



PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY BOARD MEETING

Meeting Agenda

December 11, 2024

6:00 PM

Location: Leeper Center Community Room

Join Zoom Webinar Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83317874726?pwd=QktQMkFaMWUzeHNObWpvRVY0UVNoQT09>

Or One tap mobile:

+17193594580,83317874726

+17207072699,83317874726 US (Denver)

Webinar ID: 833 1787 4726

Passcode: 586406

- A. Roll Call
- B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person).
- C. CONSIDERATION OF MINUTES
 - a. November 13th, 2024
- D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS
 - a. WCP Memorial
 - b. 2025 Budget
 - c. P.R.O.S.T Master Plan and Community Center Feasibility Study
 - d. Park Infrastructure Capturing
 - e. Retreat Agenda – Build Outline
 - f. Future Calendar
- E. ANNOUNCEMENTS (Parks, Recreation, Open Spaces and Trails)
 - a. Town Staff

- i. Parks
 - ii. Recreation
 - iii. Open Spaces
 - iv. Trails
- b. Board of Trustee Liaison
- c. PROST Board Members
 - i. Park Updates

ADJOURNMENT



PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY BOARD MEETING

Meeting Minutes

November 13th, 2024

6:00 PM

Location: Leeper Center Community Room

A. Roll Call

- a. Lorilyn Bockelman, Jessie Roper, John Evans, Sarah Braun, Aaron McConnell, Robert Sausaman (Virtual)
- b. Rebekka Dailey

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

- a. Public comment requesting more information about Pickleball. They have a growing population of Wellington and local community residents looking for more opportunities to play pickleball. Asking more about cost, adding courts, and potential locations and options for expansion. They expressed a high interest in future community engagement and park and recreation improvements and how to be more involved.

C. CONSIDERATION OF MINUTES

- a. October 17th, 2024
 - i. Motion to Approve: Aaron McConnell
 - ii. All approved
 - iii. Minutes Approved

D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS

- a. Guest Speaker – Alexis Kennedy
 - i. Presented proposed location options for community garden, and a survey that will go out for residents to answer about interest and need for the community garden.
 - ii. The members of P.R.O.S.T. gave some feedback for improvement on the proposed spaces and survey.
- b. Guest Speaker – Kevan Brininger
 - i. Kevin spoke about accessibility in the parks and the difficulties associated with navigating spaces while wheelchair bound. He talked about how ADA standards are still hard to navigate and that accessible standards don't actually equate to fully accessible parks and recreation opportunities. He offered to showcase to

the PROST Board these challenges in person, and PROST members expressed interest in taking him up on that offer. This opportunity could be incorporated into future PROST park tours or PROST members working with Kevan to schedule a time to visit the parks they look over.

- c. **Amendment to the Agenda:** proposed by Billy to add a blow-up movie screen to the budget.
- d. ADA Dock Update
 - i. A discussion to push the grand opening so things were warmer, the ditch water comes in to fill the pond, and it would be better weather to get everything going. It was said that a press release would happen, and Kevin Brininger would be involved as it was his initiative as a former Park Board Member that got the idea of an ADA dock started. Potentially some sort of plaque would be an option to commemorate Kevan's volunteer efforts to the town and the ADA Dock.
- e. WCP Memorial
 - i. New pictures and features were added to the Veterans Memorial concept design. There were also business hosting displays to help raise funds and the PROST divided responsibilities for getting the information out so boards could be at each business.
- f. Screen Purchase (Amended)
 - i. The discussion was made about the screen capability and community impact and Billy requested a vote from the Board to show support for the purchase of the screen.
 - ii. Motion to recommend staff purchases the screen made by John Evans
 - iii. Seconded by Aaron McConnell
 - iv. All in favor, motion carried.
- g. Future Calendar
 - i. A retreat was proposed for January rather than a meeting in January.
 - ii. John made a motion to cancel the regular PROST Meeting on January 8th and hold a work session on Sunday the 12th.
 - iii. Jessie Roper Seconded
 - iv. All in favor, motion carried.

E. ANNOUNCEMENTS (Parks, Recreation, Open Spaces and Trails)

- a. Town Staff
 - i. Parks
 - Concrete improvements are ongoing for ADA accessibility.

- Amenities capturing through ArcGIS is well underway
- ii. Recreation
- iii. Open Spaces
- iv. Trails
- b. Board of Trustee Liaison
 - i. The Mainstreet Annual Dinner is happening, and they will be swearing in Board Members and tasting different locations.
- c. PROST Board Members
 - i. Park Updates

ADJOURNMENT

- 1) Meeting Adjourned at 9:31pm.

Park Fund

Fund Balance

	2023 Actual	2024 Estimated	2025 Budget
Beginning Fund Balance	\$ 2,304,447	\$ 2,556,208	\$ 2,164,588
Operations			
Revenue	1,770,249	1,518,978	1,686,833
Transfers In	-	-	-
Total Revenue	1,770,249	1,518,978	1,686,833
Expenditures	1,236,596	1,301,550	1,528,127
Debt Service	269,460	269,460	269,500
Transfers Out - Admin Overhead	-	191,915	258,796
Total Expenditures	1,506,056	1,762,924	2,056,423
Net Operations	264,194	(243,947)	(369,590)
Capital			
Loan Proceeds	-	-	-
Capital Grants	9,248	40,215	-
Capital Projects	21,681	187,888	260,000
Net Capital	(12,433)	(147,673)	(260,000)
Rev over Exp & Trans	251,761	(391,620)	(629,590)
End Fund Balance	\$ 2,556,208	\$ 2,164,588	\$ 1,534,998

Revenues

	2023 Actual	2024 Budget	2024 Estimated	2025 Budget	Change
210-01-3130 Sales Tax	591,885	624,150	566,401	594,721	-5%
210-01-3140 Use Tax Building Materials	244,091	-	50,566	136,000	100%
210-01-3315 Motor Vehicle Use Tax	193,214	218,500	173,298	181,963	-17%
210-01-3700 Open Space Sales Tax	447,701	422,300	394,236	413,948	-2%
210-02-3381 Trail Impact Fee	28,350	22,500	17,100	48,600	116%
210-02-3620 BP Park Impact Fee	63,000	50,000	38,000	108,000	116%
210-05-3174 Field Rentals	-	-	3,002	-	0%
210-05-3175 Recreation Fees	63,716	63,800	160,000	108,600	70%
210-05-3177 Batting Cages Fees/Sales	1,979	-	-	-	0%
210-08-3610 Investment Earnings	136,303	116,700	114,639	95,000	-19%
210-08-3910 Sale of Assets	11	-	1,735	-	0%
TOTAL	\$ 1,770,249	\$ 1,517,950	\$ 1,518,978	\$ 1,686,833	11%
210-08-3505 Misc. Grants / Contributions	9,248	-	40,215	-	

Expenditures

	2023 Actual	2024 Budget	2024 Estimated	2025 Budget	Change
Parks					
210-15-5100 Wages & Salaries	152,574	-	-	-	0%
210-15-5102 Benefits	40,333	-	-	-	0%
210-15-5335 Dues & Subscriptions	25	-	-	-	0%
210-34-5100 Wages & Salaries	210,105	269,764	211,125	277,156	3%
210-34-5101 Seasonals	16,647	33,000	10,000	33,000	0%
210-34-5102 Benefits	67,809	54,485	75,920	100,690	85%
210-34-5110 On-Call Stipend	-	5,200	5,200	5,200	0%
210-34-5111 Vandalism	-	1,000	500	1,000	0%
210-34-5112 Horticulture	-	5,000	3,500	3,000	-40%
210-34-5214 Office Supplies	40	-	-	-	0%
210-34-5221 Pond Chemicals	4,737	5,200	3,000	3,000	-42%
210-34-5231 Fuel, Oil & Grease	15,409	6,200	8,700	9,000	45%
210-34-5233 R&M- Machinery & Equip. Parts	15,230	18,500	18,500	23,813	29%

210-34-5234	Irrig. Water Assessments	1,140	-	-	-	0%
210-34-5237	Irrig. Sys. Supplies/Repairs	13,851	40,000	42,000	38,000	-5%
210-34-5239	Wells & Well Houses	8,540	11,000	10,000	8,000	-27%
210-34-5241	Shop Supplies	1,244	2,300	2,100	2,100	-9%
		2023 Actual	2024 Budget	2024 Estimated	2025 Budget	Change
210-34-5252	Tree Replacement & Trimming	15,029	36,000	35,000	30,000	-17%
210-34-5253	Tree Spraying	5,428	30,300	23,000	20,000	-34%
210-34-5254	Parks Playground & General R&M	25,409	35,000	32,000	32,000	-9%
210-34-5256	Splash Pad Chemicals	-	1,100	1,400	1,100	0%
210-34-5341	Irrigation Electricity	2,596	8,900	4,500	4,500	-49%
210-34-5342	Water	37,169	38,000	60,000	50,000	32%
210-34-5343	Sewer	1,519	1,600	900	1,000	-38%
210-34-5344	Natural Gas	1,901	2,000	800	1,000	-50%
210-34-5346	Storm Drainage	3,557	2,800	1,250	1,250	-55%
210-34-5356	Professional Services	520	3,500	1,500	2,000	-43%
210-34-5365	Toilet Rental	18,296	20,000	22,375	27,730	39%
210-34-5366	Services - Parks & Lawn Care	66,697	82,000	74,000	70,000	-15%
210-34-5370	Safety Workwear & Equipment	1,595	1,600	1,100	1,200	-25%
210-34-5372	Uniforms	1,354	2,750	2,000	2,500	-9%
210-34-5380	Professional Development	2,937	5,000	5,000	5,000	0%
210-34-5397	Weed Control	-	250	250	250	0%
210-34-5420	Small Parks Equipment	(4)	-	-	-	0%
210-34-5422	Small Tools	2,548	4,650	4,700	10,000	115%
210-34-5423	Sand, Gravel, Mulch	7,294	13,000	12,000	10,000	-23%
210-34-5512	Insurance-Property Related	(25,757)	25,757	14,054	20,028	-22%
210-34-5533	Equipment Rental	572	3,000	2,400	3,000	0%
210-34-5562	County Clerk Fees	-	7,000	-	-	-100%
210-34-5941	Safety Supplies & Equipment	916	10,000	9,500	4,000	-60%
210-34-5942	Minor Park Improvements	24,484	65,000	55,000	65,000	0%
NEW	Insurance Deductible	-	-	-	5,000	100%
TOTAL		\$ 741,742	\$ 850,856	\$ 753,274	\$ 870,517	2%

Recreation						
210-51-5100	Wages & Salaries	220,514	241,942	223,190	275,846	14%
210-51-5101	Seasonals	59,696	91,000	89,000	85,000	-7%
210-51-5102	Benefits	83,948	62,039	85,945	106,100	71%
210-51-5110	On-Call Stipend	-	5,200	5,200	5,200	0%
210-51-5130	Start Smart Baseball	800	800	800	800	0%
210-51-5131	Start Smart Basketball	640	640	600	640	0%
210-51-5132	Start Smart Flag Football	912	960	950	960	0%
210-51-5133	Start Smart Soccer	1,424	1,800	1,600	1,800	0%
210-51-5135	Youth Sports Apparel	4,558	5,100	4,700	5,100	0%
210-51-5140	Youth Soccer	1,884	4,470	3,500	3,500	-22%
210-51-5142	Youth Football	1,845	1,500	1,601	1,500	0%
210-51-5144	Youth Baseball	8,225	12,850	3,200	7,000	-46%
210-51-5145	Youth Softball	1,045	2,900	3,200	3,500	21%
210-51-5146	Youth Basketball	471	1,025	800	1,025	0%
210-51-5148	Youth Volleyball	620	1,800	1,000	1,500	-17%
210-51-5149	Youth Tennis	1,068	500	300	500	0%
210-51-5157	Adult Basketball	-	800	800	800	0%
210-51-5158	Adult Kickball	-	500	100	500	0%
210-51-5161	Adult Tennis	1,107	500	200	500	0%
210-51-5162	Adult Softball	8,450	5,950	3,300	3,500	-41%
210-51-5164	Adult Volleyball	140	1,350	750	1,000	-26%
NEW	Senior Programs	-	-	-	2,000	100%
210-51-5165	NCSO Referees Admin Fee	8,110	8,000	8,900	8,000	0%
210-51-5166	Instructor/Official Fees	18,476	32,000	24,000	30,000	-6%
210-51-5168	Computer Equip./Software	13,195	21,000	16,000	17,000	-19%
210-51-5181	Rec. Prog. Supplies/Exp.	6,642	16,000	12,000	14,000	-13%
210-51-5183	Batting Cages - Maint. & Oper.	6,387	11,000	13,000	11,000	0%
210-51-5185	Ball Field/Cage Electricity	12,390	15,000	14,000	15,500	3%
210-51-5186	Infield Mix	4,802	13,500	5,000	10,000	-26%
210-51-5190	Yoga Classes	-	500	300	500	0%

210-51-5223	Operating Supplies	380	3,100	2,000	2,000	-35%
210-51-5335	Dues & Subscriptions	-	1,800	2,590	2,590	44%
210-51-5372	Staff Uniforms	1,940	2,750	2,750	2,750	0%
210-51-5380	Professional Development	3,153	5,000	5,000	5,000	0%
210-51-5392	Gym Rental	9,623	15,000	7,000	12,000	-20%
210-51-5401	Marketing Services	12,409	15,000	5,000	10,000	-33%

		2023 Actual	2024 Budget	2024 Estimated	2025 Budget	Change
NEW	Life Saving/Quality of Life External Program	-	-	-	4,000	100%
NEW	Insurance Deductible	-	-	-	5,000	100%
TOTAL		\$ 494,853	\$ 603,275	\$ 548,276	\$ 657,611	9%

Debt Service					
		2023 Actual	2024 Budget	2024 Estimated	2025 Budget
210-90-5630	WCP - Principal	253,902	252,000	252,000	253,000
210-90-5632	WCP - Interest	15,557	17,460	17,460	16,500

Capital Projects | Park Fund
Five Year Summary

GL	Project Name	2022	2022	2022	2023	2023	BUDGET 2024	2024 through 8/15/2024	2024 EOY Estimate	Unexpended 2024 CIP	2025	2026	2027	2028	2029	Description	Internal Notes - DO NOT PUBLISH
211-80-4042	Parks Master Plan and Community Center Feasibility Study	40,000		0							175,000					Blueprint that guides the development and management of town's parks and recreational spaces and trails. Potential to also include Community Center Feasibility Study	
211-80-4047	Windsor Ditch Access	80,000		0												Removes safety hazards associated with phase I of Box Elder Trail Project.	
211-80-4068	Replace Soft Trails	20,000		17,075			20,000		10,000	10,000		10,000	10,000	10,000	10,000	Replaces soft trails with concrete trails, move soft trail adjacent to new concrete trails where applicable.	
211-80-4077	Playground at Viewpointe Park	25,000											300,000			Replacement of playground at Viewpointe Park.	
	Pour & Place Viewpointe Park												80,000			Add pour & place to Viewpointe Playground.	
	Shade Structure Viewpointe Park												25,000			Shade structure at Viewpointe Park	
211-80-5039	Splashpad Chemical Room				125,000		35,000	5,227	8,000							Improvements needed to improve the safety in the splashpad chemical room. Rollover from 2023.	
211-80-5053	WCP poured in place Border Replacement						10,000		13,000							Noted on CIRSA assessment	
211-80-5054	Park Meadows Solar						15,000									Solar lights will be re-used from Cleveland Ave. project to save CIP money	
211-80-5055	ADA Fishing Pier						50,000		50,000							PROST / community request. Seeking Grant Funding.	
Future	ADA Bridge across Boxelder Creek											50,000				ADA access for public use and disc golfers at Griffin Greens.	
New Equip.	Recreation Truck												60,000			Replacement of aging recreation vehicle.	
New Equip.	Wellville Pump											80,000					
211-80-5057	Mutt's Golf Park						24,950		24,950								
211-80-5058	Dog Park (Wellville Park)						8,000		8,000								
211-80-5001	Vehicle Replacement						28,938	28,938	28,938		75,000					New vehicle to be used by Parks/Rec Ops. Supervisor as well as Parks and Recreation Staff	
211-80-5056	Used Groundmaster Mower						80,000	41,295	45,000							Added Harvest Park. Will create more efficiency.	
TOTAL:		\$165,000		\$17,075	\$125,000		\$ 271,888	\$ 75,460	\$ 187,888	\$ 10,000	\$ 250,000	\$ 140,000	\$ 475,000	\$ 10,000	\$ 10,000		
											\$ 260,000						

2025 Capital Projects Details | Park Fund

Project Title:	Parks Master Plan and Community Center Feasibility Study
Duration:	2025
Strategic Plan:	Cultivate and nurture community spaces
Description:	Blueprint that guides the development and management of town's parks and recreational spaces and trails. Potential to also include Community Center Feasibility Study
Ongoing Operating Impacts:	This project has no new impacts on ongoing operations.
Project Title:	Replace Soft Trails
Duration:	2025
Strategic Plan:	Cultivate and nurture community spaces
Description:	Replaces soft trails with concrete trails, move soft trail adjacent to new concrete trails where applicable.
Ongoing Operating Impacts:	This is part of the town's ongoing effort to repair and maintain town trails.
Project Title:	Vehicle Replacement
Duration:	2025
Strategic Plan:	Ensure strong town operations
Description:	New vehicle to be used by Parks/Rec Ops. Supervisor as well as Parks and Recreation Staff
Ongoing Operating Impacts:	A new vehicle will require routine maintenance which is budgeted in the parks fund.
Project Title:	
Duration:	
Strategic Plan:	
Description:	
Ongoing Operating Impacts:	
Project Title:	
Duration:	
Strategic Plan:	
Description:	
Ongoing Operating Impacts:	



REQUEST FOR PROPOSALS TOWN OF WELLINGTON

PARKS, RECREATION, OPEN SPACE, TRAILS (PROST) MASTERPLAN & COMMUNITY CENTER FEASIBILITY STUDY

The Town of Wellington (Town) is requesting proposals from interested and qualified consultants for an Parks Masterplan and Community Center Feasibility Study. Proposals must be submitted to the Town via BidNet Direct by 12:00 PM local time on Friday, January 31, 2025 (closing date and time). Other key dates and times are indicated below. Proposals received after the closing date and time will not be considered.

Request for Proposal Announcement	Monday, January 6, 2025
Pre-Proposal Meeting	Monday, January 13, 2025 via Teams
Questions/Inquiries Closed	Wednesday, January 22, 2025, 2:00 PM
Last Addenda Issued	Thursday, January 23, 2025, 5:00 PM
Proposal Deadline	Friday, January 31, 2025, 12:00 PM
Notice of Award (tentative)	February 2025
Anticipated Contract Execution.....	February 2025
Anticipated Start Date.....	March 2025

Introduction

Background

The Town of Wellington is a growing community located along the Interstate 25 corridor in northern Colorado. The Town has experienced recent growth and is currently estimated to have approximately 12,000 residents. The Town is three square miles in land area and the median household income is \$101,259. In 2023, the Town conducted a [Community Survey](#). The statistically valid survey gathered opinions from residents on ten key aspects, including economy, mobility, safety, and inclusivity. A key finding from the community survey, “Residents value Wellington’s natural environment and park system but support additional investments in recreational opportunities.”

Wellington's ten parks and three open spaces within its Growth Management Area (GMA) add up to 216.5 acres and there are 2.4 miles of existing trails. The community is thankful to the Parks Recreation Open Space and Trails Advisory Board (PROST) for their advocacy in maintaining and improving Wellington’s parks and open spaces. When visiting parks, some residents are not able to easily access these valued spaces due to poor sidewalk connectivity or road barriers (e.g., highway traffic, train tracks, insufficient underpasses, etc.) and lack of ADA infrastructure. In

addition to local parks, Wellington is flanked by large swaths of conserved agricultural land to the east.

To augment Wellington's existing Park and Recreation programs such as pickleball, art, yoga, volleyball, dodgeball and basketball, the Town shares some facilities with the Boys & Girls Club, Wellington Fire Protection District, and Poudre School District to share use of their facilities for recreation programming. To learn more about our community, please view the [2021 Comprehensive Plan](#).

The most recent update of [the Parks and Trails Masterplan](#) was 2015. This document is meant to act as a guiding document in maintaining current parks and trails as well as planning and development of new parks and trails in the Wellington Community. The Wellington Parks and Trails Masterplan was adopted by the Board of Trustees in 2008, this document is an update to the original document. This plan focuses on defining the needs for parks and trails and not recreational program development.

Project Objective

Scope of Services

1. Plan Structure

The project includes the development of a comprehensive **Parks, Recreation, Open Space, and Trails (PROST) Master Plan** and a **Community Center Feasibility Study**. These two components are interconnected, with findings from each informing the overall recommendations. Throughout each phase, we recognize there is likely overlapping findings to inform both plans.

a. Internal Review

This foundational phase involves gathering and analyzing all relevant information to understand the current state of the Town's parks and recreation system and to inform the feasibility of masterplan and feasibility study. Key tasks include:

- Reviewing existing local & regional studies, policies, plans, agreements, geospatial data, and amenity inventory.
- Assessing unique characteristics and challenges of the Town's parks and recreation system.
- Conduct meetings with internal key stakeholders to kickoff project.

b. Needs Assessment

This phase focuses on identifying community needs for parks, recreation facilities, open spaces, trails, and a potential community center through:

1. **External Community Input Analysis:** Utilizing surveys, town halls, and focus groups to gather resident feedback.
2. **Geospatial Analysis:** Evaluating geographic data to assess the connectivity and diversity of amenities.
3. **PROST Analysis:** Evaluating the community's needs for parks, recreation, open space, and trails.
4. **Community Center Feasibility Analysis:** Evaluating the community's desire and potential for a community center, including programmatic needs, location analysis, and financial viability, and operational sustainability.

Master Plan Contents.

The completed Master Plan may include the following:

a. **Community Survey/Needs Assessment:** Contractor shall manage and coordinate public engagement and outreach regarding the community survey and needs assessment. The needs assessment must include the following:

- i. **Services and Facilities Analysis:** The Survey shall determine the benefits to and demand for services and facilities from current and future residents.
- ii. **Amenities:** The Survey shall determine potential areas of opportunities and shall provide direction on areas to pursue such as amenities, land, programming, etc.
- iii. **Recreation Programs:** The Survey shall identify levels of satisfaction, perceptions, health impacts, use patterns and priorities for recreational programs and facilities.
- iv. **The survey must be statistically valid and must utilize diverse communication strategies to reach all demographics.**
- v. **Interviews and Meetings:** as part of the needs assessment, Contractor must engage with the public in the form of community meetings, meet with the PROST Board, and engage in interviews with Town staff.

Program development plan for acquisition and development of parkland, recreation facilities, open space, trails and parks maintenance and administration of facilities for the future. Tasks included within this plan development may include:

- i. Park Amenities Inventory/Analysis: Contractor will visit and inventory all Town parks, open space areas, trails and current programmable space with staff. An assessment of existing conditions and potential contributions to the overall parks and recreation system will be taken. Improvements to facilities which the Town could use to improve their maintenance, accessibility, safety, aesthetic quality, quantity, functionality, impacts to community health and environmental sustainability, will be included. All sites mapped, along with trails and open space connections to document the current Town system.
- ii. Community Center Desirability: Utilizing the results of the community outreach, Contractor shall determine the community's needs and desires for programmable spaces for a Community Center.

Programs Master Plan: Contractor will work to define standards for the development and implementation of recreation programs.

- i. Plan Contents. Programs Plan must include inventory or list of programs of interest, amenities required for programs of interest, plans of private or Town administered programs, standards for programs, costs for programs, and cost recovery benchmarks.
- ii. A list of policy criteria may include but is not limited to the following: (i) using data provided from the survey to outline an inventory or list of programs of interest; (ii) levels of service for programs will be identified and established for each program area; (iii) developing program criteria that will be used to determine the viability and sustainability of future programs; (iv) accessibility factors or barriers to participation (e.g. program costs, cultural factors, transportation, etc.); (v) community benefit or specialized vs generalized program; (vi) program cost and cost recovery models associated with the programs recommended and overall community benefit; (vii) availability of resources such as staffing and funding; (viii) availability of facilities; and (ix) competition or other program offerings in the community.
- iii. d. Internal Changes: Based on the Internal Review and Needs Assessment, the Master Plan shall include (i) a Staffing Plan; (ii) Policies, Strategies, and Projects to sustain and enhance the Town's offerings; and (iii) Budget Support and Funding Mechanisms for the short-term, mid-term, and long-term.
- iv. e. Regional Review: The Master Plan shall include a system-wide review of all local and regional plans/strategies related to parks, recreation, open space and trails. This should include evaluations of Levels of Services metrics compared to Town sizes.
- v. f. PROST Model: The Master Plan must include a list of action items based on perceived priorities of the citizens. The action items must be formed into written goals, plans, objectives, and policy statements that articulate a clear vision and "road map" and model for the Parks and Recreation Department's future
- vi. g. Fees analysis: Fees analysis should include all relevant fees related to implementing the PROST Master Plan.

PROST Master Plan Implementation and Action Plan

1. Action Plan. An action plan will identify specific projects, policy changes and other actions that are necessary for implementing the plan. Not only does this include the development of additional facilities and programs for the community but should include maintenance and improvements to existing parks, open space areas, recreation facilities and programs and events. High priority projects will generally include those needed within the next 5 years, while lower priority projects may happen in years 6-10. Each action will include costs, responsible parties, potential funding or implementation sources and community triggers (specific benchmarks and/or measurements) that indicate when the Town should implement the project. Possible community triggers that could include attainment of certain population levels, expression of community demand for a project, funding availability or other potential triggers the Contractor has observed other agencies employ.

2. Budgets. As part of this, identification of important capital issues in relation to the Master Plan that will need to be incorporated into a 10-year capital improvement program. Additionally, identification of important operational issues, such as program development and maintenance needs will need to be incorporated into future budgets.

3. Plan Drafts. The purpose of this task is to communicate the vision of the plan in a form that is easily understood. A draft Master Plan & Feasibility Study will be prepared that documents the process, shows how the recommendations were formulated, and displays the results in a concise format. This task will shape the results of the prior analytical process into a Master Plan & Feasibility Study for guiding the short and long-term future of parks and recreation in the Town. As best as possible, the Master Plan & Feasibility Study should be represented in narrative form but also in graphical form, utilizing maps, graphs, charts, photography and other visual representations. The Town desires to also have the Master Plan & Feasibility Study easily transferred to an electronic format that can be displayed and consumed with minimal effort on a web page or within social media.

4. Deliverables and Presentations. The Master Plan deliverables and presentations must include a minimum of three (3) meetings with the Board of Trustees and/or PROST Committee; an electronic copy in a format compatible with Town standards the Masterplan and Feasibility Study.

Project Budget and Timeline

- The Board of Trustees in their adopted 2025 Budget has allocated funds for this project.
- The Town anticipates a project timeline of approximately 12-18 months, roughly beginning in March 2025.

Inquiries and Addenda

Questions may be presented up to Wednesday, January 22, 2025, 2:00 PM and may be submitted via BidNet Direct. Any addenda issued to this RFQ will be added to BidNet Direct. No addenda to this RFP will be issued by the Town after Thursday, January 23, 2025, 5:00 PM

Information for Proposers

Proposal Format:

Proposals should contain the following information in the general order listed:

1. An introductory cover letter.
2. A qualification statement of the Consultant and the staff to be assigned to the project. Clearly identify the key personnel providing the work effort for the project. Resumes of each project team member shall be included in the proposal appendix.
3. A narrative describing the Consultant's understanding and approach to the project's objectives.
4. A work plan for accomplishing the project, including descriptions of the tasks to be performed and a summary of the deliverables to be provided to the Town.
5. A proposed schedule for completing the required tasks.
6. Indicate any special services to be provided by a sub-consultant or resources outside the Consultant.
7. A fee proposal that includes total project cost and a breakdown of costs by task. Include any additional or optional services deemed appropriate for Town consideration. All prices quoted should be lump sum.
8. Information about other work performed by the Consultant on similar projects and at least three (3) references from clients with whom the Consultant has performed similar services.

Evaluation of Proposals

Proposals will be evaluated by a selection committee in accordance with the criteria and weighting described below. Interviews with Consultants may be scheduled if deemed necessary, and the selection committee may rescore criteria based on information gathered during interviews.

1. Written Response demonstrating understanding of the project and scope of work, project approach, and methodology (35%);
2. Experience, qualifications, and technical capability of Consultant and proposed staff (20%);
3. Schedule and plan for managing and delivering the desired project (20%);

4. Demonstration of relevant project experience and references (15%) and;
5. Cost of service (10%).

The Town is not required to take the lowest priced proposal. The Town reserves the right to evaluate the proposals in the manner deemed to be in the best interest of the Town. After evaluation of proposals, the Town may either award a contract or resolicit the RFP to obtain additional proposals.

Rejection of Submissions

The Town reserves the right to reject any or all proposals, to waive irregularities in the proposals received, and accept any portion of any proposal if deemed in the best interest of the Town. Non-acceptance of a proposal will mean that one or more of the other proposals were deemed more advantageous to the Town or that all proposals were rejected.

Acceptance Period

Proposals in response to this RFP shall indicate that they are valid for a period of no less than 60 days from the closing date, and if awarded, through the initial contract period.

Incurring costs

The Town will not be liable for any cost which the Consultant may incur in the preparation of proposals.

Formation of Consultant Agreement

After selecting the preferred proposal, the Town may conduct negotiations with the Consultant to arrive at the best final offer. Parties shall enter into a contract which will go before the Board of Trustees for approval. A Notice to Proceed will then be subsequently issued.



December 6, 2024

Subject: Administrative Planning Grant

Dear Mr. La May,

The Town of Wellington respectfully requests a \$25,000 Administrative Planning Grant to support funding for a Community Center Feasibility Study. The estimated project cost is \$75,000, and matching funds have been allocated in the recently adopted 2025 Budget. The project is anticipated to take 12–18 months to complete.

The scope of work for the feasibility study includes:

- Recreation Market Needs Assessment
- Public Engagement
- Visioning Workshop
- Conceptual Imagery & Site Diagrams
- Operational Assessment, Cost Analysis, & Projected Pro-Forma
- Final Report

For the past seven years, the Town of Wellington has prioritized the expansion of water and wastewater treatment plants, investing over \$80 million into these critical infrastructure projects. With these efforts nearing completion, we are now focusing on addressing other community priorities. A key finding from the 2023 Community Survey emphasized the community's desire for more recreational opportunities. Currently, the Town does not own any purpose-built recreational facilities and must rent space from the Poudre School District, Wellington Fire Protection District, and the Boys & Girls Club to meet program needs. The Community Center Feasibility Study, identified as a top community priority, will provide a blueprint for developing recreational amenities that align with residents' needs and expectations.

The Park Fund, which would support this project, is currently spending over 100% of its total revenues, sourced predominantly from sales and use taxes, on operational expenses – not including debt service or capital projects. The additional \$260,000 in capital projects approved for 2025 includes the full funding of the Community Center Feasibility Study. The largest revenue source is the Town's 3% sales tax, of which 2% is allocated to the General Fund and the remaining 1% is split between the Streets Fund (55%) and the Parks Fund (45%). This has resulted in reserve spending in 2024 of nearly \$400,000 and is budgeted to be \$630,000 in 2025. Additional revenue from the Administrative Planning Grant will help reduce reserve spending in the Park Fund.

Given the annual 5% utility rate increases residents already face, we seek alternative funding sources to avoid placing the full financial burden of this study on our residents. While Wellington slowed growth to accommodate the expansion of its water and wastewater treatment



plants, the Town's limited commercial base restricts its ability to generate sufficient sales tax revenue to fund critical projects.

In addition to these challenges, the Town continues to experience impacts from oil and gas development. The most visible effects are the damages to streets caused by heavy truck traffic. The Wellington Public Works Department allocates significant resources to repair roadways affected by this traffic, including vehicles in Wellington and transporting personnel and equipment to locations outside the Town. Sixth Street (CR 7), a primary corridor for oil and gas operations, has experienced substantial damage, requiring costly repairs over several years to maintain serviceable conditions. Future road widening projects will likely be necessary to accommodate oversized trucks.

Further, oil and gas companies utilize treated domestic water from the Town's bulk water distribution and commercial water taps for cleaning and servicing equipment, which strains our water resources. Companies operating in Wellington, such as Cameron (a Schlumberger company), Advanced Tank and Construction, and DJ Oil Fields, contribute to this demand. Based on severance tax distribution data, Wellington supports 7.55% of the oil and gas employees in Town. The continued development of industrial properties for oil and gas and service yards has led to increased truck and employee traffic. Additionally, active oil fields within Wellington's Growth Management will directly impact future development as the Town grows northward.

We appreciate your consideration of our grant application. The Community Center Feasibility Study represents a significant step toward meeting residents' needs while ensuring financial responsibility and strategic planning for the future growth of Wellington.

Respectfully,

Calar Chaussee, Mayor

January, 2024 Regular Meeting (CANCELED)	Item	January 7, 2025 - Work Session	Item
Agenda	Meeting Canceled	Agenda	Annual Work Plan
		Agenda	New Approved Positions