



**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 24, 2018**

**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

**Council Liaison Report**

Don Overcash

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

**Approval of 10/25/17 Minutes**

### **Discussion/Action Items**

1. Election of Officers
2. 2017 Accomplishments and 2018 Priorities
3. Annual Boards and Commissions Summit, 03/08/18
  - Selection of 2 Board members to attend

Julie Nelson

Chair

Chair

### **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

### **Board Member Comments**

**Next Regular Meeting Date: 02/28/2018**

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**LOVELAND GOLF ADVISORY BOARD**  
**MINUTES**  
10/25/17

Parks and Recreation Conference Room

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PRESENT: Julie Nelson, Charlie Dyer Jan Wall, Robert Walkowicz, Joe Lopo, Chuck Weirauch, Jim Whitenight, Rex Lamoreaux,  
ABSENT: Hope Chrisman, Jack Stringer  
STAFF: Steve Southard, Andrea Sheldon  
COUNCIL: Absent  
CITIZENS: None

Notice of meeting posted.

Vice Chair Julie Nelson called the regular meeting of the Loveland Golf Advisory Board to order Wednesday, October 25, 2017 at 5:15 pm.

<b>Minutes</b>	The minutes for the 09/27/17 meeting were approved as submitted.
<b>Citizen Comments</b>	None

**NON-ACTION/INFORMATION ITEMS**

<b>Review of 10/24/17 City Council Study Session</b>	Steve Southard reviewed the 10/24/17 City Council Study Session. Golf should not expect City Council to pay for any part of the clubhouse. City Council did like the idea of a multi-season/multi-use facility.
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Steve will work with architect to develop several concepts/ideas to take to the City's Concept Review Team (CRT) to find out more about possible requirements for the site work in addition to the building of a new clubhouse and if those requirements would change depending upon the location of a new clubhouse.

<b>Update on RFP process for Food and Beverage Concession at Mariana Butte</b>	Conducted a tour of the Mariana Butte restaurant facility for concessionaires who may be interested in submitting a proposal. Three people showed for the tour; one of which was a resident who has since pulled her name from consideration. RFPs are due 11/02; interviews are scheduled for 11/8/17.
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*Robert Walkowicz arrives at 5:30 p.m.*

**ACTION/DISCUSSION ITEMS**

<b>Review of 2018 Policy and Procedure Manual</b>	Robert reviewed the information included in the agenda packet regarding 2018. The manual has been reorganized and renamed to the <i>Policies, Operating Rules, Guidelines and Standards Manual</i> .
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While staff did not recommend changes for 2018, the following items were discussed by the Board:

- Youth golf
- Full-day course rental fees
- Trailering private carts into golf parking lots; parking trailers in lots
- Coolers on the golf course
- Expectation for hours of operation for the pro shop and concession areas in light of minimum wage increase, etc.
- Practice play during golf round
- Residency for seasonal passes

*Julie Nelson motioned that the 2018 be approved as proposed, Rex Lamoreaux, seconded with unanimous approval*

## **REPORTS/CORRESPONDENCE**

### **Golf Operations Report**

Steve reported that The Olde Course is in phenomenal shape and YTD play is up for the second year in a row. MBGC and CCGC are both down about 1%

### **Board Member Comments**

- Charlie Dyer: run into many people golfing Loveland courses from Wyoming.
- Julie Nelson: Greens at MBGC are really fast
- Robert Walkowicz: Thank you to the entire Board for their support at the recent Council meetings.

**There being no further business, the meeting was adjourned at 7:15 p.m.**

**Respectfully Submitted**

**Andrea Sheldon**



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**AGENDA ITEM:** 1

**MEETING DATE:** 01/24/18

**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:** 01/24/18

**DESCRIPTION:** **Golf Advisory Board 2017 Achievements & 2018 Goals**

**SUMMARY:**

The following were the established 2017 priorities and their status. Please review for discussion, new priorities for 2018 and any necessary updates to the status of the 2017 priorities.

**2017 Accomplishments**

1. Work with Staff on 2018 Golf Fund balance projections, 2018 operation budgets, revenue projections and fee setting policies along with updating 2018 – 2023 capital improvement projects schedule. To better serve the golfing community, work with staff to develop long-term strategic plan to renew facilities and courses.

**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; no changes were deemed necessary. Successfully worked with staff to achieve the removal of the P.I.L.T. fee from the golf budget for at least 10 years.

2. Work with Staff in continuing a golf community outreach, and a family golf 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. Continue the transition of Cattail Creek into a more diverse “learning center.” Continue to 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 cost of “start-up” equipment for new golfers, and or, the cost to rent clubs etc. Decision was made that all club rentals at Cattail Creek would be free of charge to the customer. Held discussion on the possibility of adding “short course skill” areas at Cattail Creek to challenge the more seasoned golfer.

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 discussed the possibility of converting current sports enthusiasts, e.g. softball players and tennis players to golfers. Used section of CCGC driving range to set up test area. Work will continue in this area.

**Discussion/Action:** Discuss 2017 accomplishments for update and be prepared to discuss/propose 2018 priorities.



**AGENDA ITEM:** 3

**MEETING DATE:** 01/24/2018

**DESCRIPTION:** Annual Boards and Commission Event

**SUMMARY:**

The **2018 Boards and Commission Summit** will be held on Thursday, 3/08/18 from 5:30 – 7:30 p.m. at the Police and Courts Building.

The annual Boards and Commission event will undergo a revamp in 2018. Every Commission or Board member will receive an invitation to attend the event. The goal in 2018 is to provide a forum for two-way communication between all participants the various Boards and Commissions through a “world café” format. Each Board or Commission will be assigned a table where they can, both share their top accomplishments for the past year AND gather information from other event attendees regarding an upcoming initiative.

- Each table will be covered with a piece of butcher paper where table visitors can respond to a prompt, answer a question, share an idea or otherwise gather information. If they wish, participants can create a display or create some other interesting way to engage with event attendees.
- During the event, a “table host” will need to be scheduled to staff the table during the interactive part of the event, from 5:30 – 6:30 p.m. This can be the staff liaison or a board member, or they can alternate.
- Agenda for the evening is as follows:

5:00 pm.	Board reps show up to set up table/table displays
5:30 pm	Guests arrive, food service begins
5:45 pm	WELCOME and overview of World Cafe
5:45 - 6:45 pm	Guests wander, visit tables and eat
6:45 pm	Presentation by City Manager
7:30 pm	Event ends

**Discussion/Action:** Discuss on what initiative(s) the Board would like gather more information. Develop 2-3 questions to ask attendees. Request volunteer to share in the “table host” duty.



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**AGENDA ITEM:** 5

**MEETING DATE:** 01/24/18

**DESCRIPTION:** Golf Advisory Board Meeting Calendar

**SUMMARY:**

As a Board, we will begin the 2019 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



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**AGENDA ITEM:** 6  
**MEETING DATE:** 01/24/18  
**DESCRIPTION:** Denver Golf Expo

**SUMMARY:**

On February 9, 10, & 11 2017, 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 9:	10:00 a.m. – 5:00 p.m.
Saturday, February 10:	9:00 a.m. – 5:00 p.m.
Sunday, February 11:	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