



PARKS ADVISORY BOARD MEETING MINUTES

March 10, 2021

6:00 PM

Regular Meeting Agenda

When: Mar 10, 2021 6:00 PM Mountain Time (US and Canada)

Topic: Parks Advisory Board Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/94106591339>

A. CALL TO ORDER

- *Lorilyn: Call to order at 6:01pm*

b. Roll Call

- *Robert: Present*
- *Erin: Present*
- *John Jerome: Present*
- *John Evans: Absent*
- *Christine: Present*
- *Kevan: Absent*

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

- *No Public Comment*

C. CONSIDERATION OF MINUTES

- a. February 10th, 2021 minutes will be ready for approval during our April 10th, 2021 Meeting

D. BOARD REVIEW AND DISCUSSION ITEMS

- a. Appointment of Officers
 - i. Chair
 - ii. Co-Chair
 - iii. Secretary

- *Lorilyn: Does the board want to vote on the offices?*
- *Robert: Would rather wait for John and Kevan to be present.*
- *Erin: Wanted to know if either Kevan or John were interested in the position. Would support either waiting to appoint officers or vote tonight.*
- *Christine: Would support either waiting to appoint officers or vote tonight.*
- *John Jerome: Would support either waiting to appoint officers or vote tonight. Thought a discussion on who is interested in those officer positions would be of value due to going through a voting process and nomination. Next meeting to potentially go through a formal process.*
- *Christine: Asked if Lorilyn was interested in the position of officer.*
- *Lorilyn: Expressed that she would do what is asked of her to help support.*
- *Erin: Would be interested in co-chairing with Lorilyn.*
- *Christine: Expressed she is interested being the secretary due to being detailed oriented.*
- *Lorilyn: The board will vote on the officer position next meeting in April.*

b. Review of Bylaws, Ordinance 9-2014 and 4-2018

- *Lorilyn: How should we proceed with the review of the bylaws and ordinance, Dean.*
- *Dean: If the board supports the discussion surrounding the edits, we made during our work session with Brad March we can move to approve those edits within the Bylaws.*
- *John Jerome: Suggested that we send our changes to the Town Clerk to see if they can be modified while she redevelops the bylaws. This would be a good start to get this process moving forward. Just a suggestion.*
- *Lorilyn: Sounds great*
- *Robert: Yes*
- *Erin: Yes.*
- *Lorilyn: Do we need to discuss the ordinances of 2014 and 2018, Dean?*
- *Dean: Does anyone have any feedback on the email sent with those items attached?*
- *Lorilyn: I think we are good.*
- *Christine: Let's move forward.*

c. Parks Signage

- *Lorilyn: I think we are good to move forward with design? Is that correct?*
- *Robert: Yes*
- *Christine: Yes*

d. Donations

- *Dean: Will the board support a separate account dedicated for donation?*
- *Robert: Yes, I support. If we can categorize this that would be sufficient.*
- *Dean: Having one budget is essential and on the back end to have this information categorized in relation to where the funding will be going.*
- *Lorilyn: Are we allowed to fundraise?*
- *Dean: That is a great question. I will need to follow up.*
- *John Jerome: We could potentially fundraise with an understating that those funds will go to the Town of Wellington and not the PAB. According to the code the PAB is not allowed to expend funds. We will need a specific clarification on fundraising.*
- *Dean: I'll have some more information as we move into next meeting.*

e. Community Activities Commission

- *July 4th Celebration potentially moving to Wellington Community Park*
- *Dean: The CAC has decided to move their 4th of July celebration to Wellington Community Park. This could perpetuate issues surrounding damaging the field. How does the Board feel about this transition? This potentially could cost us more money due to high foot traffic. Our summer season is very busy due to our sports and rental groups. There could be a financial impact on getting the fields back to normal to ensure we could use them.*
- *Lorilyn: We wanted to get events over at WCP. Its positive to think we could have an event there.*
- *Dean: I am open to everyones thoughts. The volume of people coming to this event could drive safety and parking issues.*
- *Erin: It would not be a good idea to have the cars parked on the fields.*
- *Robert: Where has it originally been at?*
- *Christine: It has usually been at Centennial Park, but due to outgrowing the park the CAC has decided to have it at WCP.*

- *Lorilyn: We use to have it at Library Park and would do the car show in the softball fields. It did cause damage. It would be great to have events at each park.*
- *Erin: There could be issues with the volume of people walking in our parks.*
- *Dean: I will be able to gain all the information applicable to the issues and the 4th of July Celebration. I will connect with the CAC. Then bring the information to the board for an update.*
- *John Jerome: We should stay focused on what this board is responsible for. We should provide recommendations for the CAC. Just a little reminder.*
- *Lorilyn: When the decision is made by the CAC we should do our best to support.*

E. ANNOUNCEMENTS

a. PAB Board Members

- *No Updates*

b. Town Board of Trustee

- *John Jerome: No updates, but Dean and I met surrounding how he could best support projects with the PAB. He has got some very good ideas that would be beneficial for our parks and he will guide us on how to make our efforts most impactful. I am excited to see what we can accomplish.*
- *Lorilyn: I am very excited as well due to the town going through so much change.*

c. Town Staff

- **In-Person Meeting update**
 - *Dean: Our Town Administrator and senior leaders have decided to keep our boards and commission meetings conducted on a virtual basis. Our Town Administrator will be assessing this monthly and when things change, I will be sure to send communication to you all.*
- **Parks and Recreation merging status**
 - *Dean: We have 2 fulltime staff within recreation and have one vacancy which provides a great opportunity to fill the position with a highly qualified professional. On the Parks side, we have 3 fulltime staff with one vacancy giving us a chance to hire on a highly skilled individual. In this merger we will ensuring we are aligned with industry standards and drive us towards more efficiency.*

- Cost recovery insight and status
 - *Dean: We are working with a consultant to ensure our costs recovery strategy is innovative and impactful to support long term success. We want to ensure we are good stewards of our community. This process will allow us to build a fee schedule defined by analysis and help us decided what services are subsidized defined by community impact or individual benefit. We are looking at all information and all expenditures related to direct and indirect cost. Also, I will be putting together a preventive maintenance schedule to better prioritize issues with our parks and play structures. This system will help us not shoot from the hip and be strategic. This will help us where the needs are in our parks system. As of right now we do not have a preventive maintenance schedule. I will be creating it. Park's meadows wood chipping, we will be able to get that done at the end of April.*
 - *Lorilyn: Hopefully, we can get to the pour a place surfacing for each of parks. We potentially could do one a year, but we can look at that as we move forward.*
 - *Dean: A quick note, I will need to gain some more insight in relation to who can work on specific parks maintenance projects. I will be able to provide clarity as we move forward.*
 - *Lorilyn: We will need to update the binder surrounding the Parks information. It has all items related to our mission, master plan, and ordinances.*
 - *Dean: I will be able to support this and put the information together.*

B. ADJOURNMENT

- *Lorilyn: Make a motion to adjourn*
- *Christine: I make a motion to adjourn.*
- *Erin: I second.*
- *Lorilyn: All is in favor. Adjourn at 7:00pm.*



PARKS ADVISORY BOARD

WORK SESSION

March 10, 2021

5:30 PM

Work Session Meeting Agenda

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F. Item

- a. Brad March, Town Attorney
 - Donations
 - Bylaws
- b. Officer Responsibilities
- c. Park Signage
- d. Dean Campos, Park and Recreation Manager
 - Parks Preventive Maintenance
 - Canopy Cover – Question
 - Parks Meadows Wood Chipping