



BOARD OF TRUSTEES - REGULAR MEETING

July 28, 2020 – 6:30 p.m.

Zoom Meeting

MINUTES

A. CALL TO ORDER

Mayor Hammon called the regular meeting of the Board of Trustees to order at 6:35 p.m.

1. Pledge of Allegiance

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

2. Roll Call

Mayor Troy Hammon

Trustee Jon Gaiter

Trustee John Jerome

Trustee Rebekka Kinney

Trustee Wyatt Knutson

Trustee Ashley Macdonald

Trustee Tim Whitehouse

Also Present:

Kelly Houghteling, Interim Town Administrator

Tyler Sexton, Interim Finance Director

Cody Bird, Director of Planning

Bob Gowing, Director of Public Works

Krystal Eucker, Town Clerk

3. Amendments to Agenda

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

4. Conflict of Interest

Mayor Hammon asked if there were any conflicts of interest on this evening's agenda to which there was none.

B. COMMUNITY PARTICIPATION

1. Public Comment

Mayor Hammon asked if there was anyone wishing to make a public comment agenda to which there was none.

2. Presentation

a. Town Hall Space Needs Study Update

Randell Johnson with Infusion Architects gave an overview of the concept drawings of the proposed new Wellington Town Hall. The proposed new Wellington Town Hall will consist of the following:

- Site – 3.72 acres
- Building – 28,000 sq. ft.
- Parking –
 - Required in Phase 1 – 94 spaces
 - Required in Phase II – 52 spaces
 - Required Parking Total: 146 spaces
 - Phase I provided parking- 120
 - Phase II provided parking – 60-90
 - Provided parking total – 145-200
- Ingress/Egress
 - After-hours access area
 - Secure Sheriff and Fire entrance
 - Staff entrance
 - Delivery entrance

b. 2019 Financial Audit Needs Study Update

- Speaker: Tyra Litzau, ACM

Ms. Litzau reviewed the 2019 Financial Audit that is included in packet material. Ms. Litzau informed the Board that we have substantially completed our audit of the financial statements as of and for the year ended December 31, 2019. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements whether due to error or fraud. While the scope of our work was substantially the same as previously communicated to you, there were changes to our planned audit strategy that resulted from the COVID-19 Pandemic in 2020.
- We expect to issue an unmodified opinion on the financial statements with an emphasis of matter paragraph due to the COVID-19 outbreak in 2020 which has caused business disruption in a variety of industries, markets and geographic regions and has resulted in considerable uncertainty as to the financial impact and duration, which cannot be reasonably estimated at this time.
- Our responsibility for other information in documents containing the Town's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we have read the information included by the Town and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.
- All records and information requested by ACM LLP ("ACM") were freely available for our inspection.
- Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of Town personnel throughout the course of our work.

Primary Areas of Focus and Considerations and Findings

- **Revenue Recognition:** The Town's major source of revenue consists of property taxes. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as soon as all eligibility requirements imposed by the provider have been met.
- **Capital Assets and Depreciation:** Capital assets of the Town and related capital outlay expenditures, continue to be a significant area of the Town's financial statements. Accordingly, as part of the audit, we paid particular attention to the costs of newly acquired assets, repairs and maintenance expenditures on existing capital assets, and the depreciation expense of these assets.
- **Debt Obligations:** The Town currently has one outstanding bank loan totaling approximately \$1.5 million in the governmental activities and six outstanding bonds and loans with Colorado Water Conservation Board and Colorado Water Resource and Power Development Authority totaling approximately \$27.4 million in the business-type activities. Accordingly, we have applied certain procedures over balances, future maturities, accrued interest, along with compliance with individual agreements. It appears that the Town is properly accounting for these obligations.
- **Accounts Receivable and Allowances:** Accounts receivable represents amounts due from citizens and businesses for property taxes. No allowance is made for bad debts as collection is considered assured.
- **Evaluation of Going Concern:** No going concern issues were noted during our audit. Evaluation of
- **Estimates:** DRAFT Estimates were determined to be reasonable, and free of bias.

c. Wellington Main Streets Program - Quarterly Report

- **Speaker:** Kallie Cooper, Executive Director Wellington Main Street Program
- Ms. Cooper gave an overview of the report included in the Board of Trustees packet.

Current projects

- *Murals:*
 - The "Greetings from Wellington" mural was completed by Josh Griffin and his staff at Dynamic Image on May 22nd. The new mural is located at 3906 Cleveland Ave on the South wall of The Filling Station. Our live ribbon cutting ceremony reached 3,149 people on social media and was shared 23 times.
 - New railroad-themed landscaping was installed by Northern Colorado Landscaping in front of the "Historic Train Depot" mural on the corner 1st Street and Cleveland Avenue. The new landscaping utilized recycled railroad ties, donated by BNSF Railroad and added the finishing touches to last year's project, painted by Daphne Potter with DL Designs.
- *Annual Color:*
 - Downtown flowers were installed on Monday, May 18th.
 - The annual project is supported by 22 local business sponsorships totaling \$2,200.
- *Publications:*
 - "Wellington Comes Together to Raise \$20,000 for Local Businesses," published on May 13th in North Forty News
 - "Greetings from Wellington" Mural Brings Life, Color and Joy to The Community, published on May 29th in North Forty News
 - "Annual Flowers and Window Decorating Contest Brighten Downtown Wellington," published on June 5th.
 - "Wellington Takes Steps to Improve Pedestrian Safety" published on July 24th.
 - Featured in The Main Thing and Local PPE How To: Colorado Main Street

Economic Impact Toolkit for our “Show Us Your Mask” Challenge

- 2020 DOLA Mini Grant: Crosswalk Project
 - Thank you to the Town of Wellington for the installation of the first phase of the crosswalk project. These new signs have slowed traffic and are helping kids cross over by the skatepark safely!
 - We will receive the \$5,000 in mini-grant funds at the completion of the project to redirect to the Town of Wellington. A project update was submitted on June 30th.
- *COVID-19 Promotion and Resource Efforts*
 - Virtual Town Hall:
 - Hosted on May 6th and 7th with representatives from Larimer County Public Health, SBDC, Town of Wellington and the Fire Protection District
 - We had 61 participants over the two sessions
 - Presented information on safety restrictions and reopening guidelines as well as facilitated a Q&A for business owners
 - Serve 6.8 Fundraiser:
 - Thanks to contributions from individuals and from four of our local churches, the Serve 6.8 fundraiser was able to provide \$1,000 checks to 11 local businesses, as well as purchase \$4,000 worth of gift cards from our restaurants!
 - All of the gift cards from the businesses and restaurants are being distributed all around our community, beginning with First Responders and essential workers.
 - “Show Us Your Mask” Challenge
 - Winners were drawn daily to receive a \$5 gift card to a downtown business
 - We had 43 social media posts for the challenge and 20 winners!
 - We have seen 15 of the gift cards used so far (initial investment of \$75) with a return of \$221.60. That is an average of increase of \$14.44 per \$5.00 gift card.
 - #WellingtonStrong Window Decorating Contest
 - We had several business participants in the #WellingtonStrong Window Decorating Contest.
 - Meridian Trust Federal Credit Union was chosen as the winner of the \$25 gift card for their beautiful butterfly window

Events

- *The Wellington 0.5K Fun Run*: Cancelled for 2020. This event will be back on April 10th, 2021.
- *Wellington Brewfest*: Cancelled for 2020. The event will return on June 5th, 2021!
- *Well-O-Rama*:
 - After careful consideration by the MS Board and Committee, the Well-O-Rama Music Festival has been cancelled for 2020. This event will return on August 7th, 2021!
 - Sponsorship dollars have been refunded. The \$2,500 grant awarded by the Bohemian Foundation can be retained and used for an alternative event or added to the award for 2021.

Other:

- Window and Store Display Consultation:
 - The Main Streets Program utilized \$865 in training funds to host window display expert and Rawlins, WY Main Street Manager, Pam Thayer on June 23rd.
 - Pam met with five of our downtown businesses to consult with the owners on how to enhance their curb appeal and improve their visual marketing.

- Tastemade “Beyond the Block” Filming:
 - The film crew from Tastemade and Realtor.com returned to downtown Wellington on Thursday, July 16th.
 - In preparation for their visit, the Main Streets Program organized a Downtown Clean Up Day on Thursday July 8th. We had 18 volunteers over two hours to help clear weeds and debris, sweep sidewalks, and clean up landscaping.
 - THANK YOU to the Public Works Department for providing the materials we needed to make this happen and giving your time to make our downtown look great for filming!
- *DOLA Funding:*
 - The Main Streets Program has signed a five-year contract with the Department of Local Affairs for Mini-grant funds (\$5,000 annually) and Training and Scholarship Awards (\$2,200 annually). These funds are secured through 2025 as long as we remain a Main Street Program in good standing. Training and Scholarship funds will be distributed on an annual basis. Mini-grants funds can be banked if they are not used and can be awarded in advance (up to three years, totaling \$15,000) if we submit a proposal to DOLA outlining the project and guarantee our program status for the length of the mini- grant fund advance.
- Main Street Strategic Plan
 - On Monday, June 29th the Main Street Board of Directors met with Matt Ashby from Ayers and Associates to make recommendations on changes to the 2020-2025 Wellington Main Streets Strategic Plan.
 - The 2020-2025 Strategic Plan will be finalized before July 31st.

C. CONSENT AGENDA

1. Minutes of the June 23, 2020 Regular Meeting of the Board of Trustees
Trustee Gaiter moved to approve the consent agenda; Trustee Knutson seconded the motion. Roll call on the vote resulted as follows:
 Yeas – Gaiter, Jerome, Kinney, Knutson, Macdonald, Whitehouse, Hammon
 Nays – None
 Motion carried

D. ACTION ITEMS

1. Ordinance No. 14-2020 - An Ordinance Modifying the Virtual Meetings Ordinance to Allow Quasi-Judicial Matters
 Mr. March informed the Board that Ordinance 14-2020 is an amendment to the virtual meeting ordinance to allow quasi-judicial matters to be considered during any virtual meeting.

Trustee Gaiter moved to approve Ordinance 14-2020; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:
 Yeas – Gaiter, Jerome, Kinney, Knutson, Macdonald, Whitehouse, Hammon
 Nays – None
 Motion carried
2. Ordinance No. 15-2020 - An Ordinance Repealing and Reenacting Chapter 13 of the Wellington Municipal Code Addressing Municipal Utilities
 Mr. March informed the Board that Ordinance 15-2020 is an amendment to the municipal utilities portion of the code. The amendments to the code will address compliance issues with certain federal and state requirements.

**Trustee Whitehouse moved to approve Ordinance 15-2020; Trustee Knutson seconded the motion.
Roll call on the vote resulted as follows:**

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

Nays – None

Motion carried

3. Special Water Counsel Engagement Letter: Moses, Wittemyer, Harrison and Woodruff
Ms. Houghteling reviewed the Agreement for Legal Services from Moses, Whittemyer, Harrison and Woodruff to provided legal services as Water Counsel to the Town of Wellington.

Trustee Gaiter moved to accept the Special Water Counsel Letter; Trustee Knutson seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None

Motion carried

4. Contract Approval: Executive Search Services Agreement
Ms. Houghteling reviewed the Executive Search Firm Agreement between the Town of Wellington and Peckham and McKinney for the Town Administrator position.

Trustee Gaiter moved to approve the Executive Search Firm Contract; Trustee Knutson seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None

Motion carried

5. Contract Approval: Ayres Economic Development Services

Trustee Gaiter moved to remove the Ayers Economic Development Services Contract from the Agenda; Trustee Knutson seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None

Motion carried

E. REPORTS

1. Town Attorney
None
2. Town Administrator
None
3. Staff Communications
a. Treasurer Report
4. Board
None

F. ADJOURN



Krystal Eucker, Town Clerk