



COMMUNITY ACTIVITIES COMMISSION  
SPECIAL SESSION  
Tuesday, July 5, 2022  
5:00 pm  
Leeper Center Board Room (3800 Wilson Avenue)

A. CALL TO ORDER

- a. Roll Call
- b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

C. CONSIDERATION OF MINUTES

- a. June 9, 2022 Regular Meeting Minutes
- b. June 13, 2022 Special Meeting Minutes

D. FINANCIALS

E. AGENDA ITEMS

- a. Welcome New Board Members
- b. Review of Bylaws and Board of Trustee Operating Agreement
- c. Roles and Responsibilities
- d. Fourth of July Debrief

F. ANNOUNCEMENTS

- a. CAC Board Members
- b. Town Trustee
- c. Town Staff

G. ADJOURNMENT

Next meeting: August 2, 2022 at 5:00 pm

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.



COMMUNITY ACTIVITIES COMMISSION  
Thursday, June 9th, 2022  
5:00 pm  
Wellington Town Hall 8225 Third St, Wellington, CO

A. CALL TO ORDER 5:09 pm

- a. Roll Call: Chair Triplett, Secretary Lafferty, Finance Sinatra, Board Member Richardson(late), Trustee Tietz
- b. Absent: Vice Chair Quinonez
- c. Amendments to Agenda: None

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person) - None

C. CONSIDERATION OF MINUTES

- a. May 3, 2022 Regular Meeting Minutes – Motion was made by Chairman Triplett to approve both sets of minutes. Seconded by Trustee Tietz. Passed unanimously.
- b. May 16, 2022 - Special Meeting Minutes

D. FINANCIALS

E. AGENDA ITEMS

- a. Roles and Responsibilities – Motion was made by Chairman Triplett to move this until after July 4, 2022. Seconded by Treasurer Sinatra. Passed unanimously.
- b. Town Clean Up – Saturday June 11, 2022 10 am – 2pm – Just a reminder for everyone that the Town Clean up is this Saturday.
  - i. 945 AM – 12 PM JD, Natalie, Trustee Gaiter, Kallie
  - ii. 12 PM – 2 PM Mario, Jim, Trustee Tietz, Kallie
- c. Fourth of July
  - i. Vendor Update – Final Count – There will be 60 vendors.
  - ii. Parade Float Updates – Final Count – There will be 45 floats.

- iii. Car Show Update – Eric was not present but did advise through an email that the car show registration is now live. They will be accepting same day registration.
- iv. Parade MC/ National Anthem Singer Thank you gift Approval – Motion Made by Chairman Triplett to approve paying the parade announcer and his assistant \$50 each and the singer \$30. Seconded by Secretary Lafferty. Passed unanimously.
- v. ADA and special accommodations request – Town staff will be making a presentation to the Board of Trustees reference special accommodation request. Request will be in the amount of \$2,194.
- vi. Map Final Approval – Motion made by Secretary Lafferty to approve map. Seconded by Treasurer Sinatra. Passed unanimously.
- vii. Volunteer Update – We are still needing volunteers. If you know of anyone, let them know they can still sign up.
- viii. Special Meeting reminder – Monday June 13, 2022 @ 5 PM at the Leeper Center.
- ix. Final walk through scheduling. – Final walk through scheduled for July 2, 2022 at 0800 hrs.

F. Announcements.

- a. CAC Board Members - None
- b. Town Trustee – Trustee Tietz asked about wifi for the vendors and if vendor registration was closed.
- c. Town Staff – Kallie Cooper on vacation next week.

G. Adjournment – 6:19 PM

Next Meeting: June 13, 2022 at 5 PM



COMMUNITY ACTIVITIES COMMISSION  
SPECIAL SESSION

Monday, July 13<sup>th</sup>, 2022

5:00 pm

Leeper Center (Board Room), 3800 Wilson Avenue, Wellington, CO

A. CALL TO ORDER

- a. Roll Call 5:05
- b. Amendments to Agenda – no items to add

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

Karen Eiffert – live music to the parks, music for early education, presentation at future meeting. Add to future CAC Meeting

C. AGENDA ITEMS

a. Town Clean-Up / Town-Wide Yard Sale Debrief

i. Yard-Sale

1. Library typically done that in the past. If we do that moving forward, have them have it done. Map did not include list of what people were selling – include that moving forward. No complaints.

ii. Clean-Up

1. Triplett – entering the north side went well, a few confused but they were directed appropriately. Traffic not backed up at all. People got off road and lined up in grassy area. People frustrated with overflowing dumpsters and not allowed to dump.
2. Cooper notes
3. Tietz – making sure to stay to 1 cubic yard; subdivision in Fort Collins came since their dumpster days event got cancelled – making sure getting utility bill or drivers license verification for residents moving forward; construction companies tried to dump and turned them away; next fall Nikki will bring additional dumpster for metal; helped with unloading to keep the line moving. Did not hear a lot of complaints. Add to flyer- 2pm or until full.
4. Public comment – Karen Eiffert – put an example of what a cubic yard is on the flyer.

b. 4<sup>th</sup> of July

i. Vendor and Contract Services Confirmation

1. 61 registered vendors – sent emails and phone calls
  - a. 14 food related vendors
  - b. 5 left to pay – send Mario the 5 vendors left to be paid
  - c. 45 registered parade floats
2. Set-Up Time / Location / Directions for Vendors and Parade
  - a. Set-up time too late at 7am – change to 5:30/6am
  - b. Secondary area into Buffalo Creek, extend 1<sup>st</sup> street, check grant or hayes; no one way roads
3. Golf Cart Pick-Up
  - a. Shirrell – pick them up and drop them off – confirmed and ready to go
4. Gallegos Delivery – Friday, July 1<sup>st</sup>
  - a. Kallie will be present for delivery
5. Public comment – Karen Eiffert confirmed maps outline ADA access
  - a. Printed maps will be available up front at MSB a week before the event.
6. Car Show Update
  - a. Registration is going in – waiting on sponsors to get back to him. Already have own volunteers and judges set.
  - b. Eric confirmed that weights will be necessary for canopies.
  - c. 7-11am to set up – judging begins at 11am – 2pm
  - d. Send out the public link of maps to Eric’s registered cars
7. Volunteer Update
8. Day-Of Schedule Review
9. Supply Checklist – Vice Chair Quinonez makes a motion to approve \$699.95 for supplies, Treasurer Sinatra seconds, motion passes unanimously.
  - c. Final Walk-through – Saturday, July 2<sup>nd</sup> at 8:00 am at Wellington Community Park
    - i. Bounce Houses – make sure Kallie reaches out to Tina
  - d. Rescheduling July 5 Regular Meeting – keep that date.

#### D. ANNOUNCEMENTS

- a. CAC Board Members
- b. Town Trustee
- c. Town Staff

#### E. ADJOURNMENT 6:22PM

Next meeting: July 2, 2022

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.

2022	Budget Proposal 2022	Actual Expenses 2022
<b>Easter Egg Hunt</b>		
Portable Restrooms	\$800.00	\$770.00
Easter Egg Supplies	\$1,500.00	\$664.10
Bunny Costume Thank You	\$50.00	\$50.00
Face Painter	\$150.00	\$6.35
Bunny Costume Maintenance	\$100.00	\$0.00
	<b>\$2,600.00</b>	<b>\$1,490.45</b>
<b>4th of July Festival &amp; Parade</b>		
Bounce Houses	\$2,000.00	\$1,742.00
Music	\$1,000.00	\$1,500.00
Parade MC/Judges Thank You	\$130.00	\$130.00
Event Supplies	\$1,000.00	\$1,222.73
Portable Restrooms & Trash	\$5,500.00	\$3,990.00
Traffic Control/Road Closures	\$5,800.00	\$6,400.00
Parade Trophies	\$200.00	\$107.58
Golf Cart Rental (2)	\$300.00	\$311.20
Face Painter	\$150.00	\$22.00
Shade Canopy Rental	\$600.00	
	<b>\$16,680.00</b>	<b>\$15,425.51</b>
<b>Town Clean Up</b>		
Trash Rentals (Shredder, Trash, Recycling)	\$1,500.00	
	<b>\$1,500.00</b>	<b>\$0.00</b>
<b>Halloween</b>		
General Cost for Event	\$500.00	
	<b>\$500.00</b>	<b>\$0.00</b>
<b>Veterans Day</b>		
General Cost for Event	\$1,500.00	
	<b>\$1,500.00</b>	<b>\$0.00</b>
<b>Christmas Parade/Tree Lighting</b>		
Parade MC/Judges Thank You	\$130.00	
Traffic Control/Road Closures	\$4,500.00	
Food & Beverage (2 Days)	\$500.00	
Parade Trophies	\$200.00	
	<b>\$5,330.00</b>	<b>\$0.00</b>
<b>General Fund</b>		
Food & Beverage Supplies	\$50.00	
Canopy Purchase/General Supplies	\$200.00	
Face Painter Supplies	\$200.00	
Walkie Talkies (Rental or Purchase)	\$200.00	\$209.97
Cases of Water	\$150.00	
Wellington Toy Storage Unit	\$1,500.00	\$1,800.00
WFD Annual Event Fee	\$400.00	
Advertising and Marketing	\$800.00	\$194.53
ASCAP Annual Fee	\$50.00	
Community Partnership Programs	\$3,500.00	\$103.76
	<b>\$7,050.00</b>	<b>\$2,308.26</b>
<b>Grand Total</b>	<b>\$35,160.00</b>	<b>\$19,224.22</b>

Not yet paid

Not yet paid

\*Volunteer T-Shirts, \$37  
Totes and Supplies,  
\$509.73 Fire Extinguishers,  
\$157 Supplies

Not yet paid

Not yet paid

Not yet paid

\*44.50 - 4th of July Posters,  
\*119.20 4th of July Banner,  
\*50.00 Shuttle Signs

<b>Other Events - Cost Built In General Funds</b>
Christmas Chili Dinner Sponsorship
Chalk the Walk Event
Monthly Town Clean Up Sponsorship
Cinco de Mayo Sponsorship
Town Yard Sale
Car Show 4th of July
Beer Garden 4th of July

**Residents of Wellington**

**Board of Trustees**  
Calar Chaussee, Mayor; Jon Gaiter, Trustee; Rebekka Kinney, Trustee; Ashley Macdonald, Trustee; Brian Mason, Trustee; Shirrell Tietz, Trustee; David Wiegand, Trustee.

Municipal Judge    Town Attorney    Advisory Boards

**Town Administrator**  
1.0 FTE

**Deputy Town Administrator**  
1.0 FTE



**Town Clerk**  
1.0 FTE

**Finance Director / Town Treasurer**  
1.0 FTE

**Public Works Director**  
1.0 FTE

**Public Works Program Administrator**  
1.0 FTE

**Fleet and Maintenance Coordinator**  
0.5 FTE

**Marketing & Communications Specialist**  
1.0 FTE

**Senior Management Analyst**  
1.0 FTE

**Planning Director**  
1.0 FTE

**Parks & Recreation Manager**  
1.0 FTE

**Library Director**  
1.0 FTE

**Human Resources Manager**  
1.0 FTE

**Administrative Assistant II + Court Clerk**  
1.0 FTE

**Assistant Finance Director**  
1.0 FTE

**Public Works Superintendent**  
1.0 FTE

**Civil Engineer III**  
1.0 FTE

**Distribution & Collections Lead**  
1.0 FTE

**Water Treatment Superintendent**  
1.0 FTE

**Wastewater Treatment Superintendent**  
1.0 FTE

**Building Official**  
1.0 FTE

**Recreation Coordinator**  
1.0 FTE

**Assistant Library Media Manager**  
1.0 FTE

**Human Resources Administrative Coordinator**  
0.5 FTE

**Payroll Coordinator**  
1.0 FTE

**Utility Service Coordinator**  
1.0 FTE

**AP/Purchasing**  
1.0 FTE

**Streets Maintenance Operator III**  
1.0 FTE

**Streets Maintenance Operator II**  
3.0 FTE

**Streets Maintenance Operator I**  
1.0 FTE

**Fleet Mechanic**  
1.0 FTE

**Civil Engineer II**  
2.0 FTE

**Distributions & Collections Operator II**  
1.0 FTE

**Lead Water Treatment Operator**  
1.0 FTE

**Water Treatment Operator I**  
4.0 FTE

**Lead Wastewater Operator**  
1.0 FTE

**Wastewater Operator II**  
1.0 FTE

**Wastewater Operator I**  
2.0 FTE

**Building Permit Technician**  
1.0 FTE

**Development Coordinator**  
1.0 FTE

**Planner II**  
1 FTE

**Neighborhood Services Officer**  
1.0 FTE

**Assistant Recreation Coordinator**  
2.0 FTE

**Parks Technician III**  
1.0 FTE

**Parks Technician II**  
2.0 FTE

**Assistant Manager Youth Services**  
0.75 FTE

**Clerk I**  
2.25 FTE

## Attachment F: Operating Agreements

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The following were items identified by the Board for inclusion in the “Working Agreements” document that will be adopted by resolution:

### Meeting Agreements:

1. Explain our votes. This aids in our desire to be transparent to our community.
2. During the Public Comment portion of the meeting:
  - a. This is the time for the public to address the Board with their concerns. There will be no dialogue between the public and the Trustees. No questions will be answered.
  - b. Trustees may ask clarifying questions of the persons making comments at the Mayor’s discretion.
  - c. The Mayor will summarize public comments and suggest next steps.
3. The Board will consider moving packet availability to Wednesdays (discuss at 5/17 meeting)
4. The Board agrees to ask questions of staff by 5 pm on Sunday so that the answers to the questions can be disseminated to the Board prior to the meeting.
5. Once the Board has made a decision, support the will of the Board. Do not single out the opposition, and don’t rehash the item at subsequent meetings.
6. Rotate the Board discussion and roll call votes so that the same Trustee does not always start.
7. Meetings will conclude no later than 10:00 pm. The Board may extend the meeting with a majority vote.
8. Agendas:
  - a. An agenda item will be added to follow-up on items brought up during Public Comment at previous Board meetings.
  - b. A consent Agenda will be added to the agenda for regular meetings.
    - i. Only items of a non-controversial, follow-up to previous Board decisions, or routine nature should be added to the consent agenda.
    - ii. Each item requires depth in the staff memo with background information and supporting documentation.
    - iii. It is acceptable to pull items from the consent agenda for discussion and separate votes.
    - iv. A Trustee may vote “nay” on a single item without pulling it from the consent agenda.
  - c. Items with public interest should be early on the agenda.
  - d. Discussion items should be early in the meeting to allow ample time for a good dialogue among Trustees.
  - e. Presentation at Board Meetings:



- i. Presentations should be under “Reports” and should be condensed.
  - ii. Consider a time limit for “information-only” presentations
  - iii. The Mayor and Staff have the discretion to move the presentation to another point on the agenda. (i.e., if the Town is paying for someone to be there to present, these should be moved to be most convenient.)
  - iv. Virtual presentation are acceptable to the Board.
- 9. If there is a problem between Trustees on the dais, the Mayor should recess the meeting. All Trustees should remain to reconvene the meeting (no one should leave.) A public apology before the end of the meeting is expected if warranted.

**Working with each other:**

- 1. If there is a conflict or issue between Trustees, contact that person directly to deal with it.
- 2. We will be a proactive and intentional Board

**Working with Staff:**

- 1. Communicating with the staff
  - a. All communication should go through the Town Administrator or copy the Town Administrator.
  - b. Text the Town Administrator if an emergency.
  - c. Let the staff know what your expectations are for response, for example: “no need to respond until Monday.”
  - d. Let the Town Administrator know if there is a time constraint.
  - e. It is okay to remind The Town Administrator if you have not received the requested response.
  - f. Call the Town Attorney rather than emailing.
  - g. Communicate directly with the Town Administrator on issues that need to be addressed (i.e., potholes.) Use the link to report them:  
<http://www.wellingtoncolorado.gov/FormCenter/Administration-8/Report-a-Concern-71>)
    - i. The Town Administrator will assume it is non-urgent unless the Trustee indicates otherwise. ("This is urgent and needs to be addressed immediately.")
  - h. Refer to all staff as “Mr./Ms.” In official settings. Be aware of the context of the communication.
- 2. Staff Reports
  - a. Staff reports should contain:
    - i. Background information

- ii. Alternatives
  - iii. Criteria
  - iv. Staff recommendations
  - v. Suggestion motion
- b. It is acceptable to offer amendments

Finally, these agreements should not be used as “weapons” but rather serve as a guide as to how we will work together in the best interest of our community.

DRAFT



## COMMUNITY ACTIVITIES COMMISSION ROLES AND RESPONSIBILITIES

### Staff

#### CAC Board

- Creates vision for town events and programs
- Ensures success of events by recruiting volunteers
- Create Draft Budget – ensuring responsible use of taxpayers dollars
- Agenda approval
- Request track and report all expenditures monthly to promote transparency of finances
- Holds regular Board meetings first Tuesday of every month
- Responsible for reporting to Board of Trustees
- Reviews marketing materials
- Approval of programming and event details
- Review and assist in seeking sponsorships for events from 3<sup>rd</sup> parties
- Keeps minutes and records of meetings
- Selection of events for CAC participation
- Recruit and support new CAC members
- Approval of 3<sup>rd</sup> party requests for sponsorships
- Share successes of events
- Reshares Town official information on personal account and directs questions and concerns to Town staff as needed
- Approve expenditures above the budgeted amount – reappropriations
- Chair conducts interviews and supports selection of CAC Board members (Appointed by the Trustees)

- Incident Commander for events
- Purchasing / Report of Bills
- Responsible for items within approved budget regarding safety, compliance, and insurance needs.
- Agenda **preparation**
- Creating Marketing Materials
- Running social media pages
- Special event permit submissions & coordination with LCSO, WFPD, EMS
- Communications with 3<sup>rd</sup> party vendors
- Staff houses registration information and forwards on to designated Board Members.
- Point of contact day of event
- **Finalizes** sponsorships requests and financial proceedings with Board direction
- Create proposals for programming and events
- Maintains and complies with liability insurance
- Request for Proposals (i.e. road closure, fireworks, beer garden)
- Coordinates work orders with Public Works and Parks
- Secures location for events
- Conducts interviews and supports selection of CAC board member (appointed by Board of Trustees)
- Post Board Packets, Agendas, and Minutes
- Ensures meeting location and information is provided at least 24 hours before to public
- Takes photos at events to ensure waiver requirements
- Creates and distributes any waivers