



PARKS AND RECREATION DEPARTMENT

Civic Center • 500 East Third Street • Loveland, Colorado 80537
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www.cityofloveland.org

LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ March 14, 2019

- Present:** Wendi Cudmore, John Bradley, Katie Davis, Shane McWatters, Jim Haynes, Brett Dowgin, Keller Taylor, Kevin Turvey
- Staff:** Elizabeth Kayl, LeAnn Williams, Molly Elder, Dan Willadsen, Bryan Harding, Jeff Caputo, Kim Lucero
- Absent:** Laura Leah Olsen, Councilor Richard Ball
- Call to Order:** The meeting was called to order at 4:30pm
- Minutes:** Minutes from February 14, 2019 meeting were reviewed and approved without changes.

Council Liaison Report: Council Liaison Richard Ball was not in attendance.

Director's Report: Elizabeth reported that the City, at the direction of Council, is creating a city-wide Strategic Plan. Leah Browder is leading this effort. All directors will be participating in the process and the Strategic Plan will eventually come before this board for commissioners' feedback and consideration.

Loveland P&R Foundation Presentation: Molly currently serves as the Staff Liaison for the Loveland Parks and Recreation Foundation. Molly introduced two Foundation board members to the Commission: Greg Guest, who serves as Foundation Chair; and Scott Wilson, who serves as Vice Chair. General information about the mission and goals of the Foundation was included in the packet. The Foundation facilitates many important programs including the Youth Scholarship Program and the Memorial Bench and Tree Donation program. Funding for the scholarship program is raised through fundraising efforts (including the Tee Off For Kids golf tournament, beer gardens at community events, and concessions sales at Art in the Park), grant-writing, and sponsorships. The Foundation also receives donations through the Parks memorial benches/trees program. The Foundation provides an average of 200 youth recreational scholarships each year but they would like to see that number grow. Applications are currently sent to schools, churches, and social service agencies who we partner with as referral sources. We have also translated the application and brochure into Spanish. We do not give out the applications directly to families. One of the requirements is that families have to go through one of the referral sources to make sure funds are going to the right people. Commissioner Davis asked if volunteers are needed for fundraising events. Molly stated that volunteers are always needed/welcome and she will send out a signup sheet.

Boards and Commission Survey Results: Because City Manager Steve Adams is not present, this item will be removed and revisited in April.

Connect Loveland Engagement Opportunities: Katie Guthrie, Transportation Planner with Public Works, presented an overview of the Connect Loveland Program. Our current transportation plan consists



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of three parts: a roadway plan for roads/streets; a master plan for City of Loveland Transportation (also known as COLT); and a bicycle/pedestrian plan. Connect Loveland is an effort to update all three parts in tandem. Community outreach will be achieved through the Connect Loveland Stakeholder Committee (CLSC). The Parks and Recreation Commission is encouraged to get involved in the following ways: 1) have a commissioner serve on the CLSC; 2) have a commissioner serve as a “connector” by attending a transportation meeting every other month and reporting back to PARC. This could be the same person that serves on CLSC, two different people, or alternating people. This item will be on the April agenda so commissioners have time to think about their availability to serve in those capacities. Due to other committees that Commissioner Bradley and Chairwoman Cudmore already serve on, Chairwoman Cudmore feels this would not be the best for her or Commissioner Bradley; however, she believes this will be important for P&R to be involved in as this process will set the course for transportation system networks for the next 5 to 10 years. Elizabeth asked if trails are in the plans. Ms. Guthrie replied they are not addressed in the plan since they are owned and maintained by P&R Open Lands/Trails Division. Recommendations were made by Commissioners to consider involving local running groups, the school district and the Wyoming Department of Transportation.

Meet the Staff – Jeff Caputo, Parks Forestry Specialist: Jeff Caputo, the P&R Forestry Specialist, was introduced to the Commission. Jeff has a National Services Management Degree, an ISA certification, and has worked for the City for over 20 years. His duties are extensive and include maintaining tree inventory, helping manage the memorial tree donation program, residential visits to assist with identification of diseased trees, pesticide applications, management of the Christmas Tree Recycling program, management of contracted tree services through Asplundh, management of the Tree City USA designation and Arbor Day festivities, and more. There are currently around 10,000 trees in our parks and 8 to 20 additional trees are planted every year. Elizabeth stated that in 2015, she and other City staff took a proposal for an urban forestry program to City Council, but did not receive sufficient support for the program from Council at that time. Based on impending Emerald Ash Borer crisis, it may again be time to present the need for a comprehensive community forestry program to City Council. There are currently 12-14% Ash trees in the parks’ inventory.

Department Vision Statement: As the Department has worked through the requirements for CAPRA certification we have realized that we do not currently have a vision statement. Elizabeth provided, in advance, to the Commission several ideas for a department vision statement and has requested that the Commission work to help us craft a vision statement we can use moving forward. It was agreed that Molly will send out a poll with several vision statement options and commission members can vote on those they like best. Molly’s voting poll will include detailed instructions and, from the poll results, a final vision statement can be crafted at the next PARC meeting.

Review of Approved Donation Requests: LeAnn provided information on applications for donations received from BF Kitchen, Garfield, and Loveland Classical Schools, which were included in advance in the packet (informational).

Advertising Policy: A second draft of a new Advertising Policy was presented and approved by the Commission without changes.

Update on the Community Improvement Program (CIP): LeAnn stated that the next step in the process will include: phone polling, creation of a task force for opportunities to sign up for events, acquiring community feedback one-on-one, and ranking projects. We have not formalized the design of the proposed recreation



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center as this will be highly driven by community input and budget. There are also eight underpasses on the initiative as well as transportation, fire stations, and a museum expansion.

Virtual Attendance Item – Bruce Croissant: Dan provided information on an email received from Bruce Croissant regarding the upkeep and maintenance of the Loveland Burial Park and Lakeside Cemetery to share with Commission as informational only. Dan has taken into consideration some of the improvements requested as time and money allow.

Overview of Policies and Procedures Revisions: Molly explained that as part of the CAPRA process, all Parks and Recreation policies and procedures will be reviewed and standardized. Once this is complete, Molly anticipates bringing the updated policies back to the Commission for review and approval. Molly does not anticipate creating many new policies and procedures. A subcommittee can be established to help. Dan will bring a drone policy to the May meeting.

2020 Budget – Capital Projects and Equipment Replacement: Molly provided information on the 2020 budget, specifically the first stage which includes capital requests and equipment replacement (included in this month's packet). Next month, Molly will include baseline budgets such as personnel and O&M. She has provided 10-year forecasts for P&R special funds and a list of proposed projects over the next 10 years. Budget years 2020-2024 are provided in detail. A list was also provided detailing capital projects that P&R would like to do but for which there is not sufficient funding.

Also included in the packet is the 10-year equipment replacement plan. Many cities do not have a depreciation plan so Loveland P&R is very fortunate to have one which is supported by the General Fund.

Additional Discussion: Commissioner Davis asked about the restrooms and storage at North Lake Park. Dan explained that the current LYAA building near the restrooms will become a new storage facility for everyone. They will be moving LYAA out to LSP but not until they can play, which will be around fall of 2020. All equipment will be moved at that time and then the North Lake building will be renovated. Dan stated there is also storage near the swim beach area and main restrooms. LTA and recreation will have storage and some will be heated. Commissioner Turvey asked about the water feature, and Dan replied that the swim beach will remain open with the splash pad being on hold. A splash pad will likely happen within the next five years. Commissioner Davis asked about another outdoor pool. If we get funding for a new rec center, then an outdoor pool will be included. Commissioner Davis recommended including that idea with a new rec center sales tax increase. Commissioner Bradley asked about Gold Medal media. Molly replied that applications were submitted and that there is a video application due in June. The City's videographer, Jo Cochrane, will be part of it. Commissioner Bradley would like Jo to know that all Denver broadcasters (7 & 9 News) will donate time for the Gold Medal project. For more information, please contact Commissioner Bradley. With no further information to discuss, Chairwoman Cudmore called to adjourn the meeting.

Meeting adjourned at 6:00pm

Next meeting 4/11/2019

/s/ Wendi Cudmore, Chair