



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

LOVELAND PARKS AND RECREATION COMMISSION

Thursday, February 12, 2015 - 4:30 p.m.

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

Notice of Meeting Posted

Approval of January 8, 2015 minutes

Council Liaison Report

Discussion/Action:

1. Capital Expansion (CEF) Recommendation Review
2. 2015 Commission Goals/Work Programs
3. Recreation Facilities Feasibility Study Update

Commission Members Discussion Topics

Reports/Correspondence:

4. Boards & Commission Summit
5. Operation & Project Update

Next Meeting Date: March 12, 2015

Wi-Fi Access Code: accesswifi

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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **1**

MEETING DATE: February 12, 2015

DESCRIPTION: **Capital Expansion (CEF) Recommendation Review**

SUMMARY:

In 2014 the City of Loveland contracted with the consulting firm of BBC Research and Consulting to complete an evaluation and analysis of the methodology used for determining the fee levels for the City's Capital Expansion Fee program. The first step in the process was to ask departments to update their Master Plans and to recognize future capital projects related to growth. Then, after much discussion, the City Council directed BBC to calculate CEF's using a new approach basing rates on a "plan based" approach where fees are calculated by determining the growth related portion of future capital plans.

Representatives from the BBC firm and the City's Finance department submitted the attached information for Parks and Recreation Commission review and will be attending the meeting to present the results of their analysis.

COMMISSION ACTION

RECOMMENDED: Review & Discuss – Recommend Action to City Council



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MEMORANDUM

To: The Parks & Recreation Commission
From: BBC Research & Consulting
Re: Parks & Recreation Capital Expansion Fees
Date: February 3, 2015

In early 2014, BBC Research & Consulting (BBC) was retained by the City of Loveland to update capital expansion fees (CEFs). This memorandum presents BBC's fee calculation for the Parks & Recreation department. It also includes the growth projections used as the basis for the fee calculations.

According to the International City Management Association, CEFs are: "...monies collected formally through a set schedule, or formula, spelled out in a local ordinance...fees are levied only against new development projects as a condition of permit approval to support infrastructure needed to serve the proposed development. They are calculated to cover a proportionate share of the capital cost for that infrastructure." Loveland has imposed CEFs on new development for over 30 years.

The fee study team was directed by City Council to calculate CEFs using a different methodology compared to the traditional approach. In the past, the Parks & Recreation CEFs were calculated using the current standards, or capital buy-in, approach where fees were based on the current level of capital investment. The new CEF calculation uses the plan based methodology, in which fees are calculated by determining the growth-related portion of future capital plans. Both approaches are legally defensible and used by municipalities across the county.

Not all capital costs are eligible to be included in CEF calculations. Only the expansion of facilities to serve new development at the existing level of service can be included in the fees. Any capital costs related to repair, replacement, and enhancement of services must be excluded from the fee calculation.

Parks, Trails, and Recreation Fee Calculations

The CEF study team evaluated capital costs through 2038 to determine the appropriate fees for parks, trails, and recreation.

Parks

- The Parks & Recreation Master Plan includes future park developments necessary to meet growth related needs. These projects include the Loveland Sports Park, Kroh Park, Fairgrounds Park, and additional neighborhood parks. Corresponding restrooms, shelters, and support facilities are also included in the fee calculation.
- The current level of service is 6 acres of parks per 1,000 residents. Department staff provided BBC with the park cost of \$245,000 per acre, including land and development.
- Based on the current level of service, approximately 335 acres of park land will need to be purchased in the next 25 years.
- One-third of the project costs for the Junior Achievement Park are eligible to be included in the fee calculation since this is the portion related to expansion rather than renovation of existing facilities.
- The Parks and Recreation Master Plan only identifies specific projects through 2024. In order to include the costs of maintaining the current level of service through 2038, trended park costs are also included in the fee.
- Various repair and renewal capital costs are shown in the capital plan but are not included in the fee eligible amount.
- Based on the growth projections and capital improvement plan, the study team calculated a maximum allowable fee of \$3,553.34 per single family unit and \$2,916.68 per multi-family unit, compared to the existing fee of \$3,582.24 per single family unit and \$2,452.00 per multi-family unit.

Trails

- Future growth will necessitate expanding the trail network in order to maintain the current level of service. Therefore, new trail construction is eligible to be included in the fee calculation. These projects include the City Recreation Trail, added loop trails at existing sites, and trails for improved connectivity.
- The current trail levels of service are 1 mile per 3,105 residents for hard trails and 1 mile per 6,708 residents for soft trails. The average trail cost per mile is assumed to be \$265,000.
- Based on the current level of service, approximately 29 miles of trails need to be purchased in the next 25 years.
- The Parks and Recreation Master Plan only identifies specific projects through 2024. In order to include the costs of maintaining the current level of service through 2038, trended trail costs are also included in the fee.

- The CEF calculation also takes into consideration outside funding sources. Contributions from the Conservation Trust Fund that can be used towards trail expansion are subsequently subtracted from the fee calculation.
- Based on the growth projections and capital improvement plan, the study team calculated a maximum allowable fee of \$416.93 per single family unit and \$342.23 per multi-family unit, compared to the existing fee of \$526.99 per single family unit and \$366.00 per multi-family unit.

Recreation

- Future growth will necessitate building additional recreation facilities in order to maintain the current level of service.
- The Parks Master Plan adopts a higher level of service for recreation centers and aquatic parks. However, only the portion of these facilities necessary to maintain the current level of service can be included in the fees. Based on the current level of service, 84 percent of the recreation center and aquatics park can be included in the fee calculation. This is based on the current standard of one 90,000 square foot recreation center and one aquatics park per 73,000 residents.
- Various repair and renewal projects are shown in the plan, but are not included in the fee calculation.
- Based on the growth projections and capital improvement plan, the study team calculated a maximum allowable fee of \$1,107.95 per single family unit and \$909.43 per multi-family unit, compared to the existing fee of \$1,572.20 per single family unit and \$1,092.00 per multi-family unit.

City of Loveland
Growth Projections: 2038

Year	2014	2038	Growth	Components of Growth	Average Annual Growth
Housing Units	29,692	55,163	25,471	84%	3.6%
Residential Sq. ft.	60,691,229	112,755,294	52,064,064		
Commerical Sq. ft.	11,984,341	18,855,471	6,871,130	11%	2.4%
Industrial Sq. ft.	7,716,686	10,687,348	2,970,662	5%	1.6%

Note: Square footage data based on the most accurate data available as of May 2014

Source: Larimer County Assessor, City of Loveland Annual Data and Assumptions Report, 2014

**City of Loveland
Parks & Trails Plans: 2038**

Fee Category	Estimated Cost	Percent Growth Related	Amount to Include in Fees
Parks			
Loveland Sports Parks Offices	\$37,500	100 %	\$37,500
Equipment Wash Areas	56,250	100	56,250
Equipment Wash Areas (Trended)	56,250	100	56,250
Loveland Sports Park	3,000,000	100	3,000,000
Kroh Park	1,900,000	100	1,900,000
Fairgrounds Park	500,000	100	500,000
CP-1 (Northwest Loveland)	9,000,000	100	9,000,000
NP-1 (East)	1,000,000	100	1,000,000
NP-2 (Southeast)	1,700,000	100	1,700,000
NP-3 (Northwest)	1,700,000	100	1,700,000
Junior Achievement Park	750,000	33	247,500
Restrooms and Shelter Construction	500,000	100	500,000
Park Land Acquisition & Development 2025 and beyond	70,508,518	100	70,508,518
Amphitheater Repair & Renewal	33,500	0	0
Barnes Park Restroom Flds 1-4 Repair & Renewal	28,000	0	0
Benson Sculpture Garden Restrooms Repair & Renewal	8,000	0	0
Centennial Park Storage Repair & Renewal	27,500	0	0
Centennial Park Restrooms/Shelter Repair & Renewal	94,500	0	0
Fairground Park Maintenance Repair & Renewal	26,000	0	0
Fairground Park Restrooms Repair & Renewal	19,500	0	0
Kroh Park Restrooms Repair & Renewal	51,000	0	0
Kroh Park Storage Repair & Renewal	37,000	0	0
Lakeside Park Restrooms Repair & Renewal	51,000	0	0
Loveland Sports Park Maintenance Repair & Renewal	89,000	0	0
Mehaffey Park Maintenance Repair & Renewal	16,000	0	0
Mehaffey Park Restrooms Repair & Renewal	8,500	0	0
North Lake Park Maintenance Repair & Renewal	27,500	0	0
North Lake Park Restrooms Repair & Renewal	58,500	0	0
Park Maintenance Facility Repair & Renewal	865,500	0	0
Seven Lakes Park Restrooms Repair & Renewal	29,000	0	0
Sunnyside Park Restrooms Repair & Renewal	45,500	0	0
Viestenz-Smith Mtn Park Maintenance Repair & Renewal	93,500	0	0
Viestenz-Smith Mtn Park Restrooms Repair & Renewal	11,500	0	0
Parks Subtotal	\$92,329,018		\$90,206,018
Impact Fee Study	7,778	100 %	7,778
Minus CEF Fund Balance	1,636,756	100	1,636,756
Parks Total			\$88,577,040
Trails			
City Recreation Trail	\$2,761,470	100 %	\$2,761,470
Added loop trails at existing P&R sites	500,000	100	500,000
Multi-purpose trail development/connectivity	3,325,400	100	3,325,400
Trail acquisitions 2025 and beyond	1,036,433	100	1,036,433
Construction of Trail Underpasses (6)	7,200,000	100	7,200,000
Trails Subtotal	\$14,823,303		\$14,823,303
Impact Fee Study	7,778	100 %	7,778
Minus CEF Fund Balance	\$541,898	100	\$541,898
Minus Conservation Trust Fund Contribution [2]	\$15,584,059	25	\$3,896,015
Trails Total			\$10,393,168

Notes:

1) Future GOCCO Grant Revenues are not subtracted from the fee calculations because there is not a sufficiently reasonable expectation of future funding.

2) Approximately 1/4 of the Conservation Trust Fund Revenues can be used towards expansion. The remaining funds are used for non-CEF eligible projects and are therefore not subtracted from the fee calculation

Source: Parks Master Plan, Facilities Master Plan, and Summary of Renewal Costs by CEF Category (By Building)

The City of Loveland
Parks Fee Calculation

Calculation of Impact Fees	
Plan Value for Parks	\$88,577,040
Future Burden Distribution	
Residential	100%
Commercial	0%
Industrial	0%
Costs by Land Use Category	
Residential	\$88,577,040
Future Growth	
Residential (in dwelling units)	25,471
Impact Fee by Land Use (rounded)	
Single family (per dwelling unit)	\$3,553.34
Multi-family (per dwelling unit)	\$2,916.68
Existing Fee	
	\$3,582.24
	\$2,452.00

The City of Loveland
Trail Fee Calculation

Calculation of Impact Fees	
Plan Value for Trails	\$10,393,168
Future Burden Distribution	
Residential	100%
Commercial	0%
Industrial	0%
Costs by Land Use Category	
Residential	\$10,393,168
Future Growth	
Residential (in dwelling units)	25,471
Impact Fee by Land Use (rounded)	
Single family (per dwelling unit)	\$416.93
Multi-family (per dwelling unit)	\$342.23
Existing Fee	
	\$526.99
	\$366.00

City of Loveland
Recreation Capital Plan

Facility	Amount	X Growth Share	Amount to Include in Fees
Chilson Rec Center Storage Expansion	\$275,000	100 %	\$275,000
New Recreation Center	34,200,000	84	28,859,216
Aquatics Park	3,250,000	84	2,724,127
Winona Pool Storage Expansion	262,500	100	262,500
Centennial Concessions Facility Expansion	150,000	100	150,000
Chilson Rec Center Repair & Renewal	4,401,000	0	0
Winona Pool Repair & Renewal	340,000	0	0
Centennial Park Concessions/PR Repair & Renewal	84,000	0	0
Impact Fee Study	\$7,778	100 %	\$7,778
<i>Minus</i> CEF Fund Balance	\$4,659,890	100	\$4,659,890
Total	\$38,310,388		\$27,618,731

Source: Facility Master Plan Appendix B, 10-year CIP, Parks and Recreation Master Plan

The City of Loveland
Recreation Fee Calculation

Calculation of Impact Fees	
Plan Value for Recreation	\$27,618,731
Future Burden Distribution	
Residential	100%
Commercial	0%
Industrial	0%
Costs by Land Use Category	
Residential	\$27,618,731
Future Growth	
Residential (in dwelling units)	25,471
Impact Fee by Land Use (rounded)	
Single family (per dwelling unit)	\$1,107.95
Multi-family (per dwelling unit)	\$909.43
	Existing Fee
	\$1,572.20
	\$1,092.00



LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 2

MEETING DATE: February 12, 2015

DESCRIPTION: 2015 Commission Goals/Work Plans

SUMMARY:

Based on previous discussions, staff will present goals for 2015 and will discuss planned activities for the Department and the Commission in the upcoming year. The following represents goals for consideration and adoption:

- Aid in the orientation and transition for the new department director.
- Review and provide input on methodology for changes in the Capital Expansion Fee program.
- Continue involvement with prioritizing and scheduling of flood mitigation and reconstruction projects including River's Edge Natural Area, Viestenz-Smith Mountain Park, and other remaining projects.
- Review of the operations plan and Grand Opening plans for Mehaffey Park – scheduled to open in early summer 2015.
- Participate in and provide input for the Recreation Facilities Feasibility Study.
- Review and analysis of the 2016 department budget process.
- Continue participation in the update of the City's Comprehensive Plan
- Others

COMMISSION ACTION

RECOMMENDED: Review & Discuss



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 3

MEETING DATE: February 12, 2015

DESCRIPTION: **Recreation Facilities Feasibility Study Update**

SUMMARY:

Staff will update the Commission on the progress for selecting and contracting with a consulting firm to complete the Recreation Facilities Feasibility Study. A preliminary scope of work and schedule will be available for review at the meeting.

COMMISSION ACTION

RECOMMENDED: Informational



LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **5**

MEETING DATE: February 12, 2015

DESCRIPTION: Operations & Projects

SUMMARY:

Recreation

Ongoing Equipment and System Follow-up

- Fitness sound systems repairs and replacements are ongoing as the busy season stresses existing equipment.
- The new Equipment Technician is gaining knowledge on all of the cardio equipment as time goes on. All True and Fee Motion pieces have undergone extensive preventive maintenance with slight repairs and adjustments completed.
- Spot painting is scheduled throughout the facility as a response to regular wear and tear that comes with the busy winter season.
- Winona Pool is scheduled to be re-roofed this coming spring. Facilities Management personnel are researching the options for changing out the old shake shingles with a more resilient system. Work should be completed by the targeted May opening date.
- Staff is investigating the options for replacing and upgrading the current internal security video system. Proposal should be submitted within the next month with a target of awarding a contract by early spring.

Programs and Operations

- The interest in middle school ski trips has waned in the past month or so due to a special promotion offered through an area radio station that discounts travel and tickets by close to 40% less than the price offered by the City for the same trip. Staff is analyzing the sustainability of the ski trip program in light of the local competitive environment.
- Demand for personal training has increased to the point where the Fitness staff is hiring two new trainers to meet the demand. The schedule for training is based on demand as extra fees are generated for each training session.
- The early season increase in use at the Chilson Center continues. Staff processed over 150 new applications for the popular Silver Sneakers program, and average daily admissions have exceeded those for the past few years. This annual "new year's" increase is expected to run through mid to late February with demand decreasing as spring weather improves.
- Early enrollments for the popular Summer Day Camp program started on February 5 with excellent enrollments. Some changes in the enrollment process will change this year with families interested in enrolling for 4-5 day sessions will receive priority while families that want



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less than 4 days per week will have to wait until after February 12. This change is to guarantee that children that come for the entire week get first priority so that sessions fill total available days rather than multiple weeks with fewer than 4 day enrollments impacting total revenue and cost recovery.

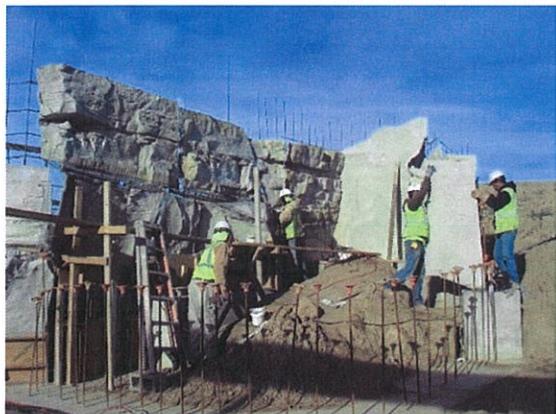
- The popular Kids Night Out Saturday evening program for middle school aged children continues with an average of 250 participants each week.

Field and Facility Scheduling/Use

- January visits at the Chilson Center and corresponding revenue were up over 13% in comparison with 2014. Most of this can be traced to increases in pass and daily entry sales and a 6% increase in personal training.
- Winter use of the LSP Championship field continues to be busy as this is one of the few fields in the area that remain open during inclement weather. Most reservations come from area soccer and lacrosse teams and Colorado State Club Sports teams.

Parks

Projects:



- **Mehaffey Park** - Work picked up at the end of January with more irrigation installation in progress and the rock outcrop stairs were formed. The climbing wall contractor will be working for another 4-6 weeks. The dog park fence is in progress and sidewalk around the tennis courts and the plaza was poured. Progress will continue as weather permits. The mosaic wall is almost complete and the finishing touches of a bench and stone steps will be installed around the compass in February. ECI continues to work on placing crusher fines. The project remains within budget and still on schedule for an early summer opening.
- **Madison Ave. Underpass** – Construction is progressing well with all utility work complete, including the relocation of an 8 inch gas main, and water and sewer line relocations. The floor for the underpass is formed and ready to pour. Staff is assisting with submittals for the lights



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and electrical system in the underpass. Daily management continues to be the responsibility of Public Works staff. Madison Ave. will be closed until early April with the underpass opening around Memorial Day 2015.

- Front Range Trail – The agencies heard on January 29th that we have been short listed and recommended for full funding for a State Trail Grant request of \$350K. The recommendation will be forwarded to the Colorado Parks and Wildlife commission for approval at their next meeting. We should know officially in March if the grant request was approved. We are rated as the #3 project for funding! There were 22 applications for the grant. The grant, if awarded, will supplement funding for the construction of the trail. Staff has started working on the trail alignment with the Louden Ditch Company and the property owner and should have preliminary plans ready in late March. This joint project, when completed, will connect Loveland and Fort Collins between County Road 30 and 32.
- Long View Trail – Staff heard officially that our joint funding request from CDOT/Federal Transportation Alternative Program grant was approved for \$1,000,000 in late January. This is great news as we move forward with our full application for another \$1M request from GOCO on the Paths to Parks grant. Staff is assisting county staff on the grant request with updated maps and a more detailed budget. The formal application is due on March 4th. The grant request will supplement the funds needed to construct the 4.4 mile trail between Cathy Fromme Prairie (Ft. Collins) and 57th Street along Taft Ave. corridor. Staff will begin working on the trail alignment and master planning for the 57th and Taft open space in the 2nd Qtr. of 2015.
- Wintergreen Trail – The contract has been awarded to Dominant Dirtwork, LLC for \$113,730. Construction on this trail section will commence in March (weather permitting) with trail completion anticipated by Memorial Day.
- Viestenz Smith Mountain Park – Staff selected Logan Simpson Design along with Tetra Tech to complete planning, redesign and engineering work for VSMP project. The consultant was selected from competing 7 design firms and has already kicked-off the project with a site visit. Field survey is also in progress. It will be 2-3 months before concept plans will be ready and staff will be bringing these forward to the Parks and Recreation Commission and Open Land Commission along with a study session for Council to review the concepts before the consultant proceeds with design development. This is a FEMA flood recovery project and will be reimbursed up to \$1.5 M dollars for construction and redesign.
- Park Restroom Renovation Projects (Dwayne Webster and Kroh Parks) – CMU's and glass block installation in progress and floor drain installation completed at both sites. Light fixture delivery is delaying ceiling finishing at both locations (vandal resistant fixture supplier is currently moving plant operations). Both projects are within budget and on schedule at this time.

Proposed renovation plans (site drawings) for Barnes restroom are currently undergoing staff review for accuracy and completeness. The Architect's Studio will refine the plans and prepare construction documents for construction this fall.

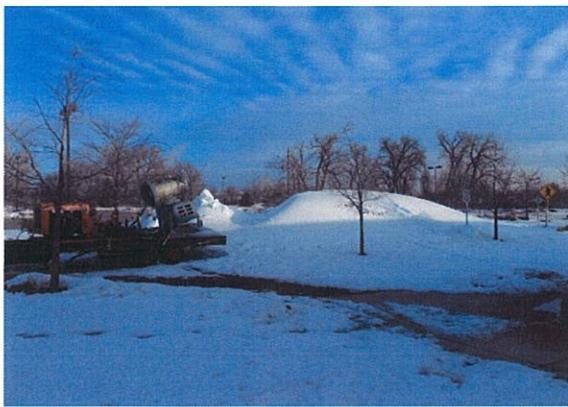


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- Cemetery Columbarium – Staff is preparing Sole Source documentation to purchase and install a 312 niche (624 urn spaces) pre-assembled columbaria in Loveland Burial Park. Additional niches are needed to maintain revenue stream (sales) in the Cemetery. The columbaria project, which will cost approximately \$165K including site design and landscaping, will generate approximately \$608K in revenues over the life of the structure.
- Barnes Complex Lighting Project – Light pole installation is complete and terminal wiring is in progress. System testing is pending. Project is within budget and on schedule for mid-late February completion.

Special Events

- Loveland Invitational – Vermillion Promotions (an Arizona firm) has expressed interest in “resurrecting” the Loveland Invitational event. Staff is providing scheduling and cost information to the firm so they can make an informed decision on whether to pursue the opportunity this year.Stay tuned.....
- “Fire and Ice” Event – For the second consecutive year Fairgrounds Park is the host site of the snow making operation for the Fire and Ice Event. Snow making operations commenced the week of February 2nd in preparation for the downtown sculpture event the 12th thru the 14th.



- 2015 Annual Waterway Cleanup – Planning is underway for the annual Spring Waterway Cleanup on April 18th. A number of local waterways (Big Thompson River, Dry Creek, Chubbuck Ditch, Jayhawker Ponds, RENA, Morey and RFJY) will benefit from this one day clean-up effort by volunteers and City staff.
- July 4th Event – The Park and Recreation Department has been appointed as the lead Department for the 2015 July 4th event. The Department will take the lead in event planning and coordination with other City Departments including Fire, Police, Emergency Services and Traffic Control.



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Maintenance and Operations:

- Milner/Schwarz House Railroad Garden – Planning and Storm Water staff approved the installation of a model railroad garden for installation at the historic house and gardens. The Historical society and railroad enthusiasts approached the City to install this in their garden along with a small wood shed. Parks approved the addition after Development review staff concurred with the concept and structure in the floodway. Construction is underway for the new shed and the railroad garden should be open this summer for tours.
- Urban Forestry Program – Representatives from Development Services, Parks and Recreation and Public Works met in January to discuss the need, create a vision and explore the creation of a City-wide urban forestry program in the City. A follow-up meeting is scheduled in early February to further the process.
- Christmas Tree Recycling – Tree “recycling” (mulching) completed at Centennial and Kroh Parks. Approximately 5,500 trees were recycled in to 550 cubic yards of mulch for use in parks and public grounds planter beds.
- Maintenance Activities – Seasonal in nature with a focus on snow removal, equipment service/repairs, inventory replacement and flood re-construction activities. Photo below reflects new tractor mounted snow pusher in use on Championship field (synthetic turf) at Loveland Sports Park.



Commission Action

Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ January 8, 2015

Present: Katie Davis, Gene Alvine, Jack Doyel, Wendi Cudmore, Twyla Dennis

Staff: Keven Aggers, Marilyn Hilgenberg, Carol Wallace

Absent: Leighton Millar, Deborah Manderscheid, Brian Steckelberg, Hugh McKean (City Council Liaison)

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

Minutes: Minutes of the November 13, 2014 were approved as written.

Council Liaison Report: None

Election of Officers for 2015

Commission members unanimously approved Katie Davis as Chairman and Wendi Cudmore as Vice-Chairman.

Recreation Facilities Feasibility Study Update

Proposals were received from three firms for the Recreation Facilities Feasibility Study: Barker, Rinker, Seacat; Ohlson-Lavoie Collaborative; and GreenPlay. These firms will be interviewed and the Commission members who are interested in being part of the interview panel, are Jack Doyel, Katie Davis, Wendi Cudmore and Leighton Millar.

Annual Boards & Commission Meeting

The Boards & Commission annual meeting will be held Thursday February 19th beginning at 5pm. The Parks & Recreation Commission will be represented by Wendi Cudmore. Staff will contact Brian Steckelberg and Leighton Millar about attending. There will be a short presentation given by a Commission member.

Artificial Turf In-Fill Data/Report

A discussion was held about the concerns of artificial turf in-fill and reports of increased cancer among players. Most of the problems seems to stem from artificial turf which was installed prior to 2010. The Championship Field artificial turf at Loveland Sports Park was installed prior to 2010. This field also experiences excessive heat during the summer months and is not usable. Staff will review options and look at solutions to these problems.

Commission Member Discussion

Staff announced the selection of a new Department Director to replace Gary Havener, who retired in July 2014. Elizabeth Anderson, currently with the City of Sacramento in California, will be starting February 17th.

Staff discussed CEFs and the City's proposal to change from a buy in system to a plans based system. CEF funds have allowed the Department to grow and develop parks, recreation, trails and open lands. The new plan based method was presented to staff at the last minute and there is concern about the method used and the way the system works. Staff needs time to review the proposal and will get back to Commission members with more information.

Commission members recommended approval to City Council for Joe Waneka as R2J Representative on the Parks & Recreation Commission.

Meeting adjourned at 5:50pm
/s Jack Doyel, Chair