

Wellington Parks Advisory Board Meeting

January 19, 2016

The meeting of the Parks Advisory Board was called to order at 6:35 p.m., January 19, 2016 at the Leeper Center, 3800 Wilson Ave., Wellington, CO.

MEMBERS PRESENT: Angie Billington, James Cox, Jack Brinkhoff, Sarah Rice, Tim Singewald

MEMBERS ABSENT: Kathy Wydallis

PRESIDING: Jack Brinkhoff, Chairman

ALSO PRESENT: Larry Lorentzen – Town Administrator; Lorilyn Bockelman - Playful City committee chair

1. Non-Agenda Items

Member Singewald welcomed new member James Cox to the Parks Advisory Board

2. Minutes

MEMBER COX MOVED AND MEMBER RICE SECONDED to approve the November 17, 2015, Parks Advisory Board minutes. Roll call was taken and the motion passed unanimously.

3. Staff Updates

Town Administrator Larry Lorentzen reported the town is waiting on approval from the Windsor Ditch Company for bids to begin the construction in either June or July of 2016. Larry Lorentzen also reported that the trail system under I-25 is substantially complete.

4. Applicant Interviews

Chairman Jack Brinkhoff made a motion to table the interviews and nomination of new PAB board member for the next meeting. Member Rice relayed information about a potentially interested applicant contacting Member Billington via the PAB Facebook page on a private message. Member Billington informed the board that Bryan VanDyne messaged her on January 16, 2016 that he had submitted an application. She informed him of the date and time for interviews the PAB would be conducting. He indicated in the same message exchange that he would be present. Member Billington followed up with Larry Lorentzen and town staff checking if an application had been submitted. As of the time of the meeting, there was not a new application. Member Billington discussed the possibility to move forward with filling the position. Chairman Brinkhoff inquired if anyone had contacted the other applicant, Lisa Glennon, for her to attend the meeting for an interview and no one from the board had contacted Ms. Glennon. Member Rice posed questions to clarify procedures concerning interviewing potential applicant as well as roles and responsibilities of the board members in contacting applicants for interviews. She also suggested the possibility of reviewing and voting via email as an option if the applicants were unable to attend for face-to-face interviews. Larry Lorentzen and Chairman Brinkhoff advised that could be an option. Chairman Brinkhoff suggested to allow time for applicants to arrive for this meeting but if no one attended then to table the interviews for the next meeting. Member Cox agreed and seconded. Roll was taken and the motion was approved.

5. Old Business

Member Billington reviewed tabled topics from prior meetings. They include: 2016 Work Plan, Review of Bylaws, Review of Roles and Responsibilities, Playful City application, and committees. It was decided to table reviews for the 2016 Work Plan, bylaws, and roles and responsibilities for the next meeting.

- a.) Playful City – Chairman Brinkhoff shared that Linda Knaack from Thrive had expressed interest in sponsoring a playful city day. Member Cox will connect with Linda Knaack about her interest in either serving on the Playful City committee or organizing a Thrive sponsored playful day.
- b.) Member Singewald shared that the Town of Wellington's Board of Trustees unanimously voted to approve Member James Cox appointment to the PAB at their last Town Board meeting.
- c.) Member Billington asked for a discussion to consider alternating Parks Advisory Board meetings after the February meeting, rather than the January meeting, so that new members would have a chance to meet and familiarize themselves with PAB issues. Also, Member Billington pointed out that, by doing so, the PAB meeting would skip spring break conflicts in March and end of school activities in May. Member Cox suggested that the committee meetings that are to take place in between the PAB meetings could serve as an alternative for new members to educate themselves on the issues. Member Billington made a motion to delay alternating meetings that was not seconded.

6. New Business

- a.) 2016 Budget and Conservation Funds – Chairman Brinkhoff reported that the final budget is \$80,000 that is assigned to be used as the Wellington Parks Advisory Board prioritizes for this year's projects. The \$80,000 was allocated from the \$300,000 Conservation Fund. Member Cox asked if this allocation was for this year or set for years to follow. Both Member Singewald, and Chairman Brinkhoff clarified that this is for 2016 and that future years will be decided annually.

Member Rice voiced concerns about relying on the Conservation Funds for the PAB budget due to restrictions that apply for using those funds on certain projects. She also raised a question regarding the opportunity to use the Conservation Fund in the future for matching grant money for Trails Master Plan grant. The Town of Wellington's current Trails Master plan was last updated in 2008 and GRASP has indicated that it is not up to standards for the town's current population. Chairman Brinkhoff suggested forming a Trail Committee including members and residents that would address this issue.

Both Member Singewald and Chairman Brinkhoff clarified questions regarding the Wellington Community Park payments. They are a line item and are not included in the \$80,000 budget.

- b.) Brainstorming ideas for 2016 Budget – After discussing the need to pick our top 5 priorities for budget needs, the PAB decided upon the following:
 - i. All park needs via GRASP studies – Member Rice and Member Billington advised that several Wellington parks need adequate shade structures, bike racks, and ADA accessibility modifications and that should be included in our budget priorities. The Park Meadows Park and Wellville parks do not currently have shade structures. The price for a 14 ft structure is \$7,667 and the price for a 10 ft. structure is \$6,700. Member Cox noted that all parks need additional bike racks. Larry Lorentzen informed the board that the public works will be adding a ramp from the parking area at the Park Meadows Park. It was noted also that Viewpointe Park will need updating for its ramp accessibility to not only parking lots but also to the playground areas as well. Member Cox asked about the Centennial Park design that was recently completed and to

utilize that to plan for smaller areas to begin implementing it starting this year and to add on each year as budget and grants/donations allow.

Member Singewald suggested forming a GRASP needs assessment committee that could study and report these needs on a yearly basis. He also advised that a reserve be set aside from the budget to address any contingencies for the Wellington Community Park that may arise after final completion. Chairman Brinkhoff concurred.

- ii. Trail needs via GRASP Studies – Chairman Brinkhoff asked how much of the current budget would the PAB like to have assigned to the trail needs. He referenced that the residents of Wellington indicated the trail system as a high area of interest during the 2014 Open House forum.

Member Singewald indicated that the trail connection between the Windsor Ditch Bridge easement to Jefferson Avenue would be a great place to begin and expressed an interest in setting aside a 50% match to possible grants and/or donations. Member Rice referenced a previously discussed grant opportunity in prior meetings concerning a \$130,000 grant for a new Trails Master Plan that Lorilyn Bockelman had researched. Larry Lorentzen clarified that the existing Master Plan that was completed in 2008 already addresses the trail connection that Member Singewald suggested we look at for the 2016 year budget for trail improvement. He also suggested we start with a study for land acquisition for this particular trail connection first utilizing the existing master plan and then focus on other connections not addressed for future updated Trails Master Plan. Chairman Brinkhoff asked Larry Lorentzen if he could get the RFP for the Jefferson connection so that we could begin conversations with landowners this year. Larry stated that he would gather that information and have that available for the PAB to use.

Member Rice agreed that starting the conversations are a great idea and that a trails committee might be needed in the future but expressed an interest that either/or both Members Singewald and Brinkhoff be on that committee since they are also the liaisons to the Town board.

Member Singewald pointed out that the areas for acquisition involve HOA greenbelts, town open space, and privately owned land. He also stated that the trail system from the Wellington Community Park to Jefferson would be the most affordable and doable for this budget year and would not necessarily require a new design. It was discussed by all members that each year, the PAB could add additional trail systems until completion.

- iii. Wellington Community Park Grand Opening – A tentative date for the grand opening ceremony was set for Memorial Day weekend. Member Cox mentioned chamber involvement and business sponsorship as an area he could address. He also suggested forming a temporary committee to help organize for the grand opening. He will meet with committee members and present a monetary request at the next PAB for the amount needed for the event. Member Billington pointed out that the grand opening will fulfill one of the Playful City play dates needed for next year's renewal application. She also will present fundraising and donation options at the next 501c3 Friends of the Parks meeting and report ideas at the next PAB meeting.

- iv. Advertising and Signage – Member Billington mentioned the need to set aside some budget money to use for advertising and signage for the upcoming year. Member Rice asked for money to be utilized from the budget to complete the signage for the special areas of the town's parks that include: dog park, playground, ball fields, tennis courts, basketball court, playful city playdate sign and any plaques or sponsorship signs acknowledging donations. Member Billington will ask the 501c3 Friends of the Parks committee to focus on donations for special

signage like memorials. Larry Lorentzen indicated he would check on the cost of the signs and also clarified that the Town of Wellington is responsible for street signs. In the next meeting, the PAB members will finalize the number of signs needed, what kind, and cost of signs and relay the information to Larry Lorentzen.

- v. Other budget ideas – Member Rice recommended that the PAB reserve initially \$50,000 for grant matching needs which would leave \$30,000 for the PAB to begin budgeting with for the first part of the 2016 year. The Trail grant needs would be part of the reserve.

9. Additional non agenda items – Committees

Members of the PAB decided to form the following committees:

- Wellington Community Park Grand Opening committee – headed by James Cox
- GRASP needs assessment committee – headed by Sarah Rice
- Grants/fundraising/donations committee – headed by Angie Billington
- Trail committee- headed by either/or Tim Singewald or Jack Brinkhoff
- Playful City committee – consisting of Lorilyn Bockelman, Sarah Rice, and Angie Billington

MEMBER SINGEWALD MOVED AND MEMBER COX SECONDED to adjourn the meeting. The motion was approved unanimously and the meeting was adjourned.

Submitted by:



Angie Billington, acting secretary



Kathy Wydallis, Secretary