Sage Meadows Tract D Replat more particularly described on Exhibit A, attached hereto and incorporated by reference, to CSU will preserve an existing agricultural water right, support CSU's agricultural research operations, further the agricultural heritage goals of the Town's Comprehensive Plan, maintain the property in public ownership, and serve a valid public purpose; and

WHEREAS, the Board of Trustees finds that conveyance of a portion of the property described on Exhibit A to CSU serves a public purpose and is consistent with the Town's Comprehensive Plan and prior development approvals, and is in the best interests of the Town and its residents.

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

1. The foregoing recitals are incorporated as findings of the Board of Trustees of the Town of Wellington.

2. The Board hereby approves the Donation and Conveyance Agreement substantially in the form presented to the Board and authorizes the Mayor and Town Clerk to execute the Agreement, and upon satisfaction of the conditions precedent contained therein, execute and deliver a Quitclaim Deed and other documents reasonably necessary to convey the property described on Exhibit A to CSU.
3. The conveyance authorized by this Ordinance shall occur only upon satisfaction of all conditions precedent contained in the Donation and Conveyance Agreement.
4. Unless extended by ordinance of the Board of Trustees, the authority granted by this Ordinance shall expire one (1) year after the effective date of this Ordinance. If the conveyance has not been completed within that period, any subsequent conveyance shall require further authorization by the Board of Trustees.
5. Validity. The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from any such portion which may be ruled invalid.
6. Necessity. In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.
7. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than three (3) copies of the adopted ordinance available for inspection by the public during regular business hours and shall record at least one certified copy of the ordinance with the Clerk and Recorder of Larimer County.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 11th day of August, 2026 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: _____
Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk

AXIS SURVEYING

EXHIBIT A: DESCRIPTION – KERBEL WELL REPLACEMENT PARCEL

A parcel of land being a portion of Tract D, Sage Meadows Subdivision, recorded February 16, 2018 as Reception No. 20180009840 of the Records of Larimer County and situate within the Southwest Quarter (SW1/4) of Section Four (4), Township Eight North (T.8N.), Range Sixty-eight West (R.68W.) of the Sixth Principal Meridian (6th P.M.), Town of Wellington, County of Larimer, State of Colorado, being more particularly described as follows.

COMMENCING at the Center Quarter corner of said Section 4, and assuming the East line of the Southwest Quarter of Section 4 as bearing South 00° 31' 12" West a distance of 2638.59 feet with all bearings contained herein relative thereto;
THENCE North 89° 17' 42" West along the North line of the NW1/4 of Section 4 a distance of 25.00 feet to to a line parallel with and 25.00 feet Westerly of said East line of the SW1/4 of Section 4 and to the Northeast Corner of said Tract D.
THENCE South 00° 31' 12" West along said parallel line and the East line of Tract D a distance of 1461.74 feet to the **POINT OF BEGINNING**.

The following two (2) courses are along the Easterly and Southerly lines of said Tract D.
THENCE South 00° 31' 12" West continuing along the East line of Tract D a distance of 95.00 feet;
THENCE North 70° 04' 18" West a distance of 77.42 feet;
THENCE North 18° 54' 09" East departing said Tract D a distance of 73.00 feet;
THENCE South 89° 28' 48" East a distance of 50.00 feet to a line parallel with and 25.00 feet Westerly of the East line of the SW1/4 of Section 4, the East line of Tract D and to the **POINT OF BEGINNING**.

The above-described parcel of land contains 5,200 square feet or 0.12 acre, more or less (±).

SURVEYOR’S CERTIFICATE

I, Aaron M. Lund, a Colorado Registered Professional Land Surveyor do hereby state that this Property Description was prepared under my personal supervision and checking, that it is based upon the best of my knowledge, information, and belief, that it is in accordance with applicable standards of practice, and that it is not a guaranty or warranty, either expressed or implied.

DRAFT

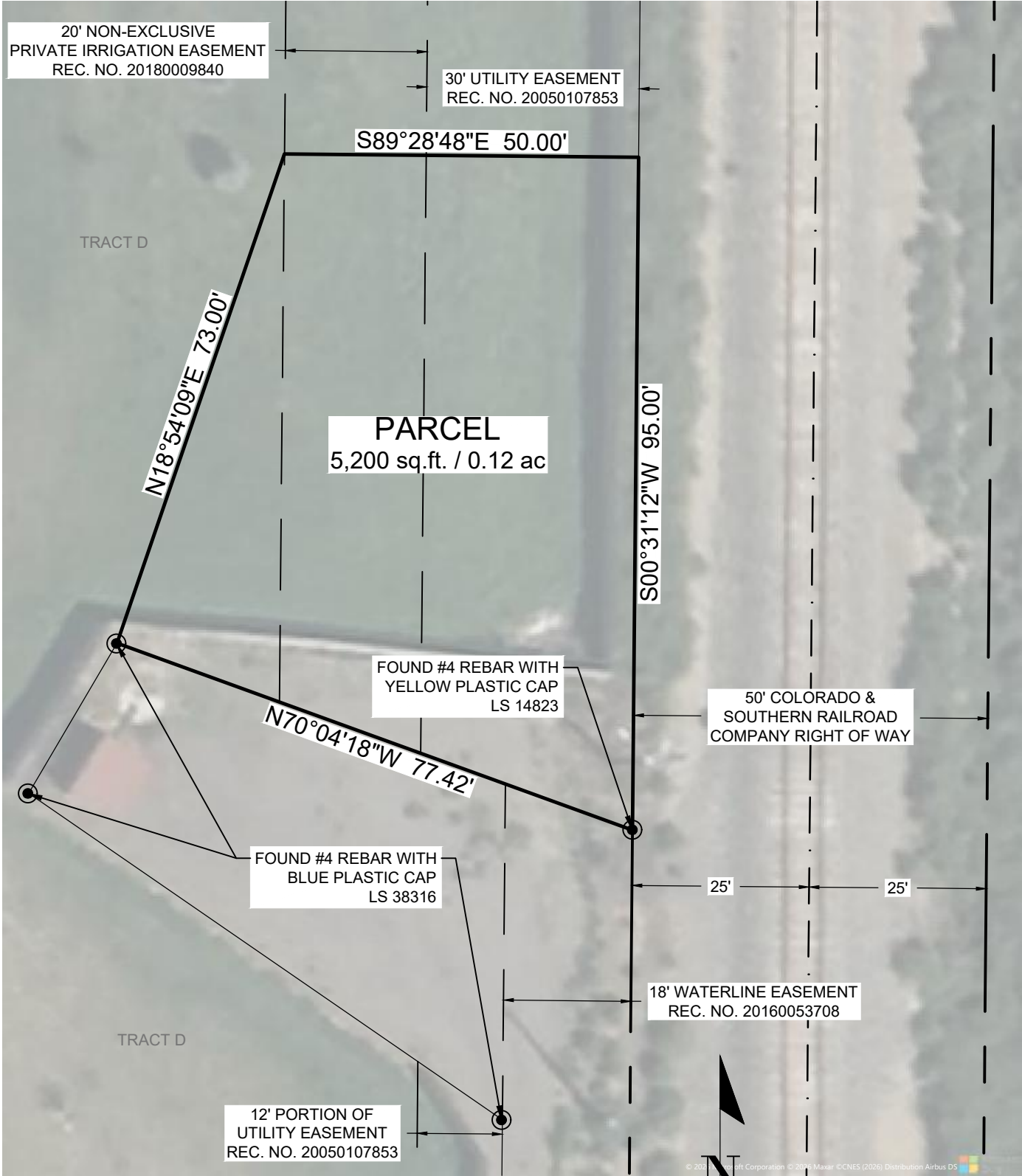
Aaron M. Lund – on behalf of AXIS Surveying
Colorado Registered Professional
Land Surveyor #38670

AXIS SURVEYING
2139 Grain Bin Dr
Windsor, Colorado 80550
(970) 231-9501

March 12, 2026
AML

KERBEL WELL REPLACEMENT PARCEL

A PARCEL OF LAND BEING A PORTION OF TRACT D, SAGE MEADOWS SUBDIVISION AND SITUATE WITHIN THE SOUTHWEST 1/4 OF SECTION 4, TOWNSHIP 8 NORTH, RANGE 68 WEST OF THE 6TH P.M., TOWN OF WELLINGTON, COUNTY OF LARIMER, STATE OF COLORADO



DRAFT

Aaron M. Lund
Registered Professional Land Surveyor
Colorado Registration No. 38670
For and on behalf of AXIS Surveying & Land Services, LLC

NOTE: THIS EXHIBIT IS NOT INTENDED TO BE A MONUMENTED LAND SURVEY. ITS SOLE PURPOSE IS AS A GRAPHIC REPRESENTATION TO AID IN THE VISUALIZATION OF THE WRITTEN PROPERTY DESCRIPTION WHICH IT ACCOMPANIES. THE WRITTEN PROPERTY DESCRIPTION SUPERCEDES THE EXHIBIT DRAWING.

SPECIAL WARRANTY DEED

SH DEVELOPMENT COMPANY, LLC, a Colorado limited liability company (Grantor), whose street address is 395 Delozier Drive, #110, Fort Collins, CO 80524, for good and valuable consideration, receipt of which is hereby acknowledged, does hereby dedicate, transfer and convey to the **TOWN OF WELLINGTON, COLORADO**, a Colorado municipal corporation (Grantee) whose street address is 8225 Third Street, PO Box 127, Wellington, CO 80549, the following real property in the County of Larimer and State of Colorado, to wit:

Tract D, Sage Meadows Tract D Replat, Town of Wellington, County of Larimer, State of Colorado according to the Subdivision Plat of Sage Meadows Tract D Replat as recorded with the Larimer County Clerk and Recorder, Colorado on _____, 2026 at Reception Number _____

with all its appurtenances, and warrants the title to the same against all persons claiming under Grantor, subject to real property taxes for 2026, due and payable in 2027 and “statutory exceptions” as defined in §38-30-113(5)(a), Colorado Revised Statutes.

IN WITNESS WHEREOF, the Grantor has executed this Special Warranty Deed on the date set forth above.

Signed this ____ day of _____, 2026.

GRANTOR(S):

SH DEVELOPMENT COMPANY, LLC,
a Colorado limited liability company

By:

Daren L. Roberson, Manager

STATE OF COLORADO)
COUNTY OF LARIMER)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Daren L. Roberson, Manager of SH Development Company, LLC, a Colorado limited liability company.

Witness my hand and official seal.

Notary Public

My commission expires: _____

ACCEPTANCE
Town of Wellington

This Special Warranty Deed is accepted by the Town of Wellington, Colorado this ____ day of _____, 2026.

By: _____

Name: Patti Garcia
Title: Town Administrator

ATTEST:

By: _____

Name: Hannah Hill
Title: Town Clerk

DONATION AND CONVEYANCE AGREEMENT

(Portion of Tract D, Sage Meadows Tract D Replat for CSU Kerbel Well)

This Donation and Conveyance Agreement ("Agreement") is made and entered into this _____ day of _____, 2026 by and between the Town of Wellington, Colorado, a municipal corporation, hereinafter referred to as the "Town," and the Board of Governors of the Colorado State University System, acting by and through Colorado State University, hereinafter referred to as "CSU", collectively the "Parties."

Background and Purpose

A. CSU Facilities. CSU owns and operates the Kerbel Well, an agricultural irrigation well and associated facilities serving Colorado State University's Agricultural Research, Development and Education Center. To ensure the continued operation of the Kerbel Well, preserve the associated water right, and comply with applicable well permitting requirements, the well is being relocated. The Parties have determined that conveying to CSU a portion of the land surrounding the well will provide the access and property interests necessary to facilitate the relocation, construction, operation, maintenance, repair, replacement, and continued use of the Kerbel Well and its related infrastructure.

B. Property. The real property that is the subject of this Agreement consists of a portion of Tract D, Sage Meadows Tract D Replat, as more fully described in Exhibit A attached hereto and incorporated herein by reference (the "Property").

C. Public Purpose. The Town has determined that conveying the Property to CSU without monetary payment serves a valid public purpose by:

1. Supporting CSU's agricultural research, education, and extension mission;
2. Facilitating continued operation, maintenance, and long-term protection of critical agricultural irrigation infrastructure serving CSU's research lands;
3. Vesting ownership of the Property in the entity responsible for operating, maintaining, and managing the irrigation facilities located thereon;
4. Promoting the efficient ownership, management, and stewardship of public lands and related infrastructure.

D. Cooperative Relationship. The Town and CSU acknowledge their collaborative relationship in serving the Wellington community, Larimer County, and the State of Colorado. The Parties recognize that future opportunities may arise for cooperation regarding utility crossings, irrigation infrastructure, easements, land management, and other projects of mutual public benefit. The Parties acknowledge that this conveyance reflects their mutual commitment to maintaining a constructive working relationship and intent to continue considering opportunities for future cooperation in good faith.

E. Consideration. The Town desires to donate the Property to CSU. The Parties acknowledge that the conveyance is supported by good and valuable consideration, including the mutual covenants contained herein, the public benefits described above, and the Parties' mutual interest in continued intergovernmental cooperation. No monetary consideration shall be exchanged.

NOW, THEREFORE, in consideration of the mutual promises and agreements herein contained and for other good, valuable, and binding consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, hereby agree as follows:

Agreement

1. Recitals. The Recitals are affirmed and incorporated herein by reference as substantive terms of this Agreement.
2. Conditions Precedent. Closing under this Agreement is subject to the satisfaction of the following conditions precedent in the following order:
 - a. Recording of the Sage Meadows Tract D Replat;
 - b. The Town acquiring title to Tract D by recorded deed;
 - c. Recording of the Minor Subdivision Plat for Sage Meadows Tract D2;
 - d. Recording of an ordinance approved by the Town Board of Trustees authorizing the conveyance.
3. Condition of Property. CSU accepts the Property in its as is, where is, with all faults condition, subject only to those representations expressly contained in the Quitclaim Deed. The Town makes no representations or warranties, express or implied, regarding environmental conditions, soils, utilities or suitability for any particular purpose.
4. Closing. Closing shall occur on a mutually agreeable date following satisfaction of conditions set forth in Section 2. The Town shall deliver an executed Quitclaim Deed.
5. General Conditions.
 - a. If any part, section, subsection, sentence, clause, or phrase of this Agreement is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Agreement.
 - b. This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever.
 - c. It is expressly understood and agreed by and between the Parties hereto that this Agreement shall be governed by and its terms construed under the laws of the State of Colorado and Venue shall be in the district court for Larimer County, Colorado.
 - d. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Town and CSU have caused this Agreement to be duly executed on the day and year first above written.

(Signature pages follow)

TOWN OF WELLINGTON

Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk

(SEAL)

Approved as to form:

By: _____
Karl Kumli
Dietze and Davis, P.C.
Town Attorney

QUITCLAIM DEED

THIS QUITCLAIM DEED, is made this ____ day of _____, 20____, between the TOWN OF WELLINGTON, Colorado, a Colorado municipal corporation, having an address of 8225 Third Street, P.O. Box 127, Wellington, Colorado 80549 (“Grantor”) and THE BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM, acting by and through Colorado State University, having an address of 555 17th Street, Suite 1000, Denver, CO 80202 (“Grantee”).

WITNESS, that the Grantor, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, has quitclaimed, and by these presents does quitclaim unto the Grantee, its successors and assigns forever, all the right, title, interest, claim and demand which the Grantor has in and to the real property, together with improvements, if any, lying and being in the County of Larimer, State of Colorado, described on Exhibit A attached hereto (the “Property”), subject to easements, rights-of-way, reservations, restrictions and matters of record.

TO HAVE AND TO HOLD the same and all the estate, right, title, interest and claim whatsoever, of the Grantor, either in law or equity, to the proper use and benefit of the Grantee, its successors and assigns forever.

This conveyance is authorized by Ordinance No. ____-2026 of the Town of Wellington, Colorado, adopted on _____, 2026 and in accordance with the Donation and Conveyance Agreement dated _____, 2026.

IN WITNESS WHEREOF, the Grantor has executed this Quitclaim Deed on the date set forth above.

Signed this ____ day of _____, 2026.

GRANTOR:

TOWN OF WELLINGTON

Rebekka Dailey, Mayor

ATTEST:

Hannah Hill, Town Clerk

(SEAL)

Board of Trustees Meeting

Date: August 11, 2026
Subject: Library Board Update

- **Ross LaGenèse, Library Director**

EXECUTIVE SUMMARY

August Library Update

In this quarter, the Wellington Public Library continues to serve as a town cornerstone in the municipal structure. While at capacity, we continue to reflect and support the evolving patron, and residents at large, needs and expectations. Usage data, patron growth, programming attendance, and collection activity all reflect a municipal library that remains highly utilized, relevant, and responsive.

In addition, in response to patron feedback, one public computer in the library now has AI features disabled. Thank you to our IT staff for making this option available.

BACKGROUND / DISCUSSION

This quarter includes information regarding the Summer Reading Program and increased participation and event attendance demonstrating the educational, cultural, and supportive needs of our community and beyond. The library's patron base continues to expand and support our institution demonstrating, with verifiable data, a sustained community engagement that is tailored for our community and continues to create trust in the library as a highly valued and necessary public resource. With strong increased attendance and usage across all ages and demographics, the library is well-positioned to build on our strengths while always continuing to adapt to our changing and organic community needs which ensures continued dependence and relevance going forward.

This quarter has also included state and local due diligence regarding Artificial Intelligence (AI) use in the library. The director is participating at a state level as a municipal library stakeholder surrounding the use of AI, specifically regarding library specific protections of patron privacy/data collection, copyright law, and third-party vendors. Discussion of Wellington Public Library AI procedures is forthcoming.

CONNECTION WITH ADOPTED MASTER PLANS

Strategic Plan: Ensure Strong Town Operations – Communicate strategically to community audiences

Cultivate Community Spaces – Align needs and vision for community spaces

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

MOTION RECOMMENDATION

N/A



ATTACHMENTS

1. Schedule for Summer Reading Program
2. Summer Reading Program Booklet 2026

UNEARTH A STORY™

6/1: Summer Reading Program Begins!

6/2: Field Day and Fossil Dig - 10AM to 12 PM

6/6: Friends of the Library Used Book Sale - 9AM to 12PM

6/12: Dungeons & Dragons - 4:30PM*

6/12: Rocky Mountain Raptors Program - 6PM

6/17: Lego Club - 4PM*

6/19: Library CLOSED for Juneteenth

6/20: Outdoor Photography Class - 1PM*

6/25: Dinosaurs: Lost Worlds of Colorado - 1PM* and 2:30 PM*

- Grades 2nd through 6th -

6/26: Dungeons & Dragons - 4:30PM*

6/27: Family Art Goes Prehistoric! - 1PM

6/30: Mad Science - 11AM to 12 PM

-No Storytime-

7/3 - 7/4: Library CLOSED for Independence Day

7/10: Dungeons & Dragons - 4:30PM*

7/11: Colorado Parks & Wildlife Program - 11AM

7/15: Teen SPA-tacular - 4PM to 6PM*

7/16: Board Game Miniature Painting Class - 2:30PM to 4 PM*

7/17: Lego Club - 4PM*

7/18: Boulder Taiko Performance and Workshop - 11AM

7/24: Dungeons & Dragons - 4:30PM*

7/25: Step-by-Step Watercolor: Dinosaurs - 1PM*

7/28: Mountain Buddies Music Performance - 10:30AM

-No Storytime-

8/3: Foam and Pizza Party! - 11 AM (Foam) and 12PM (Pizza)

8/3: Last Day of Summer Reading Program

8/22: Last Day for Prize Pickup

Recurring Events

Storytime

2nd and 4th Tuesdays
@ 10:15AM

Toddler Playgroup

1st and 3rd Tuesdays
@ 10:15AM

**Registration required*

WELLINGTON PUBLIC LIBRARY

WPL

community. connection. curiosity.

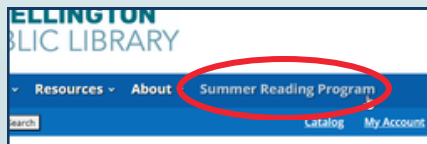
Summer Reading 2026

Name: _____

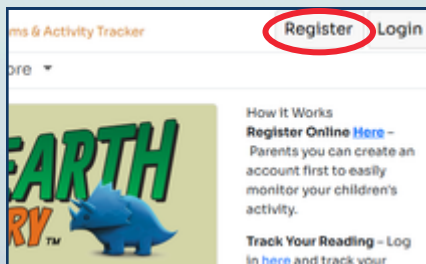
UNEARTH A STORY™

HOW TO REGISTER

1: Check out our website or go to wellingtonlibrary.readsquared.com



2: Click the "Register" button in the top right corner to get started

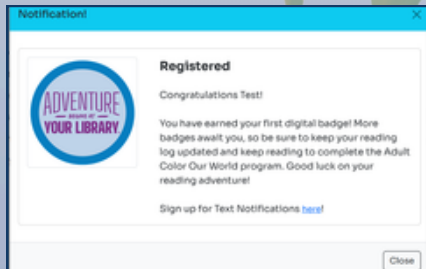


3: You can choose to register just yourself, you and family members, or a class/group

4: Click the drop-down menu to select your age group

5: Fill out the fields with your information. Fields marked with a red star are required.

6: Congratulations, you're signed up for the Summer Reading Program!



Google Play Apple App Store

Download the
ReadSquared app
here to track
activities on your
phone!

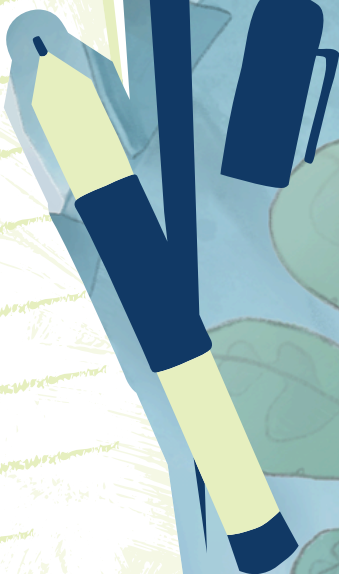


Use the username and password you
set up during registration to fill out your
bingo card online, track reading, and
check your progress towards prizes!



My name is:

This summer, I want to:



If I were a
dinosaur,
I would be a...



UNEARTH A STORY™

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8/3: Foam and Pizza Party! - 11 AM (Foam) and 12PM (Pizza)

8/3: Last Day of Summer Reading Program

8/22: Last Day for Prize Pickup

**Registration required*



**Scan for
more SRP
info and to
register!**



**WELLINGTON
PUBLIC LIBRARY**

Recurring Events

Storytime

2nd and 4th Tuesdays
@ 10:15AM

Toddler Playgroup

1st and 3rd Tuesdays
@ 10:15AM

FEATURED EVENTS



Field Day and Fossil Dig
6/2 @ 10AM-12PM

Rocky Mountain Raptors Program
6/12 @ 6PM



Dinosaurs: Lost Worlds of Colorado
6/25 @ 1PM & 2:30PM
***for Grades 2-6**

Mad Science
6/30 @ 11AM-12PM



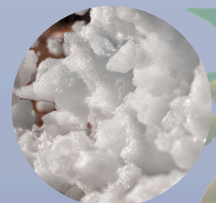
Colorado Parks and Wildlife Program
7/11 @ 11AM

**Boulder Taiko Performance
and Workshop**
7/18 @ 11AM



Mountain Buddies Music Performance
7/28 @ 10:30AM

Foam and Pizza Party
8/3 @ 11 AM (Foam) & 12PM
(Pizza)

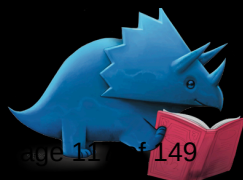


UNEARTH A STORY™

Earn brag tags by attending featured library events
and getting a blackout on your bingo sheet!



CAN YOU COLLECT
THEM ALL?



PLAY BINGO, WIN PRIZES!



Check out our website for
a full list of prizes!

GRAND PRIZE: WIN A KINDLE FIRE!



*Grand prizes will be awarded to one randomly selected
summer reading participant in each age category

Watermelon Peach Lime

Try a Watermelon
& Peach Lime
Bright for a
caffeinated kick or
get it as an Italian
Soda for the kiddo!



FT. COLLINS GREELEY WINDSOR LOVELAND EVANS LA SALLE WELLINGTON

HumanBeanNorthernColorado.com f @HumanBeanNoCo

Serving Coffee & Community for 20 Years • Locally Owned & Operated • Northern Colorado



DAYS I'VE READ

Color in a circle for every day you read this month! When you reach 5 days, you can cross off a square on your bingo sheet. Cross off another square when you reach 10, 15, 20, and 25 days!

You need 5 in a row on the bingo sheet to earn a prize each month during Summer Reading, which you can do through reading and activities.

You can turn in your first reading log for a prize starting June 30th and the second starting July 31st!

JUNE

	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
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☐	☐	☐				



UNEARTH A STORY™



© CSLP

BINGO SHEET GET 5 IN A ROW!

Read 5 days total 5	Read a book recommended by someone older than you	Do an activity or class at the library	Read a book from 2026	Start a journal
Listen to an audiobook	Read 10 days total 10	Sing, dance, write, or draw	Read a book about a historical or ancient culture	Read a S.T.E.A.M. book
Read a genre you haven't read before	Go to a community event	Read 15 days total 15	Watch a documentary	Attend a library program
Read a book outside	Read the same book as a friend	Find a new purpose for something old	Read 20 days total 20	Learn about a plant or animal
Start a new healthy habit	Play a game with family or friends	Learn about an animal that is endangered or extinct	Read a book by an author from a different country	Read 25 days total 25

Sign up on **Readsquared** - yes, there's an app for that!



DAYS I'VE READ

Color in a circle for every day you read this month! When you reach 5 days, you can cross off a square on your bingo sheet. Cross off another square when you reach 10, 15, 20, and 25 days!

You need 5 in a row on the bingo sheet to earn a prize each month during Summer Reading, which you can do through reading and activities.

You can turn in your first reading log for a prize starting June 30th and the second starting July 31st!

JULY



UNEARTH A STORY™



© CSLP

BINGO SHEET GET 5 IN A ROW!

Read 5 days total 5	Read a nonfiction book	Try a new outdoor sport or activity	Conduct a science experiment	Attend a library program
Make a meal for family or friends	Read 10 days total 10	Try a new author	Read a book recommended by someone younger than you	Go on a nature walk and record what you see
Learn a phrase in a new language	Read a book featuring an animal or creature	Read 15 days total 15	Invent a new game	Create art with a friend
Read a book set in another country	Try a new creative hobby	Do an activity or class at the library	Read 20 days total 20	Learn about your family history
Write a letter to someone	Go to a community event	Read a prize-winning book	Read a book then watch the movie adaptation	Read 25 days total 25

Sign up on **Readsquared** - yes, there's an app for that!

Meet the Dinosaurs

Search the library to find information on the dinosaurs below and earn a **BRAG TAG** for completing your packet!



Stegosaurus



Tyrannosaurus Rex



Ankylosaurus



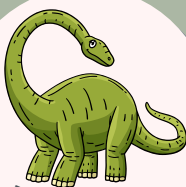
Velociraptor



Pteranodons



Parasaurolophus



Brachiosaurus



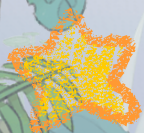
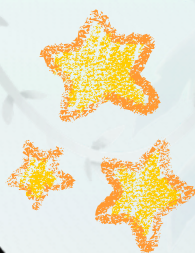
Pachycephalosaurus



Elasmosaurus

Dinosaur information packets can be found at the front desk!

DESIGN A DINOSAUR!



**Draw and name your
very own dino here!**

Thank you to Human Bean NoCo for
being our Community Partner for
our Summer Reading Program!

play bingo to
win a
free drink!



FREE
16oz
DRINK

FREE
16oz
DRINK



Thank you to all Summer Reading participants!

**Our library
programs and
events are made
possible by your
continued
support!**



**WELLINGTON
PUBLIC LIBRARY**



Board of Trustees Meeting

Date: August 11, 2026
Subject: Board of Trustees Planning Calendar

EXECUTIVE SUMMARY

Attached is the BoT Planning Calendar.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. BOT Planning Calendar 2026 (14)



BOARD OF TRUSTEES PLANNING CALENDAR

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

August 11, 2026	Board of Trustees Regular Meeting
August 18, 2026	Board of Trustees Work Session
August 25, 2026	Board of Trustees Regular Meeting
September 8, 2026	Board of Trustees Regular Meeting
September 15, 2026	Board of Trustees Work Session
September 22, 2026	Board of Trustees Regular Meeting
October 2, 2026	Budget Work Day – Boys & Girls Club
October 13, 2026	Board of Trustees Regular Meeting
October 20, 2026	Board of Trustees Work Session

Future Work Session Topics

October 13 - Budget Work Session

October 27 - Utilities Rates Work Session

Other Meetings/Events

September 2 – Larimer County Community Hub Workshop

October 2 - Board and Leadership Budget Workday

Early October - Budget BOO-Nanza

November 10 - Budget Adoption

This document is subject to change without notice

Board of Trustees Meeting

Date: August 11, 2026
Subject: Utilities Report - June 2026

EXECUTIVE SUMMARY

Attached are the monthly operational summaries and production reports for the Water and Wastewater Utilities.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. 2026-07-01 Utility Production and Operational Summary Report
2. Water Production Through June 2026
3. Wastewater Production Through June 2026



Wellington Drinking Water and Wastewater Utilities Monthly Production and Operational Summary Report As of July 1, 2026

Monthly Production Summary

Drinking Water

- Total June monthly volumetric production to meet demand was 38.9 million gallons (MG), which is slightly below average production for June over the last 5 years (39.1 MG).
 - The Conventional Plant produced 33.9 MG.
 - The Nanofiltration Plant produced 5.0 MG.
- Please see the attached charts for additional details related to drinking water production.

Wastewater

- The total influent volume for June was 17.3 MG, which is below average for June over the last five years (18.0 MG).
- Hydraulic loading for June was at 0.58 million gallons per day (MGD). This hydraulic load represents 64% of the currently permitted maximum hydraulic capacity.
- Organic loading for June was 1,261 pounds of BOD, which is below average for June over the last 5 years (1,681 lbs of BOD). This represents 48% of the currently permitted maximum organic capacity.
- Please see the attached charts for additional details related to water reclamation production.

Monthly Operational Summary

Drinking Water Treatment Plants

- Conventional Plant
 - Plant operations remained stable and reliable, with staff maintaining consistent plant performance and treatment quality throughout the reporting period.
- Nanofiltration Plant
 - Completed planned SCADA programming upgrades for the Wilson Wells and Nanofiltration Treatment unit. The upgrades provide operators with expanded remote monitoring and control capabilities. To facilitate the improvements, the system was taken offline on May 26 and returned to production on June 9.

Distribution & Collections

- Completed Round 1 of 2026 Lead and Copper sampling, coordinating with 60 participating customers for sample kit distribution and collection. Submitted all required documentation and reporting to CDPHE, maintaining regulatory compliance.

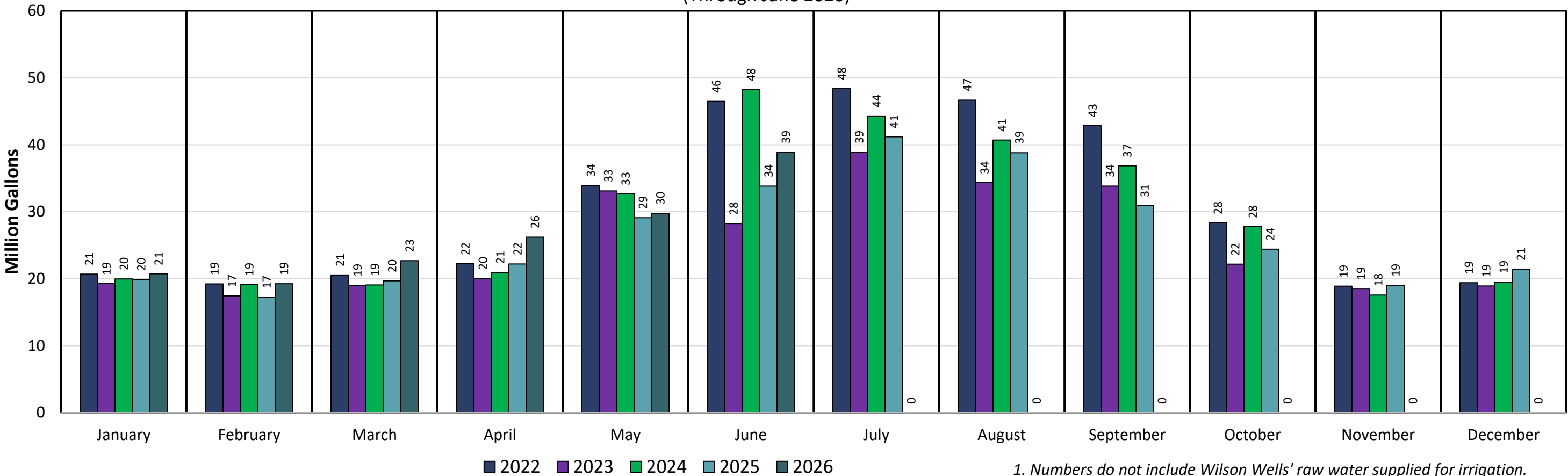
Water Reclamation Facility

- Water Reclamation Facility operations remained stable during June, with treatment processes performing as expected and staff continuing preventative maintenance and compliance monitoring activities.

TOWN OF WELLINGTON
Water Treatment

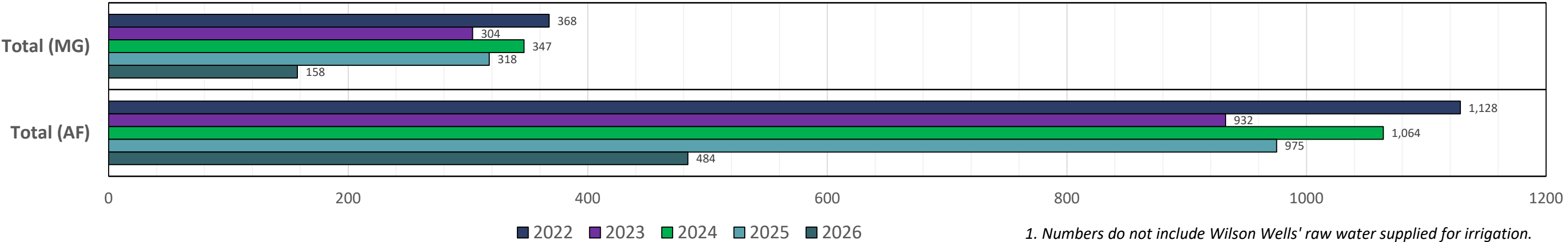
Total Monthly Production: Conventional WTP and Nano Plant₁

(Through June 2026)



Annual Production Volumes₁

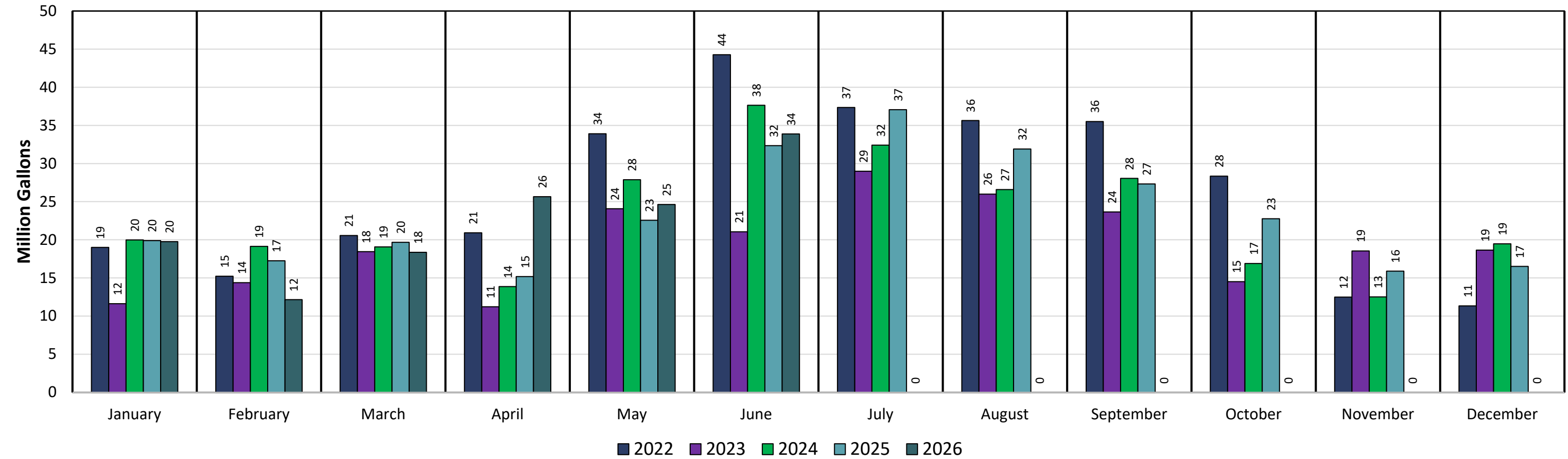
(Through June 2026)



TOWN OF WELLINGTON
Water Treatment

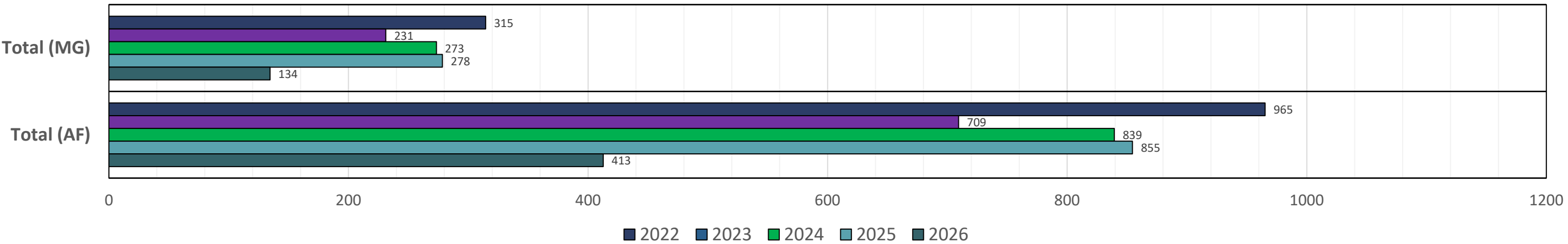
Monthly Production: Conventional WTP

(Through June 2026)



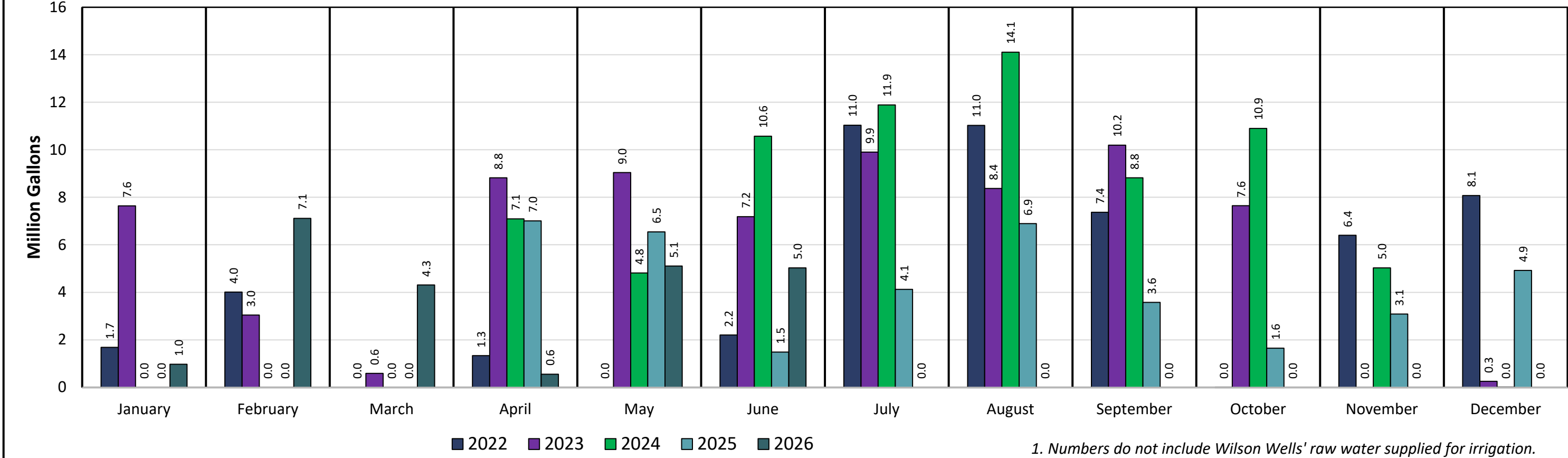
Annual Production Volumes

(Through June 2026)

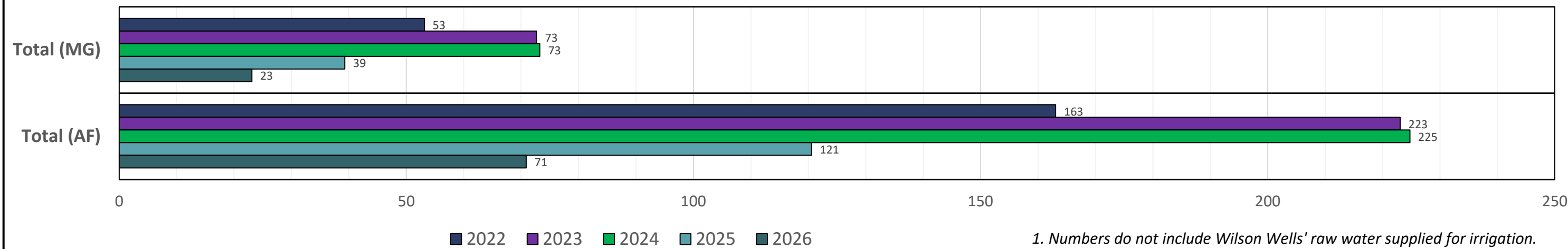


TOWN OF WELLINGTON
Water Treatment

Monthly Production: Nano Plant₁
(Through June 2026)

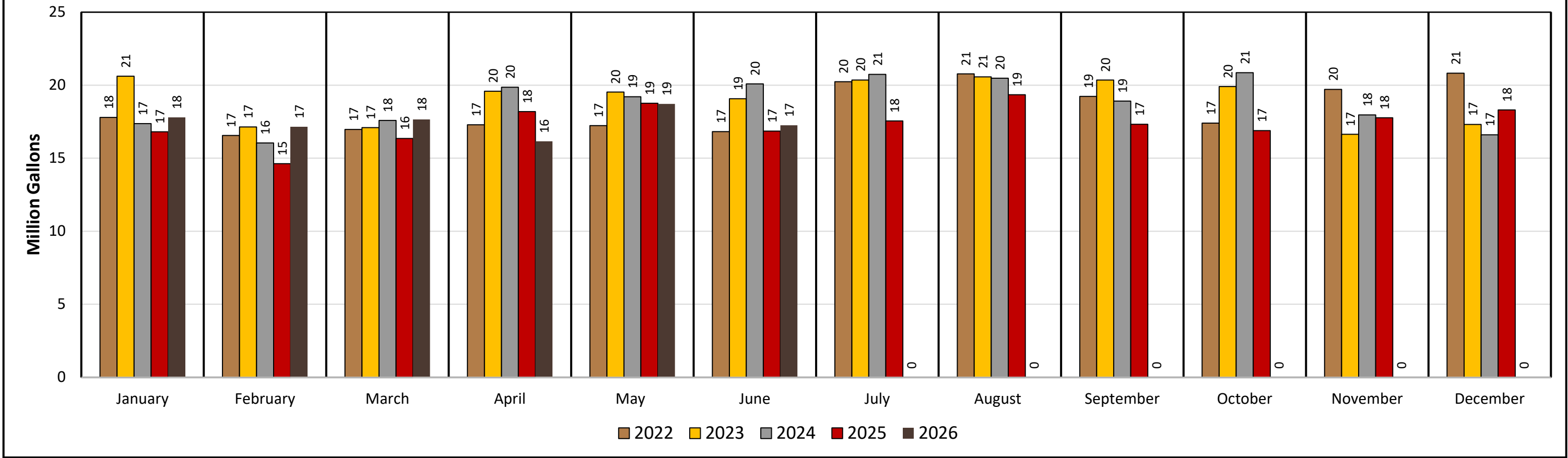


Annual Production Volumes,
(Through June 2026)

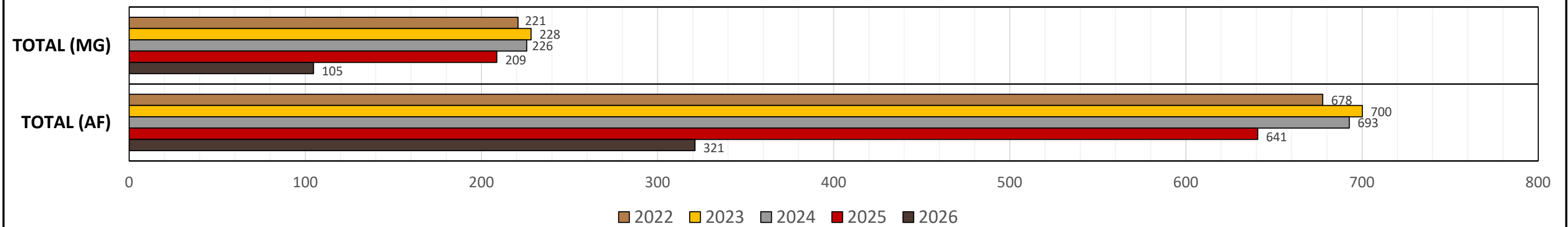


TOWN OF WELLINGTON
Water Reclamation Facility Treatment

Monthly Production: Monthly Volume of Influent
(Through June 2026)

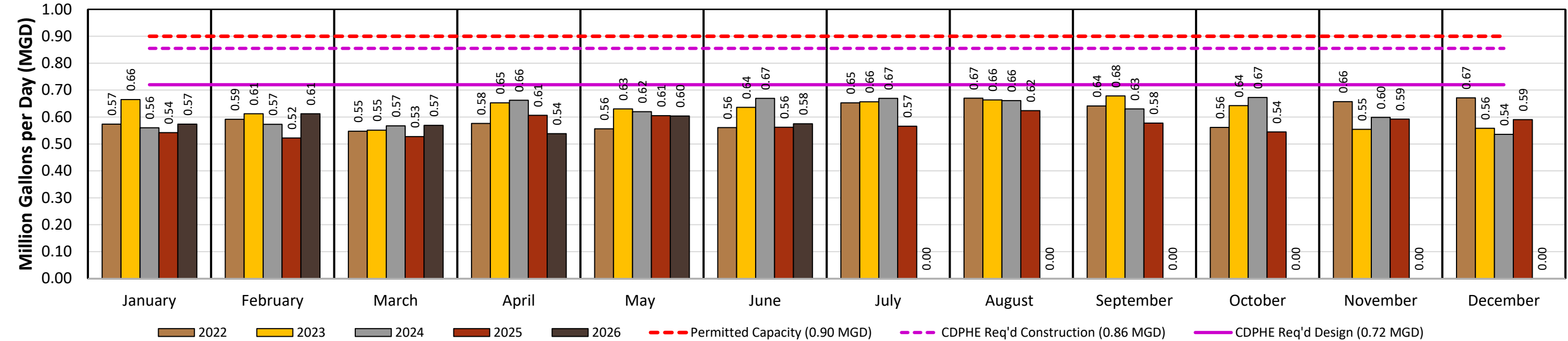


Annual Volume of Influent
(Through June 2026)

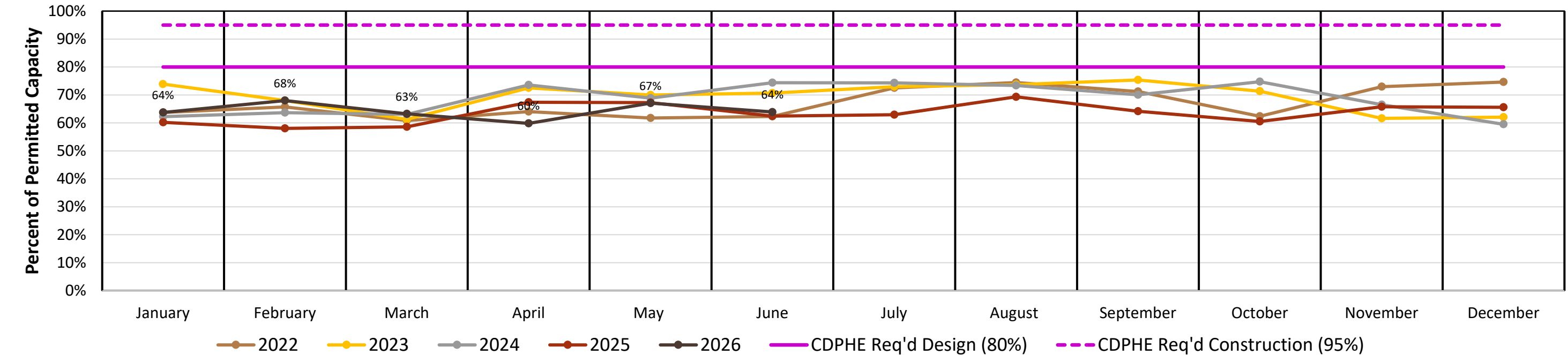


TOWN OF WELLINGTON
Water Reclamation Facility

Monthly Production: Hydraulic Loading
(Through June 2026)

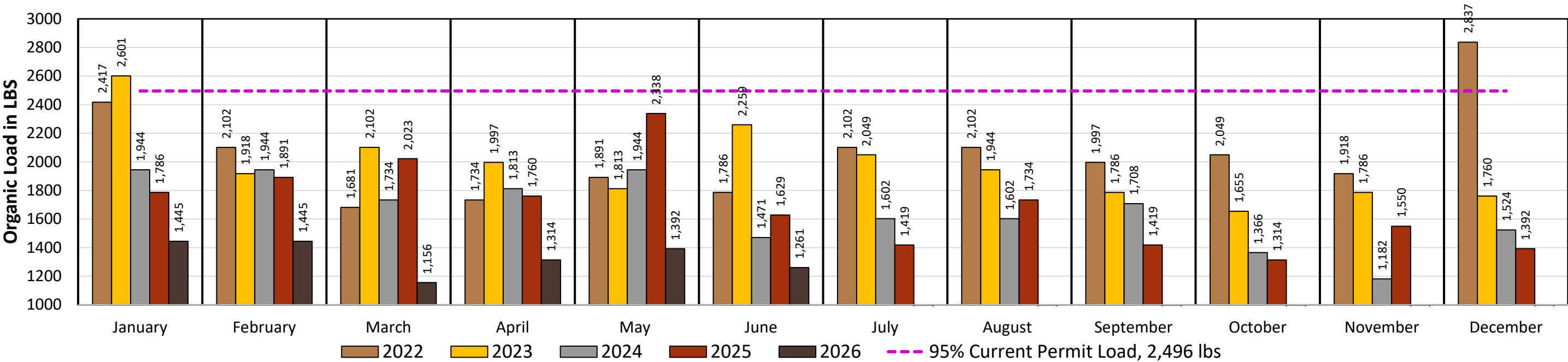


Monthly Production: Percent of Permitted Hydraulic Capacity
(Through June 2026)

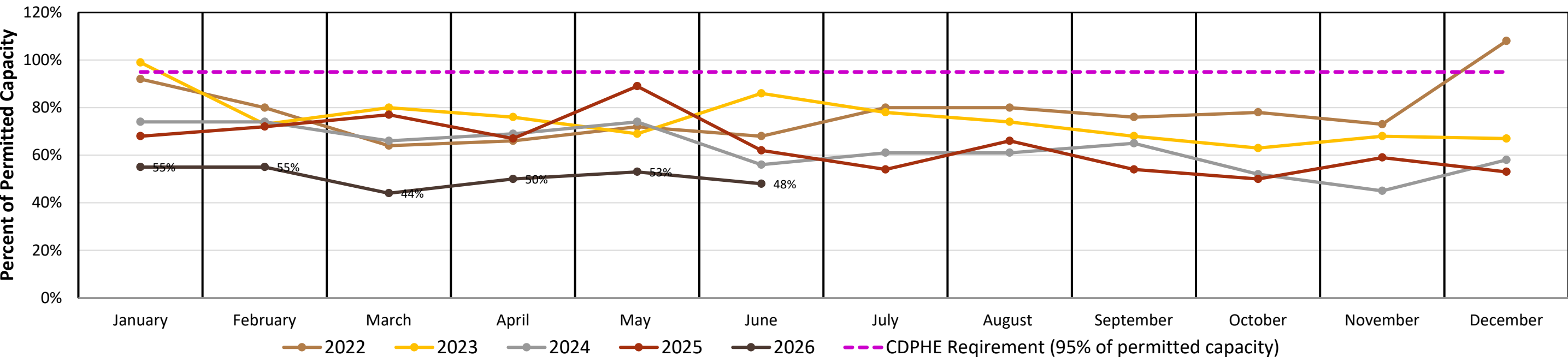


TOWN OF WELLINGTON
Water Reclamation Facility

Monthly Production: Organic Loading
(Through June 2026)



Monthly Production: Percent of Permitted Organic Capacity
(Through June 2026)



Board of Trustees Meeting

Date: August 11, 2026

Subject: Larimer County Sheriff's Office - July Monthly Report

EXECUTIVE SUMMARY

Attached is the July 2026 report from the Larimer County Sheriff's Office.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

MOTION RECOMMENDATION

N/A

ATTACHMENTS

1. 7-2026 Wellington Monthly Report - FINAL



John J. Feyen, Sheriff

LARIMER COUNTY SHERIFF'S OFFICE

One Agency

One Mission

Public Safety

August 5, 2026

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 **July 2026**, 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 full-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 **July 2026**, non-assigned deputies spent a total of **135.55** hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **July 2026** there were **0.0** hours worked by Northern Colorado Drug Task Force.

Investigations – ongoing and active cases include:

Burglary - 1
Sexual Assault – 2
Death – 1
Sexual Exploitation of Children – 1
DHS Referral – 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 St.
Fort Collins, CO 80524
970 498-5300

larimer.gov/sheriff

Of Note:

- With the changed location of the 4th of July Parade, LCSO, Wellington Fire, and the Town Staff did a great job of adjusting to the temporary venue. The day went very well with all of the events, all the way through the fireworks show. Great teamwork between all the units!

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

Thank you,

A handwritten signature in black ink, appearing to read "Joe Shellhammer", with a long horizontal line extending to the right.

Undersheriff Joe Shellhammer

(970) 498-5103

Attachments



LARIMER COUNTY SHERIFF'S OFFICE

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

Dispatch Dates between 07/01/2026 and 07/31/2026

Excluded from this report -

Squads: Civilian, Parks, and Investigations

Units: 9ME*, 9S39;9Z52;9E1;9E64;9E62;9E63;9E94;9E65;9E75;9E49

Call Times by Month

	Call/Contact Time (Minutes/Hours)	Patrol Time (Minutes/Hours)	Totals
2026-07	5,728.72 95.48	2,404.05 40.07	8,132.77 135.55
Totals	5,728.72 95.48	2,404.05 40.07	8,132.77 135.55

Wellington Monthly Report

July 2026

Larimer County Sheriff's Office

Christine Harpel
Administrative Coordinator

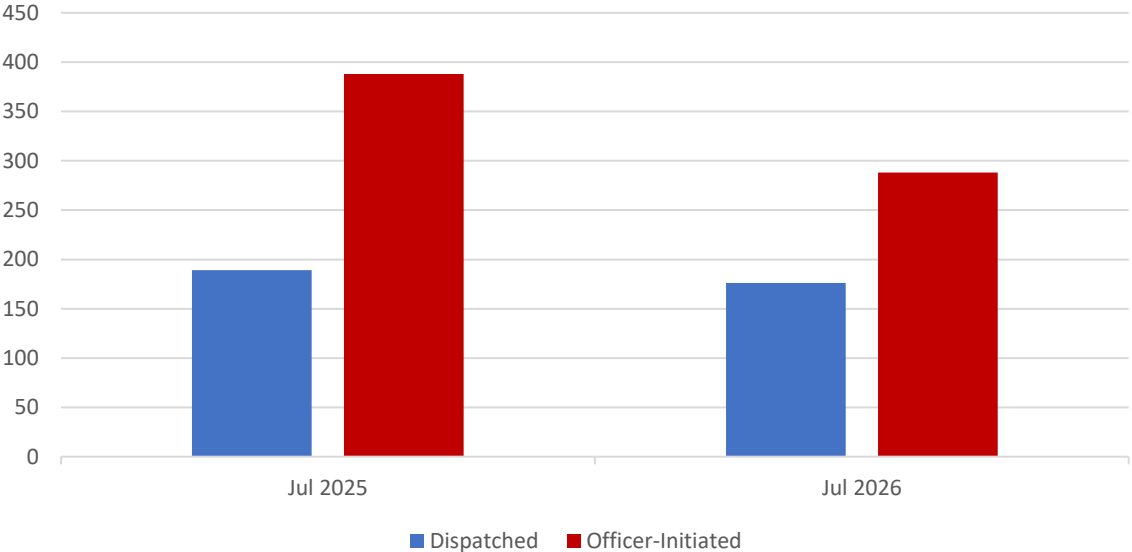
8/3/2026

July 2026 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	176
Officer Initiated	288
July 2026 Total	464

Dispatched vs Officer-Initiated Activity



- Dispatched calls were Down 13 or 7% from July 2025
- Officer-Initiated Activity was Down 100 or 26% from July 2025

	July 2025	July 2026
Dispatched Calls	189	176
	33%	38%
Officer Initiated	388	288
	67%	62%
Total	577	464

- 38% were Dispatched Calls
- 62% was Officer-Initiated Activity

July 2026 Calls for Service

Calls for Service Comparison

Call Types A-M

Call Type	2023	2024	2025	Avg 23-25	2026	% Change 3-Yr Avg to 2025
9-1-1 Hangup	2	0	0	0.67	5	650%
Alarm Calls	8	4	5	5.67	4	-29%
Animal Calls	21	2	6	9.67	5	-48%
Arson	0	0	1	0.33	0	-100%
Assault	1	2	0	1.00	1	0%
Assist Business	5	4	8	5.67	4	-29%
Assist Other Agency (Fire/Med)	8	15	7	10.00	10	0%
Burglary	1	2	1	1.33	2	50%
Child abuse	1	0	1	0.67	0	-100%
Citizen Assist	19	17	17	17.67	22	25%
Civil	15	15	22	17.33	20	15%
Criminal Mischief	12	7	4	7.67	1	-87%
Death Investigation	0	0	3	1.00	0	-100%
Disturbance	4	4	7	5.00	5	0%
Drug case	1	3	1	1.67	1	-40%
DUI Arrest	1	2	1	1.33	2	50%
Extra Checks & Business Check	136	76	65	92.33	38	-59%
Family Problems	7	13	21	13.67	12	-12%
Fire Ban Violation	0	0	0	0.00	1	NC
Fireworks complaint	65	36	4	35.00	6	-83%
Follow up	49	34	31	38.00	24	-37%
Found property	1	9	5	5.00	2	-60%
Fraud	6	5	5	5.33	8	50%
Harassment	3	6	8	5.67	3	-47%
Information report	0	0	0	0.00	1	NC
Juvenile Problem	7	7	20	11.33	17	50%
Lost Property	0	0	3	1.00	2	100%
Mental Health Call	4	4	11	6.33	8	26%
Missing Person (Child/Adult)	5	4	5	4.67	1	-79%
Motor Vehicle Accident	3	9	6	6.00	8	33%
Municipal Code Violation	3	1	4	2.67	2	-25%

Call Types N-Z

Call Type	2023	2024	2025	Avg 23-25	2026	% Change 3-Yr Avg to 2025
Neighbor Problems	3	7	4	4.67	12	157%
Noise\Party Complaint	2	6	6	4.67	2	-57%
Pedestrian Contact/Subject St	24	10	9	14.33	5	-65%
Private Tow	0	7	10	5.67	2	-65%
REDDI Report	1	2	2	1.67	2	20%
Restraining Order Violation	2	1	3	2.00	1	-50%
Safe 2 Tell	0	2	1	1.00	2	100%
School Check	0	0	5	1.67	7	320%
Sex Offense	2	1	0	1.00	1	0%
Sex Offender Check	0	0	9	3.00	4	33%
Solicitor	0	0	1	0.33	0	-100%
Suicide Attempt	1	1	1	1.00	0	-100%
Suicide Threat	8	3	1	4.00	1	-75%
Suspicious Circumstances	33	34	26	31.00	23	-26%
Theft	4	11	8	7.67	5	-35%
Traffic Problem	18	16	12	15.33	30	96%
Traffic Pursuit	1	0	0	0.33	0	-100%
Traffic Stop	63	73	157	97.67	118	21%
Trespass	6	0	6	4.00	0	-100%
Vehicle Theft	3	1	3	2.33	0	-100%
Vehicle Trespass	0	0	1	0.33	0	-100%
VIN Check	14	6	6	8.67	8	-8%
Warrant Attempt/Arrest	7	3	2	4.00	1	-75%
Weapon Related (menacing,	3	0	1	1.33	1	-25%
Welfare Check	10	10	14	11.33	16	41%
Unspecified	18	14	17	16.33	8	-51%
TOTALS	611	489	577	559	464	-17%

NC = Not Calculable. Cannot divide by 0.

Calls for Service DOWN 113 or 20% from June 2025

June 2026 calls DOWN 17% from June 2023-2025 Average

July 2026 Call Categories

Crime Type Averages / Trends

Property Crimes					
Call Type	2023	2024	2025	Avg 23-25	2026
Burglary	1	2	1	1.33	2
Theft	4	11	8	7.67	5
Vehicle Theft	3	1	3	2.33	0
Vehicle Trespass	0	0	1	0.33	0
Property Crimes Totals	8	14	13	11.67	7

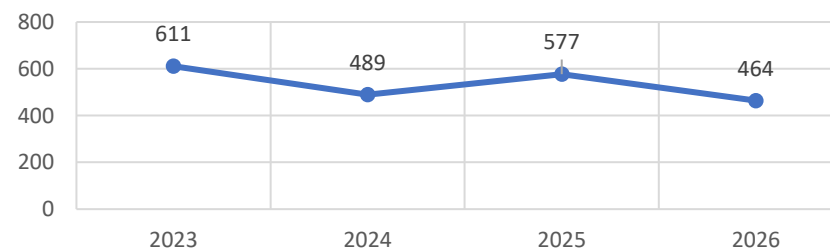
Persons Crimes					
Call Type	2023	2024	2025	Avg 23-25	2026
Assault	1	2	0	1.00	1
Missing Person (Child/Adult)	5	4	5	4.67	1
Robbery	0	0	0	0.00	0
Sex Offense	2	1	0	1.00	1
Weapon Related (menacing,	3	0	1	1.33	1
Persons Crimes Totals	11	7	6	8.00	4

Disorder/Other Crimes					
Call Type	2023	2024	2025	Avg 23-25	2026
Alcohol Calls	0	0	0	0.00	0
Animal Calls	21	2	6	9.67	5
Criminal Mischief	12	7	4	7.67	1
Disturbance	4	4	7	5.00	5
Drug case	1	3	1	1.67	1
Family Problems	7	13	21	13.67	12
Harassment	3	6	8	5.67	3
Juvenile Problem	7	7	20	11.33	17
Noise\Party Complaint	2	6	6	4.67	2
Suspicious Circumstances	33	34	26	31.00	23
Trespass	6	0	6	4.00	0
Disorder Crimes Totals	96	82	105	94.33	69

Red numbers indicate a DECREASE in crime from June 2025

Yellow backgrounds indicate an INCREASE in crime from June 2023-2025 Average

July 2023-2026 Totals



July 2026 Traffic

Traffic Citations	7/25	7/26
Traffic Citations Issued	13	28
Traffic Warnings	130	82

➤ Citations Issued Up 15

➤ Warnings Down 48

Call Type	7/25	7/26
Traffic Stop	157	118
Motor Vehicle Accident	6	8
DUI Arrest	1	2
Traffic Problem	12	30
REDDI Report	2	2

➤ Traffic Stops Down 39 or 25%

➤ MV Accidents Up 2

➤ DUI Arrests Up 1

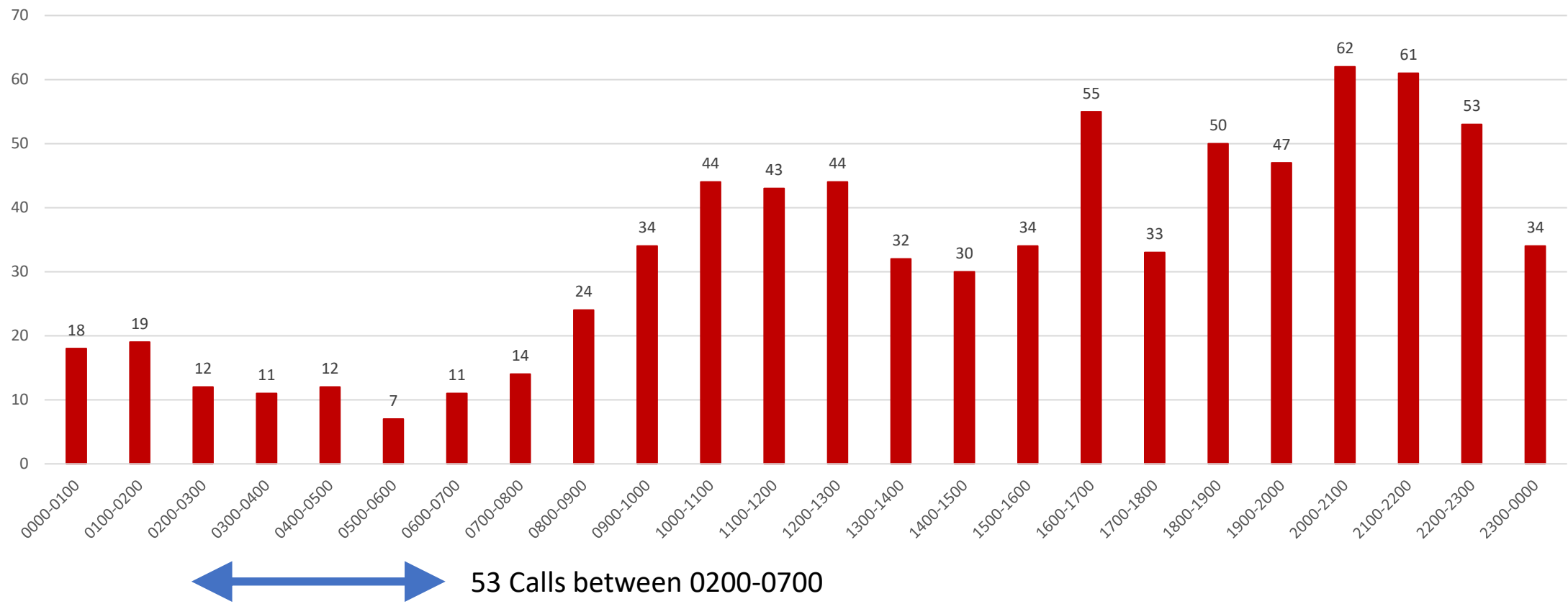
➤ Traffic Problems Up 18

➤ REDDI Reports Equal

July 2026

Call Totals by Hour

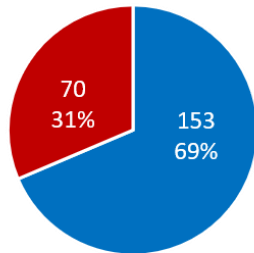
Busiest Hours
2000-2100 (62)
2100-2200 (61)



July 2026

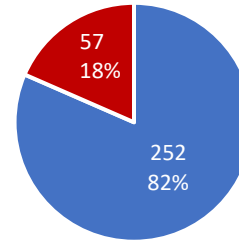
Wellington/Non-Wellington Units

Dispatched



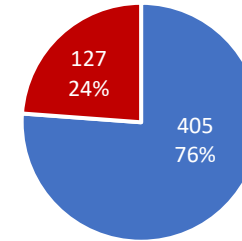
■ Wellington ■ Non-Wellington

Officer-Initiated



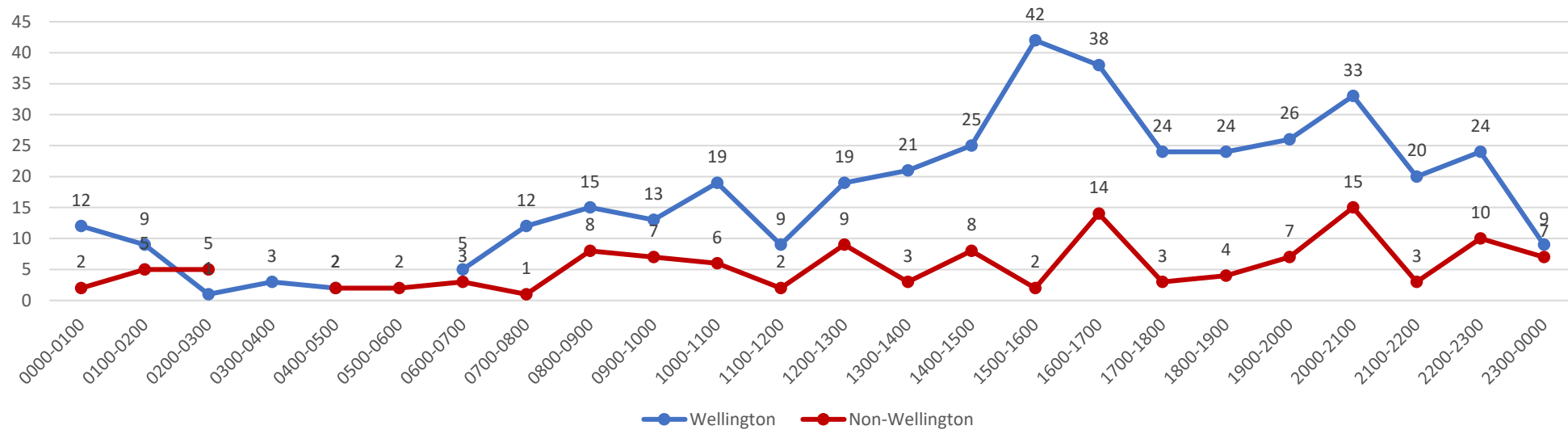
■ Wellington ■ Non-Wellington

Total Calls



■ Wellington ■ Non-Wellington

Wellington/Non-Wellington Calls by Hour



● Wellington ● Non-Wellington

July 2026

Response Times / Time on Calls Dispatched Calls Only All Times in Minutes

<u>Average Response Time (All Units)</u> – High / Medium / Low refers to call priority		
High		7.1
Medium		13.36
Low		56.09
Avg. Response Time		25.52

<u>Average Time on Calls (All Wellington Calls)</u>			
High			23.89
Medium			30.83
Low			22.17
Avg. Time			25.63