



**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 12, 2017 - 4:30 p.m.**

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

Notice of Meeting Posted

Approval of November 10, 2016 minutes

Council Liaison Report

Director's Report:

Introduction of new Commission member, Burke Fishburn

### **Discussion/Action:**

1. Youth Athletic Grant Program
2. Commission 2017 Goals (Discussion at meeting)
3. 2017 Commission Opportunity Involvement (Discussion at meeting)

### **Commission Members Discussion Topics**

### **Reports/Correspondence:**

4. Operation & Project Update

**Next Meeting Date:** February 9, 2017

Wi-Fi Access Code: accesswifi

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### LOVELAND PARKS AND RECREATION COMMISSION

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

**MEETING DATE:** January 12, 2017

**DESCRIPTION:** Youth Athletic Grant Program

#### **SUMMARY:**

Each year, the City sets aside \$10,000 to fund the Youth Athletic Grant Program. This supplemental funding resource is established to support the effort, solidify the existence, ***and directly benefit the participants*** of self-directed, non-profit, youth athletic organizations providing athletic programs for young people under the age of 18 within the City of Loveland. Attached you will find a “draft” of the program guidelines and application for 2017.

#### **Commission Action**

**Recommended:** Review the program and application process. Assign two commissioners to serve on the committee to evaluate grant requests and generate a funding recommendation to present to the commission at the March meeting.



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# City of Loveland

## **2017 YOUTH ATHLETICS**

## **GRANT PROGRAM**



**DATED: January 12, 2017**

## **YOUTH ATHLETICS GRANT PROGRAM**

**GOAL:** The establishment of a supplementary funding mechanism that supports the efforts, solidifies the existence, ***and directly benefits the participants*** of self-directed, non-profit, youth athletic organizations providing athletic programs for young people under the age of 18 within the City of Loveland.

### **PROGRAM GUIDELINES AND FUNDING LIMITS:**

1. Total available funding in 2017 is set at \$10,000. The Youth Athletics Financial Grant Program is funded by the City of Loveland. As such, the availability and level of funding is solely dependent upon the City of Loveland budget process and can fluctuate greatly from one year to the next.
2. Youth Athletics Grant funds should be used to improve access to athletic program participation for Loveland area residents. While there isn't a residency requirement, the funds are generated through tax dollars from the City of Loveland budget, and as such should go toward providing benefits to Loveland area residents and programs. Special consideration will be given to 2017 applications that directly impact the participants of a program (i.e. equipment, scholarships, etc.).
3. Youth Athletics Grant funds must be expended for the exact purpose stated in the grant application and on the award notification. No exceptions, please!
4. Youth Athletic Organizations receiving grant funds must provide a clear and complete accounting of all expenditures related to the grant within 60 days of their actual expenditure. This accounting should include copies of invoices, receipts, bills, cancelled checks showing payment, and a list of scholarship recipients if applicable. Failure to provide this information could negatively impact future grant applications.
5. The Youth Athletic Grant program does not fund coach, administrator, or staff salaries or benefits; office rental and expenses; travel for coaches or players; training for coaches; umpire or official costs, and/or any expenditure that does not **directly** benefit the young people playing in the specific sport or activity.



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### ELIGIBILITY REQUIREMENTS:

1. Requirements apply to existing as well as newly formed youth athletic organizations that satisfy the goal of the Youth Athletic Grant Program.
2. Organization must be a legally incorporated non-profit corporation recognized by the Secretary of State for the State of Colorado, or have an application for non-profit incorporation pending. A 501(C)3 Federal tax designation will also be accepted as proof of non-profit status.
3. Organization must provide a list of officers, an annual report for the most recent fiscal year showing participation statistics by sport to include but not be limited to number of participants, age and gender of participants, number of teams, length and number of seasons, number of practices, number of games, number of paid vs. volunteer coaches, and a financial statement for the immediate past fiscal year (the year-end annual Treasurer's Report is acceptable). If an organization is just getting started, a predicted budget or accounting for the organization may be substituted for this requirement.
4. Organization must show a consistent ability to manage and administer the funds generated by the activity in a fiscally responsible manner. Proof of this ability should be submitted in the form of financial policies requiring at least a dual signature savings and/or checking account. If organization is just getting started, proof of established accounts will satisfy this requirement.
5. Organization must be effective and consistent in offering an athletic activity open to and beneficial to the youth of Loveland. Proof of this ability is left up to the discretion of each organization submitting an application. ***The City of Loveland does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services.***



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### APPLICATION REQUIREMENTS:

1. Clubs or organizations meeting the above eligibility requirements should submit a grant proposal to include the following:

- ☐ Name of Organization as it appears on the Articles of Incorporation.
- ☐ Organization mailing address and e-mail address.
- ☐ Name, phone number, and e-mail address for organization spokesperson.
- ☐ A current W-9 Form for the organization.
- ☐ A copy of the Articles of Incorporation designating the organization as a non-profit corporation recognized by the Secretary of the State of Colorado or a copy of a pending application for a certificate of incorporation.
- ☐ A list of officers and an annual report for the most recent fiscal year including a financial statement and/or a budget for the immediate past fiscal year. For groups who are just getting started, a brief business plan indicating need for the activity, as well as pending community support and predicted budgets for the upcoming fiscal year will be accepted.
- ☐ Provide demographic information on your participants including: total number of separate participants on an annual basis; number of boys and girls; age statistics (use the age categories that are in place for your sport or activity); estimate percentage of participants that live within the Loveland city limits.
- ☐ Briefly outline the programs you offer on a seasonal basis (winter, spring, summer, fall), and list the number of teams, number of participants, and genders of participants in each activity per season; and list the facilities and locations that your organization uses for practices and games for each sport offered, as well as the total number of contact hours you have with your teams per sport.
- ☐ Briefly explain your competitive affiliation and the type of competition or curriculum that your organization follows (i.e. Ft. Collins League, travel team(s), tournament team(s), governing body, internal leagues, classes and clinics, etc.).
- ☐ Supporting documentation outlining a long-range business plan including projections for potential market size, participant numbers, long and short-term goals, etc. is optional but could support your application.
- ☐ Explain any direct ties you have to other organizations (either local, state, or national). Does your organization act as a direct feeder to other programs (i.e. specific high schools, private/religious schools, other athletic organizations, etc.)? If so, which ones. Is your organization affiliated with any other private or public business or association?
- ☐ Does your organization limit participation based upon the participant and/or family's membership in other organizations (churches, specific schools, other clubs, organizations, memberships, or businesses)? If so, which ones. Is participation limited for any reason? If so, please explain.



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- ☐ A listing of the exact amount of funding requested from the Youth Athletics Organization Grant Program with a specific line item breakdown as to the purpose to which the funding will be applied with an estimated schedule for the expenditure of the funds.
- ☐ Recipients of past YA Grant Funds are reminded that a clear and complete accounting of all expenditures related to the grant must be submitted to the City. This accounting should include copies of invoices, receipts, bills, cancelled checks showing payment, and a list of scholarship recipients if applicable. Failure to provide this information for past grants will negatively impact current year grant applications.

### APPLICATION SCHEDULE:

1. Applications for funding for the Youth Athletics Grant Program will be accepted at the Loveland Parks and Recreation Department - 500 East Third Street - Loveland, Colorado 80537 until **3:00pm (our clock), Tuesday, February 28, 2017**. Complete applications can also be submitted electronically by emailing the application to [YAGrant@ci.loveland.co.us](mailto:YAGrant@ci.loveland.co.us). Applications can be e-mailed as a Word attachment and/or a pdf file with copies of any required certificates sent as a pdf file attachment.
2. Applications may take whatever form the organization feels appropriately conveys the proposed need for, and use of, YA Grant Funding.
3. Grant proposals will be reviewed by a sub-committee of the Parks and Recreation Commission with a recommendation forwarded to the entire commission at the next available scheduled Commission meeting held on the second Thursday of each month. Publicity of final grant awards will be the sole responsibility of the City of Loveland and the Loveland Parks and Recreation Commission.
4. Disbursement of funds will be made within 45 days of the notice of approval of a grant unless otherwise specified by spending parameters outlined in the organization's grant proposal and approved by the Loveland Parks and Recreation Commission.
5. The awarding of Youth Athletics Organization Grant Funding by the Loveland Parks and Recreation Commission shall be permanent and is not open to appeal. However, the Loveland Parks and Recreation Commission and/or the City of Loveland reserve the right to withhold and/or reallocate Youth Athletics Grant Funding from any organization that ceases to meet the eligibility requirements as outlined above. Organizations receiving grant funding must continue offering their activity in an effective and consistent fashion throughout the grant year. Any deviation from the purposes and activities of the organization listed in the application will constitute a forfeiture of rights and the Parks and Recreation Commission and/or the City of Loveland will withhold any unallocated program funding and require reimbursement of program funding already awarded to the organization.
6. If a group receives an award, no funding can be distributed until the City of Loveland has a current W-9 form on file from the organization.



## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 4**

**MEETING DATE:** January 12, 2017

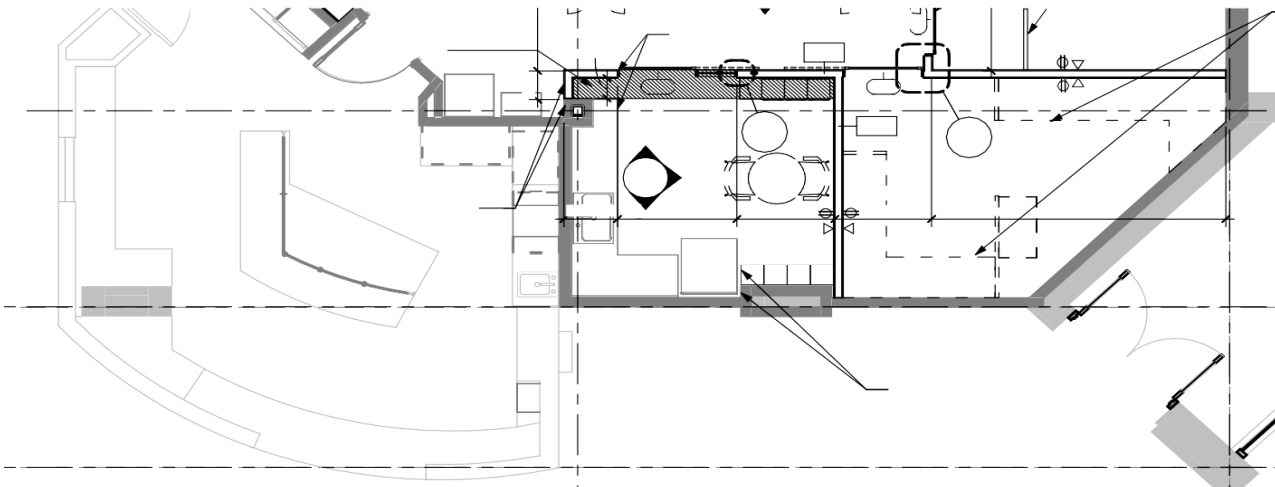
**DESCRIPTION:** Operations & Projects

#### **SUMMARY:**

### **Recreation**

#### **Chilson Center**

- The annual influx of new and renewed guests has started in earnest. Staff and the facility are responding well to this increase in use with few problems or concerns reported to date.
- New cardio equipment has been delivered and installed. Staff is working through several initial warranty items.
- Phase 1 of the Chilson Breakroom Renovation project is underway after a brief delay due to problems with the building permit process. The contractor, G2 Construction of Loveland, is back on site with walls, sheetrock, and fire system changes ongoing. This phase will include installation of a permanent wall and sliding doors between the breakroom and the adjacent office to reduce or eliminate the migration of noise and cooking odors, and creation of an additional office space for staff. It is estimated that these minor delays will set back the completion date to the end of January 2017.



- November/December Birthday Party reservations were well above the same time-frame of a year ago. This area continues to grow as the word gets out about the affordable and fun options available to local families at the Chilson Center.



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- All wall pads in the large gym have been serviced and remounted. The Large Gym project is complete; a new gym curtain will be installed in late January.
- Removal of planter in front of Chilson is complete. Cold weather and snow has put a hold on a temporary winter solution until permanent design can be established and implemented.
- New water coolers replaced aged ones in senior wing and Common Hall. New units have water bottle fill feature.
- Replacement diaper changing stations for the Senior Center restrooms have arrived and are ready for installation. These will be a nice addition for rentals, and tots classes that happen on the Senior wing.



### Guest Services

- RecTrac 3.1 (the department's operating system) migration- still continues to make forward progress, though requests are adding on as fast as they are being checked off. The list was escalated to senior staff at VSI to expedite results. This has been helpful.
- Planning for the 30<sup>th</sup> Anniversary celebration is underway. Staff is working with the new department marketing committee to aid in planning for this important celebration.
- As of December, the Recreation division and the Chilson Center are collaborating with the Library regarding the Safety Committees to see where we can share trainings and resources.

### Programs

- Total team numbers in Adult Athletics for 2016 were up slightly in comparison with 2015. The negative trend of fewer adult softball teams seems to have leveled off, with minor increases experienced in basketball, volleyball and soccer. Several new programs are being considered for 2017 in an attempt to increase participation in the adult team sports.
- Adult Athletic programmers are working with the Parks Division in an attempt to add a Friday Co-ed softball league for the spring of 2017. One of the main challenges is the workload of field maintenance crews that work every weekend throughout the spring, summer and fall season getting the fields ready for weekend tournaments. With the addition of Friday evening

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games, these crews will have to work additional hours re-prepping the fields for the weekend. Parks is open to trying this on a limited basis in the spring to promote additional adult play.

- Participation/enrollments in youth sports programs in 2016 were unchanged in comparison with 2015. While increases were experienced in some areas (gymnastics and summer tennis) there were slight decreases in others (football, soccer, lacrosse). Staff attributes these results to increased self-directed groups coming on the scene offering a higher level of competition and inter-city travel as an option. The City will continue to stress skill development at the younger age groups leaving the more competitive experiences to private and non-profit organizations.



- Special Recreation Services are also experiencing double-digit growth in fitness classes and Silver Sneakers enrollments.



### Field and Facility Use

- The city has contracted with the Architects' Studio to complete construction drawings for the addition of a new permanent concession stand at Centennial Park. For the past 10 years, the City has used a portable trailer that has barely been keeping up with the demand. The

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potential schedule for this project has plans completed by early spring with bidding set for June and a construction start date in October after the fall softball season is complete.



- As reported last month, demand at the Mehaffey Park pickleball courts has caused concerns with several individuals and groups vying for playing time. The local Pickleball Club has been reserving court time on three courts several mornings and evenings each week, but has been monopolizing all four courts and not sharing the resource with others. In response, staff will be recommending limits to the times that reservations will be available and instituting a new challenge ladder system that has been effective in other communities.
- The addition of an 8-court pickleball complex at Osborn Park received approval in the 2017 budget. However, this project will likely not start until the fall as other park Improvement projects are prioritized higher for the planning staff. The exact start time and schedule for this project is pending.
- Reservation for use of City fields and facilities are projected to increase dramatically in 2017 with the addition of programs by local private, charter, and religious schools. Loveland Classical has added high school and middle school soccer in the spring and fall resulting in the need to overlay lacrosse and soccer lines on several LSP fields. LHS needs a soccer/lacrosse field at North Lake Park, Resurrection Christian is requesting use of Swift field for 8 games, and will once again request use of the LSP Championship field for spring soccer games (these requests are on hold until the R2J schedules are entered). Per the scheduling policy, the City has first priority, R2J second, and all other outside groups third (based on past scheduled use).



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### Parks

- The Parks staff has been busy with snow removal and the post-holiday season includes our Christmas tree recycling program held at Centennial and Kroh Park through the end of the January where an estimated 6000 trees will be recycled. Parks staff is continuing to work on multiple projects including:
- Chilson Entrance Planter – The large planter on the North side of the main entrance to Chilson Recreation Center has been removed without any damage to the building. The removal of the waterproofing on the building scheduled for the week of January 9, 2017. This spring the area where the planter once stood will be re landscaped to better suit the area and create a more user-friendly space.
- Irrigation Central Control – Staff is currently installing updated irrigation central control systems to replace outdated models. These controllers allow staff to remotely change programs, adjust daily for evapotranspiration rates, and shut off systems at a moment's notice due to rain or high wind events. This has reduced our watering requirements by nearly 20% over the last twelve years.
- Cemetery Office/Shop – The process has included a recent meeting was held with Development Services to review the need for either site development or public improvements on the renovation project. A rough sketch of the planned renovation was submitted for the team to review. If site and/or public improvements designs are not required, a contract with The Architect Studio will be issued to begin the project.
- Kroh Park Concessions Stand Conversion-The Parks and Recreation staffs are working together on minor renovations to the existing, now unused concessions space located in the restroom building. The concession area was closed in 2014 due to operational cost versus recovery costs. It is now being transformed into a storage and seasonal office space for Recreation Division programming. This project will also benefit the Parks Division regarding consolidating storage space.
- Cemetery Operations –Staff will begin the process of leveling the roadways by grading and adding road base material as weather permits. Additionally, staff will begin the process of the straightening and resetting headstones this winter.
- Centennial Fields – The lighting replacement contract has been finalized with the contractor, Musco Lighting Company. The electrical permit has been submitted to the City and the electrical contractor is working directly with the Power Department on the process of setting the new transformer and associated materials. The new pole locations have been marked, however, seven locations have conflicts with existing structures and to rectify the conflicts have been sent back for are review by Musco's design team.
- North Lake Tennis Courts 1-6 Renovation – Work is progressing as weather permits. Sport Court of the Rockies has submitted a tennis court LED light option for review. A possible rebate may





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exist and is being researched. A decision on the LED option will be made after the first of the year.

- Loveland Sports Park/Spray Park Relocation – The spray park and playground project has been substantially completed by the contractors. The remaining landscaping has been scheduled for completion this spring as soon as weather permits  
We are looking forward to the upcoming year and I have included our top five priorities for 2017.

### **Top Five Priorities for the Park Department in 2017**

1. The implementation and continuation of culture change within the Parks Department through new programs that will increase Productivity, Innovation and Efficiency. The goal of the program is to set a clear direction and expectations for the department.
2. The department staff will be conducting evaluations of the parks and facility water usage of the citywide irrigation systems. The project will begin with the replacement of the outdated irrigation Central Control hardware at all parks and public grounds and will continue through water auditing and system adjustments.
3. Complete landscaping projects at all facilities including the new planter at the Chilson Recreation Center and the landscaping around the splash pad/playground at Loveland Sports Park.
4. Complete changeover and installation of all Parks and Recreation satellite facility door locks and keys. This project is in conjunction with the larger overall assessment of all safety needs throughout the department.
5. Plan for the future projects and the budgeting needs for the department. The process will involve the evaluation and analyzation of the scheduled projects, cultural practices and services provided by each division. The goal of the process is to meets the existing and changing needs of the community.

## **Planning Section Update**

### **Flood Recovery Projects:**

- Wilson Bridge and Taft/Wilson Trail – Notice to proceed with river work was issued in December, once the 404 permit was approved. The City was notified of the FEMA scope change approval in late December for the Wilson Bridge. FEMA approved the full funding for the 140-foot-long bridge replacement. This great news will reduce the City contribution to complete the project as per the approved engineering recommendation. We are still waiting on FEMA approval for the avulsion and trail work but hope to have this approval in January. The contractor has started shop drawings for the bridge, and abutment work is in progress in the river. An article in the Reporter Herald featured the trail closure before Christmas. The trail will remain closed from Wilson to Taft for the entire length of construction until late April 2017,



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including the Wilson Avenue parking area. Stormwater staff is managing this project for the restoration of the bridge, trail and Stormwater improvements.

- Viestenz Smith Mountain Park (VSMP) – Council approved the construction contract on December 13<sup>th</sup>. The contract was awarded to American Civil Constructors for a total contract amount of \$2,998,851.00, including the bid alternative for all concrete sidewalks in the park. Approval of all funding and the authorization to roll funds from 2016 to 2017 was approved by Council on first reading on December 13, 2016. Final approval of the budget rollovers is anticipated on January 3, 2017. The City Manager signed the contract and staff anticipates issuing the notice to proceed on January 17<sup>th</sup>.

The CDBG-DR Watershed Resiliency (DOLA) grant contract was signed by the State and returned in mid-December. The approval of the USFS permit was also issued in late December. We are still waiting on a final approval of the record of environmental considerations by FEMA, and anticipate that this will be complete in the next few weeks.

A contract amendment for Logan Simpson was approved by Council on December 13<sup>th</sup>. This action allows for the payment of additional design and engineering services that were completed for the flood plain mapping requirements for Federal Emergency Management Agency (FEMA) and final revisions for the conditional letter of map revision (CLOMR) approval required to move the river during and after construction to the location shown in the final construction plans. The additional services contract also includes budget for construction administrative services. The construction administration budget will provide funding for required site inspections, reports and final mapping and reports to complete the map revisions and modeling for the FEMA national flood insurance maps.

JUB Engineering was selected to provide construction management for the project for the daily inspections, reports and overall project management during construction. These additional services are required due to the DOLA requirements for certified payroll and Davis-Bacon wages for the project.

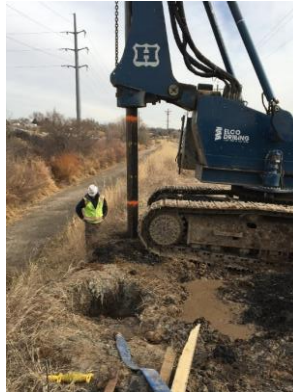
### **Recreation Trail Projects:**

- Trail Segment 10b – Namaqua to West US 34 underpass – JAGS construction continues to work as weather permits. They completed the bridge pilings in December and starting forming the abutments. Work on the abutments will continue in January. The schedule is still tracking for the trail to open in the spring of 2017.



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- Front Range Trail – The project has been sent to CDOT for final office review at the end of January. We anticipate advertising for the bid of construction in February and March. Construction should start in May and be completed in late August 2017. Clearances for Utilities and final environmental review are in progress.
- Long View Corridor Trail – Staff completed their review of the 35% plans and the biological report. An updated cost estimate is in progress. A stakeholder team meeting is scheduled for mid-January to discuss the project progress and schedule. The most recent schedule now puts the project bidding in June 2017 for a construction start in the fall of 2017.
- Trail 10a – Wilson to Namaqua Avenue – Surveying and CAD files were completed in October and conceptual alignment was reviewed. Minor alignment changes are in progress, which include the new Namaqua Ave. trail underpass location. A full City staff review is scheduled for January. Once the conceptual alignment is approved by the City, we will be meeting with the landowner to discuss the final easements and needs for this trail section. Funding has been appropriated in the 2017 budget for design and construction.
- Grant awards – The City received official notice in early December announcing the GOCO approval of \$97,000 for a Connect Initiative grant. This grant will fund 75% of the design of the Namaqua Avenue Trail Underpass. Staff will be bringing both grant agreements to City Council for approval in February. The largest grant for \$600,000 was approved by CDOT for Transportation Alternative Program funds on November 1<sup>st</sup>. The Namaqua Avenue Trail Underpass will provide a safe grade separated connection between trail segments 10a and 10b join. The design of the underpass is scheduled for 2018 and construction funding will be available in July of 2019.

### Commission Action

**Recommended:** Informational



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## **LOVELAND PARKS AND RECREATION COMMISSION**

Minutes ♦ November 10, 2016

**Present:** Gene Alvine, Katie Davis, Leighton Millar, Deborah Manderscheid, Twyla Dennis, Wendi Cudmore, Constance Faber

**Staff:** Elizabeth, Keven Aggers, Molly Elder, Jim Mueller, Janet Meisel-Burns, Carol Wallace

**Absent:** Brett Dowgin, Hugh McKean (City Council Liaison)

**Visitor:** Kyle Dietz

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

**Minutes:** Minutes of the October 10, 2016 were approved as written.

**Council Liaison Report:** None

**Director's Report:** Jim Mueller, new Parks Manager, was introduced to Parks & Recreation Commission members. Brian Steckelberg resigned from the Commission because of work commitments. The annual holiday dinner for the Parks & Recreation Commission will be held the evening of December 15<sup>th</sup> at Biaggi's at 6pm.

**Recreation Trail, Viestenz-Smith, Flood Recovery Presentation:**

Presentation given to Commission members on Recreation Trails, Flood Recovery and Viestenz-Smith Mountain Park. When updates are available for the Recreation Trails, staff puts that update on the Department website. The Trail map shows both current and proposed trails. Updates were presented on the Longview Corridor Trail, Trail from Namaqua to west US Hwy 34 Underpass (10B), Trail from Namaqua to Wilson and North Front Range Trail. The Longview Corridor Trail will connect two cities & county with 4.4 miles of new trail. There will be trailhead parking at Duffield & West 57<sup>th</sup> Street. A TAP Grant was received for \$700,000 to be used for the Namaqua Avenue Underpass. Wilson to Taft Flood recovery needed FEMA approval. Bridge construction is scheduled for Fall/Winter 2016/2017. North Front Range Trail construction should begin Summer 2017 and open in 2018. There was some delay with obtaining right-of-way, but it is only a 6-month delay. There was a brief discussion of the process to rebuild Viestenz-Smith Mountain Park, which should begin in 2017. Staff will bring updates to future Commission meetings.

**Commission Discussion:**

Kyle Dietz, presently in the Merchant Marines, would like to see a dedication to this branch of the service at the Dwayne Webster Veteran Memorial. Staff will research a dedication to the Merchant Marines.

The City 2017 Budget was approved by City Council.

Meeting adjourned at 5:50 pm  
/s Wendi Cudmore Chair