



**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, February 9, 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 12, 2017 minutes

Council Liaison Report

Director's Report:

### **Discussion/Action:**

1. 2016 Accomplishments/2017 Goals
2. 2016 Year End Financial Summary (Handout at meeting)
3. 2017 Capitol Plan
4. Commission Involvement Discussion

### **Commission Members Discussion Topics**

### **Reports/Correspondence:**

5. Operation & Project Update

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

Wi-Fi Access Code: accesswifi

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## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 1**

**MEETING DATE:** February 9, 2017

**DESCRIPTION:** 2016 Accomplishments/2017 Goals

#### **SUMMARY:**

Each year in January, the Parks and Recreation Commission looks back at the previous year to recognize projects, goals, and accomplishments. Then, based on that information looks toward the future by listing goals for the coming year. Attached, you will find the results of a review of 2016 along with recognized goals for the coming year.

### **Parks and Recreation Commission**

#### **Accomplishments for 2016:**

- Participation in review of CEF Plans Based fee methods with staff from the Finance Division and representatives from BBC Research Consulting.
- Completed review of applications and determined a recommendation for award of funds for the annual Youth Athletics Grant program.
- Reviewed and provided comments and ideas during the design phase of the Viestenz-Smith Mountain Park reconstruction project.
- Participated in Arbor Day celebrations.
- Completed a review of and provided input on the Department policy for naming of areas and facilities.
- Completed a review and provided input on planned trails projects including new connections as well as reconstruction of flood-damaged areas.
- Participated in review and analysis of the 2017 department budget process including cost recovery goals; fees and charges; 5-year and 10-year Capital Plans.
- Reviewed Parks and Recreation Department quarterly financial reports.
- Reviewed and provided comments and ideas during the design phase of the Loveland Sports Park Playground and Spray Park renovation.
- Reviewed and approved support for a Change in the City Smoking Ordinance to include “e-smoking and vaping in public places.



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### Goals for 2017

- Review applications and recommend funding for the Youth Athletics Grant program.
- Continue to advocate on behalf of a new recreation center (and other department projects), as supported in the 2015 Recreation Facilities Feasibility Study and the 2014 Parks and Recreation Master Plan.
- Provide input on the 2018 Budget process including review of the 10-year Capital Plan, consideration of supplemental requests, analysis of fee schedules and revenue projections, and overall examination of department financial plans.
- Review and comment on 2017/2018 department projects.
- Quarterly review and evaluation of 2017 financial information.
- Involvement in the update of the department ADA Self Evaluation and Transition Plan.
- Review and involvement in Department Marketing and Promotions Plan.
- Create more opportunities for “pre-decision” Commission involvement in project and program planning.

### Commission Action

**Recommended:** Informational

## **LOVELAND PARKS AND RECREATION COMMISSION**

### **AGENDA ITEM: 4**

**MEETING DATE:** February 9, 2017

**DESCRIPTION:** Operations & Projects

#### **SUMMARY:**

#### **Recreation**

##### **Chilson Operations:**

- January use was down slightly in comparison with past years due in large part to several warmer days coupled with increased competition from new private fitness businesses in the area.
- Lap Swimmers & Water walkers have increased. Experiencing full lanes first thing in the morning, and maintaining good numbers throughout the day.
- Losing 3 morning/daytime lifeguards due to other jobs/school activities. Will be very short staffed until can make some hires. Currently only applications are in high school and not available during the day.
- Installed new baby changing stations in locker rooms and SR. restrooms.
- New Gym Curtain will be installed overnight 1/31-2/2/17. This will complete the large gym project.
- Back office remodel is nearly complete. Staff and furniture will move back into the spaces in early February.
- Use of racquetball courts has remained constant with excellent participation during lunch-time, evenings, and weekends.



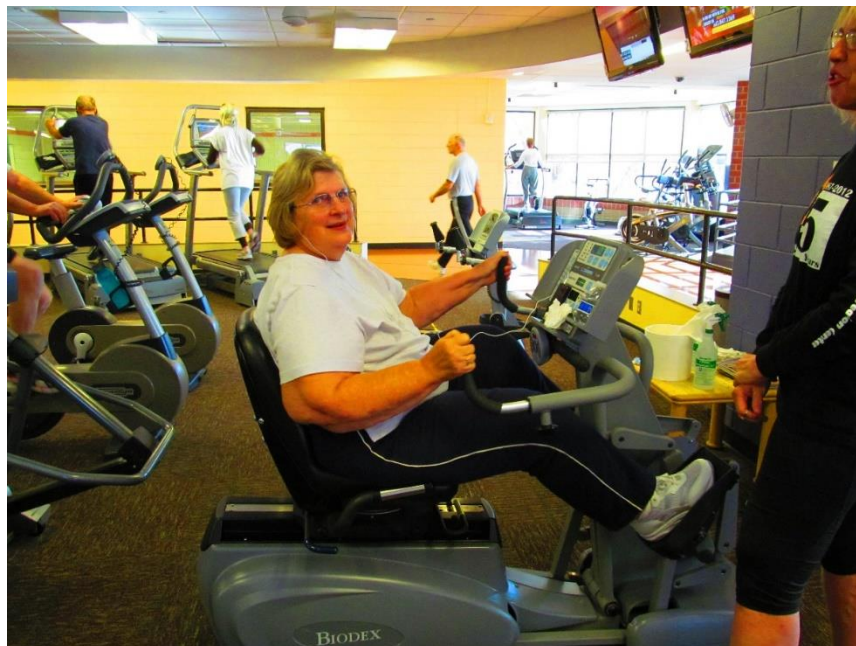
## Programs

Enrollment Trends for the Month (Jan 2 – Jan 25<sup>th</sup>)

Program Area	Number of Activities/Programs	Current Enrollments month to date
Chilson Fitness/Wellness	14	128
General Instruction/Outdoor Rec	48	361
Special Rec Services	28	276

### Chilson Fitness & Wellness Highlights:

- Breaking the Sugar Habit seminar – 42 enrollments
- Chi Gong and Acupressure – 16 enrollments
- TRX & HIIT Group Personal Training – 70 enrollments
- Attendance in Group Fitness classes are booming with many guests fulfilling their New Year's resolutions
- Cardio equipment and weight rooms are seeing excellent attendance. Personal trainers have been busy with guest orientations.
- \$3,700 in sales for personal training and Rossiter sessions (Jan 1 – Jan 25<sup>th</sup>)





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### General Instruction & Outdoor Recreation:

- Majority of enrollments are in Gymnastics, Youth dance and Tae Kwon Do
- Small Fries Preschool enrollment for Spring total 69
- Priority registration for Preschool 2017-2018 is starting this week for current families in the program, Preschool staff is conducting Open House for potential families this week for 2017-18 Academic year

### Special Recreation Services:

- Excellent enrollments in programs including Tap Dance, Tai Chi, Computer classes, Colorado History Program, day trips,
- Experiencing continued growth in the Silver Sneakers program with over 160 new enrollees in the month of January.
- Guest attendance for Group Fitness classes held in the senior center are averaging well over 25 participants per class.

### Administration:

- Staff will be advertising the Request for Proposals for an update of the Americans with Disabilities Act (ADA) Self Evaluation and Transition Plans. These steps are a requirement of the ADA updated in 2009 with new standards published in 2010. The Parks and Recreation Master Plan completed in 2014 called for this next step and the department is completing the work in parallel with other ADA required inspections and plans for the entire City coordinated by the Risk Management division of the City's HR Department. The goal is to have a consultant on board in March with a 6-month project scheduled to start shortly thereafter.
- Planning and design work on the Centennial Concession Stand continues.
- The department Special Events and Scheduling Coordinator will once again be accepting applications for the annual Farmer's market held on Sundays at Fairgrounds Park from late June to October. This past year the event hosted over 60 separate vendors with growing attendance and sales experienced.







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### Fields and Facilities:

- LSP championship field is down 62% in revenue from last year. The warm weather has allowed CSU to practices on campus thus cancelling several reservation at LSP.
- Ordered new lacrosse goals and nets for the spring season.
- Installing new “Paddle Saddle” challenge apparatus for all Pickleball courts to improve management of players challenging in on open courts. Several adjustments to the reservation process will be implemented to improve access for all players.
- Awaiting proposals/estimates from two providers to transform the old in-line skating pad at Centennial Park into four pickleball courts. If funded, this project will move forward in the spring when the weather turns warmer.
- Inclement weather caused delays in the Centennial field light replacement project, which could impact access and schedules for spring R2J and LBA use. Staff is working with the contractor to keep these problems to a minimum and to allow as much play as possible on the two larger fields. Spring weather will dictate the completion date for this project –hopefully by early may at the latest.

## Parks

### 2017 Depreciation Funding/Fund 23 Projects

- North Lake Restroom Renovation – The renovation proposal from The Architect Studio was reviewed by staff and approved by the city’s Parks and Recreation management team. A contract will be issued and route for signature.



- Centennial Fields – The existing lights have been removed. All new light locations have been finalized and existing concrete or asphalt has been removed for the footings. All trenching is complete along with conduit runs. New lights are scheduled to arrive by mid-February. A change directive was given to Musco for the re-engineering of the light supports. Due to soil conditions, the options were 26’ cased caissons or spread footings. Spread footings are more cost effective and minimize the potential of running into old landfill debris. A change order will be sent to the City Manager to sign.



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- 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 exist and is being researched. A decision on the LED option will be made after the first of the year. The first three courts are scheduled for concrete placement by mid-February, weather permitting.
- 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.

### Misc. or Non-Capital Projects

- Cemetery Office/Shop – Development Services has confirmed that neither site development nor public improvements are required on the renovation project. A contract will be issued to The Architect Studio to start the design work.
- Cemetery Columbarium – Staff will be continuing to add the finishing touches to the area over the winter months. Sales of the new columbarium niches have been going well and have included some transfers from other facilities.
- Chilson Entrance Planter – The waterproofing membrane has been removed from the wall. This spring the wall will be stained and sealed. The Project's crew is working on backfilling against the foundation wall as weather permits, with the goal of making the area safe and removing the temporary fencing. 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 On-Going – 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. This project remains on schedule for completion by February 24, 2017

### Safety

- Evaluation – The Parks staff will continue to review current safety procedures and discussing new ways to improve the safety of all aspects the City's park system and our maintenance operations. The new program will include increased documentation and site inspections.





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### O & M Activities

- Mehaffey Park –ECI has issued a letter stating their concern with the tennis courts. The design team will be contacted next. A portion of the agility equipment for the dog parks has arrived.
- Cemetery Operations –Staff will begin the process of leveling the roadways by grading and adding road base material as weather permits. The Cemetery office will be cleaned, painted, and re-organized in early February. This is a temporary measure to better utilize existing space and improve customer relations until the renovation project gets underway.
- Sports Turf – All grass fields will continue to be closed for the winter. All grass field re-open on March 1<sup>st</sup> of the following spring. The only exception in the spring will be Thompson School District, which will begin practices in late February based on the official CHSAA schedule. LSP's Championship field (synthetic turf) is used during the winter months. Sports Turf staff performs snow removal duties throughout the winter months for reservations.

### Flood Recovery Projects:

- Wilson Bridge and Taft/Wilson Trail – Work has proceeded quickly on the Wilson Bridge replacement, with the installation of the piers and abutments completed in January. The bridge is scheduled to be placed on February 15<sup>th</sup>, with a large crane bringing the 2-piece bridge in and installing it that day. The 404 permit was approved in early January and work on the stormwater avulsion is also progressing. The contractor has moved several car bodies and old metal parts on the south river bank, which is being lowered to create a flood plain bench to help mitigate velocity and convey more flow within the channel during flood events. The City was notified of the FEMA scope change approval in late December for the Wilson Bridge. The trail will remain closed from Wilson to Taft for the entire length of construction until late April 2017, including the Wilson Avenue parking area. Stormwater staff is managing this project for the restoration of the bridge, trail and Stormwater improvements.



*South bridge abutment – looking west towards Wilson Avenue*

- Viestenz Smith Mountain Park (VSMP) – The authorization to roll funds from 2016 to 2017 was approved by Council on final reading of the budget on January 3, 2017. The City Manager signed the contract and staff issued the notice to proceed on January 23<sup>rd</sup>. JUB Engineers was selected to manage the daily construction observation and inspection, compliance review and reporting aspects of the project for the City. A very successful pre-construction meeting was held on the 17<sup>th</sup> and staff is attending weekly coordination meetings. The 3-week schedule indicates work in the river starting on February 6<sup>th</sup>!

The City is still negotiating the operations plan with the USFS permit and hopes to have all issues resolved by the middle of February. Staff has agreed to the final record of environmental considerations by FEMA. At this time we are still waiting on State stormwater, erosion control and dewatering permits. The County has issued the development permit and building permits will be coordinated with ACC when they are ready this spring to install the vault toilets and shelters. We are on schedule and hoping for good weather and a late run-off this year!

#### Recreation Trail Projects:

- Trail Segment 10b – Namaqua to West US 34 underpass – JAGS construction completed forming the bridge abutments and poured concrete in January. They hope to set the old Viestenz-Smith Bridge in mid-February. Trail work is weather dependent and will continue in February and March. The schedule is still tracking for the trail to open in the spring of 2017.



*Pouring the North Bridge abutment – trail segment 10b, south of W. US 34 underpass*



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- Front Range Trail – CDOT completed final office review in January. Minor plan corrections are almost completed. We anticipate advertising for the bid of construction in mid-February. 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 was held in 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 – Minor trail alignment changes are in progress, which include the new Namaqua Ave. trail underpass location. Additional survey was completed in January for the underpass and connection to Wilson Avenue. Once the conceptual alignment is approved by the City, staff will meet 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 – Staff will be presenting the GOCO Connect Initiative Planning Grant for \$97,000 to Council on February 6<sup>th</sup> for approval. This grant will fund 75% of the design of the Namaqua Avenue Trail Underpass. Staff will be bringing the TAP grant agreements to City Council for approval in March. The \$600,000 construction Transportation Alternative Program grant will provide almost one-half of the needed funds to construct the underpass in 2019. The Namaqua Avenue Trail Underpass will provide a safe grade separated connection between trail segments 10a and 10b at Namaqua Avenue.

### Commission Action

**Recommended:** Informational



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## **LOVELAND PARKS AND RECREATION COMMISSION**

Minutes ♦ January 12, 2017

**Present:** Gene Alvine, Katie Davis, Twyla Dennis, Wendi Cudmore, Brett Dowgin, Burke Fishburn, Richard Ball (City Council Liaison)

**Staff:** Keven Aggers, Molly Elder, Jim Mueller, Carol Wallace

**Absent:** Leighton Millar, Deborah Manderscheid, Constance Faber

**Visitor:** Andy Frothingham (P&R Intern), Ross Livingston (Open Lands Advisory Board member)

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

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

**Council Liaison Report:** City is searching for a City Attorney

**Director's Report:** None

### **Youth Athletic Grant Program:**

The Youth Athletic Grant Program has been distributing \$10,000 in grants for the past 20+ years, with the grants primarily going for scholarships towards youth participation in athletic programs. Staff and Commission members discussed the process for the program. The applying youth groups need to be a non-profit organization. The Grants goes to area youth. The youth groups awarded a grant are required to report an accounting of how the funds are used. Katie Davis and Burke Fishburn will be on the sub-committee to review the applications and present recommendations to the rest of the Commission members.

### **Commission 2017 Goals:**

Commission and Staff discussed the Parks & Recreation Commission accomplishments for 2016 and reviewed some goals for 2017, such as review of applications for Youth Athletic Grant, continue to advocate on behalf of a new recreation center, the 2018 Budget process and update of the department ADA Transition Plan.

### **2017 Commission Opportunity Involvement:**

There will be marketing & promotions of the Department such as possible logo for department. There will be opportunities for the Commission member to participate in this process.

### **Commission Discussion:**

Commission member discussed the importance of information on projects being presented at the beginning of the process so they can give initial input. Since every commission member has various interests it will be important to get members connected more in the process.

At the February meeting there will be discussion of ways to involve Commission members in the Department.

Meeting adjourned at 5:30 pm  
/s Wendi Cudmore Chair