



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 11, 2016 - 4:30 p.m.

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

Notice of Meeting Posted

Approval of January 14, 2015 minutes

Council Liaison Report

Director's Report

1. Department Organizational Structure

Discussion/Action:

2. Facility Naming Policy
3. Department Capital Project Work Plan

Commission Members Discussion Topics

Reports/Correspondence:

4. Operation & Project Update

Next Meeting Date: March 10, 2016

Wi-Fi Access Code: accesswifi

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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **2**

MEETING DATE: February 11, 2016

DESCRIPTION: Facility Naming Policy

PRESENTER: Elizabeth Anderson

SUMMARY:

Provide Feedback on proposed Departmental Naming Policy for Parks, Open Lands, Recreational Areas and Facilities.

COMMISSION ACTION

RECOMMENDED: Discussion



Policy & Procedure for the Naming of Parks, Open Lands, Recreational Areas & Facilities

Purpose:

The purpose of this policy is to establish standard procedures and guidelines for the naming and renaming of parks, recreational areas and facilities owned and/or operated by the City of Loveland Parks and Recreation Department. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming city parks, recreational areas and facilities lies with the Parks and Recreation Department, with final approval from the Parks and Recreation Director. Parks and Recreational facilities eligible include: parks (all traditional designed parks, historic sites, golf courses, specialized parks (e.g. skate park), trails and natural open spaces under the department's jurisdiction or management), buildings (significant Park and Recreation structures that house parks and recreation programs), and major features (permanent components of parks and recreational facilities, e.g. ball fields, swimming pools, tennis courts, playgrounds, fountains, artwork, or physical features like lakes or ponds). Rooms within buildings are considered to be major features.

Objectives:

- Naming of city parks, recreational areas and facilities enhances a sense of community within the city.
- Ensure that parks and recreational areas are easily identified and located.
- Ensure that names given are consistent with the values and characteristics of the City of Loveland.
- Assure the quality of the title/name, so that it will serve the purpose of the city in a permanent manner.
- Encourage public participation and input in order to fully represent the best interest of the area affected.
- Encourage and recognize the dedication of lands, or major gifts/donations by individuals or groups.

Qualifying Names and/or Criteria:

- Geographical location of the facility including descriptive names or adjoining subdivision/community
- An outstanding feature of the area. (Example: hill, river, vegetation, prominent geographic feature of local reference point).
- Commonly recognized subjects of historical significance such as: event, person, group, culture, or place.
- An event, provided such event directly affected, affects or would be meaningful to the citizens of Loveland.
- A person or group who significantly contributed to the acquisition or development of the park facility.
- An individual who provided an exceptional service in the interest of the park system as a whole or for the community as a whole.
- A person whose contribution or significant gift is of a most extraordinary nature.
- Naming may be considered based on the provision of significant funding that underwrites the cost of renovation or construction of city property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable city projects such as parks, buildings or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.
- Parks and facilities that are donated to the city can be named by deed restriction by the donor. The naming and acceptance of land is subject to review by the Parks and Recreation Commission, Open Lands Advisory Commission or Golf Advisory Board, with final approval by the Parks and Recreation Director.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Exclusions:

- Requests or proposals in conflict with the terms and conditions of an existing City or County lease, tenant agreement, or other contract.
- Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited. Any association with known controversial topics will also be excluded from consideration.

Renaming:

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

Procedure:

- Staff, city residents, community leaders and organizations interested in proposing a name for a park, recreational area or facility must submit written recommendations, petitions, etc. for presentation to the Parks and Recreation Commission. Recommendations need describe in detail why the candidate merits such recognition.
- When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal. Consideration shall be given to the naming of an individual if said individual has been deceased for at least two (2) years.
- The Director of Parks and Recreation with budgetary responsibility for a park, open lands and/or facility shall forward naming recommendations to the Parks and Recreation Commission, Open Lands Advisory Board or Golf Advisory Board.
- The Commission or Board will allow for public input and comment.
- The Commission or Board will confirm park, recreation areas and facility names by formal vote and provide the final name recommendation to the Parks and Recreation Director for final approval.
- Time limits for name considerations will be established by the Parks and Recreation Director on an individual basis.
- In the absence of any naming requests, interim placeholder names may be assigned and approved by the Parks and Recreation Director.
- Divisions within the Parks and Recreation Department may adopt and implement their specific procedures for facility naming, as long as they are not in conflict with the Department's naming policy provisions set forth in this document.



LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: **3**

MEETING DATE: February 11, 2016

DESCRIPTION: Department Capital Project Work Plan

PRESENTER: Marilyn Hilgenberg

SUMMARY:

Parks and Recreation Staff have identified and prioritized the 2016 Department Capital Work Plan. The following are key projects that staff have identified and prioritized to work on in 2016.

2016 Projects:

Trails

Long View Corridor Trail - includes portion of Seg. 7b (2016/17)

North Front Range Trail

Namaqua to US 34 - Segment 10b

Denver to Boyd Segment 12

Wayfinding Signage Program

Wilson to Namaqua - Segment 10a

Segment 7c - Copper Ridge at 57th at the railroad tracks

South Front Range Trail Planning

Namaqua Road River Bridge Replacement (Cnty Project)

Trail – inventory as identified in the Master Plan

Trail Easements and Connections

Copper Ridge - Segment 7c - acquisition

Boyd Lake Trail - revised easement

Boyd Avenue Safe Crossing Trail Connections

Hunter's Run Trail, Solar OL/Trail, Meadowbrook

Development Projects

Viestenz Smith (Phase I)

Cemetery Office and Shop renovation



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Minor Capital and Depreciation

Flood Recovery - FEMA coordination
Wilson Bridge
Trail - Wilson to Taft
Rotary Sign replacement
Centennial Sign - new sign (not flood related)
Fairgrounds Sidewalk on Railroad
Playground Depreciation Projects (LSP incl Spray Park)
Relocation of OzMill (Unfunded)
Restroom Renovation Projects (Centennial & NL)
Glen Arbor Park Restoration
Cemetery Columbarium
Cemetery Office/Shop Demo & Recapture Footprint
Waste Management Plan - Barnes/Fairgrounds
North Lake Depot - Deck and Cover
North Lake Tennis Court Renovation -
Trail Closure - Underpass Gates
Park Map Updates for Webpages and Brochures
Recreation Trail Kiosk Updates
Asphalt of Fairgrounds Parking Lot
Hard Court Surfacing (JA, FG & Eagle view BB Crts)
Irrigation Projects (Fire Station #3, Swift Main, 7 Lakes Main)
Centennial Park Field Lighting Replacement
Reuse of VS Bridge at Open Lands or Park/ Move the Bridge
Reuse of Wilson Bridge at Sunset/Long View trail
Kroh Park Field Backstop Replacement/Field Recover
Benson Sculpture Garden/Pond Dredging & Cattail Removal
Mehaffey Park- Arbor Education Signage, QCRs, etc....
Parks Equipment Replacement from Depreciation Funding
Mehaffey Park- Disc Golf Install

Other Projects/Improvements Identified

Improvements to Mehaffey and Fairgrounds Dog Parks?
Lock Rekeying (Park Facilities/Structures
"The Gathering" Relocation

Land Acquisition

Community Park



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Neighborhood Park
Recreation Center Land

Recreation

Analyze sites for future recreation center
Civic Center Playground Safety Fencing
Concessions/Food and Beverage RFP
Renegotiate YA Group Agreements
Recreation Equipment Replacement
Pre-School Playground Appeal Options

Department Planning and Administrative Initiatives

Radio and Emergency Training/Review of Policies, etc....
Water Portfolio- Transition to Water Dept
Annexation and rezoning of new open land properties
Branding of Department
Prepare information of Department Projects for Ballot Initiative
Gold Medal Application
Cemetery Grave Reclamation Process
Cemetery Rules/Regulations & Revisions
Succession Planning/Training/Opportunities
Manager's Guide for Each Manager/Division
Engagement Survey Action Plan
Upgrade of Leisure Times Activity Guide
Web Upgrades

Staff will discuss planned projects with the Commission and reaffirm that these projects are addressing the needs and community desires as identified by the Parks and Recreation Master Plan.

COMMISSION ACTION
RECOMMENDED: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 4

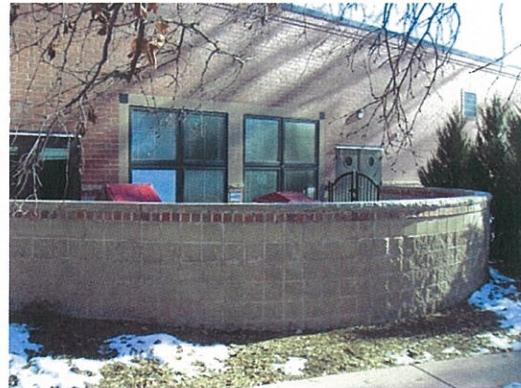
MEETING DATE: February 11, 2016

DESCRIPTION: **Operations & Projects**

SUMMARY:

Recreation

- The Parks and Recreation Pre-school Program recently experienced its annual certification review and inspection from the State Social Services Department. Several new items were listed as concerns including the location and size of the outdoor playground, the lack of shade on outdoor play areas, and the need for two different surfaces in play areas. Upon further investigation, it was determined that the state gave the City a waiver on the play area size issue when the Chilson Center was remodeled in 2010, which will be the basis for the City's appeal. However, staff will also be looking into adding some soft surface material on the play area and possible installation of a small shade structure.



- The Chilson Center experienced the single largest month of use in its history with record attendance and revenues on several days when school was not in session coupled with the normal daily increase in use that New Year's resolutions bring.
- The Chilson Center staff maintained normal operating hours during the recent early February snow storms that impacted schools and other government offices. Chilson planned to close early the night that the storm started, but the considerable amount of guests using the facility caused the staff to continue normal operating hours. The next morning, all staff reported to work on-time and the facility was fully operational throughout the storm. This is a testament to the



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commitment to customer service that is prevalent at Chilson throughout the year, but especially during inclement weather.

- Chilson has been experiencing some difficulty in filling and keeping part-time staff members including lifeguards, on-floor supervisors, facility attendants, and child-care workers. Management staff is working with the City's Human Resources to recognize some different categories for part time staff in an effort to provide better hours and pay levels for this important category of worker.
- After considerable research, the Chilson staff is on the verge of reinstating the sweat towel program that was cancelled as a 2016 budget cut. Staff has been looking into a more affordable option that can be implemented within available funding. The program should be introduced within the next two months.
- After several requests from young mothers, the zero depth pool was opened to parents with young children an hour earlier in the mornings. This change was a challenge as lifeguard shortages and other class use were limiting the available morning times. However, staff worked it out to allow younger children in the zero-depth area beginning at 9:00 a.m. as long as they are in "arms reach" of a parent or adult.

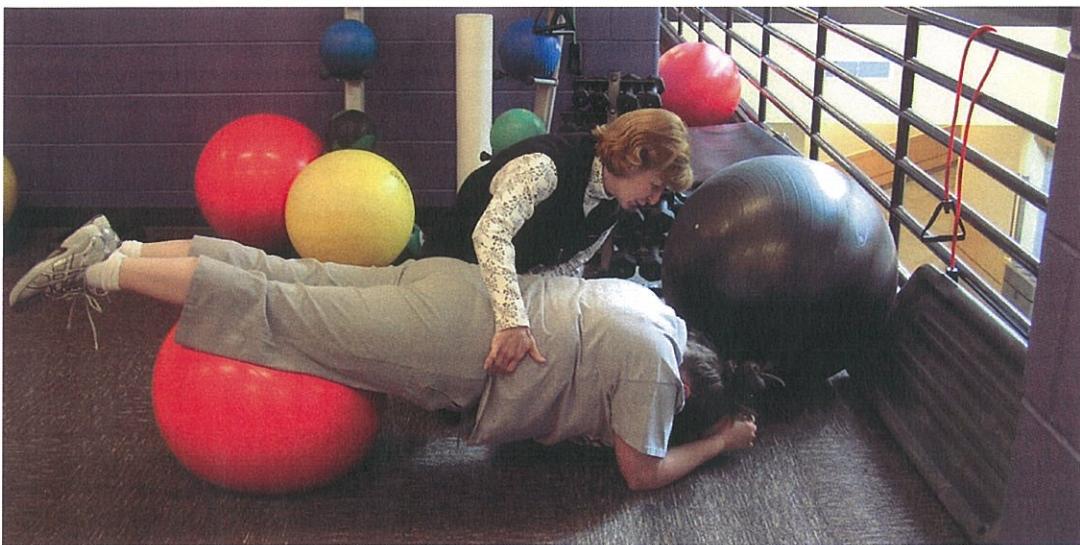


- Chilson managers are working with the City's IT department to investigate improving the free WiFi system available to staff and guest within the facility. This upgrade should increase availability throughout the facility while also increasing the reliability of the system that is only available in select classrooms and meeting rooms presently.
- Registrations for spring program started in earnest on Ground Hogs Day. Processors report brisk early enrollments in youth sports, senior programs, fitness and wellness offerings, and swimming lessons.



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- The Personal Training program at Chilson experienced one of its most successful years in 2015 showing a 30% increase in use and revenues. This trend is continuing into 2016 with fitness assessments and personal exercise coaching sessions showing excellent early year participation.



Parks

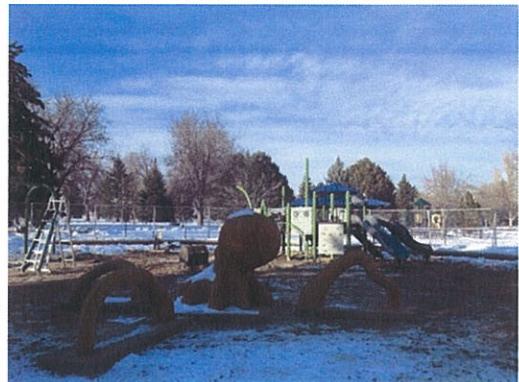
2016 Depreciation Funding/Fund 23 Projects



- Park Restroom Renovation Projects (Barnes and Centennial Parks) – Progress on both renovation projects has been impacted by inclement weather and existing site conditions. Project completion is still anticipated in first quarter of '16, weather and resources permitting.



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- Playground Renovation (North Lake Park Tot Lot and Osborn Park) New equipment installation completed on both sites – engineered wood fiber installation by contractor on hold pending site condition improvements (ground thaw).



- 2016 Equipment Purchases – Equipment purchases are in progress with the goal of having all new equipment delivered and in service by April. Staff did an excellent job of evaluating and aligning purchases with needs and versatility.

Misc. or Non-Capital Projects

- Cemetery Office/Shop – Cost opinion and building design (100% drawings) are nearing completion and value engineering is in progress to align project scope with budget. Goal is to bid the project in February with project startup anticipated in April.
- North Lake Park Tennis Court Project – Anchor Engineering (Denver) is under contract to perform project design, which is scheduled for completion the 1st quarter of 2016. Project commencement is anticipated the 3rd or 4th Quarter of the year at this time.
- North Lake Park Train Depot – Project commencement is under discussion with the contractor given their request for a spring startup due to weather and nature of the work. Deadline for completing the project is May 2016.



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- Cemetery Columbarium – Project progress has been slowed due to inclement weather and site conditions (frozen ground). Colorado Hardscape should complete concrete pad installation/surfacing once weather and site conditions improve. The columbarium numbering system has been entered in CEMbase in preparation for niche sales to commence this month.

Flood Recovery Projects:

- Viestenz-Smith Mountain Park – Final plans are delayed by the engineer, but staff expects to have these completed in mid-February. Cost estimate and plan review should be completed by staff in mid-March. The flood plain permit was completed with only minor changes required for resubmittal in January and the consultant submitted the conditional letter of map revision (CLOMR) on January 22nd. The flood permit and the CLOMR are the critical path items so the project is moving ahead, right on schedule.

Staff submitted the utility permit application to the US Forest Service (USFS) in early January. Staff received a response for additional information and will be working closely with USFS staff in February to address their questions. A follow-up meeting will be scheduled in late February. All proposed improvements on USFS property, including work in the river, requires their approval. Staff is also working with the consultant on final environmental and 404 permits. Staff submitted a grant application for supplemental funding from the Community Development Block Grant Program on Jan. 22nd. The \$500,000 grant request will support needed river restoration work on site. The grant request was in conjunction with the Big Thompson Watershed Coalition for a watershed resiliency grant from CDBG- Disaster Recovery funds.

- Wilson Bridge and Taft/Wilson Trail – Public works staff is proceeding with contract modifications with Ayres's and design work is anticipated to commence in the next 30-45 days, pending contract and budget approval. Engineering should be completed this summer with construction anticipated to start this fall. Goal is to have FEMA's final response on the scope change request prior to fall construction. We are still waiting on FEMA scope change approval but anticipate this in the next 2 months.
- FEMA Coordination – Staff will submit extension letters for 4 remaining flood recovery projects in February to FEMA. The projects are either in-progress or delayed due to construction or design and include Mariana Butte Golf Course, The trail between Wilson and Taft, the Wilson Trail Bridge and Morey Natural Area.



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O & M Activities



- Christmas tree Recycling – Grounds/Public Grounds staff wrapped up Christmas tree recycling at the Centennial and Kroh Park sites. Approximately 6,000 trees were “recycled” for use as mulch in grounds/public grounds landscape beds. Recycling sites were dismantled and cleaned up in early February.
- North Lake Park Train Renovation – Engine and hydro-static transmission installation by Fleet mechanics is in progress at the Park Shop. Rebuilt wheels have been received from Uhrich Locomotive (Strasburg, CO) and will be installed on select cars in February. Renovation will continue thru the 1st Quarter with equipment testing on the track anticipated in April.
- “The Gathering”/South Shore Parkway – The sculpture is scheduled to be relocated from its current location at Centennial Park to South Shore Parkway by the VAC this spring. Grounds/Public Grounds staff will provide support during the location.



- Barnes Complex Fence Damage – Staff is securing bids to repair the outfield fence on field #4 (and adjacent “Casey” sculpture base) that was damaged by a vehicle in early December. Cost of repairs will be recovered through the driver’s insurance company.



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Safety:

- 2015 Park Division Injury Information – Risk Management released the aforesaid information to the Park Division Safety Committee in early January. At this time it appears that the Division had six (6) incidents (Slips/Trips/Falls [1] – Strains/Sprains [2] – Caught/Struck [2] – Animal [1]) in '15 totaling \$9,811 in expenditures.



- Drug Paraphernalia/Round Mountain Parking Lot – There has been a noticeable uptick in the quantity of drug paraphernalia left at the Round Mountain parking lot/trailhead. Staff is logging/photo documenting finds and has been in contact with the COL Police Department regarding the matter – no further action is anticipated at this time.



- Reflective Vests w/Logo – Vests have been issued to all Park and Open Lands Division employees to enhance safety and to assist the public in identifying Park and Open Lands employees on jobsites (i.e. community parks, recreation trail, open lands, etc.). The vests also meet CDOT requirements for color, reflectivity, etc. for working in/near roadways.

Commission Action

Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION
Minutes ♦ January 14, 2016

Present: Gene Alvine, Katie Davis, Twyla Dennis, Joe Waneka, Brian Steckelberg, Wendi Cudmore, Deborah Manderscheid, Hugh McKean (City Council Liaison)

Staff: Elizabeth Anderson, Marilyn Hilgenberg, Keven Aggers & Larry Callihan

Absent: Leighton Millar

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

Minutes: Minutes of the November 12, 2015 were approved as written.

Council Liaison

Report: Hugh reported that City Council discussed year-end budget savings and how those dollars affect future budgets. Commissioners asked for an update on downtown development.

Youth Athletic Grant Program:

Each year the Loveland Parks and Recreation Commission helps the Department grant \$10,000 in funds to assist self-directed youth athletic groups in the community. The Commission thought the program structure was working well and did not propose any changes to the format. The Youth Athletic Grant Program is being promoted with a March 1st application deadline. A sub-committee from the Commission (Deb Manderscheid, Joe Waneka & Wendi Cudmore) will review the applications and make a funding recommendation to the Parks and Recreation Commission at the March meeting.

Recreation Facilities Feasibility Study:

Copies of the Recreation Facilities Feasibility Study were distributed to the Commission. The presentation of the Study to the City Council went well. The next step is for the City Council to evaluate its entire Capital Plan and see if there is adequate community support for a ballot initiative that would include future funding for a new recreation center. The Commission discussed the success of the 1984 ballot measure that raised the funds for the Chilson Recreation Center and how the success of that effort could be replicated as a funding mechanism for another recreation center.

Commission Goals for 2016:

The Commission discussed making changes to the monthly Parks and Recreation Commission meetings. Commission members hope to have a more active input on decisions and options related to Parks and Recreation issues. The Commission also requested additional opportunities to get updates on Department projects and programs. The Commission Chair will work with Commission members to set the monthly agenda for the meetings. Staff will bring the Department capital project work plan to the next meeting and have the Commission identify their priorities and goals at that time.

Director Updates:

The Director asked that a new agenda item be added to the Parks and Recreation Commission Agenda call "Director's Report" so she can update the Commission on special items not otherwise on the agenda.

Meeting adjourned at 6:16 pm
/s Wendi Cudmore, Vice-Chair