



PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY BOARD MEETING

Meeting Agenda

May 14, 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>

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 of 3 minutes per person).
- C. CONSIDERATION OF MINUTES
 - a. April 9, 2025
- D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS
 - a. Guest Speaker: Ryan Hegreness, Berry Dunn
 - i. PROST Master Plan Kickoff Presentation
 - b. Events
 - i. Kids to Park Day
 - ii. 4th of July
 - c. WCP Memorial
 - i. T-Mobile Grant
 - d. PROST Bylaws
 - e. Summer Scavenger Hunt

- 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 Notes

April 9, 2025

Location: Leeper Center Community Room

Meeting Recording Available

PROST Meeting Notes and Agenda

Date: April 9, 2025

Time: 6:00pm – 7:54pm

Attendees: John Evans, Aaron McConnell, Lorilyn Bockelman, Sarah Braun, Jessi Roper, Billy Cooksey, Rebekka Dailey (all in person)

Virtual: N/A

Absent: Joe Burke, Robert Sausaman

A. Roll Call

- Completed

B. Public Comment on Non-Agenda Items

- N/A

C. Consideration of Minutes

- **March 12, 2025**
- No Edits
- Motion to approve by Sarah, seconded by Aaron

D. Board Review and Discussion/Action Items

- **Guest Speakers: Town of Wellington City Planner: Cody Bird, Brittany Lenoir, and Darren Roberson- Developer, Sage Homes**
- **Cody Bird Provides Overview of Project: Sage Farm II Filing**
 - Size: 300 acres, developed in phases
 - Master Plan: Approved for 20-25 years

- Parks and Open Space: 34 acres including parks, pocket parks, open spaces, trails
- Development Phases: South open space in later phases, multi-family development later
- Focus: Pedestrian, bike, motor for pedestrians, prominent trail connections

Scope: Filing 1 of Phase 1

- Single Family Homes: 241 homes
- Trail: Primary trail from north to south, pocket parks along the trail
- Pocket Parks: 2 parks for every 200 single family homes
- Features: Contemplative garden, gathering space, shade, picnic area
- Neighborhood Connectivity: Connect to Sage Meadows through trail
- Non-Potable Water: New neighborhood served by non-potable water
- Outlot: Additional approvers not yet defined

Discussion Points

- Concrete Path & Soft Side Paths: 2015 master plan included, Sage Meadows did not follow
- Pocket Parks Ownership: Can be owned by Town or HOA, HOA maintains non-potable water; recommended that HOA owns and maintains pocket parks
- Lighting: Solar lighting, low-lit bollards, guidelines needed
- Trail Width: 10ft trail with soft trail alongside, concerns with sloping and erosion
- Commercial Space: 58 acres proposed
- Continuity: Ensuring continuity through boards, advisory, master plans, developer guarantees
- Approval Process: Changes go through planning commission, BOT, PROST

Cody's Summary of PROST Advisory Board Feedback

- Layout: Overall layout makes sense
- Trail Alignment: North to south
- Pocket Parks: Location, size, amenities make sense
- Trail Width: 10ft ideal, soft trail alignment to current master plan
- Lighting: Low level bollards, respect neighbors
- Crosswalks: Shortened crosswalks
- Trail Connectivity: Critical
- 13 Acre Park: Move forward ASAP

Volunteer Gratitude: Lorilynn, John, Billy recognizes PROST Board of Volunteers

Upcoming Events

- Possible grant for Veterans Garden
- Ribbon cutting for ADA Dock proposed for April 18, Friday afternoon
- **Arbor Day**
- **Kids to Park Days**
- **4th of July**

John: Propose we postpone the remainder Agenda items to next month

All in favor- unanimous

Additional Agenda Topics (not discussed April 9 meeting)

PROST Master Plan and Community Center Feasibility Study Update

WCP Memorial

- Update and Fundraising

Park Maps

Future Calendar

Announcements (Parks, Recreation, Open Spaces and Trails)

- Town Staff
- Parks
- Recreation
- Open Spaces
- Trails
- Board of Trustee Liaison
- PROST Board Members
- Park Updates

Adjournment

- Meeting adjourned at 7:54pm.



 **BerryDunn**



**Town of Wellington
PROST Master Plan and
Feasibility Study
Board of Trustees Update
May 13, 2025**

**WELLINGTON
COMMUNITY
PARK**





- ▲ 1 Introductions
- ▲ 2 Project Review and Clarifications
- ▲ 3 Logistics and Requests
- ▲ 4 Q&A

Planning for Excellence

How will this plan be unique and creatively guide our community to a new level of excellence?



Collaboration

We will work to include Town staff as active members of the team, helping to tailor engagement and analysis to Wellington's environment and culture.



Real-World Experience

Our team is led by experts with decades of experience running similar systems and implementing strategic goals and innovative changes.



Living Document

We will aim to develop a final plan that is dynamic, flexible, and structured around guiding themes that can grow and change with the community.



Innovation and Excellence

A final master plan that is accessible and designed to help build an innovative and quality system for Wellington



▲ The Project

Key Project Components

01

Framework that guides the future

02

Represents unified vision for the Town of Wellington

03

Recognizes and integrates with previous plans and townwide efforts

04

Considers all community members

05

Provides an action plan

06

Helps guide decisions



Project Approach

[illegible]

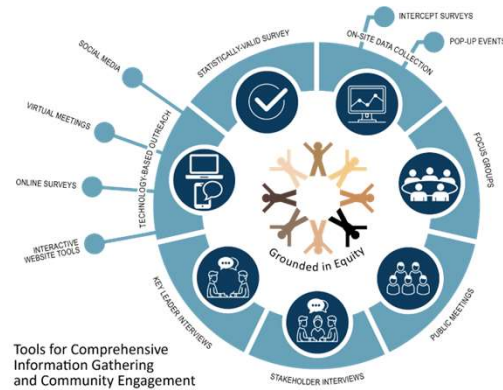
Phase 1: Discovery and Review

- Project Work Plan and Schedule
- Initial Data Request to Launch Data Review
- Kickoff Session(s)



Phase 2: Needs Assessment

- Detailed Engagement Strategy
- Online Engagement Platform Development and Administration
- Comprehensive Internal and External Engagements
- Statistically Valid Community Survey
- Market Assessment
- Level of Service
- Community Center Feasibility



Creatively Customized.



Transparent & Inclusive Process

Using a variety of tools and facilitation techniques have proven to increase the diversity and number of people engaged.



**Trailside /
Parkside
Interviews**



Engagement Stations



Pop Up Events



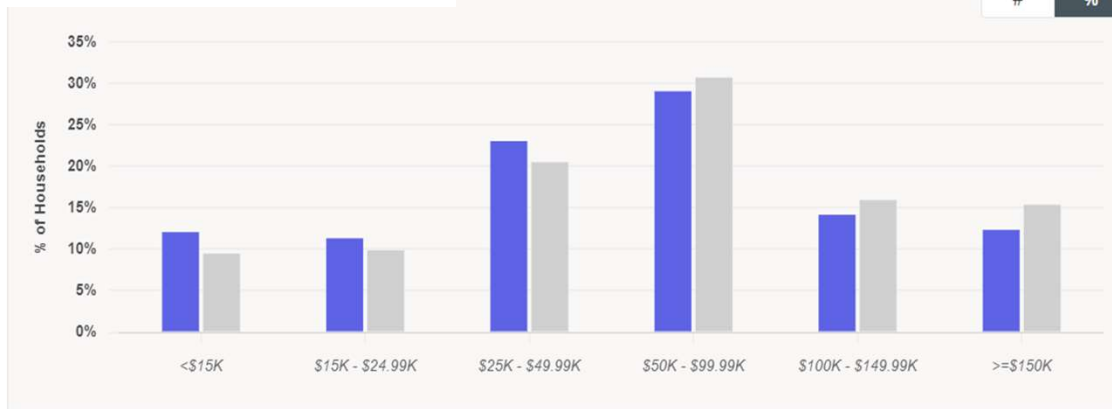
Focus Groups



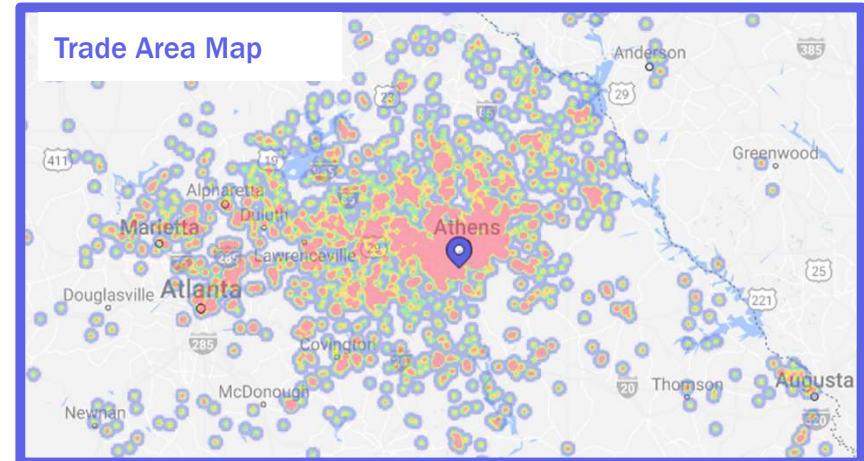
See who visits your facilities, where they come from & where they go.

Property	Median Household Income	Bachelor's Degree or Higher	Median Age	Most Common Ethnicity	Persons per Household
Bear Hollow Zoo Gran Ellen Dr. Athen...	\$57K	38.1%	32.7	White (55%)	2.58
Georgia	\$66.2K	32.7%	37.0	White (54.2%)	2.64

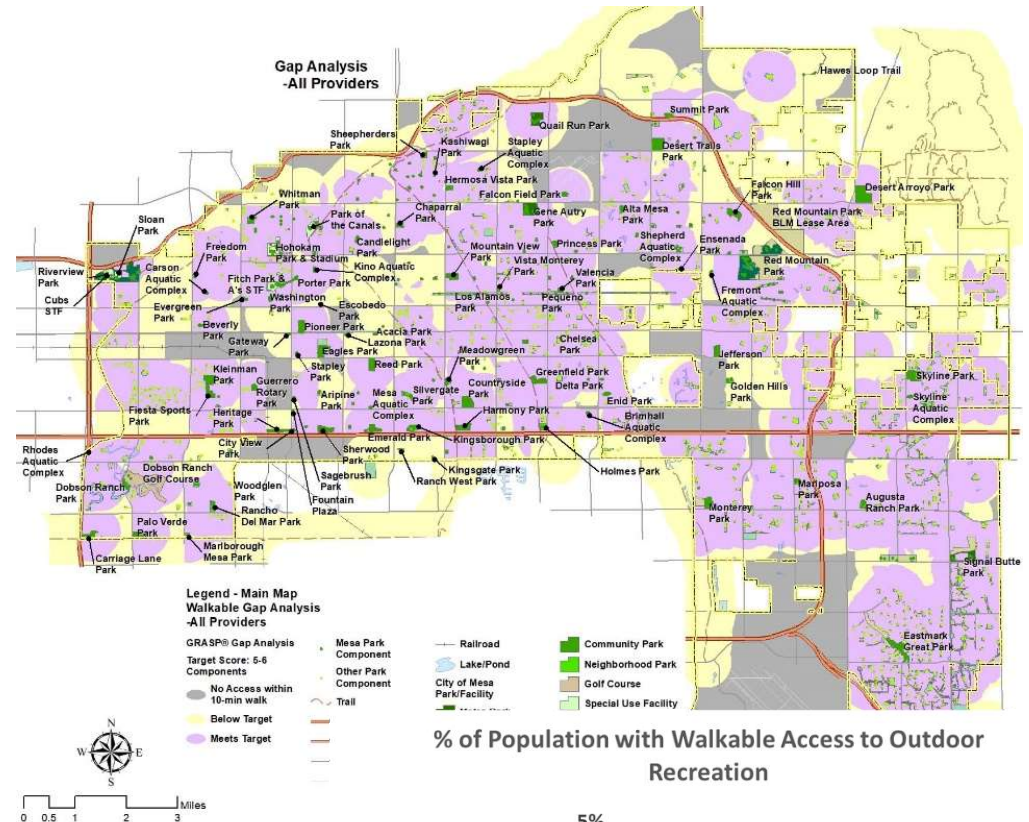
Visitor Demographics



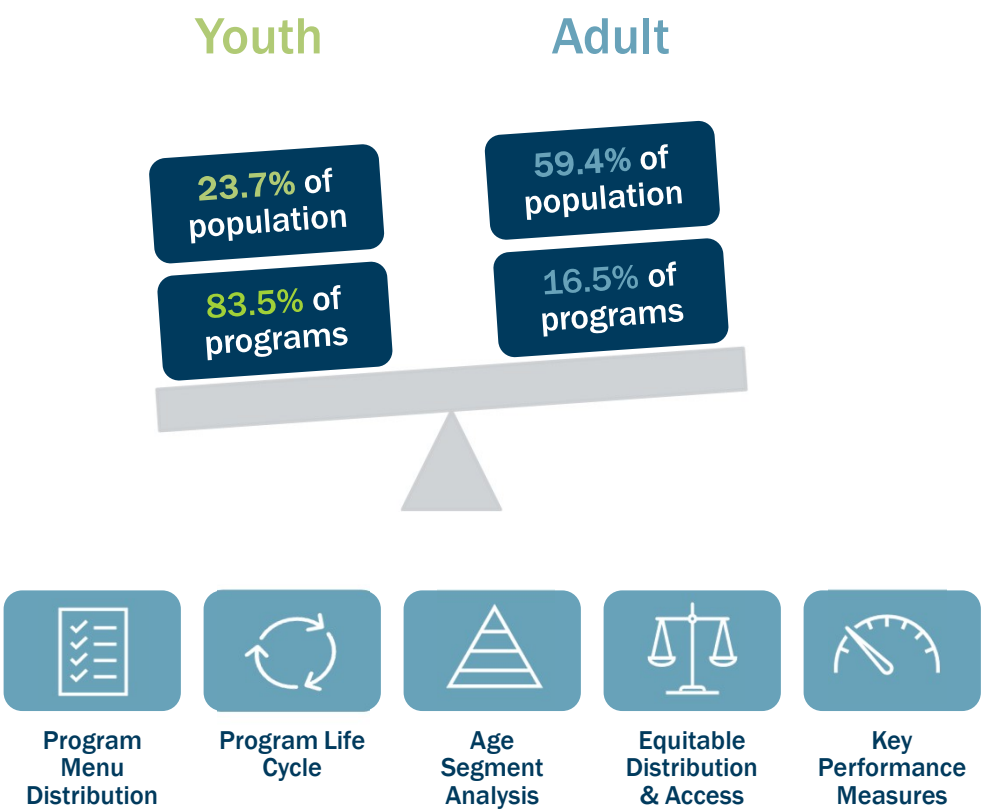
*Demographics are based on a True Trade Area capturing 70% of visits | Data source: STI: Popstats



Gap Analysis: Creating more access & opportunities for recreation.



Phase 3: Program Master Plan



Your roadmap for program success.
Recreation assessments make sense of your data.



Phase 4: Visioning

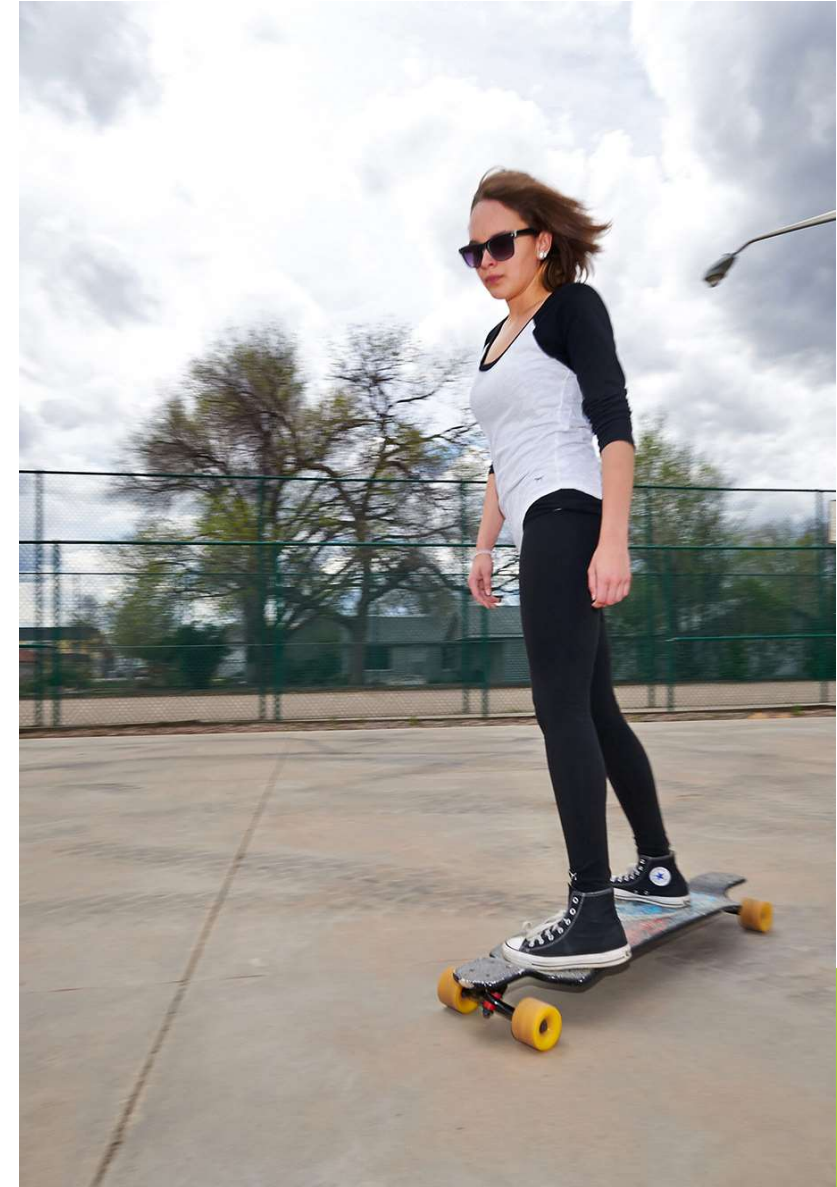
- Visioning Workshops

Phase 5: PROST Master Plan, Implementation, and Action Plan Development

- Action Plan
- Budget Analysis and Recommendations
- Draft and Final Plan

Phase 6: Implementation

- Implementation Workshops



Priorities, Goals, Actions, Implementation

STRATEGY 4

PRIORITIES, GOAL STATEMENTS, AND OBJECTIVES

Strategic priorities are broad areas upon which a District should focus its resources and energy to achieve the vision. They are the most important things the organization needs to focus on. It is best to keep this list small so they are achievable and do not overwhelm the organization.

Goal statements are action-based phrases that help define the desired outcome for the priority. Objectives are the precise actions or measurable steps an agency will take to move closer to its goals.

Through the visioning process, the District identified six strategic priorities:

 Invigorated Parks	 Engaged Community
 Vibrant Facilities	 Stronger Finances
 Dynamic Offerings	 Thriving Culture

 DYNAMIC OFFERINGS GOAL Expand program and service experiences	 ENGAGED COMMUNITY GOAL Increase opportunities for communication and collaboration
OBJECTIVES - Integrate data-driven program/service analysis to guide program planning and execution - Offer innovative programs and services that include a diverse array of audiences	OBJECTIVES - Expand transparency through communication and feedback initiatives and execution - Implement strategies to foster a culture of belonging for community members - Strengthen and grow partnerships



RECOMMENDATIONS | 02

The BerryDunn consulting team developed key recommendations that will be updated and utilized by staff to implement and track progress of this Plan's recommendations. This was based on the five strategic areas identified during the Visioning Workshop.

The categories and key recommendations with timelines are shown below. Subsequent chapters of the plan provide background information that helped identify the needs and priorities reflected in the recommendation.

RECOMMENDATION TIMELINE

● Short-term (0-3 years), ● Mid-term (4-5 years), ● Long-term (Beyond 5 years), ● ● and Ongoing priorities.

01 Continue to Improve Organizational Efficiencies				
RECOMMENDATIONS	SHORT-TERM	MID-TERM	LONG-TERM	
Develop a marketing plan	●			
Develop a departmental Standard Operation Procedures (SOP's)	●			
Create and hire a position for a full-time recreation and parks marketing specialist.	●			
Create a system for developing, maintaining, and analyzing data.	●			
Evaluate the potential for developing relationships with contracted service providers for increased services for instructors, programs, and athletic field maintenance.	●			
Formalize existing agreements and joint use of property and facilities with the school system, athletic associations, non-profit organizations.	●			
Update Departmental mission statement and create a vision and values.	●			
Create an internal recognition/engagement steering committee comprised of internal staff of all levels.		●		
Develop a recreation program plan in alignment with national standards and Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation.		●		
Seek dedicated funding sources to help support recreation and parks needs for a sustainable future.			●	
Begin the process of applying for CAPRA accreditation; CAPRA is the only national accreditation of parks and recreation organization and is a valuable measure of an organization's overall quality of operations and service to the public.			●	
Review and update newly implemented marketing plan		●	●	
Review of Standard Operation Procedures (as listed in item#2)	●	●	●	

CAPITAL IMPROVEMENT RECOMMENDATIONS | 10

CAPITAL IMPROVEMENT RECOMMENDATIONS BY GOALS

Below are capital improvement recommendations associated with strategy areas. Not all areas have capital recommendations.

GOAL 2: Continue To Improve Program and Service Delivery		
Create a budgeted plan to begin playground replacement starting with one playground annually		
GOAL 3: Improve and Expand Facilities, Parks, and Amenities		
Fiscal Year 2025		
Eva Barker Park Add interior path	Diamond Fields Dugouts and bleachers	Burlington Tennis Complex Coverings
Fiscal Year 2026		
City Park Add seating and shade near playground	Fairchild Community Center See "Indoor Community Facilities Assessment"	Land Acquisition for Community Center
Fiscal Year 2027		
Elmira Neighborhood Park Upgrade open turf (rectangle field or practice diamond; resurface basketball court	Lake Cammack Park Improve picnic grounds, update shelter	Northwest Neighborhood Park Add park pathway
Southern Neighborhood Park Add comfort and convenience amenities		
Fiscal Year 2028		
City Park Upgrade Path to Paved	New Construction Community Center	
Fiscal Year 2029		
City Park Splash Pad Update	City Park Update maintenance shop	
Fiscal Year 2031		Fiscal Year 2034
New Construction Skate Park (pending study)		Fairchild Community Center See "Indoor Community Facilities Assessment"



 **BerryDunn**



**Town of Wellington
PROST Master Plan and
Feasibility Study
Board of Trustees Update
May 13, 2025**

**WELLINGTON
COMMUNITY
PARK**



BY LAWS
WELLINGTON PARKS ADVISORY BOARD

ARTICLE I

Title

The name of this committee is "Wellington Parks Advisory Board" per Ordinance 9-2014 of the Town of Wellington, Colorado.

ARTICLE II

Board Functions

The Board shall act as an advisory board and shall have the following functions:

- a. To advise and make recommendations to the Town Board of Trustees for their approval as to rules, regulations, policies, planning, administrative, design and upgrade and to the extent so charged by the Town Board of Trustees, budgetary matters pertaining to the development and maintenance of parks within and approximate to the Town of Wellington, including matters relating to the establishing, enhancing and maintaining Town-owned recreational amenities including parks, trail systems, open spaces, environmental conservation, land preservation and park features.
- b. At the direction of the Town Board of Trustees to explore and make recommendations supporting and identifying grant opportunities to allow the Town to enhance recreational opportunities.
- c. To advise and assist the Town Board of Trustees in matters involving cooperation with the Poudre School District, Larimer County, North Poudre Irrigation and other organizations and individuals interested in parks and recreation programs serving the town.
- d. To assist the Board of Trustees in the preparing and maintaining the Wellington's Parks and Trails Master Plan(s) as adopted by the Town Board of Trustees.
- e. To promote community awareness and understanding of, and appreciation for, the value of parks and recreation as a resource contributing to the quality of life in Wellington.

The Wellington Parks Advisory Board shall have no authority to expend funds or make contracts on behalf of the Town.

ARTICLE III

Membership

Section 1- Board of Directors

- 1) The Wellington Parks Advisory Board shall consist of seven (7) members appointed by the Mayor and approved by the Town Board of Trustees.
- 2) At least one member of the Town Board of Trustees may serve as a member.
- 3) Members of the Board must be at least 18 years of age and be a resident of the town.
- 4) The terms of and members of the Town Board of Trustees shall be coterminous with their term on the Town Board of Trustees unless reappointed by the Mayor and re-approved by the Town Board of Trustees.
- 5) The terms of the other members of the Wellington Parks Advisory Board shall be three (3) years.
- 6) Members of the Wellington Parks Advisory Board, shall be subject to removal by majority vote of the Town Board of Trustees or a majority vote of the Wellington Parks Advisory Board.
- 7) Shall any member resign from the Town Board of Trustees, the Mayor will appoint as approved by the Town Board of Trustees a replacement to serve to the end of the resigning members term.
- 8) Members of the Wellington Parks Advisory Board shall serve without compensation.

ARTICLE IV

Officers

Section 1 – Titles

The Board of Directors shall elect a Chairperson, Co-Chairperson and a Secretary.

Section 2 – Election and Appointment of Officers

- 1) Officers will be elected at the regular June meeting of each year.
- 2) New Officers shall assume their duties at the close of the June meeting.
- 3) Term of each office shall be one (1) year with eligibility of reelection.

Section 3 – Duties of the Officers

The Chairperson shall:

- a. Preside at all Wellington Parks and Advisory Board meetings.
- b. Prepare an agenda for each meeting.
- c. Coordinate the work of the Officers and committees, in order that the objectives are promoted.

The Co-Chairperson shall:

- a. Attend all Wellington Parks Advisory Board meetings regularly.
- b. Act as an aide to the Chairperson.
- c. Perform the duties of the Chairperson in the absence or inability of that officer.
- d. Do such other duties as may be delegated.

The Secretary shall:

- a. Attend all Wellington Parks Advisory Board meetings regularly.
- b. Prepare the minutes of all meetings of the Wellington Parks Advisory Board.
- c. Keep attendance records of the Wellington Parks Advisory Board.
- d. Make available minutes of each Wellington Parks Advisory Board meeting to members one (1) week in advance of the following meeting.
- e. Provide copies of approved minutes to the Town Administrator/ Clerk for the Towns records and for distribution to the Wellington Town Board of Trustees within sixty (60) days of approval by the Wellington Parks Advisory Board.
- f. Do such other duties as may be delegated.

ARTICLE V

Committees

Committees may be appointed by the Chairperson with approval of the members of the Wellington Parks Advisory Board and the Town Board of Trustees. Subject to the foregoing, Committees shall be appointed as needed for specific tasks and will disband as soon as their purpose(s) have been achieved as determined by the Chairperson or the Wellington Parks Advisory Board as well as any committee may be disbanded at any time by majority vote of the Town Board of Trustees.

ARTICLE VI

Meetings

All meetings shall be open to the public, and shall be posted and written minutes will be kept and filed with the Town Administrator/ Clerk in accordance with applicable law and these Bylaws.

Section 1 – Regular Meetings

Regular meetings of the Wellington Parks Advisory Board of Directors shall be held on the dates and at times set in advance by the Board and properly posted by Town Hall staff in accordance with Colorado Law. All meetings must be posted by the Town Administrator/ Clerk a minimum of 24 hours prior to the time of the meeting.

Section 2 – Special Meetings

Special meetings may be called by the Chairperson at his/her discretion or by any three members of the Wellington Parks Advisory Board or by the Town Board of Trustees on at least twenty-four (24) hours notice.

Section 3 – Quorum

A quorum of the Board shall consist of four (4) voting members and no official action may be taken by the Board on any matter unless a quorum is present.

ARTICLE VII

Rules of Order

All questions of order not answered in these Bylaws shall be decided by Roberts Rules of Order, latest edition

ARTICLE VIII

Amendments to Bylaws

These Bylaws and any amendments to may be approved by the Town Board of Trustees. Any Amendment may be proposed by any member at any regularly scheduled Board meeting. Proposed amendments shall be voted upon by the Wellington Parks Advisory Board at the next regularly scheduled Board meeting and if approved by majority vote of all Members of the Wellington Parks Advisory Board, will be effective on approval unless the Board of Trustees fails to approve the amendment within thirty (30) days.

ARTICLE IX

Diversity Statement

The Wellington Parks Advisory Board and the Town Board of Trustees believe that the membership and leadership should be reflective of the diverse population within the area and ensure every effort be made for representation of under represented groups.

ARTICLE X

Non-Discrimination

Neither the Wellington Parks Advisory Board or the Board of Trustees shall discriminate in any manner against any person or group, race, age, gender, national origin, ability and sexual orientations, religious or political affiliation.

Approved by the Wellington Parks Advisory Board this ____ day of _____, 2014.

Wellington Parks Advisory Board Secretary

Approved by the Board of Trustees this ____ day of _____, 2014.

Town of Wellington Mayor

Attest:

Town Administrator/ Clerk

	Amenity Taking them Too	Clue
Wellington Community Park	Splash Pad-Dump Buckets	You can find me dumping water on people.
Library Park	Bench at South left field	When sitting on me you will be looking east and rocks will be beside you.
Centennial Park	Cannon	I was originally used during war time.
Viewpointe Park	Playground piece	
Knolls Linear Park	Frisbee Golf Basket	My chains make a basket.
Winick Park	Playground	Arrrgggg, Shiver Me Timbers!
Wellville Park	Floating Dock	I am ADA accessible and float on top of the water.
Park Meadow Park		
Sunrise Park		
Harvest Park		

The description given will lead the participants not only to the specific park, but also the specific object.

Rules: Participants will travel around town to find the parks based on the descriptions given. The participants will either take a picture with the object found, draw a picture of the object or write a story. Pictures and scanned drawings can be emailed to the Parks and Recreation Office at recreation@wellingtoncolorado.gov or can be dropped off at the Municipal Services Building Mon - Thur 7:30 am - 5:00 pm, and Friday 8:00 am - 12:00 pm

May 14, 2024 Regular Meeting	Items	June 5th, Special Meeting	Items	June 11, 2024 Regular Meeting	Items	Late June, Special Project	Items	July 9, 2024 Regular Meeting	Items
Agenda	4th of July								
Agenda	Vetrans Funding: T- Mobile Grant	Agenda	Grants						
Presentation: Ryan Hegreiness	PROST Master Plan: Berry Dunn	Agenda	Open Spaces and Trails						
Agenda	Bylaws								
Agenda	Summer Scavenger Hunt								
Agenda	Future Calendar								