PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY BOARD MEETING
Meeting Agenda
8/12/2026
6:00 PM
Location: Leeper Center Community Room Join the 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
Webinar ID: 833 1787 4726
Passcode: 586406

1. Call To Order
2. Roll Call
3. Public to be Heard on Non-Agenda Items
4. Approval of Minutes
    a. Approval of minutes from July 15th, 2026 Regular Meeting.
    b. Approval of minute from July 27th, 2026 Special Meeting.
5. Action Items / Discussion Items
    c. Signage at remaining parks.
    d. Park Visit — Harvest Park and Potential Community Center Location
6. Secretary Recap
7. Announcements (Parks, Recreation, Open Space and Trails)
    e. Town Staff
        i. Parks
        ii. Recreation
        iii. Open Space
        iv. Trails
    f. Board of Trustee Liaison

g. PROST Board Members

8. Adjourn

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.

PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY
Meeting Notes
July 15, 2026
Location: Centennial Conference Room, Municipal Building Wellington, CO
Meeting Recording Available

PROST Agenda with Meeting Notes

Date: July 15, 2026
Time: 6:08pm – 7:57pm
Attendees: John Evans, Lorilyn Bockelman, Sarah Braun, Landon Wheeler, Jessi Roper, Billy Cooksey, Eric Henschel, Trustee Kendra Barrett, Mayor Rebekah Dailey

Absent: Joe Burke

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1. Call to Order

- John called the meeting to order at 6:08pm.

2. Roll Call

3. Public to be Heard on Non-Agenda Items

None

4. Approval of Minutes

a. June 10, 2026 – PROST Regular Meeting Minutes

Motion: Sarah moved to approve. Second: Landon.
Vote: Unanimous approval

5. A. Budget Discussion
Master Plan Update

- The Master Plan (MP) was presented to the Board of Trustees (BOT) and approved unanimously.
- The process began in 2024 with John's budget presentation to the Board and evolved through collaboration with BerryDunn and formalization of the Master Plan update.
- Mayor Dailey emphasized that the Master Plan reflects community priorities identified through outreach, engagement, and validation efforts.

Budget Process Overview

- Discussion focused on current finances and the Town's budget development process.
- Capital Improvement Plan (CIP) budget submissions are due to Finance by August 7.
- The Master Plan will help guide a long-range (5–10 year) planning strategy.
- PROST's role is to identify and prioritize projects the community would like to see advanced, such as trails, a community center, and other recreation-related improvements.
- John noted that budgeting occurs over time and should align with community priorities.

Budget Timeline

- May 15: Leadership and BOT strategic planning discussions.
- June 16: BOT budget priority discussions.
- July 6: Finance discussions and departmental development.
- August 7: First-round budget submissions due to Finance.
- Finance staff will have Q1–Q2 2026 financial data available to help inform decisions.
- Interdepartmental meetings with HR will review staffing needs and potential role changes.
- August 24–27: Department budget meetings and line-by-line review.
- September 2: Finance, departmental, and administrative review.
- September 22: BOT consideration of budget schedule adoption.
- October 2: BOT budget work session.
- October 6: Budget Boo-nanza community event.
- October 13: Budget presentation (opportunity for PROST input).
- November 10: BOT budget adoption consideration.

Operating Budget Considerations

The operating budget can fluctuate significantly due to changing conditions and needs, including:

- Splash pad maintenance and future updates.
- SmartRain irrigation implementation, which saved approximately $20,000 in one year.
- Vandalism-related expenses.
- Horticulture needs.
- Fuel, oil, and gas cost fluctuations.
- Previously approved Park Technician position currently frozen due to hiring restrictions and budget realities.
- Ongoing efforts to negotiate and refine departmental budget requests.

Additional discussion points:

- PROST should clearly define and prioritize its recommendations.
- Economic activity and local spending can affect the Town's ability to fund additional staff positions.
- Revenue generated from local activity is difficult to track directly.
- The Main Street Program is working on initiatives to better measure those impacts.

Budget Amendment Flexibility

- Budget revisions may occur during the year due to grants, changing financial conditions, or reappropriation of funds.
- The Town has received a nationally recognized Government Finance Officers Association (GFOA) award for financial planning.

Parks and Recreation Funding Discussion

- Parks funding primarily comes from the Parks Fund.
- Parks operations generally do not generate revenue; recreation programs generate revenue but are not expected to be profit centers.
- Fund transfers occur between municipal funds. For example, General Fund dollars may be transferred into the Parks Fund.
- Enterprise funds operate differently and are self-supporting.

Sources supporting the Parks Fund include:

- Sales tax revenue.
- Property taxes.
- Voter-approved tax measures supporting streets and parks.
- Allocation of the 1% sales tax:

    - 0.45% to Parks
    - 0.55% to Streets
- Impact fees.

Line items starting with 210 represent Parks and Recreation operating and capital budgets.

Sponsorships and Grants
Examples of community sponsorships:
- Comcast sponsorship of Movies in the Park.
- Scheels provides approximately $2,500 in supplies and promotional support.
- Sponsorship opportunities exist through structured sponsorship packets and partnerships.

Grant discussion:
- Grants can supplement or replace planned capital expenditures.
- Example: Dock funding was replaced by a grant, allowing budgeted dollars to be redirected to the dog park and disc golf projects.
- The Town submits grant applications; PROST can assist by identifying opportunities and providing support letters.
- Grants are typically pursued only if they align with adopted CIP projects or the Master Plan.

Community Center Discussion
- Funding for a future Community Center would not come directly from PROST or existing Parks and Recreation budgets.
- Additional feasibility analysis, public outreach, and funding research are required.
- Town staff have direction to continue researching potential concepts and funding mechanisms.
- Potential future impact fees related to parks, recreation, or a community center would require CIP inclusion and supporting studies.
- Impact fees can only be assessed on new development.

Additional Budget Notes
- Unspent Parks Fund dollars carry forward into future years.
- Current financial figures will be available later in the budget process and shared with PROST.

CIP Reminder
- Library Park and baseball field projects should be included in future CIP discussions.

B. Future Meetings Calendar

CIP Budget Work Session
- Billy is coordinating with Jason and BerryDunn to finalize recommendations.
- The first CIP draft is due to Finance on August 7.
- Due to Billy being out of office, materials should be completed by August 2.

To be considered:
- Use available funding (~$947,000) as a planning baseline.
- Identify projects that may be eligible for grant funding.
- Consider restrictions attached to specific funding sources (e.g., land acquisition funds).
- Confirm whether approximately $80,000 from the Sage Meadows Fund was used toward Centennial Park land acquisition.

CIP Working Session
- Confirmed for July 27, 2026, at 6:00 PM at the Municipal Building.

Master Plan Implementation Discussion

- Consider developing minimum Parks and Recreation standards to avoid requiring full Master Plan updates for every future adjustment.
- BerryDunn's original contract end date was June 30; they have agreed to extend services through October at no additional cost to complete committed work.
- Add implementation discussion as a future PROST agenda item.
- Further coordination with BerryDunn will be needed to define implementation support.

Meeting Transparency

- Discussion regarding Sunshine Law requirements.
- Mayor Dailey noted that PROST serves in an advisory capacity but emphasized the value of publicly noticing meetings and encouraging community participation.

Upcoming Dates

- July 27: CIP Work Session
- August 3: East Side Parks Tour (beginning at Sunrise Park)
- August 12: Regular PROST Meeting
    - Add Veterans Garden to the agenda.

Additional Updates

- Veterans Day is planned as the kickoff event for the Veterans Garden initiative.
- Eric will provide an overview of Recreation operations and departmental priorities at a future meeting.

5. Secretary Recap

Brief recap, mainly focused on CIP planning for July 27 working session.

- Eric: Transfer the existing 2026–2027 project list (Page 57) into an Excel working document.

6. Announcements

A. Town Staff

- Offer extended to Emma's replacement; anticipated start date in August.
- Staff continue post–July 4 event recovery efforts.
- Finalizing date for mini golf course and ADA trail ribbon-cutting event.
- Recreation registration numbers are currently lower than expected, with some participant leakage to Fort Collins programs.
- A late-season fall registration push is planned.
- Board members were encouraged to promote programs through social media.
- Recreation guides need restocking at Owl Canyon.
- Mingle on Main promotional materials and postcards are available for distribution to local businesses.

B. Parks

No additional updates.

C. Recreation

No additional updates.

D. Open Space

No additional updates.

E. Trails

No additional updates.

F. Board of Trustees Liaison & Mayor Additions

- Previous updates have been shared.
- Liaison remains available for questions and feedback.
- Additional feedback was provided regarding BOT discussions and the BerryDunn presentation.

G. PROST Board Members

- Sarah reported interest from a potential board applicant.

7. Adjournment
Meeting adjourned at 7:37 PM.

8. Park Visit
Centennial Park visit followed the meeting; visit to Parks Shop space followed.

PARKS, RECREATION, OPEN SPACES AND TRAILS ADVISORY
Meeting Notes
July 27, 2026
Location: Centennial Conference Room, Municipal Building Wellington, CO
Meeting Recording Available

PROST Agenda with Meeting Notes

Date: July 15, 2026
Time: 6:00pm – 8:31pm
Attendees: John Evans, Lorilyn Bockelman, Sarah Braun, Landon Wheeler, Joe Burke, Jessi Roper, Billy Cooksey, Eric Henschel, Trustee Kendra Barrett, Mayor Rebekah Dailey (virtual)

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1. Call to Order

- John called the meeting to order at 6:00pm.

2. Roll Call

3. Public to be Heard on Non-Agenda Items

Youth Advisory Board Proposal

Presenter: Tobin Phillips, Student Body President-Elect

Mr. Phillips presented the concept of establishing a Youth Advisory Board to provide youth perspectives to Town boards and commissions. He noted that successful models exist in neighboring communities including Loveland, Fort Collins, and Windsor. Key concepts included:

- Creating a non-voting advisory board representing local youth.
- Providing liaison representation to Town boards such as Parks & Recreation, Planning Commission, and Finance Board.
- Developing annual reports and recommendations on issues affecting youth.
- Ensuring youth voices are represented in municipal decision-making.
- Recognizing that youth comprise approximately 10% of the Town's population.

Board Discussion Highlights:

- **Sarah** emphasized the value of obtaining direct insight from youth regarding community needs and priorities.
- **Lorilyn** noted that discussions regarding youth representation had previously occurred approximately one year ago.
- **Billy** supported exploring the concept and stated that the PROST Board could serve as an appropriate starting point for engaging youth. He noted that implementation would require development of ordinances, selection processes, and governance structures and would likely be a long-term effort.
- **Kendra** raised questions regarding board membership selection and nomination processes.

- **Billy** suggested evaluating application procedures, school district partnerships, possible student service-hour incentives, and participation opportunities across various age groups.
- **Landon** shared that Rice Elementary has existing youth-community engagement groups that could provide useful examples.
- **John** expressed openness to further exploration of the concept.
- **Mr. Phillips** indicated flexibility in structure and highlighted opportunities for annual reporting, auxiliary advisory functions, and community input.
- **Kendra** noted that youth participation would provide valuable opportunities for community contribution.
- **Sarah** recommended researching youth advisory models in Windsor and Fort Collins and returning to the Board with findings and recommendations. She also suggested determining whether other schools currently maintain student advisory organizations.
- **Jason** referenced the City of Westminster, Colorado's award-winning Youth Advisory Council as an example of effective youth engagement.

Next Steps:

- Tobin Phillips will research comparable youth advisory programs, including Windsor, Fort Collins, Westminster, and local school advisory organizations.
- Findings and recommendations will be presented to the Board at a future meeting for further discussion.

4. Capital Improvement Program (CIP) Planning and Budgeting Exercise

Presentation and Overview

- Jason provided an overview of the Parks, Recreation, Open Space, and Trails Master Plan and explained how it guides the Town's capital planning process.
- The presentation reviewed the Master Plan's strategic initiatives and preliminary capital project recommendations.

Capital Planning Discussion

- Billy explained that the Town has intentionally not heavily prioritized CIP projects in recent years while awaiting completion of the Master Plan to better inform future investments.
- He emphasized that the current recommendations represent a flexible planning framework rather than a finalized CIP, noting that project timing and implementation will depend on available funding, grants, and revenues.
- Board members participated in a polling and ranking exercise to prioritize future investments across:
  - Parks
  - Recreation
  - Trails
  - Open Space
- Members also submitted additional project ideas through a free-form input process.

Funding and Sustainability Discussion

- **Billy** encouraged members to consider opportunities for repurposing existing resources, developing partnerships, and leveraging collaborative funding opportunities.
- **Sarah** raised concerns regarding whether facility and staffing capacity are being considered alongside expansion plans, questioning the sustainability of continued growth without corresponding investments in infrastructure and operations.
- **Lorilyn** discussed the need to evaluate impact fees as a funding source and noted that current impact fee levels are significantly lower than those of comparable municipalities.
- **Billy/Eric** explained that a feasibility and nexus study would be required to evaluate:
  - Impact fees

- Community center funding
- Trail funding
- Other related capital funding mechanisms
- Preliminary cost estimates for the combined study were discussed at approximately $75,000 to $100,000.
- It was noted that the study would assess community support and determine appropriate funding levels and methodologies.
- Potential funding for the study would come from the Park Fund.

CIP Brainstorming Session and Preliminary Project Ideas
As part of the capital planning exercise, Board members participated in a brainstorming session to identify potential capital improvement projects and operational investments for future consideration. Ideas discussed included:

CIP Consideration	Immediate/Intermediate/Future	Estimate	Notes
Nexus Study	2027	$100k	
Outdoor Programs/Spaces			Archery Range/Lessons, Nature Walks, Fishing, Trail Safety (TOW); Partner for Lake Access; Coverage, safety, closing accessibility gaps; Revenue, efficiency, sustainability, ADA
ADA Programming	Immediate/Ongoing		Connectivity with Resources/Partnerships
Land Purchase	Immediate/Intermediate	? Grant	
Library Irrigation/ Access	Immediate		
Batting Cages	Immediate	Save Annual $$	Remove
Centennial Park Space	Immediate		Generator/Stage
Viewpoint Park Update	Immediate		
Pickleball			Court Reno- multi-use

Facility and Program Improvements
- Completing the Colorado 60/40 Grant Matching Project.
- Development of a comprehensive Parks Needs Study to further evaluate future system needs and priorities.
- Expansion of artisan and maker programming spaces.
- Addressing library integration and shared-use opportunities.
- Removal of batting cages.
- Expansion and enhancement of concession facilities.
- Upgrades to technological amenities (ie irrigation opportunities).
- Continued focus on ADA accessibility improvements across parks and recreation facilities.
- Evaluation of additional pickleball courts and related amenities.

Safety and Infrastructure Priorities

Potential infrastructure improvements discussed included:

- Archery range enhancements.
- Public safety improvements.
- Nature wall and outdoor education features.
- Lake access and water-related recreation improvements.
- Improvements focused on:
  - Safety
  - Accessibility
  - Operational efficiency
  - Sustainability
  - ADA compliance

Recreation and Event Amenities

Additional concepts identified for future consideration included:

- Construction or enhancement of a community stage/event venue.
- Acquisition of a backup generator to support recreation facilities and community events.
  Partnership and Resource Opportunities
  Board members discussed the importance of leveraging community partnerships and external resources to maximize investments, including:
- Identifying partnership opportunities to offset project costs.
- Repurposing existing facilities when feasible.
- Exploring multi-use facility concepts.
- Renovation and modernization of existing courts and recreation spaces to serve multiple user groups.

Funding Considerations

The Board reiterated the importance of evaluating:

- Grant opportunities.
- Partnerships and sponsorships.
- Impact fee adjustments.
- Other revenue-generating opportunities to support future capital investments.

Outcome

- The Board completed a prioritization exercise and generated a preliminary list of capital projects, facility improvements, funding concepts, and partnership opportunities for future consideration.
- Staff will consolidate the voting results, project rankings, and brainstorming concepts into recommendations to support future Capital Improvement Program planning and Finance Committee discussions.

5. Secretary Recap

Billy and Eric stated that staff will:

- Compile and consolidate Board recommendations, refine project prioritization results.
- Prepare information and recommendations for presentation during 2027 TOW Finance discussions and budget planning processes.

6. Announcements

A. Town Staff Updates

Parks

- A mainline break occurred at Wellville Park on the day of the meeting.
- Pumps were temporarily shut down.
- Staff anticipated one additional irrigation cycle before repairs or operational adjustments.
  Recreation
- Staff reported continued efforts to increase participation in youth sports programs and emphasized the need to build additional teams.

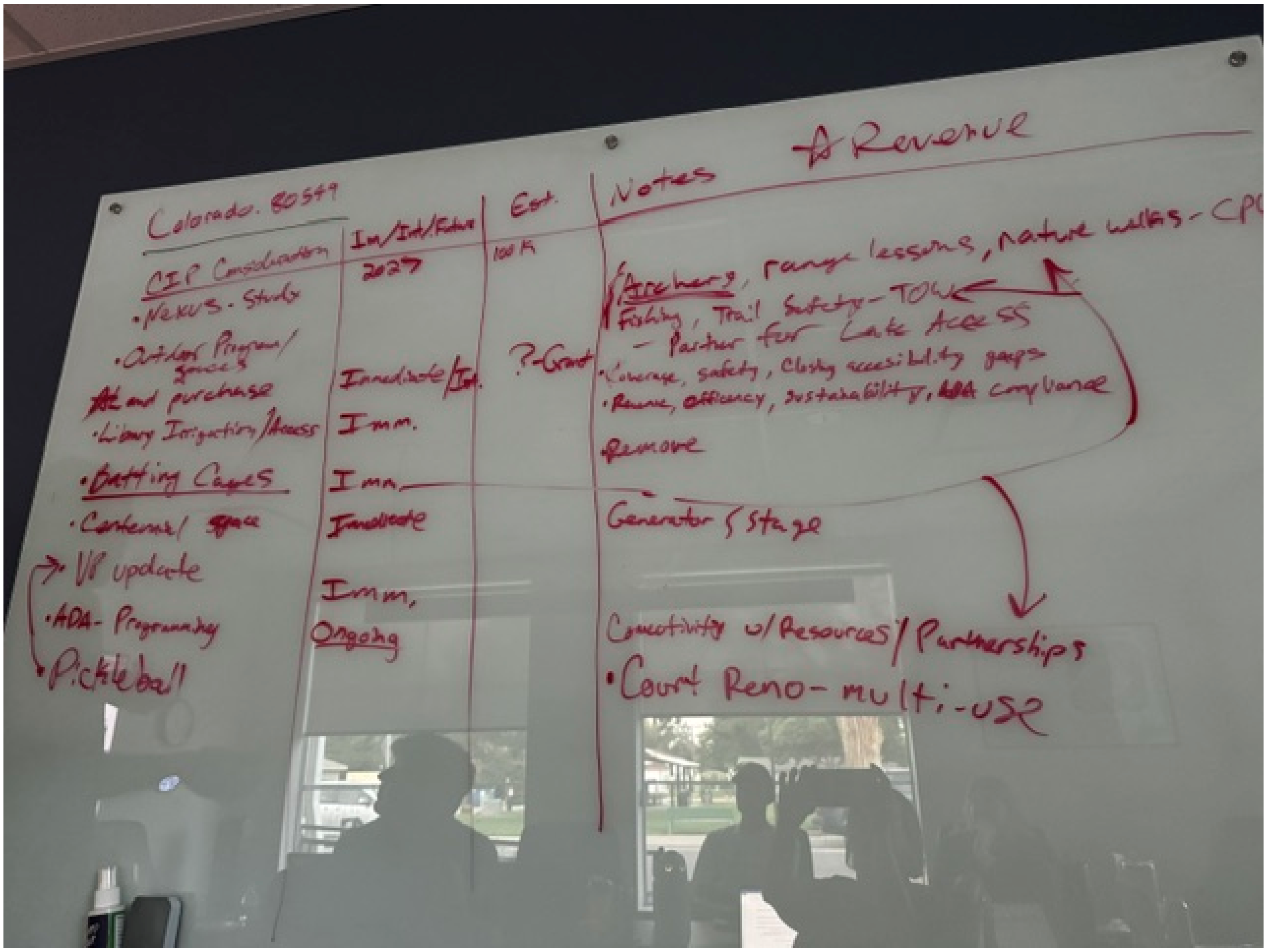
Open Space/Trails
- No updates reported.

Operations Shop Update
Eric reported:
- No viable relocation option has been identified for the maintenance shop.
- Facility improvements could be completed for approximately $30,000.
- Proposed improvements would include staff gathering space enhancements and removal/remediation of mold-affected areas.

B. Board Organization
- Reassignment of parks among newer Board members will be added to a future agenda.

C. Upcoming Dates
- August 3, 2026: Site visits planned for East Side, Sunrise, and Wellville facilities.
- August 12, 2026: PROST Advisory Board Meeting.

7. Adjournment
The meeting was adjourned at 8:31 PM.


Revenue
Colorado. 80549
Im/Int/Future
Est.
Notes
CIP Consideration
2027
100K
Archery, range lessons, nature walks - CP
Nexus - Study
Fishing, Trail Safety - TOW
- Partner for Lake Access
Outdoor Program/Spaces
?-Grant
Coverage, safety, Closing accessibility gaps
Land purchase
Immediate/Int.
Revenue, efficiency, sustainability, ADA compliance
Library Irrigation/Access
Imm.
Remove
Batting Cages
Imm.
Centennial Space
Immediate
Generator & Stage
VP update
Imm.
ADA - Programming
Ongoing
Connectivity w/Resources/Partnerships
Pickleball
Court Reno - multi-use