



**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, September 11, 2014 - 4:30 p.m.**

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

Notice of Meeting Posted

Approval of August 14, 2014 minutes

Council Liaison Report

**Discussion/Action:**

1. Chilson Facility Rental Rate Adjustment
2. Youth Athletic Grant Funding Recommendations
3. Flood Project Update
4. Trails Update

**Commission Members Discussion Topics**

**Reports/Correspondence:**

5. Operation & Project Update

**Next Meeting Date:** October 9, 2014

Wi-Fi Access Code: accesswifi

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## LOVELAND PARKS AND RECREATION COMMISSION

**AGENDA ITEM:** **1**

**MEETING DATE:** September 11, 2014

**DESCRIPTION:** **Chilson Facility Rental Rate Adjustments**

**PRESENTER:** **Keven Aggers**

### **SUMMARY:**

Facility Rentals make up approximately 4% of total Chilson revenue, bringing in roughly \$79,000 annually. There has been very little change in rental fees over the last 6 or more years. Staff is proposing adjustments to the current rental rates, while continuing to remain within the established and approved fee ranges. The proposed fee adjustments introduce a prime time and non-prime time rate for multi-purpose/banquet rooms in the senior wing, and increase the classroom rates slightly. Prime time would begin at 4pm Friday and run through Sunday evening.

Prime time rentals, (often wedding receptions or Quinceañeras) rent the multi-purpose/banquet space months, if not a year or more in advance. During peak summer months, there are rarely weekends without a large event. An upward adjustment on these offsets the fee reduction for non-prime time rentals and keeps Chilson competitive in the market.

Approval of these rental rate adjustments for 2015 will result in an anticipated 5-7% increase in Chilson rental revenue. The adjusted rates will better align with the room rental needs of the community, will continue to be competitive in the market, and result in a net revenue increase.

### Chilson Room Rental Rates: Proposed changes, effective January 1, 2015.

| Multi-Purpose Rooms (1/3) | Current                       | Non-Prime Time | Prime Time* |
|---------------------------|-------------------------------|----------------|-------------|
| Capacity                  | 150 (Theater) & 100 (Banquet) |                |             |
| First Two Hours           | \$175.00                      | \$125.00       | \$200.00    |
| Additional Hours          | \$70.00                       | \$75.00        | \$75.00     |
| Set up/Tear Down          | \$36.00                       | \$36.00        | \$36.00     |
| Deposit (Refundable)      | \$100.00                      | \$100.00       | \$100.00    |
| Multi-Purpose Rooms (2/3) | Current                       | Non-Prime Time | Prime Time* |
| Capacity                  | 300 (Theater) & 200 (Banquet) |                |             |
| First Two Hours           | \$325.00                      | \$200.00       | \$325.00    |
| Additional Hours          | \$100.00                      | \$100.00       | \$100.00    |
| Set up/Tear Down          | \$72.00                       | \$72.00        | \$72.00     |
| Deposit (Refundable)      | \$200.00                      | \$200.00       | \$200.00    |



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| Multi-Purpose Rooms (Full) | Current                       | Non-Prime Time | Prime Time* |
|----------------------------|-------------------------------|----------------|-------------|
| Capacity                   | 450 (Theater) & 300 (Banquet) |                |             |
| First Two Hours            | \$325.00                      | \$300.00       | \$375.00    |
| Additional Hours           | \$100.00                      | \$125.00       | \$125.00    |
| Set up/Tear Down           | \$108.00                      | \$108.00       | \$108.00    |
| Deposit (Refundable)       | \$300.00                      | \$300.00       | \$300.00    |

| Oak Room/Party Room | Current                     | New     |
|---------------------|-----------------------------|---------|
| Capacity            | 50 (Theater) & 45 (Banquet) |         |
| One Hour            | \$50.00                     | \$60.00 |
| Additional Hours    | \$30.00                     | \$30.00 |
| Set up/Tear Down    | \$18.00                     | N/A     |

*Additional Multi-Purpose Room Rental Pricing information; no changes*

| Kitchen      | Current        |
|--------------|----------------|
| Full Use     | \$85.00/hr     |
| Partial Use  | \$85.00/rental |
| Coffee Maker | \$25.00/rental |

| Miscellaneous  | Current                  |
|----------------|--------------------------|
| Extra Staffing | \$18/hr per Supervisor** |
| A/V Equipment  | \$45.00/rental           |

\*Prime Time begins at 4pm Fri, Sat and Sun evenings

\*\*One Supervisor required per 100 guests. Supervisor(s) required for all events occurring outside of normal operating hours.

**Commission Action**

**Recommended:** Review recommended changes and approve new rates for 2015.



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## LOVELAND PARKS AND RECREATION COMMISSION

**AGENDA ITEM:** **2**

**MEETING DATE:** September 11, 2014

**DESCRIPTION:** **Youth Athletic Grant Funding Recommendations**

**PRESENTER:** Keven Aggers

### **SUMMARY:**

The Commission YA Grant sub-committee met to review applications and complete a funding recommendation for 2014 on Tuesday, September 9. The recommendation will be presented to the entire Commission for review and action at the September meeting.

### **Commission Action**

**Recommended:** Review 2014 YA Grant applications and act upon the sub-committee funding recommendations



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**LOVELAND PARKS AND RECREATION COMMISSION**

**AGENDA ITEM:** **3**

**MEETING DATE:** September 11, 2014

**DESCRIPTION:** **Flood Project Update**

**STAFF PRESENTER:** **Janet Meisel-Burns**

**SUMMARY:**

Staff will update the Commission on the progress of clean-up and restoration/renovation projects in areas and facilities impacted by the September 2013 flood.

**Commission Action**

**Recommended:** Informational



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**LOVELAND PARKS AND RECREATION COMMISSION**

**AGENDA ITEM:** **4**

**MEETING DATE:** September 11, 2014

**DESCRIPTION:** **Trails Update**

**PRESENTER:** **Janet Meisel-Burns**

**SUMMARY:**

Staff will update the Commission on the progress of trails projects and plans including loop trail section completion, and probable cooperative grant applications with area agencies to complete regional trail connections.

**Commission Action**

**Recommended:** Informational



## LOVELAND PARKS AND RECREATION COMMISSION

**AGENDA ITEM:** **5**

**MEETING DATE:** September 11, 2014

**DESCRIPTION:** Operations & Projects

**SUMMARY:**

### Recreation

#### Ongoing Equipment and System Follow-up

- The warping problem with the large gym floor has been repaired. Facility Management staff have yet to find the actual cause with high humidity and possible ground water seepage as the two most likely sources. Staff will monitor the situation and continue daily inspections to make sure safe use is a priority.
- The lap pool was closed at the end of August for its annual cleaning and maintenance, with the leisure pool scheduled the following week. This closure allows for complete system inspections and media/chemical replacements timed to have both pools fully operational for the busy winter season.

#### Programs and Operations

- The Valley 5,000 running race was held at the Olde Course for the first time in its 25 year history. While registrations were right in line with past years at just over 500, the actual donation generated to House of Neighborly Services increased greatly due to the elimination of on-road traffic control. Golf course personnel also reported that the race was held with few problems or concerns with the course handling the use. Road construction on Railroad Ave. will partially dictate next year's location, but staff is generally positive about holding the race at the course next year if it can work into the schedule.
- Fall program enrollments are right in line with last year in most areas. This will be the second year for the Pre-school instructor with a continued smooth transition expected. Enrollments in fall youth athletic programs are brisk with the start of programs planned for the first two weeks in September. Flag Football, Soccer, Tennis, and gymnastics are at or very near projected enrollments for this time of year.
- The trend of fewer team registrations in Adult Softball that started post flood/spring 2014 has carried through summer and now fall ball. In checking with surrounding communities, all programs are showing a 10-15% reduction in team numbers over 2013. Staff is monitoring the situation and will be surveying past teams to see if this is a temporary set-back or related to a more permanent shift.



## City of Loveland

### **Field and Facility Scheduling/Use**

- Fall field use is very similar to past years with department programs, self-directed groups (LYAA and Titans Football, Thompson Soccer, etc.), and outside renters (CSU, Adult Baseball, area private schools), and R2J all using City facilities as the schedules allow.
- Staff is working with Musco Lighting in an effort to plan the replacement of lights on Barnes Fields 1-4 at Fairgrounds Park. This project is necessary as the old system is close to 30 years old with poles twisting, and ballasts and bulbs no longer available. If the cost aligns with budget estimate the project will be completed by year –end.

### **Upcoming events:**

- Farmer's Market at Fairgrounds Park - June 29- September 28
- Ski Swap October 24-25

### **Parks**

### **Projects:**

- Mehaffey Park – Work is progressing well with construction of the north restroom exterior complete and interior finishes in progress. Staff plans to complete punch list and walk through on both restrooms by the end of the month, prior to winterizing them. The skate park is 95% finished and should be completed by the September 12<sup>th</sup>. The group picnic shelters have been erected and roofing and finish work is in progress. Concrete flatwork is also in progress in the north half of the park. Work on the playground climbing walls started in late August and will continue through December. Irrigation installation is still in progress in the south quadrant of the park and the blue grass seed on the south multipurpose fields is growing in nicely. Belmire is targeting to get the remaining bluegrass seed in by mid-September on the north playfield and then return to the remaining irrigation and planting through the fall on the south quadrant of the park. Staff is discussing partial acceptance of some sections of the park and phase warranty for the project.

The playground details are for the most part complete but staff is still working on the swing bridge engineering and should have this completed by the end of the month.

- Park Restroom Renovation Project – Dwayne Webster and Kroh Park restroom renovation project bids were opened in late July. Bids were higher than the engineers estimate but that was expected due to the increased costs we have been seeing from flood work. Funding is available for the work and the contract will be awarded in September with construction starting in mid-October. The restrooms will be closed during construction and portable toilets will be in place during the closure. The work will be completed next spring. The architect will be preparing final construction plans for Centennial over the winter and staff will be evaluating the schedule and funding for this project later this year.



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- Madison Ave. Underpass – This project is currently out to bid with bid opening scheduled for September 11<sup>th</sup>. Public Works (PW) staff held a pre-bid meeting with 16 contractors in attendance. Construction is scheduled to start after the ditch stops running in early October. Parks staff will provide support for the project but PW staff will take the lead on the construction of the underpass and the new bridge crossing. The new underpass will be open in late April 2015. Madison Ave. will be closed in this location during construction.
- Centerra Park – Planning staff is working closely with the school district and McWhinney Development on the final design of the school playfields and park by the High Plains school site. The issue at this time is the location and need for fencing around the site and the playfields. All three entities agreed in January 2014 that limited fencing would be installed as this site will serve as the larger park for the new developments west of Boyd Lake Avenue.

Flood Update – Phase II recovery (reconstruction and/or re-opening) completed and/or in progress on the following sites:

- FEMA PW's – FEMA has completed their review and made their final determination on the grants for River's Edge Natural Area (RENA) and VSMP projects. VSMP was awarded \$2,126,583 plus insurance reimbursement of \$389,029. Included in the VSMP grant is \$992,810 for mitigation work (river bank stabilization and bridge piers). VSMP will be using the Alternative Pilot Project program for the restoration of the park. Staff was notified in late August that FEMA accepted RENA will grant this project \$1,079,190 plus insurance reimbursement of \$185,834. This project was also granted \$390K for mitigation work for the parking lot and Bass pond bank stabilization.
- Staff re-submitted the Morey Wildlife Reserve extension letter to the State when the State requested additional justification on the emergency needs for the restoration work at Morey. If FEMA approves the extension request, the City will have until June of 2016 to complete the removal and extraction of silt in the pond. Staff will be submitting several more letters later this month for most of the remaining PW's.
- River Team – Staff is working on the restoration plans for RENA including new hydraulic modeling and scour analysis, provided by Ayres Associates. A draft concept plan should be ready by the end of September. Once approved by Open Land's staff and Commission the project will move forward for final construction plans and City review/approval. Staff will be drafting proposals for the design and flood engineering and river modeling for VSMP in September. Requests for proposals will be advertised in October and a consultant team hired to prepare concepts for the restoration over the winter. Parks planning staff will continue to managing the restoration of RENA and VSMP.
- PW staff solicited for proposals for the Wilson Bridge restoration and the river restoration work between Wilson and Taft Avenues in August. Review of the proposals is in progress and a consultant team should be selected by the end of September. The trail may be relocated in this section depending on the outcome of the river modeling for this reach of the river. Staff still



hopes to have the engineering and modeling work completed so we can construct the bridge before the spring run-off in 2015.

**Operations:**

- Splash Park/Water Feature Seasonal Closures – Based on extended weather forecasts (daytime highs in the low 70's and night time lows in the high 40's) our last day of operation at the Splash Park (Fairgrounds Park) and OzMill (Loveland Sports Park) will be September 14<sup>th</sup>.
- Cattail Mitigation/Benson Sculpture Garden - Park Division staff is working with the Loveland High Plains Art Council and the City's Storm Water Division to develop a viable plan for cattail removal in the pond adjacent to 29<sup>th</sup> Street. Goal is to remove cattails in select areas to "open" view corridors to the water.
- Canadian Goose Control/Sports Fields, Parks and Golf Courses – Parks and Golf staff are meeting with TARP Border Collies to explore the feasibility/viability of using trained dogs to control (move) geese on select sports fields, parks and golf courses. Remedial action is needed to mitigate turf damage and goose droppings on select sites.
- 800 MHz Radios – The Department received thirteen (13) new 800 MHz radios to enhance communications/safety during major events such as the September 2013 flood. Internal communications was a major issue during the last event due to loss of power, phone lines and cell phone towers – as a result Department staff was unable to effectively communicate with one another let alone Emergency Services during flood assessment and recovery operations. Partial funding for the radios came thru a State grant.
- World War I Memorial/Veteran's Club - Cemetery staff is working with the local Veteran's Club to relocate their WWI Memorial (corner of 3<sup>rd</sup> and Cleveland) to the Cemetery – schedule is yet to be determined.
- Playground Renovations – Edmondson, Eagleview and Kroh Parks will receive new playgrounds this fall. Removal of existing equipment will occur in October and new equipment installation is scheduled in November.

**Commission Action**

**Recommended:** Informational



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## LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ August 14, 2014

**Present:** Twyla Dennis, Katie Davis, Brian Steckelberg, Wendi Croft, Gene Alvine

**Staff:** Larry Callihan, Keven Aggers, Marilyn Hilgenberg, Carol Wallace

**Absent:** Deb Huffsmith, Leighton Millar, Deborah Manderscheid, Jack Doyel, Hugh McKean (City Council Liaison)

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

**Minutes:** Minutes of the July 10, 2014 were approved as written.

**Council Liaison Report:** None

### **YA Grant Policies & Process**

Staff briefly discussed the Youth Athletic Grant process. The purpose of the grant is for funds to go to youth with the majority of the funds allocated to scholarships. The Commission members on the sub-committee to review applications and make recommendations are: Brian Steckelberg, Wendi Croft and Katie Davis.

### **2<sup>nd</sup> Quarter Financials**

Second quarter financials indicate that the Parks & Recreation Department is in good financial shape. The Parks Improvement Fund was impacted by the 2013 flood damage. All other capital funds are tracking where they should.

### **Master Plan**

The consulting firm was very helpful to staff in developing the Parks & Recreation Master Plan. Securing land is a crucial part of implementation of the Master Plan. A consulting firm will do a feasibility study for building an additional Recreation Center.

### **Open Lands Update**

Staff reported that the Larimer County Commissioners have decided to place an extension of the Open Space tax on the November ballot. Scheduled to sunset in 2018, the current Open Space tax of a quarter cent generates in the neighborhood of \$1.7 million annually for the purchase, maintenance, and operation of open space and natural areas in the City of Loveland. Impacts of the County plan were discussed. Staff also reported on the progress for hiring a new Natural Areas Manager and reported on the acquisition of property at the corner of Taft Ave. and 57<sup>th</sup> Street.

### **Commission Members Discussion Topics**

The City has purchased the property on the north east corner of 57<sup>th</sup> and Taft. This is a huge break-through for trail development, which will probably begin construction in that area in 2016-2017.

At the next meeting the Youth Athletic Grant will be discussed along with some minor changes to Chilson rental fees.

Meeting adjourned at 5:25 pm  
/s Gene Alvine, Vice-Chair