



Board Meeting Agenda

Date: Monday, July 28, 2025 at 4:30 PM

Location: Leeper Center Community Room (3800 Wilson Ave, Wellington, CO 80549)

Zoom: <https://us06web.zoom.us/j/85264115140?pwd=ojHze4fNitn4qb1HVwKFc90EeUTJAH.1>

Call to order

Additions to or deletions from the agenda

Conflicts of interest

Guest introductions

1. Consent Agenda (n/a)

- a. There are no items for approval under the consent agenda this month.*

2. General Updates (20 minutes)

- a. Town of Wellington-Patti Garcia/Kelly Houghteling (5 minutes)
 - i. [See attached July TA Report](#)*
- b. Board of Trustees Liaison – Trustee Rebekka Dailey (5 minutes)
- c. Parks & Recreation Liaison - Kristen Hamill (5 minutes)
- d. Program Manager - Caitlin Morris (5 minutes)

3. Committee Reports (30 minutes)

- a. Promotions Committee - Jane Kincaid
- b. Design Committee - Kate Parten
- c. Main Street Market - Melanie Murphy/Jane Kincaid
- d. C3 Committee - Caitlin Morris
- e. Historic Preservation - Melanie Murphy

4. Upcoming WCMSP Events (10 minutes)

- a. Main Street Market (June 13-August 22)
 - i. Discuss additional market dates in September, October and November*
- b. American Legion Oktoberfest Celebration (September 13)
- c. National Clean Up Day (September 20)
- d. Trick of Treat Down Main Street (October 31)
- e. Veteran's Day (November 9)
- f. Annual Dinner (November 20)
- g. Shop Small Saturday (November 29)

5. Board Retreat Recap - Caitlin (15 minutes) [See attached Board Retreat Report](#)

- a. Review retreat outcomes and discuss next steps for implementation

6. Mid-Year Check-in: Work Plan & Strategic Plan Updates - Caitlin/Blair (30 minutes)

- a. Discussion regarding progress to date, adjustments needed, and roles and responsibilities

The board may call an executive session if needed to discuss personnel or other private matters.



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: July 8, 2025

This update reflects the current progress and ongoing projects across Town departments. I appreciate the dedicated work of all the departments serving the Town of Wellington. Thank you for your continued support and engagement in our shared goals for Wellington.

Town Clerk

Liquor Licensing:

- Thistle LTD has been approved for a Retail Establishment Permit, allowing up to 23 days of service in accordance with State regulations.
- Wellington Grill and The Well have received their 2025–2026 liquor license renewals.

Records Management:

- Departments have begun working with I.T. and the Clerk's Office on a transition to SharePoint for records management. This process will continue through November, at which point all departments will operate from a centralized records location.
- Records continue to be uploaded into the Laserfiche system.
- The Town Administrator has approved the Town's first-ever Records Management Policy, providing formal guidance for all employees.

Staff Development:

- Staff attended the Colorado Municipal League (CML) Annual Conference and brought back several key takeaways that will inform the department's goals and priorities for the coming year.

Municipal Court:

- The June Municipal Court session was cancelled due to a lack of scheduled defendants. Staff are monitoring trends and will coordinate with the Municipal Judge to evaluate the number of court dates needed for 2026.

Finance

- The Finance Department is happy to share the completion of the Town of Wellington, Colorado Financial Statements with Independent Auditor's Report for the fiscal year ending December 31, 2023. The report has been submitted to the Colorado Office of the State Auditor. Funds being held for delayed audits have been authorized to be released.
- I just attended the Government Finance Officers Association Annual Conference in Washington, D.C. and have several ideas for how the Finance Department can better serve our Board and community, as well as support the operations of the Town. Thank you to the Board for supporting staff professional development. I look forward to implementing the skills and education I obtained from the three keynote addresses and over 16 hours of educational

sessions on topics from budgets to revenue forecasting, safely integrating AI to improve productivity, asset management, and the future of water.

- The Equal Payment Program for Water Volume Usage Charges (EPP) opened for enrollment on July 1, 2025. Eligible residential customers (owner-occupied with a municipal utilities account on/before March 31, 2024) can have their actual water volume usage charges for the 12 billing periods between April of the previous year and March of the current year, and any outstanding balances owed as of the March 31st billing period divided into 12 equal installment payments. For terms, disclaimers, and enrollment, visit the Municipal Utilities page on the Town's website.

Library

- The Library Director attended CML conference leaving with relevant knowledge of recent legislation affecting municipalities and future outlook for preparation.
- The Summer Reading Program is resulting in good participation numbers and outreach. 25% increase in new participants and growth in use of mobile app.
- June saw 68 new patrons to our library with 4,943 items circulated...growing, growing, growing.
- Onboarding two new staff members (1 at .5 FTE and 1 seasonal).

Administration

- Town staff and project organizers will be on hand from 6-7:30 p.m. July 15 at the Leeper Center (3800 Wilson Ave.) for a Town Hall meeting to discuss the following topics: The Cleveland Avenue Construction Project, Municipal utility rates, Parks & Recreation Master Plan.
- T-Mobile Hometown Grant for the Veteran Garden was submitted, and we are waiting to hear back at the end of August.
- Working on a Parks & Trails Map.
- Planning for the 2026 Fourth of July celebration will begin soon, as we assess options in coordination with the Cleveland Avenue Construction Project, which is expected to impact the event location next year.

Parks and Recreation

- 4th of July event – logistics, safety, setup, WCP Festival, and Fireworks Display
- PROST Master Plan
 - Engagement at the 4th Parade, Main Street Market, WCP Event and Fireworks
 - Stakeholders meeting and Community Hall preparations for the week of July 14th
 - First Draft of Statistically Valid Survey – Final Draft should be completed soon
- Summer Recreation in full swing, Fall Recreation Open for Registration
 - Second Movie in the Park next Friday, 7/18 at Centennial Park after the Main Street Market
- Gator UTX purchase and delivery completed to the Parks Department! Huge upgrade for our Operations and was heavily utilized to great effect on the 4th of July – all day!
- PROST Advisory Board's stakeholder consultation with Berry Dunn will be held at the next PROST meeting, this Wednesday, July 9th

Public Works – Engineering & Streets Department

- Distribution Master Plan - Town C&D staff, with the assistance of Engineering staff, completed flow testing and pressure monitoring which will be used to calibrate the hydraulic model.
- Water Reclamation Facility Expansion Project - Town Engineering staff issued the Notice of Acceptability to the contractor (Moltz Construction), and are currently working through the

closeout process. We anticipate bringing a resolution of Final Acceptance to the Town Board at the July 22nd BOT meeting.

- Caustic Automation Project – The Conceptual Design was received. Engineering and operations staff reviewed the plans and provided comments back to the consultant.
- Cleveland Avenue Improvement Project – The real estate acquisition process officially began. Notices of intent were sent to the five property owners where right-of-way or easements are needed.
- Comcast - Work continues in North Old Town and on the east side of I-25 in The Meadows.
- Mosquito Control – Two town-wide spraying were performed by a contractor.
- Street Striping - Streets crews striped centerline and bike lanes along 3rd street.

Water and Water Reclamation Utilities

- Water, Wastewater, and Stormwater Rate & Fee Study - Held meeting #2 of the Rate Advisory Group on June 24. With help from the Communications team, developed a space on the Utilities website to provide public access to Rate Advisory Group presentation materials as well as an online submission form to collect community questions/feedback.
- Lead and Copper Sampling - Completed round one of CDPHE required bi-annual sampling at 60 residential and commercial water utility customer locations.
- 2025 Water Quality Report – Provided the report to water utility customers with the May bills, which were delivered the first week in June. The Water Quality Report is available for community review online as well as in person review at the MSB and the Library.

Planning and Building

- A recruitment process for the position of Business Development Manager is underway with priority given to applications received by July 15.
- Commercial construction plans are advancing for the next phase of Wellington Business Center, a 36,000 sq. ft. building for mixed-use retail, office and restaurant spaces. Building plans are in review with construction anticipated to begin later this summer.
- Completing a Sanitary Sewer Capacity Study for the West Interceptor and closing out grant obligations for the Housing Needs and Affordability Assessment.
- The Town is soliciting Requests for Proposals (RFP) for a Transportation & Mobility Master Plan, street standards updates, and road impact fee evaluation. The RFP deadline is mid-July with expected award in August.

Human Resources

- Recruitments:
 - Business Development Manager (closes 7/15)
 - Water Treatment Plant Operator (closes 7/20)
 - Civil Engineer II-III (closes 7/21)
- Bi-Annual Required All-Staff Training underway

Thank you for your continued support as we advance these initiatives and work together to serve the Wellington community effectively.

BOARD RETREAT SUMMARY

To: Wellington Main Street

From: Matt Ashby, Vice President, Development Services

Date: May 19, 2025

Project No.:

Re: Board Retreat Summary

Wellington Main Street Board Retreat May 19, 2025 4:00 -7:00 pm

Agenda

Ice Breaker

Main Street Highlights

Strategic Plan Overview

Wellington's Front Porch

Partnership Opportunities

AHA! Moments Recap

Attendance

Caitlin, Blair, Patti, Kelly, Rebekka, Kate, Curtis, Melanie.

Main Street Highlights

Wellington - Main Street (MS) Roles and Strategic Priorities

The following information provides a summary of some of the key discussion points over the course of the facilitated session. These themes provide key areas the program should consider in moving forward with future plans and activities.

1. General Direction & Identity

- Focus on tangible progress (e.g., visible construction) aligned with how the town is growing — preserve the small-town feel.
- Emphasize placemaking initiatives like a “Walk of Fame” to bring people downtown and connect them to local stories and events.

- Be realistic about current readiness—some ideas (like expanded business options) are future goals.

2. Business Development & Opportunity

- Address issues around Bed & Breakfasts and Airbnb's: lack of rules and unclear guidance.
- Initiate a feasibility study for repurposing the old hotel.
- Consider developing guidelines for B&Bs to reduce ambiguity.
- Reframe Main Street's role in economic vitality: rather than being the developer, we act as a data gatherer to enable informed decision-making.
- Stress the importance of well-rounded data collection to understand delays and development obstacles.
- Begin conducting business interviews to fill knowledge gaps and counter hearsay.

3. Property Development Planning

- For three empty lots, use a location study and architectural mock-ups to package a development opportunity and eliminate barriers.
- MS has access to an architect—collaborate to model solutions.
- A missing “core piece” delayed past efforts longer than expected—highlight what it takes to build here.
- Need for business road mapping and clearer promotional materials.

4. Promotion & Community Engagement

- Promotions are underdeveloped—need a coordinated plan.
- “Find Your Place” concept: small efforts to highlight available spaces and how they might be used.
- Collaboration opportunity with new staff, especially the business development manager.
- Potential fit with the DCI Challenge Opportunity (likely a revitalization or funding program).

5. Key Challenges

- Need more street-level businesses.
- Parking logistics need specifics and clarity.
- A visualization could help people understand opportunities and projects.

6. Food Corridor & Community Outreach (PRO Section)

- Food Corridor is seen as a potential catalyst.
- Extensive collaboration with the town and chamber on:
 - Scholarship committee
 - Volunteer coordination
- Emphasis on community volunteerism: “What’s more hometown than rolling up your sleeves?”
- “*Our porch to your porch*” message: encourage job-specific outreach and skills matching, along with one-on-one introductions or small group discussions about Main Street.

Wellington’s Front Porch

This section highlights a discussion focusing on the Front Porch Transformational Strategy, with a goal of defining what it means and how the board can advance specific goals. Initial discussion included evaluating whether this was still a viable strategy to pursue. Several members of the board stated that this is something that is at the very core of who we are – that we should never lose our “front-porch-ness” in Wellington. Additional thought included:

- Build on school spirit and community pride (e.g., “Friday Night Lights”).

- Create school art connections like the Eagle Art Project.
- Reinforce the small-town feel.
- Get people downtown with events and attractions.
- Enhance volunteer outreach—aim for full engagement in events and community efforts. Be specific on type of job and time commitment. Need you because of “this” skill.
- Go to their front porch and ask, “What can you do?”

The discussion was then shifted to action items aligned with the National Main Street program’s 4-Point Approach. Using this as a filter, the following tasks were identified:

DESIGN	ORGANIZATION	PROMOTION	ECONOMIC VITALITY
This point is about enhancing quality of life, including infrastructure.	This point is about enhancing functionality and collaboration.	This point is about bringing people downtown.	This point is about promoting business & development.
ACTIONS: • Wayfinding Signs • Murals – How Art Can Serve as Economic Driver • Piano • Pocket Park Activation of empty lot • Share Details of Streetscape Design	ACTIONS: • Community communication • Collaboration with partners • Volunteer strategy	ACTIONS: • Mingle on Main Continuation • Welcoming Home Biz with Vendor Space. • Walk of Fame – Expand into Scholarship Opportunity	ACTIONS: • Empty Lot Promo • Data Collection • DCI Challenge Studio • Pop-Up Retail Exploration • Exploration Commissary Business in General. Revolving. Food Corridor.

Partnership Opportunities

The final activity of the retreat focused on relationship building and partnerships. The team explored the different agencies and organizations in the community to map out strengths of partners and a focus on how we could collaborate more effectively. The following table summarizes an overview:

Organization/Board	Focus	Main Street Point
Town of Wellington	Resources, expertise, advocate, support, planning, execution, access to \$\$\$.	Organization
Chamber of Commerce	Alignment, promotion, business support, foster growth.	Organization, Economic Vitality
Other organizations	All need more volunteers.	Organization
Kiwanis	Mutual cross-promotion, assistance with events.	Promotion
Key Club (Kiwanis High School)	Empowering kids, volunteers.	Organization
Legion Post 176	Collaboration with events.	Promotion
Schools	Nurture, empower, involve and embrace.	Organization
Community Services Center	Support expansion and collaboration.	Organization
Parks & Rec	Collaboration and support events.	Promotion
Library	Collaboration and support events.	Promotion
All the above	Collaboration is special and want to continue.	
Youth groups – 4H, Scouts	Nurture, empower, involve, and embrace.	Organization
SBDC	Resources for business	Economic Vitality
Friends of Wellington	Work in the broader community, reputation, and overcome through partnership.	Organization
Safe Routes to Schools	Collaboration and Assistance.	Organization
DOLA/Ayres/DCI	Resources, cross-promotion.	Organization

AHA Moment

Closing out the session, participants were asked to summarize their thoughts and inspirations taken away from the conversation. Key points included:

- All of it.
- Love Mainstreet, the energy of the school, Friday night lights, and the painted eagle idea.
- Growing, but keeping a small-town feel with collaboration.
- Getting people downtown and staying, including throughout town.
- Bring more events downtown and build on the success of the Trick-or-Treat event.
- Reaching out to volunteers, piggyback on other communities' success, what we like and tailor to us to make our own foundation.
- Excited to be a cheerleader, willing to go door-to-door.
- Excited for collaboration between the Chamber, the Town and Mainstreet.
- Everything that has been said.
- Wow! We've put in a lot of work, and things are lining up. Economic Vitality may not be so far off now, breaking it down into small, actionable items. We've made progress with alignment.