



BOARD OF TRUSTEES
September 5, 2023
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO 80549

Special Work Session Agenda

The Zoom information below is for online viewing and listening only.

Join Zoom Meeting

<https://us06web.zoom.us/j/87663722953?pwd=T1BNOXNObytCalhjRi9hNUYrNDczZz09>

Meeting ID: 876 6372 2953

Passcode: 110264

Or One-Tap Mobile: US: +17207072699,,87663722953# or +17193594580,,87663722953#

Or by Telephone: US : +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

A. ITEMS

1. Joint Meeting with Wellington Senior Resource Center Board of Directors

- Presentation: Jenny Jones, Public Works Program Administrator

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.



Board of Trustees Meeting

Date: September 5, 2023

Subject: Joint Meeting with Wellington Senior Resource Center Board of Directors

- **Presentation: Jenny Jones, Public Works Program Administrator**

BACKGROUND / DISCUSSION

The Wellington Senior Resource Center (WSRC) provides activities, transportation and support for healthy initiatives at the Leeper Center on a regular basis. Activities are planned on Monday, Wednesday and Friday each week from 9am - 1pm. Transportation is free to the Senior Center for those living within a 15-mile radius which is partially funded by the Larimer County Office on Aging and the Town of Wellington. Transportation is also offered for critical medical appointments and local pick-up of groceries, mail, and prescriptions.

This joint meeting will be an opportunity for the Trustees to hear from the WSRC board on current and planned programming, utilization of the current space and upcoming budget constraints due to reduced funding from Larimer County Office on Aging.

The Board of Trustees approved the Annual Contract with the Wellington Senior Resource Center on July 11, 2023 with Resolution 22-2023, and the 2023 budget includes a budget of \$8,000 related to transportation needs (cost of fuel, maintenance, vehicle registration and insurance costs). The most recent contract is attached for reference.

As the Town is currently working on the 2024 budget, it is timely that the WSCR board is provided the opportunity to bring upcoming funding gaps to the attention of the Trustees. Please see the attached grant funding overview for financial gaps in funding provided by OOA and program transportation needs.

STAFF RECOMMENDATION

ATTACHMENTS

1. Reso 22-2023 - WSRC Contract Renewal
2. WSRC GRANT FUNDING OVERVIEW

TOWN OF WELLINGTON
RESOLUTION 22-2023

A RESOLUTION RENEWING THE ANNUAL CONTRACT WITH THE WELLINGTON
SENIOR RESOURCE CENTER

WHEREAS, the Town of Wellington has a history of annually contracting with Wellington Senior Resources, Inc. regarding services and resources to support the operations of the Wellington Senior Resource Center and associated programs for the community; and

WHEREAS, the term of the previous contract agreement was June 28, 2022 through June 30, 2023; and

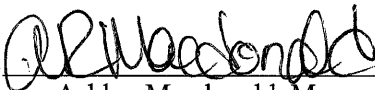
WHEREAS, the Board of Trustees wishes to extend the term of the Contract Agreement and make related amendments thereto.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, LARIMER COUNTY, COLORADO.

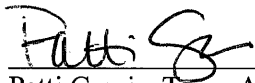
The Board of Trustees hereby approves the renewal of the Contract Agreement with the Wellington Senior Resource Center

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of July 2023.

TOWN OF WELLINGTON, COLORADO

By: 
Ashley Macdonald, Mayor Pro Tem

ATTEST:


Patti Garcia, Town Administrator



Town of Wellington & Wellington Senior Resource Center, Inc Agreement

This agreement is made on July 11, 2023, between the Town of Wellington, Colorado, herein referred to as the "Town," and the Wellington Senior Resources Center, Inc., hereafter referred to as "WSRC," for the purpose of allocating space at the Leeper Community Center to serve as the Wellington Senior Resource Center, as well as to renew the Town's historical commitment to provide maintenance, fuel, vehicle registration, and insurance costs for the WSRC Senior Van. This agreement shall be effective from July 11, 2023, through June 30, 2024. This contract directly aligns with the Larimer County Office on Aging annual funding, hereafter referred to as "LCOA," grant year. LCOA provides critical funding to WSRC for program activities.

1. Purpose of the Agreement

It is the intent of WSRC to assume partial maintenance, as defined in Section 3 of this agreement of the community room and kitchen at the Leeper Community Center, 3800 Wilson Avenue, Wellington, Colorado, (herein referred to as the "Center") in lieu of rent to the Town.

2. Services to be Provided by the Town

In return for the services outlined in this agreement, the Town agrees to provide, without charge, the following services to WSRC:

- a) Use of the community room, kitchen, and office at the southeast corner of the Center from 8:00AM to 1:30PM on Monday, Wednesday, and Friday each week.
- b) Use of the community room of the Center all day the 1st Saturday of each June for the Town Garage Sale.
- c) Use of the community room for the 1st Saturday each December from 7:00AM to 4:30PM for the annual WSRC fund-raiser.
- d) Use of the lawn and patio outside the Center for lawn and outdoor activities on the days and times outlined above.
- e) Use of the kitchen and bathroom facilities on the days and times outlined above.
- f) Use of the shed as needed.
- g) The Town will provide fuel, maintenance, and the required vehicle registration and insurance coverage costs for the Senior Van (see Exhibit A).
- h) The Town will also continue to provide normal janitorial bathroom supplies such as toilet paper, paper towels and soap.
- i) Website assistance for all updates and special event notification.
- j) Facilitate the volunteer driver selection. The WSRC agrees to not allow any person to operate any Town-insured vehicle(s) who has traffic infractions totaling more than four (4) points within the prior three (3) years. The WSRC shall require an initial driving record review upon volunteer sign up and an annual review thereafter. The WSRC shall promptly notify the Town of any new volunteer drivers. If the Town learns that any volunteer driver has a driving record that would disqualify him or her from volunteering, the Town will promptly notify WSRC.

3. Services to be Provided by WSRC

Assist the Town to advertise and promote the use and availability of the Center through:

- a) Newspaper articles and advertisements
- b) Posters at strategic locations
- c) Newsletters
- d) Larimer County Office on Aging Services
- e) Word of mouth to residents throughout the Town and surrounding community.

4. Maintenance Provided by WSRC

Cleaning and organization of:

- a) Oven
- b) Refrigerator and freezer
- c) Chairs and tables
- d) Floor “spot” cleaning
- e) Vacuum if needed
- f) Trash receptacles
- g) Contents of kitchen cabinets
- h) Bathrooms in community room, including tissues and towels, soap, and spot clean/mopping as needed
- i) Dusting and wiping down kitchen, community room and WSRC office
- j) Light snow removal (broomable dusting)
- k) Outdoor perimeter clean-up of small trash.

5. Maintenance provided by Town

- a) Painting and repair of interior and exterior
- b) Lawn care and maintenance
- c) Snow removal (other than item 4.j above)
- d) Major floor maintenance including floor stripping and waxing
- e) Light bulb and fixture replacement
- f) Weekly cleaning as needed (other than items mentioned in 4. a-k)
- g) Standard vehicle maintenance on the Senior Van, fuel for operations, and vehicle registration and insurance costs as required by the Larimer County Office on Aging Funding.

6. Provisions

- a) This agreement shall be effective from **June 13, 2023 through June 30, 2024.**
- b) This agreement does not automatically renew and must be renewed annually under the following provision:

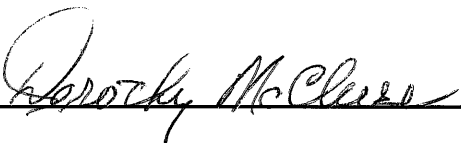
- i. *Prior to, but no later than the expiration date of this agreement, the designated representative or spokesperson for WSRC shall come before the Wellington Board of Trustees with an accounting of the WSRC activities for the previous year and their relation to the continued use of the facilities of the Center. The purpose of this provision is to ensure, in the least, an annual accounting of the status of the Center, and an opportunity for the WSRC to request any additional assistance from the Board or propose changes to this agreement.*

- c) Subsequent renewals shall take place no later than June 30th.
- d) Expiration or renewal of this agreement is solely the responsibility of WSRC.
- e) It shall be the sole responsibility of the Town to purchase supplies as needed to fulfill the maintenance obligations contained in this agreement.
- f) The WSRC agrees to provide the Town with a schedule of cleaning hours and days as to prevent scheduling conflicts for the use of the Center.
- g) The WSRC shall contact their Town liaison to request scheduling of the Center if the Center is needed for additional use other than the times stated in this agreement. The Town will work to accommodate additional requests beyond the normal M, W, F schedule within reason, and at no additional cost to WSRC.
- h) The Town reserves the right to schedule the Center for use at any other time which does not conflict with the times and days of use as stated in this agreement and shall be responsible for the inspection and use of the facility and equipment, collection of rent, damage deposits, and admission of renters for using any or all of the center and its equipment.
- i) All equipment within the WSRC office that is the property of WSRC will not be used or removed without the permission of the designated WSRC spokesperson.

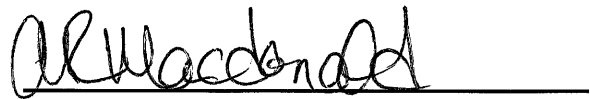
SIGNATORS:

Wellington Senior Resources, Inc.

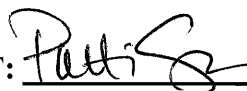
Town of Wellington



Director



Ashley Macdonald, Mayor Pro Tem

ATTEST: 

Patti Garcia, Town Administrator

Exhibit A

**Town of Wellington
Compilation of Estimated Support
Wellington Senior Resource Center
July 11, 2023 – June 30, 2024**

	Annual	Monthly
Fuel & Maintenance – Senior Van	\$7860.00	\$655.00
Value of Leeper Center use	\$19,500.00	\$1625.00
Approximately 15 hours a week (52 weeks \$25.00 hour)		
Actual Insurance Premium – Progressive		
*	*	
2021 Starcraft AllStar Van	\$5987.00	\$498.92
	<u>\$33,347.00</u>	<u>\$2778.92</u>

Exhibit B

**Town of Wellington
Compilation of Estimated Support
Wellington Senior Resource Center
June 28, 2022 – June 30, 2023**

	Annual	Monthly
Fuel & Maintenance – Senior Van	\$8,415.00	\$701.25
Value of Leeper Center use	\$19,500.00	\$1625.00
Approximately 15 hours a week (52 weeks \$25.00 hour)		
Actual Insurance Premium – Progressive		
2010 Starcraft AllStar Van*	\$2003.00*	\$166.92*
2021 Starcraft AllStar Van	\$3183.00	\$265.25
	<u>\$33,101.00</u>	<u>\$2,758.42</u>

Year One (July 2023 - June 2024)

Expenses

Drivers @ \$100 per Day	\$ 19,200.00
Coordinator @ \$1,000 month	\$ 12,000.00
Advertising to Grow Program	\$ 2,000.00
Misc.	\$ 1,000.00
	<u>\$ 34,200.00</u>

OOA Grant Funding Awarded	\$ 24,600.00
Rider Cash Donation	\$ 1,000.00
	<u>\$ 25,600.00</u>

Funding Needed **\$ 8,600.00**

(Funding will be used up by February 2024)

Year Two (July 2024 - June 2025)

Expenses

Drivers @ \$100 per Day	\$ 19,200.00
Coordinator @ \$1,000 month	\$ 12,000.00
Advertising to Grow Program	\$ 2,000.00
Misc.	\$ 1,000.00
	<u>\$ 34,200.00</u>

OOA Grant Funding Awarded	\$ 12,300.00
Rider Cash Donation	\$ 1,000.00
	<u>\$ 13,300.00</u>

Funding Needed **\$ 20,900.00**

(Funding will be used up by October 2024)