



**LOVELAND PARKS AND RECREATION COMMISSION**  
**Minutes ♦ August 9, 2018**

**Present:** Wendi Cudmore, Katie Davis, Constance Keeney, Shane McWatters, John Bradley, Brett Dowgin, Laura Leah Olsen

**Staff:** Elizabeth Kayl, Molly Elder, LeAnn Williams, Janet Meisel-Burns, Dan Willadsen, Bryan Harding, Kelly Smith, Kim Lucero, Cameo Heitzman

**Absent:** Councilor Richard Ball, Leighton Millar, Jessica Hinterberg, Gene Alvine

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

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

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

**Director's Report:** Introduction was made to Commission/Staff of new alternate, Laura Leah Olsen. Laura Leah was appointed by City Council as an alternate due to John Bradley being promoted to permanent Commission member status. Next, Elizabeth discussed the budget. Elizabeth provided information regarding the sales tax shortfall the City is experiencing and its effects on the 2018 and 2019 budgets. As a result of this shortfall, the Parks and Recreation Department's 2019 budget has been reduced by \$150,000. Planned reductions include:

- Parks division reduction to benefitted and non-benefitted personnel including the elimination of one part-time projects crew position (savings of \$36,000)
- Reclassification of the benefitted position currently open in the Planning division from 1 FTE to .5 FTE (savings of \$40,000)
- Move to contracted operations of the batting cages (if no contractor is found the batting cages will close)
- Elimination of the \$8,000 donation currently made to support the Parks and Rec Foundation.
- Elimination of the \$10,000 Athletic Youth Grant.

Commission asked why the YAG is being cut for 2018. Elizabeth will get clarification from City Manager. Overall, the City has a balanced budget, but the City's goal is to maintain a \$1.5 million reserve. A suggestion was made by Commission to contact CSU natural resource professors about recruiting volunteers to help our department with fundraising activities. Other ideas for new fundraising activities and possible donations were shared among the group.

**Meet the Staff Discussion:** Cameo Heitzman was introduced to the Commission as part of our first "meet the staff" agenda item. Cameo is the Building Attendant at Chilson and has held this position since February 2014. Her daily routine consists of safety/strong customer service. Cameo is very passionate about her job and is a strong leader in her position. Cameo enjoys customer interactions and making customers happy. She also enjoys the maintenance part of the job. Cameo also conducts tours of the facility and meets many different types of people. Elizabeth added that Cameo is one of her greatest supporters of the cultural changes within the department, and Elizabeth receives regular feedback from her. Cameo has great value in her contributions and it is exciting to see her grow.



## PARKS AND RECREATION DEPARTMENT

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**Sunset Vista, Longview Trail, and Copper Ridge Updates:** Kelly Smith gave a presentation on the development of Sunset Vista, Cooper Ridge and Longview Trail and presented final details for the Longview Trail grand opening scheduled for August 18, 2018 and. She stated that we are working with the developer of Copper Ridge to secure easement and then will begin work with BNSF Railroad for rest of the trail. The Long View Trail is a very significant project. The safety of 57<sup>th</sup> and Taft Avenue intersection was discussed and the need for a safe interim trail crossing. Crossroads Church has been a great partner in this project. It took two years to get the easement from Copper Ridge, which will finally be secured in a couple of months. The railroad crossing has been initiated. Once the easement is secured, cost can be determined. Working with the BNSF Railroad has delayed so many projects but P&R will pursue more grants. Some questions that were asked: 1) whether or not P&R will work with local groups to plant natural plants – YES; 2) are any of the trails asphalt – NO; 3) will flooding be an issue – should not be at this point; 4) will trails will be plowed in the winter – YES.

**Recreation Trail Wayfinding Program Discussion:** Janet Meisel-Burns presented on our current and proposed trail signage system and explained how improvements are necessary for our current program but lack of funding has made it difficult to do so. Providing directions and information are the main goals for signage in order to improve the overall safety of the trail system. Geographical features were discussed as being a great identification tool. Janet displayed a color-coded map for a better visual description of the trail system, which included names created for each geographical section. She also suggested including mileage information to inform how many miles until next section. We will keep the arch frame and same color unless too many need repainting; and if so, color change will be considered. Janet explained that the City of Loveland logo has to be priority and how the new Parks and Rec logo will be incorporated. It was suggested adding a footprint or boot track next to the bike wheel logo so people know it is used for walking *and* biking. Janet explained that there is currently a budget of \$100,000 for signage. Other discussions were made about safety, pavement markings, crosswalks, warnings, street names, posting destinations, adding QR code, and distance identification to key destinations. Meeting ADA requirements is also a necessity. Goal is set toward end of September to get signage out to bid.

**P&R Photo Contest Results:** Molly directed everyone to the packet for more details about the results of the photo contest. All submitted photos will be added to the P&R photo library, which will make it more robust.

**2<sup>nd</sup> Quarter Financial Summary:** P&R is well under budget at over halfway through the year. CEFs are coming in at much lower rates than forecasted. No other items to point out at this time, but Molly asked Commission to reach out to her if there are any further questions.

**Commission Member Discussion:** Brett explained that due to the Fair Campaign Act, he cannot speak in opposition or support of anything and can only provide factual information. He provided two contacts - Champions of Thompson School District and David Firth ([davidfirth1234@gmail.com](mailto:davidfirth1234@gmail.com)). TSD will decide at their next meeting if they will be on the November ballot. Wendi stated that sales taxes are down and asked everyone to please consider shopping locally in Loveland's small businesses, specifically downtown Loveland. Molly asked Commission to send her emails with topics they'd like to see for quick trainings.

**Meeting adjourned at 6:20pm**  
**Next meeting 9/13/2018**  
**/s/ Wendi Cudmore, Chair**