



**LOVELAND PARKS AND RECREATION COMMISSION**

Minutes ♦ May 10, 2018

**Present:** Wendi Cudmore, Katie Davis, Gene Alvine, Jessica Hinterberg, Kyle Regan, John Bradley, Brett Dowgin, Leighton Millar

**Staff:** Molly Elder, Dan Willadsen, LeAnn Williams, Kelly Smith, Kim Lucero

**Absent:** Councilor Richard Ball, Elizabeth Kayl, Shane McWatters, Constance Keeney

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

**Minutes:** Minutes from the April 12, 2018 meeting were reviewed and approved without changes.

**Public Attendees:** There were five members from the community in attendance – four from Loveland Tennis Association to listen and provide feedback about tennis programs in our community and one to listen for information related to Colorado native plants.

**Council Liaison Report:** No update to report as the Council Liaison was not in attendance.

**Director's Report:** Elizabeth Kayl was not in attendance; therefore, LeAnn Williams and Molly Elder provided a report in her absence. LeAnn advised that Scott Sinn is leaving his position with the City of Loveland to take a promotion within City of Austin. His last day will be May 18<sup>th</sup>. Scott was a key contributor in the LSP Phase II construction project and will be greatly missed. The position will be posted as soon as Elizabeth gets back from vacation. Applications will be reviewed next week for the Parks and Rec Planning Manager position. A full-time, benefitted preschool position for the Small Fries program has been approved by the City Manager, and it will be posted on Friday and filled in June. Molly reminded everyone that the new golf manager, Mark Esoda, starts on May 14<sup>th</sup>. Molly also provided information about the CEF discussion at the Tuesday night study session and the importance of CEFs and how they fund expansion of our parks and trails. LeAnn discussed that the mobile rec trailer is ready to launch and has almost \$15,000 of funding from community sponsors. Dan Willadsen added that an IGA with Larimer County is being finalized which will allow maintenance and security for Viestenz-Smith Mountain Park (VSP) and Round Mountain Trail (RMT). This will go before Council next week for approval. RMT is to open Memorial Day weekend and VSP in September. LeAnn added that the Community Improvement Program for a proposed sales tax increase is officially dead for 2018. Molly advised that the new Activity Guide is out with a new interactive format and asked for any feedback from any of the members. Molly also mentioned monthly e-blasts have begun.

**Tennis Discussion:** LeAnn Williams discussed the youth tennis program's cost and that the division is looking for opportunities on how to grow the program. There was only one RFP received from a Fort Collins concessionaire and will not be moving forward with a contract at this time. Expansion of youth tennis programs will be reviewed again in 2019. CARA tennis is the only program available through Parks and Rec at this time, and the public will be directed to other tennis programs in the Northern Colorado area. LTA members provided feedback about tennis courts and wind screens needing repair, restroom facilities needing renovation, and storage being accessible – all at North Lake Park. LTA members asked if tennis courts can be plowed in the winter months, and Dan explained that they cannot be plowed in order to preserve the surfacing of the courts. LTA said they have shoveled them and will continue to do so, and Dan asked that only plastic shovels be used to prevent damage to the surface of the courts.

**Viestenz-Smith Mountain Park Presentation:** Kelly Smith provided a presentation on Phase II construction of Viestenz-Smith Mountain Park. It went out to bid a couple weeks ago and will go before Council on May 15<sup>th</sup>. Phase II will include expansion of parking in the upper east end of the park along with the addition of ADA accessible trails and an additional pedestrian bridge. Phase II is moving quickly and construction is expected to be complete by early Fall. Environmental education exhibits and signage will have an updated look and fishing access will be increased. There will be native plant signage as well since many environmental education classes will be held at this location.



## PARKS AND RECREATION DEPARTMENT

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**Youth Athletic Grant (YAG) Presentation/Historical Information:** LeAnn Williams presented the history of this grant process and explained that the program is being evaluated for 2018. Since its inception in 1992, the program has provided \$231,000 in youth athletic grants to local sports associations. Many of these organizations who received funding now have budgets larger than the City's Youth Athletics budget. Staff feels it is important that we evaluate this program to ensure that it continues to serve its intended purpose. It was generally agreed that the Commission wanted to continue to support a program which would allow low-income and/or at-risk youth to participate in non-City sponsored sport and recreation activities. If the program were to change, one option would be to mirror the program off of the existing youth scholarship program and manage it through the Parks and Recreation Foundation. Discussion was held regarding new ways to advertise the current scholarship program and YAG – inclusion in the Program Guide was suggested. Molly stated that she would talk to the Loveland Parks and Recreation Foundation Board to see if they would be supportive of running a rec scholarship fund for non-city programs through the Foundation (in lieu of operating the existing Youth Athletic Grant Program). She will report back to the Commission in June. Topic will be tabled until next meeting. Staff is to come back with 3-4 options on how to use the 2018 funding. The Commission will then decide at the June meeting how to spend 2018 funding and future funding.

**City of Loveland P&R Special Event Guidelines/Policy:** LeAnn Williams discussed that an Administrative Regulation (AR) is being drafted by the City to address sponsorship of special events by the City and requests for donations from the City. A draft of the policy is included with the Commission packet for everyone's review. Commission approved the policy as drafted contingent upon review and sign off by the legal department.

**City of Loveland P&R Special Event Sponsorship Request Form:** LeAnn Williams discussed this form in its draft state (copy also included with Commission packet). Discussion was made about the language stating that no political and/or religious sponsorships or endorsements would be allowed per the policy. LeAnn emphasized that there would be no roll out of an AR without the approval of our legal department. Commission has no objections and will move forward with this form contingent upon final approval by the legal department.

**1<sup>st</sup> Quarter Financial Review:** Molly Elder reviewed the first quarter 2018 financials. Any questions regarding the financials can be directed to Molly and she is happy to provide additional detail where needed.

**2019 Core Budgets and Fees Review:** Molly Elder reviewed the proposed 2019 core budgets and fee changes. All related budget information was included in the packet with the exception of special funds. Those were not included because no CEF forecast has been made available by the Budget office. Merit increase of 2.75% was discussed for benefitted employees and no merit increases to non-benefitted employees. Expense budget will remain flat with the exception of increases in non-benefitted salaries due to the minimum wage increase. Revenues are also expected to remain flat. Cost allocation expenses have been removed from General Fund budgets. Allocations will still be applied to Open Lands and Golf Divisions. The budget is due on May 18<sup>th</sup> and personnel figures were just received yesterday.

**Commission Member Discussion:** Katie addressed a community concern about pickleball-use in the parks and wanted clarification regarding how scheduling is done and how schedules are posted at the courts. Dan provided clarification. There is community concern that unfair pickleball play is happening and not everyone is being included and allowed to play. A letter written by a community member voicing their concerns on this topic was given to Dan. Discussion was made regarding the best way for the Commission to communicate to Council (individual representative or as group, via letter or in person at a council meeting) when problems arise.

**Meeting adjourned at 6:30pm  
Next Meeting 6/14/2018**

**/s/ Wendi Cudmore, Chair**