



**LOVELAND PARKS AND RECREATION COMMISSION**  
**Minutes ♦ September 13, 2018**

**Present:** Wendi Cudmore, Laura Leah Olsen, Councilor Richard Ball, John Bradley, Leighton Millar, Brett Dowgin, Jessica Hinterberg, Katie Davis, Gene Alvine, Constance Keeney

**Staff:** Molly Elder, Dan Willadsen, Bryan Harding, Kim Lucero, Heather Deal

**Absent:** Shane McWatters

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

**Minutes:** Minutes from the August 9, 2018 meeting were reviewed and approved without changes.

**Council Liaison Report:** Councilor Ball reported that the City is in a hiring freeze but that, at this time, there will be no cut to programs. There were questions from the table regarding I-25 expansion. A lane is being added from Highway 402 to the Budweiser Plant. Wendi C. gave a further explanation about the infrastructure plan underway for Kendall Parkway, which is meant to relieve some of the congestion at Highway 34 & Crossroads.

**Five-Minute P&R Training Session:** Heather Deal spoke to the group about the Colorado Association of Recreational Athletics (CARA). Heather has been the Facility Aquatics Coordinator at the Chilson for a year and a half and prior to that worked in Longmont for 16 years. CARA promotes the development of athletics and encourages the standardization of rules and classifications in games and competition. CARA holds local, regional, and state competitions in youth and adult athletics throughout the state for eight different sports: gymnastics, track, cross-country, tennis, swimming, diving, lacrosse and volleyball. CARA provides a lower cost opportunity for kids to participate on competitive athletics teams. Heather oversees the CARA swim program with City of Loveland. We also have a CARA tennis program, run by Kim Miller. Molly added that the youth scholarship program through the P&R Foundation can be used for CARA registration.

**Director's Report:** Dan Willadsen is filling in for Elizabeth who is at the Colorado Parks and Recreation Annual (CPRA) conference in Snowmass. Elizabeth is being recognized as the first CPRA member to graduate from the CU Denver CPM (Certified Public Managers) Program and is on the board for the Director's section. We have hired a new part-time employee, Jeanie Vetter, in Planning. We will introduce her at the next meeting. Dan discussed three members whose terms will be expiring in December: Gene, Leighton, and Jessica. At that time there will be an application process for those who want to return along with interviews if new applicants apply. The grand re-opening of Viestenz-Smith Park will be on September 28<sup>th</sup> and will be by invitation only due to parking restrictions. Invitations were provided to all Commission members. Round Mountain Trail will be open through the winter and year-round, and Viestenz-Smith will be open through the first or second week in November as long as weather remains good. It will reopen again in March or April 1<sup>st</sup> for the season.

**Commission Member Discussion Regarding Commission Handbook:** The City of Loveland Commission Handbook was provided to all board members. Wendi C. reminded those present that Commission members are required to attend 70% of PARC meetings. If the attendance requirements are not met, a Commission member may be removed from the Commission.



## PARKS AND RECREATION DEPARTMENT

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**Approval of Recommended Donation Requests:** On May 10, 2018, Commissioners approved this policy, stating that the Commission will review and approve or deny donation application requests. So far, we have received only two applications. The first application is from Alternatives to Violence, which is a non-profit organization that helps individuals who are trying to escape domestic violence-type issues. They are asking to use the Chilson Center as a safe place to take showers and requesting 10 passes, which equates to \$45-\$50 worth of donations. Commissioners voted and approved the request unanimously. The second application is from Cottonwood Plains Elementary. They are doing a jog-athon school fundraiser and want to give prizes to top participants, so they are requesting punch passes from the Chilson Center. The value is up to \$100 annually and would have to reapply every year. A 10-punch pass is valued at \$30, so this would result in a maximum of three punch passes. Commissioners voted and approved the request unanimously.

**Approval of ADA Transition Plan (PowerPoint Presentation):** Dan and Bryan presented the P&R ADA Transition Plan for formal approval from the Commission. The P&R transition plan focuses mainly on Title II, which requires state and local governments to make their programs, services, and activities accessible to persons with disabilities. In March of 2017, P&R began consulting with the WT Group. WT Group then completed an evaluation of the Parks and Recreation Department along with providing staff training in March of 2018. The evaluation identified 1,600 access deficiencies and found 16,000 features that do comply with ADA guidelines. A 2018 budget of approximately \$100,000 exists for ADA improvements. The department plans to purchase two ADA golf carts, complete concrete grinding where trip hazards exist, and upgrade door hardware at Cattail Creek and Chilson. There are also quick, low-cost fixes like lowering dog bag stations. It is required that one out of three items are ADA accessible (ie. shelters, trash cans, etc.). The WT Group and ADA Committee within our department are working together to establish priorities for completion.

**2019 Budget – Brief Update:** Molly explained that year over year in the budget there is not a built-in inflationary increase. For our staff, there is a merit pool based on cost-of-living so we do tend to see an increase in personal services to accommodate that inflationary growth. However, when it comes to our supplies and purchased services, those remain flat. A requested increase in the parks budget resulting from our expansion of LSP was not approved due to the City's current financial position. In terms of capital projects, all proposed projects are awaiting Council approval including a \$300,000 request for ADA funding. Council is scheduled to vote on the Citywide budget in October. Proposed reductions to the 2019 budget are moving forward (i.e., batting cages, hours in divisions (parks/recreation), hiring freeze will continue). Identifying cuts that do not impact our customer service levels is challenging.

**Future Topics:** Katie D. asked if CAPRA is extensive and what is the goal? Molly explained that there are multiple benefits of accreditation. Accreditation provides additional credibility to the department, proving that we meet professional standards and follow best practices of P&R agencies. It also provides an opportunity for us to review our policies and procedures and make sure every staff member understands why and how we do what we do. Next, the group discussed the Long View Trail. There is a trail counter on the trail and numbers will be reported at a later time. P&R is currently working with the railroad to finish the trail along 57<sup>th</sup> Street to provide a safe route. There was positive feedback on the crosswalk buttons on this corner of Taft and 57<sup>th</sup> Street. John B. would like a future discussion about metro districts versus alternatives and the impact of metro districts on P&R. John B. also brought up a general question for staff regarding how we evaluate the instructors leading our programs. Staff will plan to discuss this at a future meeting. Seeing no further business the meeting was adjourned.

**Meeting adjourned at 5:42pm, Next meeting 10/11/2018**  
**/s/ Constance Keeney, Vice Chair**