



BOARD OF TRUSTEES
August 20, 2024
6:30 PM

Work Session Agenda

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#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171 or +1 253 205 0468 or +1 253 215 8782
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646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312
626 6799 or +1 360 209 5623

Webinar ID: 848 7116 2393

A. ITEMS

1. Joint work session with Wellington Main Street Board of Directors
2. Board of Trustee Planning Calendar

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 20, 2024

Subject: Joint work session with Wellington Main Street Board of Directors

BACKGROUND / DISCUSSION

The purpose of this meeting is for the Wellington Board of Trustees and the Wellington Main Street Board to have a comprehensive discussion regarding the Main Street program, its current work, strategies, and the desired outcomes.

The Wellington Main Street program, a non-profit organization supported by the National Main Street program and the Colorado Department of Local Affairs (DOLA), has undergone significant changes in recent years. In 2021 and part of 2022, the program had a full-time director funded by the Town, which elevated it to what is now called the Exceptional Level. However, after the director's resignation in February 2022, the Main Street board decided to delay hiring a replacement and instead sustain the program through board members and volunteers. Throughout 2022, the board also updated a Memorandum of Understanding (MOU) with both DOLA and the Town of Wellington, which was approved by the Town Board on November 8, 2022. In February 2023, after the budget process, a Community and Business Liaison was hired to support the Main Street program and act as a business liaison, with their time evenly divided between the Town and Main Street.

An updated MOU has been provided, which would be between DOLA and the Town of Wellington. Both a red-lined and a clean version are included in the packet for your review. Additionally, a separate agreement between the Town and Wellington Main Street would need to be established, which could be a new MOU, a Main Street work plan approved by the Board, or a similar arrangement.

Gayle Langley, DOLA Main Street Director, and Traci Stoffel, Main Street Specialist, will be attending, and the meeting will be facilitated by Sheryl Trent of SBrand Solutions. Sheryl is familiar with Wellington and has facilitated strategic planning and resident roundtables for the Town.

The proposed schedule for the meeting is outlined below. While this may adjust as discussions progress, it serves as a useful guide for the topics to be covered.:

Welcome and Introductions

Ground Rules

Overview of Main Street (Gayle Langley)

Update on Main Street Activities (Main Street Board)

Strategy and Intended Outcomes of Approach

Review of Existing MOU and Proposed MOU

Discussion of Outcomes

Agreements

Next Steps

STAFF RECOMMENDATION

For Board of Trustee discussion.

ATTACHMENTS

1. Main Street Program Area
2. Proposed 2024 MOU_TOW-DOLA
3. DOLA_Comparison 2024 Wellington MOU with 2022 MOU
4. 2024 - 2026 WCMSP Workplan
5. Wellington_StrategicPlan_2024_draft5 - FINAL
6. Friend of the Program
7. DOLA Mini-Grant projects
8. 2024 Accomplishments
9. 2024 Main Street Budget
10. Sign & Awning Grant Information

Main Street Program Area

OUR PROGRAM AREA



MEMORANDUM OF UNDERSTANDING

Colorado Department of Local Affairs, the Local Program, and the City/Town of Wellington

This memorandum of understanding ("Agreement") is entered into and executed by the Colorado Department of Local Affairs, a subdivision of the State of Colorado ("DOLA"), Community Program Wellington Main Streets (Local Program "), and the City-Town of Wellington (the "City/Town").

I. RECITALS

WHEREAS, the National Main Street Program strives to revitalize older and historical commercial districts to build vibrant neighborhoods and thriving economies; and

WHEREAS, the Colorado Main Street Program is the State's coordinating program to help Colorado's local Main Street Programs with proven revitalization strategies and needed organization to help identify and leverage opportunities and resources to further the National Main Street Center's Program goals; and

WHEREAS, the City/Town is committed to enhancing downtown; and

WHEREAS, the City/Town wishes to create a vibrant and historic small town where the entire community gathers and connects; and

WHEREAS, the City/Town wants to retain, attract, and improve access for businesses to promote the local economy; and

WHEREAS, the City/Town helps support these goals by providing support to local businesses, hosting/supporting local events to create a vibrant community, funding/supporting beautification projects, connecting businesses to resources; and

WHEREAS, the City/Town benefits greatly by having access to additional grant funding only offered to official Main Streets Programs; and

WHEREAS, enhance the City/Town's economic development efforts, which will benefit the entire community.

II. AGREEMENT

THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the parties hereto agree to the following regarding the City/Town:

A. The Colorado Main Street Program agrees to:

Assist the City/Town and local program manager in understanding and following the National Main Street Approach.

Provide the City/Town and the local program manager with the necessary information to promote the Colorado Main Street program.

Provide the City/Town and the local program manager with training opportunities and technical assistance regularly and upon request, including periodic professional development training and the annual Main Street Summit.

Advise the City/Town and the local program manager of additional training and grant opportunities.

Conduct an annual visit to the City/Town to discuss the current community work plan, future work plan, this Agreement, and the requirements and prerequisites of the tiered program.

Review the local program self-assessment annually per Main Street America™ Program accreditation criteria.

Offer and administer scholarship grants subject to available funding. DOLA will advise the City/Town and the local program manager on procedures and policies for applying for funding.

Offer and administer non-competitive mini-grants subject to available funding. In order to be eligible for mini-grants, the project or item must be listed on the local program's Annual work plan that is submitted to DOLA/ Colorado Main Street annually. DOLA will advise the City/Town and the local program manager on procedures and policies for mini-grant eligibility and opportunities.

Offer and administer funding to hire consultants to aid the City/Town and the local program manager in completing community-identified work plan projects subject to available funding.

Act as liaison and facilitate communications between City/Town and other Main Street communities, state agencies, partners, and the Main Street America™ Program, as they relate to the local program.

Provide technical assistance and assistance with the organizational development of the program to the City/Town and the local program manager as requested and as resources are available. Requested services must be related to Main Street's Strategic Plan initiatives.

Offer preservation architectural services as available to the City/Town businesses.

B. City/Town and local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

Maintain an ongoing and supportive relationship with the Local Program. The City/Town shall work collaboratively with DOLA/Colorado Main Street and the Local Program to resolve any disputes related to this Agreement or the Program.

Subject to annual appropriations, provide support to the Local Program for financial sustainability. This can include a financial commitment or in-kind contributions to maintain a paid professional Local Program Manager.

The City/Town will partner with the Local Program and, subject to appropriations, provide financial support for programming, projects, and grant matching to further the goals and mission of the Main Street Program.

Act as the fiscal agent for contracts or purchase orders from DOLA on behalf of the Local Program.

The City/Town, in consultation with the Local Program's board, will ensure that the Local Program Manager maintains the program in good standing under this Agreement, meeting state and national Main Street requirements.

C. The Local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

Follow the National Main Street Approach™ as recommended by the Main Street America™ Program and the Colorado Main Street Program.

Maintain an active board of directors with a diverse representation of community stakeholders.

Maintain a single point of contact for communications with the local program manager to coordinate activities.

Develop and support the implementation of a multi-year strategic plan incorporating the community's vision and the Main Street Four Points.

Identify and work toward 1-3 Transformation Strategies annually.

Develop an Annual Work Plan in coordination with the City/Town on or before the deadline listed in the Colorado Main Street Program Manual.

Maintain an adequate budget for local program sustainability.

Maintain a Main Street district boundary map.

Maintain and continually improve community awareness of the local program and garner support from the private and public sectors.

Positively promote the local program as an official Colorado Main Street Community. Use the Colorado Main Street logo on all DOLA-sponsored Main Street trainings, websites, reports, and other materials.

Attend at least two Main Street trainings annually, provided by DOLA, Main Street America™, or other agencies, for continuing professional development. Training may be attended by the Local Program Manager, staff, board members, or volunteers.

Attend the Main Street Summit annually as provided by DOLA. In the event that the Local Program Manager cannot attend, the Local Program Manager shall coordinate with the Local Program Board of Directors for representation and attendance.

Host a DOLA on-site visit to the City/Town and assist with local arrangements.

Host an annual board of directors retreat to develop the local program's annual work plan, discuss priorities, and recognize achievements and volunteers. Annually, present the work plan to the City/Town for alignment of priorities and objectives.

Submit quarterly reports and reinvestment statistics as required by the Colorado Main Street Program.

Apply for DOLA mini-grant funding to Colorado Main Street. The project must be listed on the annual work plan.

Present at least once annually a "State of Main Street" report to the City/Town and DOLA.

Present an annual financial report to the City/Town and DOLA.

Support the local program manager in applying for eligible grant opportunities.

Maintain compliance with all program requirements as outlined in the Colorado Main Street Program Manual, listed under prerequisites and requirements. If the local program is at the **Excelling** or the **Exceptional** level, this includes:

- Complete an annual review to evaluate the performance of the local program manager.
- Maintain a volunteer management program.
- Maintain a website or webpage for the local program.
- Attend at least one Certified Local Government training.
- Maintain a succession/transition plan for local program staff and board members.
- Maintain a building and property inventory.
- Maintain a business inventory of the Main Street district.
- Maintain a historic building inventory and list of historic assets of the Main Street district.
- Demonstrate a strong adherence to the Main Street program's historic preservation goals and policies.

Maintain compliance with this Agreement and state and local laws. If the City/Town is unable to comply with any state and/or local laws, they must reach out immediately to the DOLA PM for review.

III. TERM AND OTHER CONDITIONS

- A. This Agreement will align with the DOLA mini-grant program.
- B. The term of this Agreement shall begin in February 2024 and remain in place until and unless terminated by any party. In the event that the City/Town changes tiers according to the requirements of the Colorado Main Street Program or the Colorado Main Street Program changes program requirements to be inconsistent with the terms of this Agreement, the parties agree to work toward amending this Agreement in compliance with those requirements.
- C. This Agreement may be amended only in writing with the approval of the DOLA Main Street Coordinator, the President of the Board for the local program, and the City/Town elected officials.
- D. Notwithstanding any other provisions of this Agreement, if funds anticipated for continued fulfillment at the time of the Agreement are, at any time, not forthcoming or insufficient, then DOLA shall have the right to amend or terminate this Agreement..
- E. If any party fails to fulfill its obligations under this Agreement in a timely and proper manner or violates any terms of this Agreement, DOLA shall have the right to terminate this Agreement and withhold further services...
- F. Colorado Main Street Program Manual is a reference document for this Agreement. In the event of a conflict between this Agreement and the Colorado Main Street Program Manual, the Agreement will be controlling.

IV. REPRESENTATIONS AND WARRANTIES

The City/Town represents and warrants (i) that it has no obligations, legal or otherwise, inconsistent with the terms of this Agreement, (ii) that the performance of the services called for by this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that it will not use in the performance of responsibilities under this Agreement any confidential information or trade secrets of any other

person or entity and (iv) that it has not entered into nor will enter into any agreement (whether oral or written) in conflict with this Agreement.

V. ENTIRE AGREEMENT AND NOTICE

This Agreement contains the entire understanding of the parties and may not be amended. Any notice given under this Agreement will be sufficient if it is in writing and 1) if sent by certified or registered mail or 2) by electronic mail with receipt confirmed by the receiving party, to:

Colorado Department of Local Affairs
Director, Division of Local Government
1313 Sherman Street, Rm 521
Denver, CO 80203

City/Town Representative

Name, Title, address, XYZ

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VII. GOVERNING LAW

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by, the laws of the State of Colorado.

CITY/TOWN

Mayor's signature

Date

Print name

LOCAL PROGRAM

President/Chair's signature

Date

Print name

COLORADO DEPARTMENT OF LOCAL AFFAIRS



Representative's signature

February 09, 2024

Date

Chantal Unfug

Print name

MEMORANDUM OF UNDERSTANDING

Colorado Department of Local Affairs, Wellington Main Streets the Local Program, and the City/Town of Wellington

This memorandum of understanding ("Agreement") is entered into and executed by the Colorado Department of Local Affairs, a subdivision of the State of Colorado ("DOLA"), Wellington, CO Main Streets Program, a Colorado non-profit corporation ("Wellington Main Streets Community Program Wellington Main Streets (Local Program)"), and the City-Town of Wellington, Colorado, a Colorado statutory municipality (the "City/Town").

I. RECITALS

WHEREAS, the National Main Street Program strives to revitalize older and historical commercial districts to build vibrant neighborhoods and thriving economies; and

WHEREAS, the Colorado Main Street Program is the State's coordinating program to help Colorado's local Main Street Programs with proven revitalization strategies and needed organization to help identify and leverage opportunities and resources to further the National Main Street Center's Program goals; and

WHEREAS, the Wellington Main Streets Program was established in 2014; and

WHEREAS, the Wellington Main Streets Program

WHEREAS, the City/Town is committed to enhancing downtown Wellington and beyond; and

WHEREAS, the vision of Wellington Main Streets Program is City/Town wishes to create a vibrant and historic small town where the entire community gathers and connects; and

WHEREAS, the Board of Trustees Strategic Plan goal is to, "City/Town wants to retain, attract, and improve access for businesses to promote the local economy"; and

WHEREAS, the Wellington Main Street Program helps support this Strategic Plan goal by providing grants City/Town helps support these goals by providing support to local businesses, hosting/supporting local events to create a vibrant community, funding /supporting beautification projects, connecting businesses to resources; and encouraging the community to shop locally; and

WHEREAS, the Town of Wellington

WHEREAS, the City/Town benefits greatly by having access to additional grant funding only offered to official Main Streets Programs; and

WHEREAS, the partnership between the Town of Wellington and Wellington Main Street Program will help promote and enhance the Town's City/Town's economic development efforts, which will benefit the entire community; and

WHEREAS, the Town of Wellington will employ the Wellington Main Streets Program Manager, housed within the Town Administrator's Office; and

WHEREAS, Wellington Main Streets will continue to operate as an

~~independent nonprofit corporation to fulfill its mission and to support the work of the Wellington Program Manager.~~

~~II. AGREEMENT~~

~~THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the parties hereto agree to the following regarding Wellington Main Streets:~~

~~Town of Wellington/Wellington Main Streets/Department of Local Affairs
MOU
November
2022
Page 1 of 7~~

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- ~~A. The Local Main Street Program Manager ("Wellington Program Manager") shall be employed by the Town of Wellington and shall have the following duties:~~
 - ~~1. Attend at least two of four quarterly Main Street trainings annually as provided by DOLA. In the event that the Wellington Program Manager cannot attend, the Wellington Program Manager shall coordinate attendance by other Wellington Main Streets persons, including managers, staff, board members, or other volunteers.~~
 - ~~2. Attend the Main Street Summit annually as provided by DOLA. In the event that the Wellington Program Manager cannot attend, the Wellington Program Manager shall coordinate with a Wellington Main Streets representative for attendance.~~
 - ~~3. Attend two additional trainings annually through DOLA's Colorado Main Street Program or the National Main Street Program. In the event that the Wellington Program Manager cannot attend, the Wellington Program Manager shall coordinate attendance by other Wellington Main Streets persons, including managers, staff, board members, or other volunteers.~~
 - ~~4. Host an annual visit to the Town of Wellington as provided by DOLA.~~
 - ~~5. Demonstrate a strong adherence to the historic preservation goals and policies of the Mains Streets Program.~~
 - ~~6. Submit quarterly reports and reinvestment statistics as required by the Colorado Main Street Program.~~
 - ~~7. Apply for mini grant funds as appropriate, pursuant to the benefits and requirements in the Colorado Main Street Program.~~
 - ~~8. Assist in local arrangements during on-site visits to the community with the DOLA representative.~~
 - ~~9. Positively promote the Colorado Main Street Program as an official Colorado Main Street Community and properly use the name, trademark and logo of the Colorado Main Street Program and to use the Colorado Main Street logo on all DOLA-sponsored Main Street trainings, websites, reports and other materials.~~

~~10. Sign and submit the applicable Trademark Sublicense Agreement as provided by DOLA if Wellington Main Streets is a Designated Member at the Accredited or Affiliate level of the Main Street America™ Program.~~

~~11. Structure business support programs directed at two or more distinctive geographies: traditional Main Street district, and Town of Wellington businesses at large.~~

~~B. The Colorado Main Street Program agrees to:~~

~~1. Assist Wellington Main Streets and the Wellington Program Manager~~the City/Town:

A. The Colorado Main Street Program agrees to:

Assist the City/Town and local program manager in understanding and following the National Main Street Approach.

~~2. Provide Wellington Main Streets and the Wellington Program Manager~~

Provide the City/Town and the local program manager with the necessary information to correctly promote the Colorado Main Street Program and the Main Street America™ Program.

~~Town of Wellington/Wellington Main Streets/Department of Local Affairs~~

~~MOU~~

~~November~~

~~2022~~

~~Page 2 of 7~~

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~~3. Provide Wellington Main Streets and the Wellington Program Manager training~~

~~opportunities, including but not limited to quarterly~~program.

Provide the City/Town and the local program manager with training opportunities and technical assistance regularly and upon request, including periodic professional development training and the annual Main Street Summit.

~~4 Summit.~~

~~Advise Wellington Main Streets and the Wellington Program Manager of additional training opportunities.~~

~~5. the City/Town and the local program manager of additional training and grant opportunities.~~

Conduct an annual visit to the City/Town to discuss the current community work plan, future work plan, this Agreement, and the requirements and prerequisites of the tiered program.

~~6. Review annually the Main Street America™ Program accreditation criteria and complete the self-evaluation form provided by DOLA/Colorado Main Street program.~~

~~7. Offer Main Street training and community assessments to Wellington Main Streets and the Wellington Program Manager when needed.~~

8.

Review the local program self-assessment annually per Main Street America™ Program accreditation criteria.

Offer and administer ~~scholarships based upon~~ scholarship grants subject to available funding.

DOLA will advise ~~¶~~

~~Wellington Main Streets and the Wellington Program Manager on procedures and policies for funding opportunities. ¶~~

~~9. Offer and administer non-competitive mini-grants to Wellington Main Streets based upon available funding for each grant cycle the City/Town and the local program manager on procedures and policies for applying for funding.~~

Offer and administer non-competitive mini-grants subject to available funding. In order to be eligible for mini-grants, the project or item must be listed on ~~Wellington Main Streets' the local program's Annual work plan that is submitted to=~~ DOLA/ Colorado Main Street annually. DOLA will advise ~~Wellington Main Streets and the Wellington Program Manager the City/Town and the local program manager on procedures and policies for mini-grant eligibility and opportunities. ¶~~

~~10.~~

Offer and administer funding to hire consultants to aid ~~Wellington Main Streets and the Wellington Program Manager to complete community the City/Town and the local program manager in completing community-identified work plan projects based on~~ subject to available funding. ~~¶~~

~~11.~~

Act as liaison and facilitate communications between ~~Wellington Main Streets, City/Town and other Main= Street communities, state agencies, partners, and the Main Street America™ Program, as= they relate to Wellington Main Streets. ¶~~

~~12. Provide technical assistance to Wellington Main Streets and the Wellington Program Manager the local program.~~

Provide technical assistance and assistance with the organizational development of the program to the City/Town and the local program manager as requested and as resources are available. Requested services must be related to ~~Wellington Main Street's work plan. ¶~~

~~13~~ Strategic Plan initiatives.

Offer preservation architectural services as available to the ~~Wellington Main Streets businesses. ¶~~

~~C. Wellington Main Streets~~ City/Town businesses.

B. City/Town and local program agrees to the following requirements as described in the Program= Prerequisites and Requirements section of the Colorado Main Street Program Manual: ¶

~~1. Maintain a board of directors, as defined by the Wellington Main Streets board bylaws, which will include one (1) non-voting liaison who is a member of the Town of Wellington Board of Trustees, and one (1) non-voting Town staff liaison (the Wellington Program ¶~~

Manager). ¶

2. Develop and support implementation of a multi-year strategic plan incorporating the community's vision and the Main Street Four Points. ¶

~~Town of Wellington/Wellington Main Streets/Department of Local Affairs~~

~~MOU~~

~~November~~

~~2022~~ ¶

~~Page 3 of 7~~ ¶

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3. Maintain a single point of contact for communications with the Wellington Program Manager to coordinate activities. ¶
4. Maintain and continually improve community awareness of Wellington Main Streets and gain support from the private and public sectors. ¶
5. Establish and maintain a collaborative relationship with the Town to jointly run the program. ¶
6. Support Wellington Program Manager in meeting attendance requirements for trainings and meetings. Provide alternate attendees if Wellington Program Manager cannot attend. ¶
7. Maintain compliance with

Maintain an ongoing and supportive relationship with the Local Program. The City/Town shall work collaboratively with DOLA/Colorado Main Street and the Local Program to resolve any disputes related to this Agreement or the Program.

Subject to annual appropriations, provide support to the Local Program for financial sustainability. This can include a financial commitment or in-kind contributions to maintain a paid professional Local Program Manager.

The City/Town will partner with the Local Program and, subject to appropriations, provide financial support for programming, projects, and grant matching to further the goals and mission of the Main Street Program.

Act as the fiscal agent for contracts or purchase orders from DOLA on behalf of the Local Program.

The City/Town, in consultation with the Local Program's board, will ensure that the Local Program Manager maintains the program in good standing under this Agreement and, meeting state and local law. ¶

8. Maintain and demonstrate a commitment to historic preservation. ¶
9. Support Wellington Program Manager in meeting reporting requirements. ¶
10. Develop an Annual Work Plan in coordination with the Town and the Wellington Program Manager on or before the deadline listed in national Main Street requirements.

C. The Local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual::

- ~~11. Identify and work toward 1-3 Transformation Strategies annually. ¶~~
 - ~~12. Follow the National Main Street Approach®/Approach™ as recommended by the Main Street America™ Program and the Colorado Main Street Program. ¶~~
 - ~~13. Present at least once annually a “State of Main Street” report to the Board of Trustees of the Town of Wellington and submit a copy of the meeting minutes and/or report to DOLA. ¶~~
 - ~~14. Support Wellington Program Manager in applying for eligible mini-grant funds. ¶~~
 - ~~15. Assist in local arrangements during on-site visits to the community. ¶~~
 - ~~16. Positively promote the Colorado Main Street Program as an official Colorado Main Street Community and properly use the name, trademark and logo and use the Colorado Main Street logo on all DOLA-sponsored Main Street trainings, websites, reports, and other materials. ¶~~
- Maintain an active board of directors with a diverse representation of community stakeholders.
- Maintain a single point of contact for communications with the local program manager to coordinate activities.
- Develop and support the implementation of a multi-year strategic plan incorporating the community's vision and the Main Street Four Points.
- Identify and work toward 1-3 Transformation Strategies annually.
- Develop an Annual Work Plan in coordination with the City/Town on or before the deadline listed in the Colorado Main Street Program Manual.
- Maintain an adequate budget for local program sustainability.
- Maintain a Main Street district boundary map.
- Maintain and continually improve community awareness of the local program and garner support from the private and public sectors.
- Positively promote the local program as an official Colorado Main Street Community.
- Use the Colorado Main Street logo on all DOLA-sponsored Main Street trainings, websites, reports, and other materials. ¶
- ~~17. Present an annual financial report to the Town associated with the budget development process held annually during the fall. ¶~~
 - ~~18. Create an annual budget describing anticipated fundraising and grant pursuits to be used in support of completing capital and programmatic investments in alignment with the Main Street approach and the WMSP strategic plan. ¶~~
 - ~~19. Structure business support programs directed at two or more distinctive geographies: traditional Main Street district, and Town Wellington businesses at large. ¶~~
 - ~~20. materials. ¶~~

Attend at least two Main Street trainings annually, provided by DOLA, Main Street America™, or other agencies, for continuing professional development. Training may be attended by the Local Program Manager, staff, board members, or volunteers.

Attend the Main Street Summit annually as provided by DOLA. In the event that the Local Program Manager cannot attend, the Local Program Manager shall coordinate with the Local Program Board of Directors for representation and attendance.

Host a DOLA on-site visit to the City/Town and assist with local arrangements.

Host an annual board of directors' retreat. ¶

~~21. Maintain compliance with all program requirements as outlined in the Colorado Main Street Program Manual, listed under prerequisites and requirements. ¶~~

~~D. The Town of Wellington (Town) agrees to: ¶~~

~~Town of Wellington/Wellington Main Streets/Department of Local Affairs
MOU
November
2022 ¶~~

~~Page 4 of 7 ¶~~

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~~1. Maintain an ongoing and supportive relationship with Wellington Main Streets. The Town shall work collaboratively with DOLA/Colorado Main Street and Wellington Main Streets to resolve any disputes related to this Agreement or the Program. ¶~~

~~2. Subject to annual appropriations, provide and maintain a paid professional Wellington Program Manager in compliance with Main Street Program/DOLA requirements. The ¶~~

~~Wellington Program Manager may have other duties, as assigned by the Town, and shall be supervised by the Town. The Wellington Program Manager shall seek input from the ¶~~

~~Wellington Main Streets Program, but all employment-related decisions are in the sole discretion of the Town. ¶~~

~~3. The Town will partner with Wellington Main Streets and, subject to appropriations, provide financial support for programming, projects, and grant matching to further the goals and mission of the Main Street Program. ¶~~

~~4. Act as the fiscal agent for contracts or purchase orders from DOLA on behalf of Wellington Main Streets. ¶~~

~~5. Town, in consultation with the Wellington Main Streets board, will ensure that the Wellington Program Manager maintains the program in good standing under this ¶~~

~~Agreement, meeting state and national Main Street requirements.~~ to develop the local program's annual work plan, discuss priorities, and recognize achievements and volunteers. Annually, present the work plan to the City/Town for alignment of priorities and objectives.

Submit quarterly reports and reinvestment statistics as required by the Colorado Main Street Program.

Apply for DOLA mini-grant funding to Corado Main Street. The project must be listed on the annual work plan.

Present at least once annually a “State of Main Street” report to the City/Town and DOLA.

Present an annual financial report to the City/Town and DOLA.

Support the local program manager in applying for eligible grant opportunities.

Maintain compliance with all program requirements as outlined in the Colorado Main Street Program Manual, listed under prerequisites and requirements. If the local program is at the **Excelling** or the **Exceptional** level, this includes:

- Complete an annual review to evaluate the performance of the local program manager.
- Maintain a volunteer management program.
- Maintain a website or webpage for the local program.
- Attend at least one Certified Local Government training.
- Maintain a succession/transition plan for local program staff and board members.
- Maintain a building and property inventory.
- Maintain a business inventory of the Main Street district.
- Maintain a historic building inventory and list of historic assets of the Main Street district.
- Demonstrate a strong adherence to the Main Street program's historic preservation goals and policies.

Maintain compliance with this Agreement and state and local laws. If the City/Town is unable to comply with any state and/or local laws, they must reach out immediately to the DOLA PM for review.

III. TERM AND OTHER CONDITIONS

A. This Agreement will align with the DOLA ~~5-year~~ mini-grant program. =

B. The term of this Agreement shall begin ~~on January 1, 2023~~ in February 2024 and remain in place until and unless= terminated by any party. In the event that the ~~Wellington Main Streets Program~~ City/Town changes tiers= according to the requirements of the Colorado Main Street Program or the Colorado Main= Street Program changes program requirements to be inconsistent with the terms of this= Agreement, the parties agree to work toward amending this Agreement in compliance with= those requirements.=

C. This Agreement may be amended only in writing with the approval of the DOLA Main= Street= Street Coordinator, the President of the Board for ~~Wellington Main Streets~~ the local program, and the ~~Town of =~~

~~Wellington Board of Trustees. City/Town elected officials.~~

D. Notwithstanding any other provisions of this Agreement, if funds anticipated for continued fulfillment at the time of the Agreement are, at any time, not forthcoming or insufficient, then DOLA shall have the right to amend or terminate this Agreement without penalty by giving the community not less than sixty (60) days written notice.

..

E. If any party fails to fulfill its obligations under this Agreement in a timely and proper manner or violates any terms of this Agreement, the other parties DOLA shall have the right to terminate this Agreement and withhold further services by giving the other parties not less than sixty (60) days written notice. ...

F. Colorado Main Street Program Manual is a reference document for this Agreement. In the event of a conflict between this Agreement and the Colorado Main Street Program Manual, the Agreement will be controlling. ¶

~~Town of Wellington/Wellington Main Streets/Department of Local Affairs~~

~~MOU~~

~~November~~

~~2022~~ ¶

~~Page 5 of 7~~ ¶

DigiSign Verified - bf433427-6fdd-4dac-b2fd-007c0d47874d

IV. REPRESENTATIONS AND WARRANTIES ¶

~~Wellington Main Streets~~

The City/Town represents and warrants (i) that it has no obligations, legal or ¶

otherwise, inconsistent with the terms of this Agreement, (ii) that the performance of the services called for by this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that it will not use in the performance of responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that it has not entered into nor will enter into any agreement (whether oral or written) in conflict with this Agreement. =

V. ENTIRE AGREEMENT AND NOTICE =

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of all parties as described above. Any notice given under this Agreement will be sufficient if it is in writing and 1) if sent by certified or registered mail or 2) by electronic mail with receipt confirmed by the receiving party, to: =

Colorado Department of Local Affairs: ¶

¶

~~Wellington Main Streets: ¶~~
~~Wellington Main Streets ¶~~
~~PO Box 1021 ¶~~
~~Wellington Co 80549 ¶~~
~~anita@anitahomenow.com ¶~~

~~Town of Wellington: ¶~~
~~Town of Wellington ¶~~
~~Town Administrator Patti Garcia ¶~~
~~8225 Third Street ¶~~
~~Wellington, CO 80549 ¶~~
~~garciapa@wellingtoncolorado.gov ¶~~

~~With Copy to: ¶~~
~~Dan Sapienza, Town Attorney ¶~~
~~March, Olive & Sapienza, LLC ¶~~
~~1312 S. College Ave. ¶~~
~~Fort Collins, CO 80524 ¶~~
~~dan@mosllc.law ¶~~

~~Town of Wellington/Wellington Main Streets/Department of Local Affairs~~

~~MOU~~

~~November~~

~~2022 ¶~~

~~Page 6 of 7 ¶~~

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Director, Division of Local Government

1313 Sherman Street, Rm 521

Denver, CO 80203

City/Town Representative

Name, Title, address, XYZ

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations. =

VII. GOVERNING LAW

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by, the laws of the State of Colorado. ~~ff~~

~~TOWN OF WELLINGTON~~

CITY/TOWN

Mayor's signature

Date

Print name

LOCAL PROGRAM

President/Chair's signature

Date

Print name

COLORADO DEPARTMENT OF LOCAL AFFAIRS



Representative's signature

February 09, 2024

Date

Chantal Unfug

Print name



~~Mayor Calar Chaussee Date~~ ~~ff~~

~~11/08/2022~~ ~~ff~~

~~11/08/2022~~ ~~ff~~

~~ff~~

~~Attest: Town Clerk Patti Garcia Date~~ ~~ff~~

~~WELLINGTON MAIN STREETS~~

~~11/18/2022~~

~~Anita Hardy~~

~~President/Chair Signature Date~~

~~Anita Hardy~~

~~Print Name~~

~~COLORADO DEPARTMENT OF LOCAL AFFAIRS~~

~~Representative's Signature Date Print Name~~

~~Town of Wellington/Wellington Main Streets/Department of Local Affairs~~
~~MOU~~
~~November~~
~~2022~~



2024 - 2026 WORK PLAN

Workplan Adopted July 2024.

PROJECT PROGRAM EVENT	STATUS	TIMING (Q1-Q4)	LEAD BOARD COMMITTEE	COLLABORATING BOARD COMMITTEE	RESPONSIBLE PERSON(S)	KEY PARTNERS	STRATEGY	FUNDING	SUCCESS =	NOTES/CONSIDERATIONS
Main Street Market	Active	Cont.	Main Street Market	Promotion Economic Vitality	Erin Jerome	Business Owners Town	SHOULDER TO SHOULDER	Sponsorship Donations Staff Hours	# of Attendees, \$ Spent Locally, # and Variety of Vendors	Parks and Rec potentially owning weekly games/activities. Share responsibilities with other entities.
Downtown Clean-up Program (Spring/Fall)	Active	Q2, Q3	Design	Leadership Promotion	Tedde Bellmore Emma Payton Jadya Salts	Town Volunteers WMHS Student Council	SHOULDER TO SHOULDER	Sponsorship Donations	Exterior improvement of both commercial and residential properties; Volunteer Engagement	Considering partnering with WMHS. Reach out to Larimer County Extension to engage 4H Clubs and Master Gardeners. Consider summer timing (outside of active sports seasons.)
Board/Committee Composition/Recruitment	Active	Cont.	Leadership	Leadership	Caitlin	Town	SHOULDER TO SHOULDER	NA	Additional Board Members added	Looking for full board plus experience in real estate and construction
Love Where You Live Campaign & Fundraiser	Active	Cont.	Board	Promotion	Caitlin Morris	Town Chamber Partner Organizations Business Owners	SHOULDER TO SHOULDER	Merch Fundraiser		Continue to grow and evolve campaign both from program perspective and with community partners
Fundraising Strategy + Friends of Main Street	Active	Cont.	Leadership	Economic Vitality	Caitlin Morris	Town Chamber DOLA	SHOULDER TO SHOULDER	Staff Hours	Monitor, identify, and apply for grant opportunities to support current and pending work plan.	Includes grants, sponsorships, ticket and other revenue. Implement regular check-ins with partners to support application processes. Formalize and launch FOMS program.
WCMS Policy Manual	Active	Q4	Leadership	All	Caitlin Morris Leadership Team	Board DOLA	SHOULDER TO SHOULDER	Staff Hours	Organization Policy Manual Completion	Initial draft complete. Continue updating and improving throughout 2024. Complete final 2024.
Volunteer Engagement Program	Active	Cont.	Leadership	All	Caitlin Morris Nicole Baer	Town Chamber Business Owners Schools Legion Other local partners	SHOULDER TO SHOULDER	Staff Hours	Coordinated bench of volunteers spread across the year to support events & activities	Explore and Develop Strategy to Build Volunteer Support
Explore Urban Renewal or Downtown Development Authority	Active	Q3	Economic Vitality	Leadership	Caitlin Morris	Town DOLA	SHOULDER TO SHOULDER	Staff Hours	Information available to make decision	Explore potential for Downtown Development Authority to assist in provide more robust staffing and support to businesses. Host informational workshops. Create "Plan of Development," and hold election.
Downtown Business Inventory	Active	Q3	Economic Vitality		Caitlin Morris	DOLA	SHOULDER TO SHOULDER	Tech Assistance	Report Completed	Economic snapshot to completed and ready for use.
Define what "Economic Vitality" means in relation to Main Street activities	Pending/Incubator	Cont.	Organization Economic Vitality			Town	SHOULDER TO SHOULDER	Staff Hours	Better define role of MS in economic development	Complete positioning statement in Strategic Plan. Complete "decision tree" roadmap for assistance directing inquiries to Town, Chamber, Etc.



MAIN STREET PROGRAM
WELLINGTON, CO • EST. 2014

WELLINGTON STRATEGIC PLAN 2024-2026

Wellington Main Street is a results-oriented connector of community champions, with a focus on elevating the vitality of our Town's heart.

MISSION

As Wellington grows outward, the Main Street Program is doubling down on making the heart of our community vibrant and unique, differentiating us from the rest of Northern Colorado.

VISION

We've launched and are evolving a new organizational model to provide leadership and collaboration in solving complex community challenges with a focus on building a vibrant downtown.

POSITIONING STATEMENT

Wellington Main Street connects the community with local government to champion effective, community-focused solutions supporting the downtown experience economy.

MAIN STREET FOUR POINT APPROACH



Design



Promotion



Organization



Economic Vitality

TOP STRATEGIES

To achieve our goals, Wellington Main Street is taking a strategic and focused approach. To leverage our volunteer capabilities, we are focusing our efforts on the following initiatives:



WELLINGTON'S FRONT PORCH

1. WELLINGTON'S FRONT PORCH

Wellington's hometown charm is the envy of other places that have misplaced their small town identity. The Front Porch initiative stands to leverage all things hometown, welcoming locals and embracing visitors with our unique brand of NoCO.



KEEP CLEVELAND HAPPENING

2. KEEP CLEVELAND HAPPENING

"Just wait until you see the finished project..." is a common refrain during renovation projects. With the planned construction on Cleveland Avenue, there will likely be times when we'd rather not see another orange cone ever. Keep Cleveland Happening seeks to support our businesses through construction, while elevating communications to bring focus to the light at the end of the tunnel.



SHOULDER TO SHOULDER

3. SHOULDER TO SHOULDER

Wellington is growing by leaps and bounds, and Main Street is proud to be a partner with other community organizations to meet local needs. Working with the Town, we are the champions of growing our small business retail district to support economic development. As a partner, we're here to leverage and support collaborators for the greater good.

With our 2023 reorganization (to a Board with part-time Town Staffing support), many of the items previously on our workplan have shifted out of the Workplan and into our regular action agenda managed by staff. With this adjustment, our goal is to focus the Board on key initiatives that need targeted and deliberate attention during the year.



WELLINGTON'S FRONT PORCH

DESIGN

- ☐ Alley Enhancement Project
- ☐ Develop Public Art & Mural Program Strategy 2025

ORGANIZATION

- ☐ Establish Wellington Front Porch Team to Define Goals

PROMOTION

- ☐ Expand Historic Tours to Encompass Storytelling Series and Meetups
- ☐ Love Where You Live Campaign + Fundraiser

ECONOMIC VITALITY

- ☐ Explore PlacerAI Cell Data

WORKPLAN ACTION STEPS



AYRES



KEEP CLEVELAND HAPPENING

DESIGN

- ☐ Annual Color Program (flower planters) Simplification in 2025 and total revamp 2026
- ☐ Refresh Main Street/Community Signage + Banners
- ☐ Formalize Main Street's Presence and Participation in the Construction Process
- ☐ Define Measures of Success
- ☐ Exterior Sign and Awning Grant - Temporary Signs

ORGANIZATION

- ☐ Explore a Block Captain Program or Subcommittee to Enhance Communication & Quick Problem Solving During Construction
- ☐ Create and Promote Business Development Strategies for Owners through Various Stages of Construction; Develop Business Toolkit

PROMOTION

- ☐ Events - Review, Revamp, Relaunch Strategy
- ☐ Complete Budgeting Request for Promotions During Construction
- ☐ Support Communications Strategy for Construction Updates
- ☐ Trick or Treat Down Main Street - Streamlined 2025 Plan, 2026 Revamp

ECONOMIC VITALITY

- ☐ Create Business Loyalty Strategy During Construction



SHOULDER TO SHOULDER

DESIGN

- ☐ Downtown Clean-up Program (Spring/Fall)
- ☐ Holiday Decorations - Simplify in 2025, revamp 2026

ORGANIZATION

- ☐ Review Board/Committee Composition + Recruitment Strategy
- ☐ Explore Fundraising Strategy + Friends of Main Street
- ☐ Finalize WCMSP Policy Manual
- ☐ Develop Volunteer Engagement Program

PROMOTION

- ☐ Main Street Market Evolution

ECONOMIC VITALITY

- ☐ Define what "Economic Vitality" means in relation to Main Street activities
- ☐ Explore Feasibility of Urban Renewal or Downtown Development Authority
- ☐ Downtown Business Inventory





Friend of the Program



Advertisement of local events on social media, monthly newsletter, & Distrx App.



invitation to participate in and support WCMSP special events as vendor or through donation or sponsorship (monetary or in-kind)



Be the 1st to know about upcoming events, meetings, and other local activities in town.



Continually monitor the progress and adjust goals
Have the opportunity to host WCMSP meetings and events!
Loreur adipiscing elit. In eget erat mollis, scelerisque leo ac, hendrerit velit.



All of your business information will be posted to the Distrx App, which is free of charge for all community members to download.



“The bigger the dream, the more important the team.”



DOLA Mini-Grant Projects

\$40K for total grant
funding with \$8K of
matching funds required
(20%)



- FLAGPOLE SIGNS
- OVER STREET BANNER
- DOWNTOWN DISTRICT SIGNAGE



- LOVE WHERE YOU LIVE CAMPAIGN
- PROMOTIONAL ITEMS
- MARKETING MATERIALS



- BISTRO TABLES & CHAIRS
- COMMUNITY SHED
- PA SYSTEM
- GAMES



- CLEVELAND CONSTRUCTION SUPPORT
- ALLEYWAY IMPROVEMENTS
- SIGN & AWNING GRANT - MOBILE SIGNAGE
- LIGHTS, FLOWERS, MURALS, ETC.



- WEBSITE UPDATES
- MARKETING SUPPORT
- HISTORICAL WALKING TOUR/EDUCATION

Fun fact: The WCMSP
receives \$10,000 per year
for maintaining our Graduate
Level success!





MAIN STREET PROGRAM
WELLINGTON, CO • EST. 2014

2024

ACCOMPLISHMENTS

DOWNTOWN CLEAN UP

**60+ COMMUNITY
VOLUNTEERS**



- CLOTHING, CUPS, WELLY PLUSHIES, STICKERS, MUGS, & MORE!
- \$1,105 RAISED

10-YEAR CELEBRATION

- **400+ ATTENDEES**
- **20+ VOLUNTEERS**
- **\$2,000 GRANT**

MAIN STREET PROGRAM
WELLINGTON, CO • EST. 2014



MAIN ^{ST.} MARKET

- **44 VENDORS**
- **\$8,200+ RAISED**
- **CHILDRENS MARKET (16)**
- **CORNHOLE TOURNAMENT**
- **6 SPONSORS**



- **\$2,000+ RAISED**
- **18 SPONSORS**

**FLOWER
PLANTERS**



SIGN & AWNING GRANT

- **9 GRANTS AWARDED (1 IN 2024)**
- **OVER \$8,000 DISPERESED**
- **ACTIVE**

AND SO MUCH MORE....

- BYRON WHITE MEMORIAL
- NEW ACCREDITATION STANDARDS
- TRICK OR TREAT DOWN MAIN STREET (10/31)
- ELF HUNT & SHOP SMALL SATURDAY (11/22)
- ANNUAL DINNER (11/14)
- NATIONAL CLEAN UP DAY (09/21)
- 4TH OF JULY - FREE COMMUNITY SHUTTLE
- HISTORICAL WALKING TOUR/ DISTRX APP
- FRIEND OF THE PROGRAM

WELLINGTON BREWFEST RECIPIENT - \$10,000 (ESTIMATE)

Wellington Colorado Main Street Program - 2024 Budget

Approved by Board: January 22, 2024

QB Code	Income	2023 Budget Proposal	2023 Actual	2024 Budget Proposal	2024 Notes
44830	Municipal Support		\$ -	\$ 5,000.00	CREATE PROPOSAL for 2025 for Board of Trustees discretionary fund: Road closures, parade, trick or treat down main street, 10 year anniversary celebration, etc.
44830	Municipal Support - Flower Planters		\$ -	\$ -	Program did receive support from Town in 2023 to clean out planters. Consider formalizing support if needed.
43410	Corporate Contributions				Income from Sponsorships, Ticket Sales, Swag Sales and as Beneficiary to Event. Not guaranteed - Event holders may select other beneficiaries in future. RECOMMEND: Remove Hoppy Go Lucky and .5K Fun Run. Need to validate if Brewfest will happen again.
	- Hoppy Go Lucky	\$ 6,500.00	\$ -	\$ -	
	- 0.5K Fun Run	\$ 1,500.00	\$ -	\$ -	
	- Wellington Brewfest	\$ 15,000.00	\$ 5,049.75	\$ 5,000.00	
43450	Individual Contributions		\$ 265.62	\$ 500.00	Goal: try to get more individual contributions in 2024
46400	Other Types of Income (Event Merchandise, Event Ticket Sales, Event Drink Sales)		\$ 235.00	\$ 5,000.00	Number includes Love Where You Live Merch sales and Mingle on Main. In the past has included income taken by WCMSP for corporate events, moved to corporate event contributions for 2023 budget and staying here for 2024 budget.
49000	DOLA Grant	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Specific to annual project. NOTE: These funds will expire June of 2025. Need to discuss how we will use all grant funds from DOLA by the deadline.
68300	DOLA Training Grant	\$ 3,500.00	\$ 819.22	\$ 4,000.00	Tranings, consultants, conferences. Upped amount as travel and expenses related to Main Street Now and annual summit have increased. DOLA has a scholarship program for these expenses.
	Love Where You Live		\$ -	\$ 1,000.00	New in 2023.
48200	Annual Color Sponsorship	\$ 3,600.00	\$ 3,225.00	\$ 4,000.00	Sponsorships for flower purchase and maintenance of pots. Consider strategy to get support from local corporate businesses.
48510	Trick or Treat Sponsorship	\$ 3,000.00	\$ 2,300.00	\$ 3,000.00	Continue sponsorships. Need to ensure we are covering entire costs of event. Discuss partner contributions.
48550	Well-O-Rama Sponsorship	\$ -	\$ -	\$ -	Keeping in budget in case we decide to bring Well-O-Rama back in future years.
48000	Other Sponsorship		\$ 250.00	\$ 15,000.00	4th of July sponsorship in 2023 = \$250. Fundraising strategy could include taking sponsorships for things like volunteer program, general operational costs, etc.
48600	Shop Local Bags & Shop Wellington Gift Card	\$ -	\$ -	\$ -	
47400	Main Street Market	\$ 4,300.00	\$ 7,615.00	\$ 8,000.00	
49000	Other Grant Revenue		\$ 1,500.00	\$ 5,000.00	Will be applying for more grant funding in 2024.
	Total Income/Gross Profit	\$ 47,400.00	\$ 31,259.59	\$ 65,500.00	

QB Code	Expenses	2023 Budget Proposal	2023 Actual	2024 Budget Proposal	Notes
60930	Business Expenses (Licenses, Permit, Business Fees, Professional Dues)	\$ 500.00	\$ 375.00	\$ 500.00	
62150	Outside Contract Services	\$ 2,500.00	\$ 4,466.56	\$ 2,500.00	Accounting fees, Annual Color Contractor, Website/Graphic Design Contractor
	- Ayers Associates	\$ 5,000.00		\$ -	We didn't use Ayers for any extra services in 2023
62110	Accounting	\$ 1,800.00	\$ 1,675.00	\$ 1,800.00	Nonprofit Bookkeeping (\$125/mo) + Tax Return (\$300)
62890	Rent	\$ -	\$ -	\$ -	
65005	Advertising and Promotions		\$ 175.00	\$ 2,500.00	Adding a number back here as a lot of feedback from 2023 was lack of advertising and want to do more in 2024
65010	Subscriptions and Software	\$ 700.00	\$ 535.90	\$ 700.00	Basecamp, MSA Membership, etc.
65020	Postage and Mailing		\$ 78.00	\$ 100.00	
65030	Printing and Copying		\$ 525.28	\$ -	Do as much as possible with Town. Does not include professional printing costs associated with specific programs and events
65040	Office Supplies		\$ 283.74	\$ 300.00	
65050	Telephone and Internet		\$ 628.19	\$ -	Verizon will be completely cancelled.

65055	Webpage	\$ 900.00	\$ 2,616.00	\$ 400.00	
65060	Bank Fees	\$ 1,000.00	\$ 391.24	\$ 500.00	(Square) For ticket/swag sales - look at annual report at end of 2023
65070	Event Supplies	\$ 3,500.00		\$ 3,500.00	NEED TO VALIDATE: \$200 for Permits for each event we organize/benefit (Brewfest, HGL, MSM, Trick or Treat); 2024 includes expenses for new tent and PA system
	10 Year Anniversary Celebration		\$ -	\$ 2,000.00	New in 2024
	Sign & Awning Grant		\$ -	\$ 10,000.00	Not previously included in budget.
65071	Cleveland Crawl Event Supplies		\$ -	\$ -	Can remove from budget
65072	Main Street Market Event Supplies	\$ 2,000.00	\$ 3,866.21	\$ 4,000.00	Includes epenses for professional printing and materials
65073	Well-O-Rama Event Supplies		\$ -	\$ -	Can remove from budget
65074	Trick or Treat Event Supplies	\$ 8,000.00	\$ 6,334.25	\$ 8,000.00	Road closure was \$6300 in 2023.
65075	Clean Up Days / Awards		\$ -	\$ 200.00	
65076	4th of July		\$ 508.00	\$ 250.00	May not need shuttle in 2024. Explore more sponsorships if we do.
65077	Shop Small Saturday		\$ 134.18	\$ 400.00	
65078	Front Porch Fridays		\$ -	\$ -	
65079	Annual Meeting	\$ 1,250.00	\$ 927.16	\$ 2,500.00	Annual Awards/Meeting Expenses. Consider going back to seated dinner with RSVP.
65095	Program Supplies (Annual Color, Prizes/Awards)			\$ 1,000.00	Banner, tent, PA system
	DOLA Mini Grant Project Expesnes	\$ 10,000.00		\$ 10,000.00	DOLA grant income reimbursed
	Reimbursed Grant Expenses				
	Annual Color - Flower Purchase	\$ 2,250.00	\$ 1,818.00	\$ 2,500.00	
65100	Insurance	\$ 1,500.00	\$ 1,180.94	\$ 1,500.00	Board (\$210.50/qtr) and Program (\$118.74/qtr) Liability policies
66000	Payroll and Payroll Taxes		\$ -	\$ -	N/A - can remove now with MOU with Town
68300	Travel and Meetings	\$ 3,500.00	\$ 819.22	\$ 4,000.00	DOLA income reimbursed
69000	Matching Funds for DOLA Grant	\$ 2,000.00		\$ 2,000.00	DOLA Mini Grant Matching Funds, 20% match
	Total Expenses	\$ 46,400.00	\$ 27,337.87	\$ 61,150.00	
Net Income/Loss		\$ 1,000.00	\$ 3,921.72	\$ 4,350.00	

From: [Caitlin Morris](#)
To: [Patti Garcia](#)
Cc: [Kelly Houghteling](#); [WCMSP](#)
Subject: Sign & Awning Grant Information
Date: Monday, August 19, 2024 12:01:57 PM
Attachments: [UPDATED 2024 Exterior Sign and Awning Grant Information.pdf](#)
[image001.png](#)
[image002.png](#)
[2024 Sign & Awning Grant Application.pdf](#)

Hello Patti,

As requested, please find attached the updated Sign & Awning Grant Information. This can also be found on our website here: <https://wellingtonmainstreet.org/sign-awning-grant>. Also attached is a copy of the Sign & Awning Grant Application.

In 2024, we have funded one application to date, but know there are several more in the queue to receive their building permit. In fact, we just received an application today from The Well. The application that was funded was for Rose & Co. in the amount of \$970.81. The new signs and sandwich board have been purchased and are currently on display outside the business.

I hope these materials help to answer some questions in advance of the working session tomorrow. Please let me know if you would like to any additional information related to this.

Thanks,
Caitlin



Caitlin Morris

Community & Business Liaison

Phone: 970.657.3486

Email: MorrisC@wellingtoncolorado.gov

Web: www.wellingtoncolorado.gov

8225 Third Street, Wellington, CO 80549





Board of Trustees Meeting

Date: August 20, 2024
Subject: Board of Trustee Planning Calendar

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. BOT Planning Calendar



BOARD OF TRUSTEES PLANNING CALENDAR

August 20, 2024 6:30 p.m.	Board of Trustees Work Session Joint meeting with Wellington Main Street
August 27, 2024 6:30 p.m.	Board of Trustees Regular Meeting
September 10, 2024 6:30 p.m.	Board of Trustees Regular Meeting
September 17, 2024 6:30 p.m.	Board of Trustees Work Session Draft Capital Improvement Project (CIP) presentation Fee Schedule presentation Intergovernmental Agreement for Growth Management Area discussion
September 24, 2024 6:30 p.m.	Board of Trustees Regular Meeting
October 8, 2024 6:30 p.m.	Board of Trustees Regular Meeting
October 15, 2024	Budget BOO-nanza
October 22, 2024 6:30 p.m.	Board of Trustees Regular Meeting

Future Work Session Topics

Joint meeting with the Larimer Board of County Commissioners (post November election)
Board of Trustees Rules of Order and Procedure

Other Meetings/Events

August 26, 2024 – Popstars LLC dba Natural Alternatives Retail Marijuana License Public Hearing
September 4, 2024 – I-25 Coalition Meeting
September 5, 2024 – Commissioner John Kefalas – Community Conversations
September 7, 2024 – Water Plant Tours & Voices of Strength BBQ
September 9, 2024 – Quasi-Judicial Decision-Making Discussion with Planning Commission and Board of Adjustment
September 21, 2024 – Town Clean Up
October 2, 2024 – I-25 Coalition Meeting
October 3, 2024 – Commissioner John Kefalas – Community Conversations
October 5, 2024 – LCSO Presentations to Towns of Wellington and Berthoud
October 11, 2024 – Budget Retreat

This document is subject to change without notice