



**PARKS AND RECREATION DEPARTMENT**  
Civic Center • 500 East Third Street • Loveland, Colorado 80537  
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

## **LOVELAND PARKS AND RECREATION COMMISSION**

**Thursday, January 9, 2014, 4:30 p.m.**

Parks & Recreation Large Conference Room  
500 E 3rd St, Suite 200, Loveland, Colorado

Notice of Meeting Posted

Approval of November 14, 2013 minutes

Council Liaison Report

### **Discussion/Action:**

1. Parks & Recreation Master Plan Update
2. Mehaffey Park Construction Progress Phase I with Phase II Proposal
3. Flood Repairs/ Schedules /Priorities & Status Report; Insurance / FEMA Filings
4. Centerra Park (Informational attachment)

### **Commission Members Discussion Topics**

#### **Reports/Correspondence:**

5. Boards & Commission Summit
6. Operations & Projects

**Next Meeting Date:** February 13, 2014

Wi-Fi Access Code: accesswifi

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## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 1**

**MEETING DATE:** January 9, 2014

**DESCRIPTION:** Parks & Recreation Master Plan Update

**STAFF PRESENTER:** Keven Aggers

#### **SUMMARY:**

Due to cancellation of the planned December meeting with MIG, department managers determined that additional time was needed for review of the Needs Analysis portion of the plan.

Preliminary results point toward a need to align standards with current conditions, to consider non-city (R2J, HOA) areas and facilities in benchmark comparisons, to update the Open Lands and Golf sections, and to make corrections to the maps section. The goal is to finalize “Key Findings” and a staff response for board and commission review at a meeting with MIG on Wednesday, February 12, at 5:30 p.m., at Group Publishing, 1515 Cascade Ave, (just west of the La Quinta Inn on Highway 34). Dinner will be served.

MIG and department staff will also update the project schedule with new deadlines and target completion dates.

#### **Commission Action**

**Recommended:** Discussion and Information Sharing



## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 2**

**MEETING DATE:** January 9, 2014

**DESCRIPTION:** **Mehaffey Park Construction Progress Phase I with Phase II Proposal**

**STAFF PRESENTER:** Janet Meisel-Burns

#### **SUMMARY:**

Connell completed all grading, utilities and the first lift of paving for the parking lots and 29<sup>th</sup> Street access. Curb and gutters are complete on the entire project. The regional detention pond work has been completed, lined and a clay cut-off wall was installed parallel to the Loudon ditch to stop the ditch from leaking into the pond. Several sections of the trail are complete.

Rock work for the north drop structures (detention pond) are complete, including grouting. Territory Unlimited is working on the south drop structure for the pond which will take several more weeks to complete. The Loudon ditch flume and pipe work is in progress and will continue in to January. The footer was poured for the south restroom and walls will be starting in early January. ECI is installing the rock walls at the lower Orchard and will begin the rock walls at the picnic lawn in January. Belmire completed irrigation sleeves and will be starting irrigation mainline work in January.

Staff and ECI are working on the final playground design with the fabricator, CO Hardscapes (Denver). The process to complete the design includes the creation of a maquette of the rock climbing walls. This will be completed in January. ECI is pricing out changes to the Phase II work which staff will present to Council in February. Staff anticipates cost increases due the delayed work which may also extend the project schedule next fall. As Council indicated at the September 2013 hearing, they will entertain a supplemental request to approve additional funding for the full construction of the project once they have a total cost for the flood work. Staff will share more information regarding the Phase II costs at the meeting.

#### **Commission Action**

**Recommended:** Informational



## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 3**

**MEETING DATE:** January 9, 2014

**DESCRIPTION:** **Flood Repairs/ Schedules /Priorities & Status Report; Insurance / FEMA Filings**

**STAFF PRESENTER:** Larry Callihan

#### **SUMMARY:**

- Power point presentation with verbal update to be provided during meeting. Phase I recovery (i.e. debris cleanup/removal) completed on affected park and trail sites (excluding Viestenz-Smith Mountain Park). Phase II (reconstruction of selected sites) commenced in November and will continue during 2014. Flood recovery remains a top Departmental priority with steady progress being made in the following areas:
  - ✓ Staff is still preparing and refining CIRSA and FEMA flood damage estimates for justifying replacement costs on damaged parks and trail. Project worksheets have been sent to FEMA for first review;
  - ✓ Concrete flatwork repairs to damaged Recreation trail is nearing completion between Taft and West 1<sup>st</sup> (behind Centennial Park);
  - ✓ Trail hazard mitigation and cleanup is still in progress between Wilson and Taft Avenues;
  - ✓ Warning track material placement and rough grade-work completed at Barnes/Centennial fields. Bids for Sports field sodding, fencing and infield mix were awarded to contractors in January;
  - ✓ Viestenz-Smith Mountain Park Access – Kiewit Construction installed six (6) culverts in place of the low water crossing to access the site. Removal of personal and City equipment from site is in progress. Staff is developing an action plan to complete site debris removal/cleanup in March;
  - ✓ Bids to restore irrigation and landscaping in Fairgrounds Park (west) were advertised in January. Project commencement will start in mid-February and will last until mid-April. Staff is also working with a developer to move 6,000+ cubic yards of dirt from an I-25/Highway 34 East construction site to Fairgrounds Park (dog park and grandstand area) in February; and,
  - ✓ Public Works Project Engineering Design Group agreed to manage the US 287 underpass reconstruction and Wilson pedestrian bridge replacement projects. Work on the Wilson bridge project will be completed in conjunction with the flood plain modeling and studies required to re-establish the Ordinary High Water line and the new river channel from Wilson Ave. to Taft Ave.

#### **Commission Action**

**Recommended:** Informational



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## LOVELAND PARKS AND RECREATION COMMISSION

**AGENDA ITEM: 5**

**MEETING DATE:** January 9, 2014

**DESCRIPTION:** Boards & Commission Summit

**STAFF PRESENTER:**

### SUMMARY:

Staff will provide 2013 accomplishments and Commission will discuss 2014 Goals to be submitted for Summit. Two Parks & Recreation Commission members will need to attend and the information will need to be submitted no later than January 31<sup>st</sup>, 2014.

### 7<sup>th</sup> Annual Loveland Boards & Commissions Summit

#### Invitation

**Who:** 2 Members from each of the City of Loveland Boards & Commissions and one Staff Liaison  
Please **RSVP** no later than Fri Jan 31<sup>st</sup> to Nikki Garshelis ([nikki.garshelis@cityofloveland.org](mailto:nikki.garshelis@cityofloveland.org))

**When:** Thursday, February 27, 2014, 5:00PM—9:00PM

**Where:** Best Western Plus Crossroads Inn & Conference Center  
5542 E US Highway 34, Loveland, CO 80537

#### Agenda

- 5:00pm-5:45pm Social Hour (Cash Bar)
- 5:45pm-6:45pm Buffet Dinner
- 6:45pm-7:00pm Mayor's Welcome – Cecil Gutierrez
- 2014 Goals—Bill Cahill, City Manager
- 7:00pm-7:10pm Introduction to Presentations – Rod Wensing, Assistant City Manager
- 7:10pm-8:00pm 2013 Accomplishments from:
  - Construction Advisory Board
  - Human Services Commission
  - Open Lands Advisory Commission
  - Planning Commission
  - Senior Advisory Board
  - Transportation Advisory Board
  - Youth Advisory Commission
- 8:00pm-8:10pm Break
- 8:10pm-8:50pm New Comprehensive Plan Process-Greg George, Director Development Services
- 8:50pm-9:00pm Mayor's Closing Remarks

#### Homework Assignment

Please provide a one page word document of your commission's 2013 accomplishments and 2014 goals for the Summit Program to Nikki Garshelis no later than Friday January 31<sup>st</sup>



The purpose of the annual Boards & Commissions Summit is to provide a forum for two-way communication between City Council and Commissions through the celebration of their 2013 achievements, communication of 2014 priorities with a focus on partnership and collaboration.

### Commission Action

**Recommended:** Informational



## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 6**

**MEETING DATE:** January 9, 2014

**DESCRIPTION:** Operations & Projects

### **SUMMARY:**

#### **Recreation**

##### **Programs and Operations**

- Winter Youth Athletic program are in full swing with youth basketball and gymnastics showing excellent early participation numbers. This is also the first season that Parks and Recreation will take over the Boys 5<sup>th</sup> grade basketball program that was offered by the LYAA in recent years. Early enrollments are right at projected numbers.
- Enrollments for the winter session of Chilson swim lessons are well above past years with many classes at or very near maximum. This continues a trend that started last year with many parents citing the warmer water temperatures in the Chilson pools in comparison with the competitive pools at R2J facilities.
- Team numbers for Adult winter basketball and volleyball are holding fairly constant in comparison with the past few years. This is the last season for the Adult Player Card as individual player fees will be wrapped into the team fee starting with 2014 spring programs. This change will streamline the registration process, eliminate the ongoing enforcement of player cards at game sites, and follows a trend that has been implemented by surrounding Cities.

##### **Facility Use**

- The Chilson Center ended the year with excellent admission numbers over the 2013 Holiday season. Use and revenues continue to exceed those of past years by a considerable margin with no slow down expected for early 2014.
- Park staff and the facility scheduling coordinator held a conference call with representatives of R2J to discuss the availability of fields for spring 2014. The target date to re-open Centennial Park fields for use is late May, so R2J will have to find alternate sites for spring baseball this year. The City will work to get Owens Field game-ready for LHS, and each of the other high schools will have to use fields at R2J sites for both practices and games. The City has also notified the Loveland Baseball Association of this tentative plan.
- It is expected that only five of the ten fields at Barnes/Fairgrounds will be playable for spring with City Adult leagues taking up most of the available time and space. Park staff is targeting late May for re-opening of the other five fields and schedulers are working with internal and external users in an effort to complete a workable league and tournament schedule for the remainder of 2014.



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### Parks

- Park Restroom Renovation Project – Drawings for Dwayne Webster and Kroh Park restroom renovation projects are 95% complete and going out to bid in January 2014. Conceptual plans for the Centennial Park restroom will be reviewed by staff in January. In addition to design, The Architect's Studio is also performing project management and construction inspection responsibilities on the sites.
- Cemetery Caretaker's House Abatement – Abatement (interior and exterior) completed by WeeCycle in December. Final structure demolition and site reclamation to be completed by contractor in first Quarter 2014.
- Parking Lot Lighting/Loveland High School – The easement agreement was approved by Council in December. R2J completed the work over the holiday to install new parking lot lights on the west side of Loveland HS parking lot by North Lake Park.

### Operations:

- Christmas Tree Recycling – Tree “recycling” (mulching) is in progress at Centennial and Kroh Parks. Historically, 4,000-5,000 trees are recycled in to 400-500 cubic yards of mulch for use in park and public grounds planter beds.
- 2014 Equipment Replacement – Fleet staff is proceeding with 2014 equipment purchases, which are consistent with 2014 budget appropriations. Goal is to have new equipment delivered and prepared for service NLT April 1<sup>st</sup>.
- Maintenance Activities – Seasonal in nature with a focus on snow removal, equipment service/repairs, inventory replacement and flood recovery activities.

### **Commission Action**

**Recommended:** Informational



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## **LOVELAND PARKS AND RECREATION COMMISSION**

Minutes ♦ November 14, 2013

**Present:** Jack Doyel, Deborah Manderscheid, Twyla Dennis, Gene Alvine, Leighton Millar, Katie Davis, Brian Steckelberg, Deb Huffsmith, Hugh McKean (City Council Liaison)

**Staff:** Gary Havener, Larry Callihan, Janet Meisel-Burns, Carol Wallace

**Absent:** Sean Cronin

**Call to Order:** The meeting was called to order at 4:30 pm.

**Minutes:** Minutes of the October 10, 2013 were approved as written.

**Council Liaison Report:** None

### **Flood Update at Meeting**

Staff is working with insurance carrier – CIRSA. The department would like to reopen the Recreation Trail as soon as possible from Taft Avenue to Fairgrounds. Namaqua Park will reopen in about two weeks. Centennial Park Ballfields will reopen around Memorial weekend 2014. The Fairgrounds Pavilions will be available for use May 1<sup>st</sup>, with the anticipation of having the spray park and playground repaired and open for use by early summer. The south end of Fairgrounds and Viestenz-Smith Mountain Park will not be available for use in 2014 due to the extent of damage and no specific re-development plans which will be prepared over the winter month.

### **Parks & Recreation Master Plan Update**

The Parks & Recreation Master Plan draft reviewed by staff has been submitted to the consultants, MIG. Additional information in a draft of the Master Plan is slated for review at the December 4<sup>th</sup> Joint Commission Meeting.

### **Mehaffey Update**

Work on Mehaffey Park is progressing. A slide presentation showed the work progress.

Meeting adjourned at 5:45 pm  
/s Jack Doyle, Chair