



**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 GOLF ADVISORY BOARD**  
**January 25, 2017**  
**Parks and Recreation Conference Room, 500 E. 3<sup>rd</sup> Street, Loveland**

**NOTICE OF MEETING POSTED**

**Call to Order at 5:15 p.m.**

**Welcome to New Board Members**

Steve Southard  
Don Overcash

**Council Liaison Report**

**Citizen Comments (By Citizens present at meeting)**

**Approval of 10/26/16 Minutes**

**Discussion/Action Items**

1. Election of Officers	Robert Walkowicz
2. 2016 Accomplishments and 2017 Priorities	Chair
3. Annual Boards and Commissions Summit, 03/09/17	Chair
• Selection of 2 Board members to attend	

**Non-Action/Informational**

4. Conceptual long term strategic planning at The Olde Course at Loveland Verbal at meeting	Steve Southard
5. Golf Advisory Board Meeting Calendar	Andrea Sheldon
6. Denver Golf Expo	Andrea Sheldon

**Reports/Correspondence**

7. Golf Operations Manager Report	Steve Southard
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**Board Member Comments**

**Next Regular Meeting Date: 02/22/2017**

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## LOVELAND GOLF ADVISORY BOARD

### MINUTES

10/26/16

Parks and Recreation Conference Room

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PRESENT: Julie Nelson, Jan Wall, Robert Walkowicz, Joe Lopo, Chuck Weirauch, Jim Whitenight, Charlie Dyer, Hope Chrisman

ABSENT:

STAFF: Steve Southard, Andrea Sheldon

COUNCIL: Absent

CITIZENS: Rex Lamoreaux

Notice of meeting posted.

Chair Robert Walkowicz called the regular meeting of the Loveland Golf Advisory Board to order Wednesday, September 23, 2015 at 5:15 pm.

#### Minutes

The minutes for the 09/28/16 meeting were approved as submitted.

#### Citizen Comments

Citizens comments were deferred until agenda topics

#### NON-ACTION/INFORMATION ITEMS

##### Financial Update

Steve Southard reported that most Colorado courses are down due to the “closed” winter; some are down by 8%. Cattail Creek and The Olde Course are about even with 2015; Mariana Butte is a bit behind.

#### DISCUSSION/ACTION

##### Review of Maintenance Standards

Steve opened the topic of maintenance standards and reviewed the 2016 standards such as soil moisture, height of cut, target green speed, aerification practices, fertilization practices, mowing schedules, on-course drinking water schedules.

*No action taken.*

##### Review of 2016 Policy and Procedures for 2017

Robert reviewed the information included in the agenda packet regarding recommended changes for 2017.

*Julie Nelson motioned that all recommended changes be approved as submitted, Hope Chrisman seconded with unanimous approval.*

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#### REPORTS/CORRESPONDENCE

Council Liaison Report None

Golf Operations Report None

**Board Member Comments**

- Jan Wall mentioned that staff may want to review the pars on the mini-course and offer a few longer pars
- Julie Nelson asked whom should she call if she sees people on the course after dark. Steve: Call the police department and they will send an officer out.

**There being no further business, the meeting was adjourned at 7:00 p.m.**

**Respectfully submitted,**  
**Andrea Sheldon**



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**AGENDA ITEM:** 1

**MEETING DATE:** 01/25/17

**DESCRIPTION:** **Election of Officers**

**SUMMARY:**

Each year, the Board elects two positions, Chair and Vice Chair to hold office (January to December). Nominations, or re-nominations, for the office are entertained and the candidate selected by informal vote.

**Responsibilities of the Chair include:**

- Facilitate the monthly Board meetings efficiently and effectively
- Communicate with staff, as needed, on agenda items and information
- Sit on selection committee or other city-based committees as an official representative of the Golf Advisory Board (as requested).

**Responsibilities of the Vice Chair includes:**

Assume responsibilities of the Chair in the absence of the Chair or his or her inability to act as Chair.

**Discussion:** Nominations entertained and officers and liaison selected.



**AGENDA ITEM:** 2

**MEETING DATE:** 01/25/2017

**DESCRIPTION:** **Golf Advisory Board 2016 Achievements & 2017 Goals**

**SUMMARY:**

City Council would like each Board to supply a brief summary of its 2016 Accomplishments and 2017 Priorities. The following were the established 2016 priorities and their status. Please review for discussion, new priorities for 2017 and any necessary updates to the status of the 2016 priorities.

**2016 Accomplishments**

1. Work with Staff on 2017 Golf Fund balance projections, 2017 operation budgets, revenue projections and fee setting policies along with updating 2017 – 2022 capital improvement projects schedule.  
**Status:** A strategic move to continue to purchase capital equipment was made based on a positive golf fund balance, allowing the golf courses to continue to replace outdated equipment per schedule. Conducted a study of fees; it was decided to create “peak” time rates for Saturday/Sunday mornings during months of May-Sept. and increase daily fee rates for 9 and 18 holes and associated green fee punch passes. B
2. Work with Staff in continuing a Family Golf Initiative and New Golfer Initiative for the Loveland Golf courses. Continue to utilize ownership of all Cattail Creek golf course operations and mini-course and SNAG equipment to build new golfer base and transition golfers to other options. Review cost recovery goals as they relate to new golfers and youth golfers; continue transition of Cattail Creek into a more diverse “learning center;” investigate possibilities to expand family friendly initiative to other two golf courses.  
**Status:** Discussed new golfer and family friendly golf opportunities. Continued marketing the Mini-Course, the 3-Hole Round, and Games on the Range at Mariana Butte. Discussed youth fees throughout the fee structure and made decision expand the availability of youth rates at Cattail Creek to all days/hours, to offer youth rates permanently at The Olde Course with restrictions and to offer youth rates at Mariana Butte on a trial basis. Reviewed and approved plans for the Learning Cube at Cattail Creek.
3. Work with staff to continue to develop and provide innovative and appealing driving range facilities that serve as a fun entryway into the sport. Work with staff to develop “self-directed learning” opportunities utilizing the driving range and practice areas.  
**Status:** Reviewed and approved the Learning Cube area at Cattail Creek, developed plans to offer Friday Night Game Time at Cattail Creek’s driving range in conjunction with the new Food and Beverage Vendor.



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4. Work with staff to align new City operated pro shop business practices at The Olde Course at Loveland with existing operations at Mariana Butte and Cattail Creek and with Golf Division goals.

**Status:** The pro shop changed operational hands in 01/01/2016. The resulting comments from customers of the golf courses has been very positive and the number of rounds played increased over previous years. Additionally, a change in the Food and Beverage Vendor for 2016 was seen as a positive one with the extension of the alcohol permit to Cattail Creek.

**Discussion/Action:** Discuss 2016 accomplishments for update and be prepared to discuss/propose 2017 priorities.



**AGENDA ITEM:** 3

**MEETING DATE:** 01/25/2017

**DESCRIPTION:** **Annual Boards and Commission Summit**

**SUMMARY:**

The **2017 Boards and Commission Summit** will be held on Thursday, 3/09/17; 5:00 – 9:00 p.m. at the Rialto Theater Center, in downtown Loveland.

The purpose of the annual Summit is to provide a forum for two-way communication between City Council and the various Boards and Commissions through the celebration of their 2016 Accomplishments, communication of 2017 priorities, and a focus on partnership and collaboration.

- City Council would like each Board to supply a brief summary of 2016 Accomplishments and 2017 Priorities.
- City Council is requesting that two Board members attend the summit.
- Agenda for the evening is as follows:

5:00 - 5:45pm	Social Hour
5:45 - 6:45pm	Buffet Dinner
6:45 - 7:00pm	Mayor's Welcome – Cecil Guitierrez
	2017 Goals – Steve Adams, City Manager
7:00 – 8:00pm	Presentations of 2016 Accomplishments from: Construction Advisory Board, Human Services Commission, Open Lands Advisory Commission, Planning Commission, Senior Advisory Board, Transportation Advisory Board, Youth Advisory Commission
8:00 – 8:50pm	Activity
8:50 – 9:00pm	Closing Remarks.

**Discussion/Action:** Select two Golf Advisory Board members to attend.



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

**MEETING DATE:** **01/25/17**

**DESCRIPTION:** **Golf Advisory Board Meeting Calendar**

**SUMMARY:**

As a Board, we will begin the 2018 budget process in February with a review of Capital Improvement and Equipment Needs. We will address other budget sections in upcoming meetings.

To stay on schedule the attached calendar offers a brief look at budget subjects that will need to be discussed and at what meeting. Moreover, the calendar reflects the opportunity of several open meetings in which topics of interest to the Board could be recommended for discussion.

Please review the calendar for questions, additions or revisions.

**Discussion:** Informational

## 2017 Golf Advisory Board Meeting Calendar

<b>JANUARY 2017</b>	<b>FEBRUARY 2017</b>	<b>MARCH 2017</b>
<ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• 2016 Accomplishments – 2017 Goals Review</li> <li>• Summit attendance</li> <li>• Meeting planning</li> </ul>	<ul style="list-style-type: none"> <li>• Budget 2018: CIP Plan</li> <li>• Review of 2016 year-end</li> </ul>	<ul style="list-style-type: none"> <li>• Budget 2018: M&amp;O</li> <li>• 2017 Project Update; superintendents</li> </ul>
<b>APRIL 2017</b> <b>Hold at MBGC?</b>	<b>MAY 2017</b> <b>Hold at OCAL?</b>	<b>JUNE 2017</b>
<ul style="list-style-type: none"> <li>• MBGC Staff Introduction and plans for 2017</li> <li>• Budget 2018</li> <li>• 2017 Project Update</li> </ul>	<ul style="list-style-type: none"> <li>• OCAL Staff introduction and plans for 2017</li> <li>• Budget 2018</li> <li>• 2017 Project Update</li> </ul>	Final 2018 Budget Approval if Needed (timing allows) Open for Topics
<b>JULY 2017</b>	<b>AUGUST 2017</b>	<b>SEPTEMBER 2017</b>
<ul style="list-style-type: none"> <li>• Staff, Board Members, and Professional staff tournament</li> </ul>	<ul style="list-style-type: none"> <li>• YTD 2017 Revenues</li> <li>• Capital Improvement update and fall plans</li> </ul>	OPEN FOR TOPCIS
<b>OCTOBER 2017</b>	<b>NOVEMBER 2017</b>	<b>DECEMBER 2017</b>
<ul style="list-style-type: none"> <li>• Review Policies and Procedures Manual for 2018</li> </ul>	<p><b>No meeting</b></p> 	<p><b>No meeting</b></p> 



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**AGENDA ITEM:** **6**

**MEETING DATE:** 01/27/2016

**DESCRIPTION:** **Denver Golf Expo**

**SUMMARY:**

On February 19, 20, & 21 2016, staff will represent the City of Loveland golf courses at the upcoming Denver Golf Expo.

Board members are encouraged to be part of the fun by manning the booth for a period of time during the show. This is a great opportunity to hear feedback on our courses from golfers in Northern Colorado and the metro area. Booth hours are as follows and entrance to the rest of the show is free as a booth volunteer:

Friday, February 10:	10:00 a.m. – 5:00 p.m.
Saturday, February 11:	9:00 a.m. – 5:00 p.m.
Sunday, February 12:	10:00 a.m. – 4:00 p.m.

Help is needed each day from Board volunteers.

Anyone interested in volunteering is encouraged to contact Andrea Sheldon at 962-2496 or Kevin Cohrs at the Mariana Butte Golf Course 667-8308.

**Discussion:** Informational