



## PARKS AND RECREATION DEPARTMENT

Civic Center • 500 East Third Street • Loveland, Colorado 80537  
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[www.cityofloveland.org](http://www.cityofloveland.org)

### LOVELAND GOLF ADVISORY BOARD

Wednesday, October 24, 2018, 5:15 pm

Parks and Recreation Conference Room, 500 E. 3<sup>rd</sup> Street, Loveland, CO

### AGENDA

#### NOTICE OF MEETING POSTED

Call to Order at 5:15 p.m.

Citizen Comments (By Citizens present at meeting)

Council Liaison Report

Approval of 09/27/17 Minutes

#### Action/Discussion Items

- |   |                  |
|---|------------------|
| 1. O'Hara Water   | Mark Esoda       |
| 2. Review of 2018 Policies, Operating Rules, Guidelines and Standards | Robert Walkowicz |
| Agenda Item   |                  |

#### Reports/Correspondence

- |                                   |            |
|-----------------------------------|------------|
| 3. Golf Operations Manager Report | Mark Esoda |
|-----------------------------------|------------|

#### Board Member Comments:



Next Regular Meeting Date: 01/23/2019

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**LOVELAND GOLF ADVISORY BOARD**

**MINUTES**

09/26/2018

Parks and Recreation Conference Room, 500 E. 3rd

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**PRESENT:** Robert Walkowicz, Charlie Dyer Joe Lopo, Julie Nelson, Chuck Weirauch, Greg Oehmen, Rex Lamoreaux,  
**ABSENT:** Jack Stringer, Jan Wall, Jim Whitenight  
**STAFF:** Mark Esoda, Andrea Sheldon  
**GUEST STAFF:** Derek Turner, Assistant City Attorney II  
**COUNCIL:** Don Overcash  
**CITIZENS PRESENT:** None

Notice of meeting posted.

Chair Robert Walkowicz called the regular meeting of the Loveland Golf Advisory Board to order Wednesday, 09/26/2018 at 5:15 pm.

**Citizen Comments** No citizens present

**Council Liaison Report** Councilor Overcash reported that the budget process was underway with Council. Two future issues are Broadband and a proposed Larimer County use fee for the Devil's Backbone trail area.

**Minutes** Chuck Weirauch questioned if Jason Smitherman (Risk Management) said, "the golfer IS liable for striking a home with an errant golf ball," Chuck felt that Jason said that a golfer "MIGHT" be liable. The minutes will be corrected to reflect might.

*Julie Nelson arrives at 5:24 pm*

**DISCUSSION/ACTION**

**O'Hara Water Contract** Mark Esoda introduced Derek Turner, Assistant City Attorney. Derek is the City's attorney for water issues. Derek briefed the Board on the history of the O'Hara water contract (owned by the Golf Division) and on a possible water rights transaction between the City and the Southside Ditch company as related to those rights.

**After a brief discussion related to the offer, Julie Nelson made the motion to recommend that City Council approve an agreement with the South Side Ditch Company whereby the City's O'Hara contract water right is conveyed to South Side Ditch Company in exchange for 2 shares of South Side Ditch Company**

**stock. Rex Lamoreaux seconded with unanimous approval.**

## **NON ACTION/INFORMATIONAL**

### **City Council Initiatives for Innovation**

Mark reviewed the information contained within the agenda packet. In collaboration with staff, City Council devised goals and strategies for Innovation. The City Manager desires that the various Boards and Commissions be aware of those goals. Golf staff applied the strategies to Golf Division and related to the Board how the Golf Division is meeting those expectations. Charlie Dyer expressed that the golf courses bring economic vitality to the City in tourism dollars, and in turn, do not ask for money from the community via tax dollars. Charlie feels the golf courses should receive financial support from other sources. Councilor Overcash suggested that Staff contact the Community Marketing Commission to see if receiving funding from that source would be possible.

### **Follow up: Errant Golf Balls/Golfer Behavior**

Mark related that Staff had a second meeting with Risk Management and the City Attorney's office regarding errant golf balls. Bottom line, the City is not liable for any damage caused by errant golf balls. The golfer is. Mariana Butte maintenance staff will be installing moveable signs at the #1 and #2 tee, and the #10 and #17 tee stating the golfer is responsible for damages incurred while playing. In addition, Staff will place a notice in the MBGC pro shop.

### **Credit Book**

Andrea presented the issue of the lack of a written guideline addressing credit books and their use at the three Loveland golf courses. She requested the Board's thoughts on several issues. The consensus of the Board is that in the event of death, Staff could transfer credit book balances to a surviving member of that household; credit book holders could request a transfer of all, or a portion of their credit book winnings, to a Loveland 3 Course Merchandise Only gift card one time per year. Staff will draft a proposed guideline Board review at the October meeting.

### **Preparation for 2019 Policy and Procedure Manual Review**

Andrea related that the Board would review the existing 2018 P&P manual for any suggested additions or revisions at the October meeting. Andrea will email a PDF of the manual with the next agenda.

## **REPORTS/CORRESPONDENCE**

### **Golf Operations Manager Report**

Mark related information regarding the following:

- New tee signs in place at CCGC
- SoloRider golf cart(s) demo at MBGC for possible purchase

- Hosted a fun team-building session at the CCGC Mini-Course for the City's Executive Leadership Team; the team consists of all Department Directors and the City Manager. All had great fun.
- Drought concerns are being addressed at all three golf courses; Staff will take additional measures if warranted.
- Hosted the CHSAA 4A High School boys Regional golf tournament at OCAL – very successful
- Staff has completed the Fall aeration process at all three courses
- Staff is implementing the new VIP texting program and rolling it out to golfers

#### **Board Member Comments**

Mark asked the Board if the current meeting time was acceptable or would the Board like to move to a morning meeting. The consensus was to leave the meeting time as is.

Rex: Is still planning to bring more information to the Board about the Folds of Honor program and in finding out if a senior men's league at CCGC would work.

Julie: Talked with Staff about her MBGC-area HOA needing to replace fencing adjoining the golf course. Staff was responsive and informative regarding residential access to the golf course through residential gates etc.

Robert: Played Pelican Lakes; the Loveland courses are wat above in maintenance and course condition.

Charlie: Played Fort Collins Country Club; same as Robert. Played with two people from Longmont who like OCAL because of course conditions and care. Charlie inquired about possibility of letting 2 Course pass holders play MBGC, at a discount, in the winter when play decreases.

**There being no further business, the meeting adjourned at 6:52 p.m.**

**Respectfully submitted,**

**Andrea Sheldon**



**AGENDA ITEM:** 2  
**MEETING DATE:** 10/24/2018  
**DESCRIPTION:** Review of 2018 Policies, Operating Rules, Guidelines and Standards for 2019  
**SUMMARY:**

Staff is recommending the following addition to the 2019 manual

## Accounting and Cash Handling

### Credit Book Operating Guidelines

#### Availability

Credit Book amounts awarded for event winnings may be issued to players who are members of the various golf associations or leagues playing at the Loveland golf courses. Examples may include, but are not limited to the following:

1. The Olde Course at Loveland Men's Association
2. The Olde Course at Loveland Ladies' Associations
3. Mariana Butte Men's Association
4. Mariana Butte Ladies' Associations
5. Cattail Creek Ladies' Association
6. Margarita League (OCAL)

#### Procedure

1. Upon completion of a competitive event, the organizer of the event will produce a list of golfers and their respective winnings. This list will be given to the Head Golf Pro or his/her representative (staff) for entry into the golf POS system.
2. Staff will sell the credit book to the appropriate golfer using the golf POS system.
3. Staff will ensure that the golfer has a Household Account or will create a Household Account for that golfer if new to the system. Staff will use best practices to prevent the duplication of Households or Household members.
4. The list given to staff for the event, and the receipts generated by the sale of the credit book for that event, will be maintained in a credit book file for reference if needed.

#### Limitations

1. Credit Book amounts can be redeemed only for merchandise sales or service items.
2. Credit Book amounts cannot be redeemed for green fees.
3. Credit Book balances can be rolled from one year to the next.
4. Credit Book balances do not expire.
5. Credit Book balances cannot be redeemed for cash.
6. Credit Book balances cannot be transferred between Households.
7. Loveland Golf Division gift certificate(s) may be transferred into a Household member's Credit Book account if requested.



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### **Redeeming Credit Book Amounts**

1. A golfer redeeming a credit book amount may do so to purchase merchandise items or golf course services such as club re-gripping etc.
2. Staff will use the "Visit" tab to access the household with the credit book balance and sell the items of merchandise using the "credit book" payment type. Staff can also choose between members of a Household with credit book amounts at the payment screen.

### **Unique Situations**

1. Following the death of a member of a Household, any amount remaining on his/her Credit Book may be transferred to a surviving member of that same Household upon written request.
2. Upon written request, a member of a Household may request a portion of, or all of, their personal Credit Book balance to be transferred to a 3-Course Merchandise Only gift certificate(s). This request is limited to one time per year.
3. Credit Book amounts may not be transferred between players of differing Households. If a player wishes to share their Credit Book with another player, a request for a 3-Course Merchandise Only gift certificate(s) can be made.

Staff would like the Board to review the manual for any areas that may need clarification or review.

**Discussion/Action:** Review 2018 Policies and Operating Rules, Guidelines and Standards for 2019. Discussion around areas of concern for clarification or revision.