

PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY BOARD MEETING

Meeting Agenda February 12, 2025 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

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+17193594580,83317874726

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Webinar ID: 833 1787 4726

Passcode: 586406

- A. Roll Call
- B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit of 3 minutes per person).
- C. CONSIDERATION OF MINUTES
 - a. December 11, 2024
- D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS
 - a. Guest Speaker: Alexis Kennedy
 - i. Community Garden Feasibility Study
 - b. WCP Memorial
 - i. Update
 - ii. Naming Action
 - Veterans Garden at WCP
 - c. PROST Master Plan and Community Center Feasibility Study
 - i. Updates
 - d. St. Paddy's Parade and Festival

- i. Planning
 - .5K Shamrock Fun Run
 - a. Volunteers
 - Event and Booth
 - a. Volunteers
- e. Arbor Day
 - i. Planning and Volunteers
- f. Kids to Park Day
 - i. Planning and Discussion
- g. 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 December 11, 2024 6:00 PM

Location: Leeper Center Community Room

A. Roll Call

- a. Lorilyn Bockelman, Joe Burke, Aaron McConnell, Jessi Roper, Sarah Braun, Robert Sausaman, John Evans (virtual)
- B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person).
- C. CONSIDERATION OF MINUTES
 - a. November 13th, 2024
 - i. Motion to Approve with change in end time typo Aaron McConnell
 - ii. All Approved
- D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS
 - a. WCP Memorial
 - i. No structural updates
 - ii. OCB helped with Veteran's Day efforts for support donations of \$1,600
 - Need for brochure update and possibility of mailing out to citizens
 - a. Town to support efforts of PROST after naming is approved
 - b. Include donation tiers
 - Naming to be put to future vote discuss in January for vote in February 2025
 - b. 2025 Budget
 - i. Conversation and budget breakdown for Parks and Rec for PROST members understanding and knowledge
 - Subsidized fees, general fees, balancing budget over time
 - Different line items and how they change over the years based on park, programming, facility, and other needs

- Capital Improvement planning for 2025 and beyond due to Master Plan and Cost Recovery models
- c. P.R.O.S.T Master Plan and Community Center Feasibility Study
 - Outreach from PROST during the process huge portion for community outreach, education and momentum gaining for achieving the goals of the Master Plan and CC FS
 - **PROST** will be essential for outreach and gaining future volunteers
 - ii. RFP Timeline in 12-18 months
 - iii. Same RFP for Master Plan and Community Center Feasibility Study
 - Hoping to get one company to do both
- d. Park Infrastructure Capturing
 - i. Overall capturing of linear assets, infrastructure replacement
 - ii. Showed progress on ArcGIS site
 - iii. Push out positive stories of successes to the public
 - Asking citizens for "Wish List"
- e. Retreat Agenda Build Outline
 - i. Completed agenda for first annual retreat to be held in January instead of regular meeting
- 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: 8:03pm

Wellington Community Garden Feasibility Study

DRAFT

January 2025

Alexis Kennedy

Herein are the findings of a community survey evaluating the feasibility of a community garden in the town of Wellington, Colorado. Summarized below are the initial goals of the survey, key findings, general recommendations for the future of the project, and details regarding the data collection. Included at the end of this report is a table summarizing the entirety of the survey results.

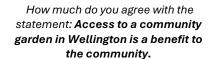
Firstly, I wish to acknowledge the support of several individuals and organizations that helped in the development and implementation of this survey as part of my Girl Scout Silver Award. I wish to thank Billy Cooksey, the Wellington Parks and Recreation Department, and the PROST advisory board. Additionally, community members who helped with the collection of surveys include: *teachers, Brownies*, etc.

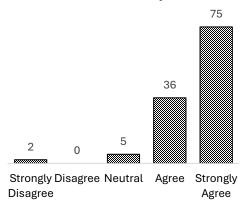
Feasibility Study Goals

The goal of the feasibility study was to investigate public interest and prior knowledge of community gardening in Wellington. Furthermore, the results of the study will support the Wellington Parks and Recreation department in the development and implementation of a community garden.

Key Findings

- In total, 118 Wellington community members responded to the survey. Based on a local population estimate of 12,078 (U.S. Census Bureau data, July 2023), the survey responses represent approximately 1.0% of the population. Notably, the survey responses represent over 20 communities both in town and in the surrounding rural areas (a full list is available at the end of this report). The survey respondents also had good representation across a wide range of ages: 20.3% were 18-35, 50.8% were 35-50, 16.9% were 50-65, and 11.0% were 65+.
- A key finding was the overwhelmingly positive opinion of the survey respondents towards a Wellington community garden. Of those surveyed, a remarkable 94.1% agreed or strongly agreed with the statement: Access to a community garden in Wellington is a benefit to the community.
- Of those surveyed, 17.8% currently have no access to gardening space. More striking, 60.0% of respondents have limited or no access to nonpotable water for gardening.
- Most respondents feel that gardening is of great personal value to them. 75.5% of survey respondents state that gardening is important or





- very important to them and 70.3% state that gardening is important to their overall wellbeing.
- Importantly, despite overwhelmingly positive opinion regarding the benefits of gardening, only 27.2% of respondents are familiar or very familiar with the concept of community gardening.
- When asked about potential garden locations, respondents were generally positive, showing only a slight preference for Viewpointe over Winick and Wellville. 72.9% of respondents stated satisfaction with a garden at Viewpointe, 66.9% of respondents stated satisfaction with a garden at Winick, and 58.5% of respondents stated satisfaction with a garden at Wellville.

Major Conclusions and Recommendations

Based on the results of the survey, the citizens of Wellington are largely in favor of a community garden. Not only do many community members currently lack access to space and/or water to garden, but they also see both personal and communal value in such a program. With this information, it is strongly recommended that the City of Wellington and the Parks and Recreation Department proceed with the development and implementation of a community garden.

Given that most of the survey respondents lack familiarity with community gardening, we can assume that this also applies to the majority of Wellington residents. Therefore, it is highly recommended that time, consideration, and effort be invested in the public education and communication surrounding the community garden. For example, a social media page/account could follow along with the building of the community garden to generate excitement and share important updates.

Details Regarding Data Collection

The survey questions were written collaboratively with the PROST advisory board during fall 2024. The length of the survey was designed to take approximately 4-6 minutes to complete, and the respondents were kept anonymous. Google Forms was selected as the survey platform. Surveys were collected between November 11, 2024, and January 8, 2025. In total, 118 respondents completed the survey. Wellington citizens were sought out on social media platforms, outside Ridley's grocery store, at the Wellington holiday parade, and through dissemination of fliers to grade school families. These methods of soliciting survey responses were selected to try and cover a wide range of demographics.

At the conclusion of the data collection, the survey results were analyzed using excel.

Feasibility Survey Results

	Do not prefer to answer	18-35	35-50	50-65	65+	n
What is your age range?	1	24	60	20	13	118
	0.8%	20.3%	50.8%	17%	11%	
	Yes	No	Yes, but do not choose to garden	n		
Do you have access to garden at your residence?	78	21	19	118		
	66.1%	17.8%	16.1%			
	Full Access	Limited Access	No Access	n		
Do you have access to non-potable water for gardening?	47	15	56	118		
	39.8%	12.7%	47.5%			
	Very Insufficient	Insufficient	Neutral	Sufficient	Very Sufficient	n
How sufficient is your current storage space for gardening supplies?	9	14	27	53	15	118
	7.6%	11.9%	22.9%	45%	13%	
	Very Unimportant	Unimportant	Neutral	Important	Very Important	n
How important is access to gardening space to you?	5	4	20	52	37	118
	4.2%	3.4%	16.9%	44.1%	31.4%	

	Very Unimportant	Unimportant	Neutral	Important	Very Important	n
How important is gardening for your mental health, your wellbeing, and your physical health?	4	5	26	40	43	118
	3.4%	4.2%	22.0%	33.9%	36.4%	
	Not familiar at all	Somewhat familiar	Familiar	Very Familiar	n	
How familiar are you with community gardens and community gardening?	32	54	18	14	118	
	27.1%	45.8%	15.3%	11.9%		
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	n
How much do you agree with the statement: Access to a community garden in Wellington is a benefit to the community.	2	0	5	36	75	118
	1.7%	0.0%	4.2%	30.5%	63.6%	
	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very Satisfied	n
How satisfied would you be with a community garden in Viewpointe Community Park?	1	0	31	46	40	118
	0.8%	0.0%	26.3%	39.0%	33.9%	
	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very Satisfied	n
How satisfied would you be with a community garden in Winick Community Park?	3	1	35	49	30	118
		0.8%	29.7%	41.5%	25.4%	

	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very Satisfied	n
How satisfied would you be with a community garden in Wellville Community Park?	4	5	40	44	25	118
	3.4%	4.2%	33.9%	37.3%	21.2%	
	Very Unimportant	Unimportant	Neither important nor unimportant	Important	Very Important	n
How important is the location and distance of a community garden to you?	4	6	30	54	24	118
	3.4%	5.1%	25.4%	45.8%	20.3%	
	Very Unimportant	Unimportant	Neither important nor unimportant	Important	Very Important	n
How important is accessibility to a secure shed for storage for gardening supplies in the community garden?	5	1	17	68	27	118
	4.2%	0.8%	14.4%	57.6%	22.9%	

List of Wellington Communities Represented by Survey Respondents

Community	Number of Respondents		
Sage Meadows	18		
Buffalo Creek	14		
Old Town and Downtown	13		
Viewpoint	10		
Wellington Pointe	8		
The Meadows	8		
Mountain View	7		
Harvest View	7		
Park Meadows	5		
The Knolls	4		
Wellington Downs	3		
Other	16		
No Response	5		



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 <u>Community Survey</u>. 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

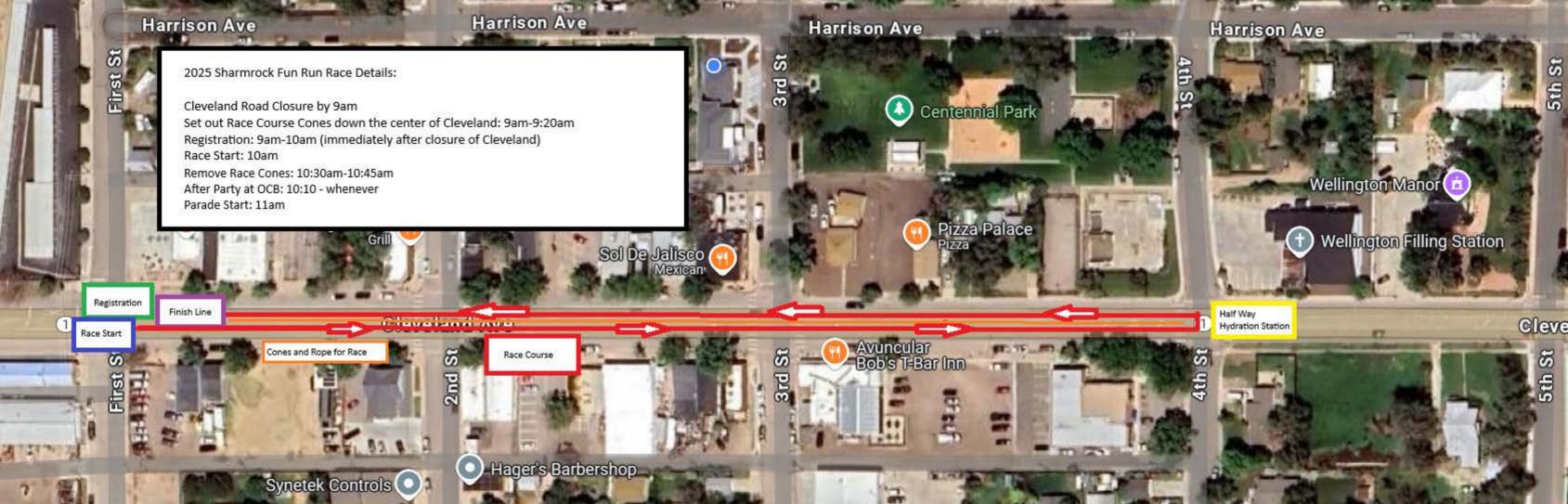
Proposals in response to this RFP shall indicate that they are valid for a period of no less than 60 days from the closing date, and if awarded, through the initial contract period.

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.





NATIONAL KIDS TO PARKS DAY



February 12, 2024 Regular Meeting	Items	March 12, 2024 Regular Meeting	Items	April 19, 2024 Regular Meeting	Items	May 14, 2024 Regular Meeting	Items
Agenda	WCP Memorial - Update and Naming (Action)	Agenda	WCP	Agenda	4th of July		
Agenda	St. Paddy's Day - Planning and Volunteer	Agenda	St. Paddy's Day	Agenda	Kids to Park		
Agenda	Master Plan Update	Agenda	Arbor Day	Agenda	Master Plan		
Guest Speaker	Alexis Kennedy - Community Gardens FS	Agenda	Kids To Park	Agenda	Board Update		
Agenda	Arbor Day - Planning	Agenda	Master Plan Update	Agenda	Open Spaces and Trails		
Agenda	Future Calendar	Agenda	Schedule Park	Agenda	Grants		