



BOARD OF TRUSTEES  
January 21, 2025  
6:00 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

### Work Session Agenda

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>

Passcode: 726078

Or One tap mobile :

US: +17207072699,,84871162393# or +17193594580,,84871162393#

Webinar ID: 848 7116 2393

#### A. ITEMS

1. Joint meeting - Wellington Board of Trustees, Wellington Chamber of Commerce Board of Directors, Wellington Main Street Board of Directors
2. Boards and Commissions Interview Process
3. Wellington Finance Committee Advisory Board Discussion

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:** January 21, 2025

**Subject:** Joint meeting - Wellington Board of Trustees, Wellington Chamber of Commerce Board of Directors, Wellington Main Street Board of Directors

### **BACKGROUND / DISCUSSION**

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The Wellington Board of Trustees is hosting a joint meeting with the Wellington Chamber of Commerce and Wellington Main Street Boards of Directors.

#### **Purpose:**

By aligning our efforts, we strive to enhance Wellington as a great place to live and work, support existing businesses, and attract new businesses to our community. Together, we can achieve more!

#### **Details:**

Time: Dinner at 6:00 PM

1. Welcome (10 minutes)

- Welcome and introductions of meeting participants

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2. Meeting Purpose and Objectives (5 minutes)

- Overview of meeting goal: This inaugural meeting aims to foster collaboration and mutual support between organizations. Together we will explore opportunities to support each other and work collectively for the betterment of Wellington.

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3. Presentation of 2025 Goals

- Wellington Main Street Program Goals (10 minutes)
- Chamber of Commerce Strategic Vision (10 minutes)
- Town of Wellington Priorities (10 minutes)

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4. Discussion: Aligning Goals and Identifying Overlaps (30 minutes)

- Discussion to identify areas of alignment between the organizations
- 2025 key projects and collaboration opportunities

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5. Next Steps (10 minutes)

- Summary of key takeaways and action items

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6. Closing Remarks and Adjournment (5 minutes)

- Final thoughts from Chairs/Presidents of Chamber of Commerce and Main Street and Mayor

### **STAFF RECOMMENDATION**

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For discussion purposes.

### **ATTACHMENTS**

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None

## Board of Trustees Meeting

**Date:** January 21, 2025  
**Subject:** Boards and Commissions Interview Process

### BACKGROUND / DISCUSSION

Based on a request from Mayor Chaussee and Trustee Cannon, the interview process for Boards and Commissions is being brought forward for Trustee discussion. The current process is as follows: Applicants are scheduled for interviews before the entire Board of Trustees, advisory board chair and staff liaison. Appointments are made by resolution on the consent agenda and the Mayor appoints by signing the resolution.

In September, 2023 interview options were presented to the Board of Trustees and the decision was made to continue with the current process. The current boards and commissions that the Board of Trustees appoints is as follows: Planning Commission, Board of Adjustment, Parks Recreation Open Space and Trails Advisory Board, Housing Authority and Finance Committee.

Board of Trustee role for appointment: Section 2-2-90 of the Wellington Municipal Code states that the Board of Trustees has created such boards and commissions as may now exist, and may create additional boards and commissions in the future. The Board of Trustees shall serve as the governing body, may appoint members to or, if so authorized, the Mayor (with such approval of the Board of Trustees as may be required by this Code) shall create and appoint members to such boards and commissions as may now or hereafter exist.

There are a variety of ways that municipalities conduct interviews for advisory boards; this is an opportunity for the current Board to discuss the process and provide ideas they may have for conducting advisory board interviews which meets the needs of the Board and encourages residents to apply for vacancies. Interview processes by other municipalities is noted below:

| Municipality         | Interview                               |                                                      |
|----------------------|-----------------------------------------|------------------------------------------------------|
| Alamosa              | Entire Council                          | Annual recruitment                                   |
| Windsor              | Mayor + one board member                |                                                      |
| Severance            | Entire Council                          | Town Manager preps questions                         |
| Canyon City          | Entire Board                            | Each member asks one question of choosing            |
| Loveland             | Staff & Council liaison, Chair          |                                                      |
| Johnstown            | Staff liaison                           |                                                      |
| Greeley              | Staff & Council liaison, Chair          |                                                      |
| Norwood              | Entire Council                          | Takes place in regular meeting                       |
| Vail                 | Entire Council                          | Takes place in a regular meeting                     |
| Windsor              | Mayor + Mayor's selection of one member |                                                      |
| Aspen                | Council                                 | Takes place at a Work Session                        |
| Northglenn           | Board or Commission (not Council)       | Council can ask questions at the appointment meeting |
| Cherry Hills Village | Council appoints two members            |                                                      |
| Pueblo               | Mayor selects                           | (Strong Mayor govern.)                               |



|                |                                        |                                            |
|----------------|----------------------------------------|--------------------------------------------|
| Grand Junction | Council liaison + one member and Chair |                                            |
| Kiowa          | Entire Board                           |                                            |
| Commerce City  | Committee of three members of Council  | Done monthly on Saturday mornings via Zoom |

Several options for the interview process have been identified by staff and are noted below:

Option 1:

The Town Clerk will schedule interviews with the entire Board, the Staff Liaison, and the Chair.

Option 2:

The Town Clerk will schedule interviews with the Board Liaison, the Staff Liaison, and the Chair.

Option 3:

The Board will decide which two members will participate in the interview process. The Town Clerk will then schedule the interviews with those Board members, the Staff Liaison, and the Chair. The decision should be made at a regular Town Board meeting before applications are received, to allow for proper scheduling.

Option 4:

The Town Clerk will coordinate interviews with a subcommittee of the Board, including the Staff Liaison and the Chair. The subcommittee members will be designated by the Board at a regular Town Board meeting before applications are received, allowing sufficient time for scheduling and notice posting.

Option 5:

The Town Clerk will coordinate interviews with the Mayor, Board Liaison, Staff Liaison and the Chair.

#### **STAFF RECOMMENDATION**

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For Board of Trustee discussion and staff direction.

#### **ATTACHMENTS**

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None

## **Board of Trustees Meeting**

**Date:** January 21, 2025

**Subject:** Wellington Finance Committee Advisory Board Discussion

### **BACKGROUND / DISCUSSION**

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The Wellington Finance Committee Advisory Board was established in 2022, per Ordinance No. 10-2022 amending Chapter 2 of the Wellington Municipal Code, introducing Article 16 – Wellington Finance Committee Advisory Board. Excerpts from the code pertinent to this work session discussion are as follows:

- Section 2-16-30-(a)-(1) The Advisory Board shall consist of seven (7) voting members and one (1) non-voting Board of Trustee liaison member, all of whom shall be residents of the Town.
- Section 2-16-30-(a)-(2) The seven (7) voting members shall be appointed as members at large by the Board of Trustees. At-large members shall be appointed to serve a term of two (2) years.
- Section 2-16-40-(c) Four (4) members of the Advisory Board shall constitute a quorum to do business at all meetings.
- Section 2-16-40-(d) The Advisory Board shall keep minutes of its meetings and transactions and provide them to the Town Clerk after approval.

The first term of the Wellington Finance Committee Advisory Board began June 2022 and concluded after the May 20, 2024 meeting. Current members of the Advisory Board interested in serving a second term were encouraged to reapply, and recruitment for new applicants began April 18, 2024. By the June 17, 2024 meeting, three committee members had been appointed by the Board of Trustees.

As a quorum has not been established, work sessions have been held June 17, 2024 (committee onboarding), July 15, 2024 (cash handling procedure discussion), August 19, 2024 (purchasing policy discussion), and October 21, 2024 (utility rates). A work session scheduled for November 18, 2024 to review the 2025 Budget was cancelled due two of the three committee members being unable to attend, and feedback was requested to be submitted via email (none received). Committee members were invited to attend and participate in the Board of Trustee's work session on December 17, 2024 to hear an update regarding the 2022 Audit (none attended).

Recruitment for additional members has included posts on social media in April, May, July, and August, and information available at the Budget Boo-nanza in October. No additional applications to serve on the Advisory Board have been received.

### **STAFF RECOMMENDATION**

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Town staff is seeking direction from the Board of Trustees on the future of the Wellington Finance Committee Advisory Board.

### **ATTACHMENTS**

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1. Ordinance No. 10-2022
2. Wellington Finance Committee Bylaws

TOWN OF WELLINGTON

ORDINANCE NO. 10-2022

AN ORDINANCE OF THE TOWN OF WELLINGTON ESTABLISHING THE  
WELLINGTON FINANCE COMMITTEE AS A FORMAL ADVISORY BOARD TO THE  
BOARD OF TRUSTEES

WHEREAS, the Town of Wellington, Colorado (“Town”) is a statutory town, duly organized and existing under the laws of the state of Colorado; and

WHEREAS, the Board of Trustees of the Town desire to ensure transparency of the Town’s finances; and

WHEREAS, the Board of Trustees finds it in the best interests of the community and its citizens to amend Article 2 of Chapter 2 of the Wellington Municipal Code and conform relevant code provisions for best practices for financial reporting purposes.

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

Article 16 – Wellington Finance Committee Advisory Board

Sec. 2-16-10. Purpose.

The Finance Committee Advisory Board shall serve in an advisory capacity to the Board of Trustees on matters concerning the Town’s finances. Responsibilities shall include the following:

- a) To review the Town’s annual draft budget to obtain understanding of the Town’s financial position as well as budgeting priorities and initiatives determined by the Board of Trustees.
- b) To make recommendations to the Board of Trustees concerning Town finances, annual budget and long-range financial planning to address the needs of the Town.
- c) To monitor all required annual, quarterly, and monthly financial reporting to lenders, creditors, and other financial institutions affiliated with the Town.
- d) To review Town revenues and actual expenses on a monthly basis.
- e) To review reports generated by outside consultants for matters having a financial impact such as utility rate studies, long term financial planning and potential contracts for banking or financial services.
- f) To provide independent review of the Town’s financial reporting processes, internal controls and independent auditors.

Sec. 2-16-20. Creation, qualification, and eligibility.

- a) There is hereby created and established a Finance Committee which shall perform those duties and exercise those powers and responsibilities set forth in this Article.
  - 1) Members of the Finance Committee Advisory Board shall take it upon themselves to be educated regarding the role of the Committee, standard audit procedures, internal controls, and best practices in governmental financial accounting and reporting.

- 2) Members shall be a minimum of eighteen (18) years of age.
- 3) Members shall serve without pay.
- b) No voting member of the Wellington Finance Committee Advisory Board shall be eligible to serve on any other board or commission of the Town during that member's tenure on the Wellington Finance Committee Advisory Board.

Section 2-16-30. Membership; terms; appointment and removal.

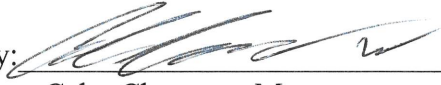
- a) The Wellington Finance Committee Advisory Board shall be composed of members from the following constituencies and for the following terms:
  - 1) The Advisory Board shall consist of seven (7) voting members and one (1) non-voting Board of Trustee liaison member, all of whom shall be residents of the Town. If any member ceases to be ineligible due to residency, their membership shall immediately terminate.
  - 2) The seven (7) voting members shall be appointed as members at large by the Board of Trustees. At-large members shall be appointed to serve a term of two (2) years.
  - 3) The Mayor shall appoint one (1) member from the Board of Trustees as a nonvoting liaison member. The member's term shall be conterminous with the annual Board of Trustee elections in April of even numbered years.
- b) Members of the Wellington Finance Committee Advisory Board may be removed from office for inefficiency, neglect of duty, malfeasance, upon written notice and after a public hearing is held during a regular or special Board of Trustee meeting. The removal of any Wellington Finance Committee Advisory Board member shall require the affirmative vote of a majority of the Board of Trustees participating in the public hearing.
- c) The Board of Trustees shall make such appointments as necessary to fill the unexpired terms of vacancies which may occur on the Advisory Board, with the exception of any vacancy left by the nonvoting liaison member, which shall be filled by appointment by the Mayor.

Section 2-16-40. Meetings, Voting.

- a) The Wellington Finance Committee Advisory Board shall adopt bylaws and rules for the transaction of business and shall keep a record of business, which shall be public record.
- b) The Advisory Board shall meet monthly unless there is no business for the Finance Committee to consider.
- c) Four (4) members of the Advisory Board shall constitute a quorum to do business at all meetings.
- d) The Advisory Board shall keep minutes of its meetings and transactions and provide them to the Town Clerk after approval.
- e) A simple majority is necessary for passage of all items brought before the Wellington Finance Committee Advisory Board. No member shall vote or act by proxy.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 10<sup>th</sup> day of May, 2022 and ordered to become effective June 14, 2022.

TOWN OF WELLINGTON, COLORADO

By:   
Calar Chaussee, Mayor

ATTEST:

  
Krystal Eucker, Town Clerk



## Wellington Finance Committee Bylaws

Adopted 07/18/2022; Amended 6/26/2023

### Purpose - Ordinance 10-2022; Section 2-16-10

The Finance Committee Advisory Board shall serve in an advisory capacity to the Board of Trustees on matters concerning the Town's finances.

1. Duties of Finance Committee - Ordinance 10-2022; Section 2-16-10(a)-(f)
  - a) To review the Town's annual draft budget and statements of financial position as well as advise on budgeting priorities and initiatives determined by the Board of Trustees.
  - b) To make recommendations to the Board of Trustees concerning Town finances, annual budget and long-range financial planning to address the needs of the Town.
  - c) To monitor required annual, quarterly, and monthly financial reporting to lenders, creditors, and other financial institutions affiliated with the Town.
  - d) To review Town revenues and actual expenses on a monthly basis.
  - e) To review reports generated by outside consultants for matters having a financial impact such as utility rate studies, long term financial planning and potential contracts for banking or financial services.
  - f) To provide independent review of the Town's financial reporting processes, internal controls and independent auditors.
2. Elections
  - a. Election of Chair, Vice-chair and Secretary shall be carried out by a process of nomination and approval by a majority of members present at the first meeting of the Finance Committee in June of each year. Should any officer resign or be unable to carry out their duties, an election shall be held at the next scheduled meeting for purposes of filling the vacancy. If the position of Chair is vacant, the Vice-Chair will be the temporary Chair until an election for Chair can be held.
3. Rules of Order
  - a. The Committee shall conduct and discuss business in a relaxed, respectful, and open manner but shall employ Robert's Rules of Order when making motions for decision making to best memorialize the Committee's actions.
  - b. The Committee is subject to and must comply with the provisions of the Colorado Open Meetings Law (CRS 24-6-401). The records and documents associated with the Committee and their members are generally subject to the Colorado Open Records Act. Electronic communication, including email and discussion on social media platforms, is subject to the Colorado Open Meetings Law. All communications of Committee business by three or more members of the Committee, shall be held within the confines of a properly noticed meeting.
4. Duties and Powers of Officers
  - a. Chair
    - The Chair will preside at all meetings of the Committee, call special meetings in accordance with the bylaws, sign official documents of the Committee.
    - The Chair is to clarify and restate motions prior to vote.
    - The Chair will render direction and decision on procedure unless direction or decision is opposed by majority of the Committee.
    - The Chair shall present Committee reports to the Board of Trustees.

- b. Vice Chair
  - During the absence of the Chair, the Vice Chair will preside at the meeting of the Committee, render direction and decision on procedure unless direction or decision is opposed by majority of the Committee and will perform all duties and be subject to all responsibilities of the Chair.
  - The Vice Chair is responsible for managing preparation of reports and may delegate the responsibility to other Committee members.
- c. Secretary
  - Maintain minutes of the Committee meetings.
- 5. Quorum – Ordinance No. 10-2022; Section 2-16-40(c)
  - a. Four members shall constitute a quorum. A quorum is required for any items to be put to a vote a regular meeting.
- 6. Schedule of meetings
  - a. The Finance Committee meets the 3<sup>rd</sup> Monday of the month except when that Monday is a town holiday, then the meeting is automatically moved to the 4<sup>th</sup> Monday of the month. Meetings shall be held monthly unless there is no business for consideration.
  - b. Special meetings may be called by the Chair or Vice Chair in the Chairs absence with 24 hours notice to all Committee members.
- 7. Attendance policy
  - a. After the 3<sup>rd</sup> absence in any rolling 12-month period the Committee by discretion and majority vote can recommend to the Board of Trustees the position be declared vacant.
- 8. Committee members who have personal or private financial interest in a matter before the Committee shall disclose such interest to the Committee, shall not vote on the matter, and shall not attempt to influence the decision of the Committee members. If the Chair has a conflict of interest on an agenda item, the Vice Chair shall perform the duties of Chair.
- 9. All meetings of the Committee shall be open to the public as required by the Colorado Open Meetings Law. Notice of the meeting shall be posted at least 24 hours in advance of the meeting on the Town of Wellington website. Committee members are required to provide to the Finance Director a request for a remote meeting option at least two (2) hours in advance of the scheduled meeting.