



PARKS AND RECREATION ADVISORY BOARD MEETING

June 8, 2022

6:00 PM

Location: Leeper Center Community Room

Meeting Agenda

A. CALL TO ORDER

- a. Roll Call

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

C. CONSIDERATION OF MINUTES

- a. May 11, 2022

D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS

- a. Volunteers needed (2)
 - i. Park N Play Day
 - ii. June 11, 2022
 - iii. 9am-12pm
- b. July Meeting
 - i. July 21, 2022 New proposed date or have staff member run meeting.
- c. Wish List/Future CIP
 - i. Park Donation Discussion
- d. Parks and Recreation Advisory Board name – Ordinance
- e. Wellington Community Park – ADA Swing

E. ANNOUNCEMENTS

- a. Advisory Board Members
- b. Town Board of Trustee
- c. Town Staff
 - i. Skate Park Ramp Update
 - ii. Advisory Board Applications Update
 - Interviews June 15, 2022 5pm-7pm

iii. Recap of Events

- Poudre School District – Field Day
 - a. Marketed to Parents
- Kids to Parks Day
 - a. 150+ Participants
- Once Upon of Field Day
 - a. 50+ Participants

iv. Upcoming Events

- Park N Play Day
 - a. June 11, 2022 9am-12pm

v. Park Naming

- Consent Agenda June 15, 2022

vi. Play Structure Updates

- Centennial Park
- Park Meadow Park
 - a. Slide Section
 - b. Cracked Panel
 - c. Spring Frog Amenity
 - d. Swing set bar
- Splashpad
 - a. UV System Upgraded
 - b. Cracked Pressurized Filter Cap
 - c. Fuse

ADJOURNMENT



PARKS AND RECREATION ADVISORY BOARD MEETING

May 11, 2022

6:00 PM

Location: Leeper Center Community Room

Meeting Minutes

A. CALL TO ORDER

a. Roll Call

- i. Lorilyn Present*
- ii. Christine Present*
- iii. Kallie Present*
- iv. Robert Present*
- v. John E Present*
- vi. Trustee Kinney*
- vii. Erin Absent*

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

- a. No Public Comment*

C. CONSIDERATION OF MINUTES

a. April 13, 2022

- i. Christine made a motion to approve the April 13, 2022 minutes. Kallie seconded the motion and all Parks and Recreation Advisory Board members were in favor.*

D. BOARD REVIEW AND DISCUSSION/ACTION ITEMS

a. Parks and Recreation Advisory Board name discussion

i. Timnath Colorado Example

- ***Parks Recreation Open Space and Trails (PROST) Committee*** *The PROST committee advises the Council on all matters related to Town-owned and controlled parks, trails, open spaces, recreation areas, facilities, programs and services. The Committee provides recommendations to the Council regarding recreational planning, development and operations, and provides additional insight on how the Council can best serve the community.*

a. *The Parks and Recreation Advisory board discussed a potential name change from the “Parks and Recreation Advisory Board” to the “Parks, Recreation, Open space and Trails Board”. Kallie made a motion to rename the “Parks and Recreation Advisory Board” to the “Parks, Recreation, Open Space, and Trails Advisor Board”. John seconded the motion and all advisory board members were in favor of the name change.*

b. Skate Park Ramp

i. Labor and Material \$5000

- *The Parks and Recreation manager presented a potential opportunity to build another ramp to help maintain the skatepark due to high usage. Christine made a motion to support the building of a new skatepark ramp for \$5000. Kallie seconded the motion and all advisory board members were in favor.*

c. Park Donations

i. Recreation Software

- *The Parks and Recreation Manager presented the ability to receive donations through Smart Recreation which is the software the department utilizes for recreation registration. The feedback received from members of the board was to ensure donations identified, were specific and to make sure items are above and beyond. Also, the board felt that they wanted to update their “wish list” for the parks before making a decision in relation to donations. The advisory board members also wanted help support in giving feedback for future Capital Improvement Projects moving into the next budget cycle.*

d. Parks and Recreation Master Planning – GOCO

i. Locals Businesses & User Groups

- Donations
- Letters of Support

a. *The Parks and Recreation Advisory Board expressed they wanted to help support this effort in relation to gaining letters of support. They did want support in creating a templated letter for businesses to utilize to make as easy as possible for local businesses to participate. The board members were in favor of connecting with local businesses owner and participating organizations in aim to gain letters of support when the time comes.*

e. Recaps of Events

i. Arbor Day

- *The Parks and Recreation Manager expressed to the board that the event was very successful and had about 50+ participants. The Recreation team passed out give away items with marketing materials attached to help promote upcoming events and programs. The staff also had engaging activities for the kids which they enjoyed very much.*

E. ANNOUNCEMENTS

a. Advisory Board Members

- No announcements*

b. Town Board of Trustee

- Trustee Kinney expressed that they are focused on making the Town ADA compliant. She also expressed she will continue to do more research surrounding Recreation Centers and how they are funded.*

c. Town Staff

i. Advisory Board Applications Update

- *The Parks and Recreation Manager expressed interviews for potential new Parks and Recreation Advisory Board members will be concluded at the end of May 2022 based upon what was communicated to him.*

ii. Kids to Park Day

- Proclamation May 10, 2022
- Nationally Registered
- Marketing – Facebook Event
 - The Parks and Recreation Manager expressed that the Kids to Park Day event was marketed several ways. The event was registered nationally, a Facebook event was created, and the Mayor made a proclamation. This was completed per the request from the Advisory Board Members.*

iii. Park Naming Action

- June 15, 2022
 - The Parks and Recreation Manager expressed he has put the new Park Names on the Board of Trustee agenda for June 15, 2022.*

iv. Centennial Play Amenity Project Progress

- Purchase Order Signed/Processed
 - The Parks and Recreation Manager expressed he has signed the purchase order for the new structure amenities for Centennial*

Park. It has been processed and now waiting for the items to be shipped.

ADJOURNMENT

Adjourned at 7:08pm

PAB Wish List

These are in no particular order and are an ongoing list of needed/wanted items

General

- GRASP update
- Parks and Trails Master Plan update
- Signage at all parks
- Trail through town completed and in talks with Larimer County and Fort Collins to connect
- Exercise stations for all ages along trail system
- Existing disc golf needs new T pads and basket locks
- Basketball court on east side of I-25
- New skate park on west side
- Additional wheelchair accessible picnic tables throughout
- Figure out better drainage in underpass
- More soccer fields throughout
- Disc golf course in WCP North (\$10,000.00)
- Recreation Center
- Pour in place surfacing at all parks
- ADA playground equipment throughout
- Basketball court North of Cleveland on West side

Winick Park

- More trees for east side of park
- Pour in place surfacing

Park Meadows Park

- Dog Park
- Pour in place surfacing

Wellville Ponds Area

- Wheelchair accessible dock by pond
- Signs for handicap parking spaces
- Relocate bike rack closer to picnic tables
- Extend concrete pads for benches for wheelchairs and strollers

View Pointe Park

- Update equipment
- Get rid of mulch and replace with pour in place surfacing
- Add real bathrooms
- Lights for basketball court

PAB Wish List

Centennial Park (been through 2 designs so far)

- Work on processes and design to update the park including new playground equipment (small), amphitheater for outdoor concerts, bathrooms, area for farmers markets, area for large evergreen for tree lighting events and plenty of picnic tables.

Wellington Community Park

- More picnic tables and shade by softball fields

Library Park

- Need bike rack out in front of Leeper Center
- Shade structure 20' x20'

TOWN OF WELLINGTON

ORDINANCE NO. 10-2021

AN ORDINANCE REPEALING, REVISING AND READOPTING ARTICLE 13 OF CHAPTER 2 OF THE WELLINGTON MUNICIPAL CODE CONCERNING THE WELLINGTON PARKS AND RECREATION ADVISORY BOARD

WHEREAS, on or about June 16, 2014, the Town of Wellington adopted Ordinance 9-2014 establishing the Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board for the purpose of development and operation of the Town's park systems; and

WHEREAS, the Town of Wellington lacks an advisory board related to recreation; and

WHEREAS, the addition of recreation to the Wellington Parks Advisory Board will further collaboration and alignment with the 2021-2022 Strategic Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO, AS FOLLOWS:

Section 1. Article 13 of Chapter 2 of the Wellington Municipal Code is hereby repealed in its entirety and replaced to read as follows:

Article 13 - Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board

Sec. 2-13-10. - Creation; qualification and eligibility.

- a) The Board of Trustees hereby creates and establishes to serve the Town the Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board.
 1. The Advisory Board shall consist of seven (7) voting members and one (1) non-voting liaison member, all of whom shall be residents of the Town or reside within the Town's Growth Management Area; if any member ceases to be eligible due to residency, their membership shall immediately terminate.
 2. Members shall be a minimum of eighteen (18) years of age.
 3. Members shall serve without pay.
- b) No voting member of the Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board shall be eligible to serve on more than one other board or commission of the Town during that member's tenure on the Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board.

Sec. 2-13-20. - Membership; terms; appointment and removal.

- a) The Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board shall be composed of members from the following constituencies and for the following terms:

1. The seven (7) voting members shall be appointed as members at large by the Board of Trustees. At-large members shall be appointed to serve a term of four (4) years and such terms shall be staggered.
 2. The Mayor shall appoint one (1) member from the Board of Trustees as a nonvoting liaison member. This member's term shall be shall be conterminous with that member's term on the Board of Trustees.
- b) Members of the Advisory Board may be removed from office for inefficiency, neglect of duty, or malfeasance, upon written notice and after public hearing held during a regular or special Board of Trustees meeting. The removal of any Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board member shall require the affirmative vote of a majority of the Board of Trustees participating in the public hearing.
 - c) The Board of Trustees shall make such appointments as necessary to fill the unexpired terms of vacancies which may occur on the Advisory Board, with the exception of any vacancy left by the nonvoting liaison member, which shall be filled by appointment by the Mayor.

Sec. 2-13-30. - Meetings.

- a) The Wellington **Parks, Recreation, Open Space, and Trails** Board shall adopt bylaws and rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which shall be public record.
- b) Except as approved by the Board of Trustees, meetings of the Advisory Board shall be held at the Leeper Center. Notice of the time and place of meetings shall be posted as required by state law.
- c) The Advisory Board shall have regular meetings once per month. Special meetings may be called by the Chair at the request of two (2) members.
- d) Four (4) members of the Advisory Board shall constitute a quorum to do business at all meetings.
- e) The Advisory Board shall keep minutes of its meetings and transactions.
- f) Except for such provisions as are herein expressly provided for, the Advisory Board shall have power to make reasonable rules and bylaws for the conduct of its business.

Sec. 2-13-40. - Voting.

A simple majority is necessary for passage of all items brought before the Wellington **Parks, Recreation, Open Space, and Trails** Advisory Board. No member shall vote or act by proxy,

Sec. 2-13-50. - Functions.

The **Parks, Recreation, Open Space, and Trails** Board shall perform the following functions:

- 1) Advise and make recommendations to the Board of Trustees concerning rules, regulations, policies, planning, administration, design and upgrade and, to the extent so charged by the Board of Trustees, budgetary matters pertaining to the development and maintenance of parks within and proximate to the Town of Wellington, including matters relating to establishing, enhancing, and maintaining Town-owned recreational amenities including parks, trail systems, and park features but excluding the Library, which is overseen by the Library Board, and the cemetery.
- 2) Explore and make recommendations supporting and identifying grant opportunities to allow the Town to enhance recreational opportunities in the Town.
- 3) Advise the Board of Trustees in matters involving cooperation with the Poudre School District, Larimer County Boys and Girls Club and other organizations and individuals interested in parks and recreational programs serving the Town.
- 4) Assist the Board of Trustees in the preparing and maintaining the Wellington Parks and Trails Masterplan(s) as adopted by the Board of Trustees.
- 5) 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.
- 6) The **Parks, Recreation, Open Space, and Trails** Advisory Board shall have no authority to expend funds or make contracts on behalf of the Town.

Section 2. Any member of the **Parks, Recreation, Open Space, and Trails** Advisory Board at the time of adoption of this Ordinance who does not meet the newly established residency requirements for membership on the **Parks, Recreation, Open Space, and Trails** Advisory Board may continue to serve as a member of the **Parks, Recreation, Open Space, and Trails** Advisory Board until the conclusion of that member's current term. After the expiration of that member's current term, unless the member's residency status changes, that member will be ineligible for renewal of their membership.

Section 3. The Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, or words of this Ordinance as hereby adopted shall remain in full force and effect.

Section 4. All the provisions of the Wellington Municipal Code as heretofore adopted that conflict with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 14th day of September, 2021 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: 
Troy Hamman, Mayor

ATTEST:


Krystal Eucker, Town Clerk

