



PARKS AND RECREATION DEPARTMENT
Civic Center • 500 East Third Street • Loveland, Colorado 80537
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620
www.cityofloveland.org

LOVELAND PARKS AND RECREATION COMMISSION

Thursday, June 13, 2019 - 4:30 p.m.
Parks & Recreation, Large Conference Room
500 E 3rd St, Suite 200, Loveland, Colorado

Notice of Meeting Posted

Approval of May 9, 2019 minutes

Council Liaison Report

Director's Report

Discussion/Action:

1. Department Vision Statement Final Version
2. Cemetery Cost Recovery Goals
3. Drone Policy – Drafted Version

Commission Members Discussion Topics:

4. Update on the CIP – John Bradley, P&R Commissioner

Reports/Correspondence:

5. Operation & Project Update

Future Topics: Chilson Budget Discussion

Next Meeting Date: July 11, 2019

Wi-Fi Access Code: accesswifi



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 1

MEETING DATE: June 13, 2019

DESCRIPTION: Department Vision Statement Final Version

STAFF PRESENTERS: Molly Elder, Administrative Business Manager

SUMMARY:

The final Department Vision Statement, as determined in May, to be voted on with vote being recorded is:

To provide a sustainable system of diverse parks, trails, natural areas and facilities that connect people with the natural environment, supports good health, offers outstanding community experiences, while balancing recreation opportunities with the protection of natural and cultural resources.

Commission Action: Action



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 2

MEETING DATE: June 13, 2019

DESCRIPTION: Cemetery Cost Recovery Goals

STAFF PRESENTER: Dan Willadsen, Parks Manager

SUMMARY:

A PowerPoint presentation on Cemetery Cost Recovery Goals will be shown at the meeting.

Commission Action: Informational/Discussion



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 3

MEETING DATE: June 13, 2019

DESCRIPTION: Drone Policy – Drafted Version

STAFF PRESENTER: Dan Willadsen, Parks Manager

SUMMARY:

Dan will be presenting a draft version of the drone policy.

Commission Action: Discussion/Action



SUBJECT:	Unmanned Aerial System [UAS] (also known as drones)
EFFECTIVE DATE:	Under Discussion with Commissions – Spring 2019
REVIEW SCHEDULE:	Annually by the Parks and Recreation Staff. Every five years by Open Lands Advisory Commission (OLAC) and/or Parks and Recreation Commission, or more frequently if recommended by staff.
PURPOSE:	To establish a policy for the use of drones on Loveland Parks and Recreation properties.
SCOPE:	All Open Lands, Parks, Golf Courses, recreation facilities and trails managed or owned by the City of Loveland
RESPONSIBILITY:	Parks and Recreation Staff
BACKGROUND:	Changing electronic technology has made drones more prevalent at Parks and Recreation sites. A policy will allow mindful management of these devices to balance the recreational/educational/commercial values of drones while addressing safety, environment impacts, and conflicting use within recreational areas.
APPROVAL:	<hr/> <p>Elizabeth R. Kayl Director, Parks and Recreation</p> <hr/> <p>Marilyn Hilgenberg Open Lands and Trails Manager</p> <hr/> <p>Dan Willadsen Parks Manager</p>
POLICY:	<ol style="list-style-type: none">1. An Unmanned Aerial System [UAS] (aka drone) is an aircraft without a human pilot onboard and is operated from the ground remotely.2. Launch or landing of a drone on Loveland's Parks is authorized at Loveland Sports Park and Mehaffey Park from November 1 through February 28 of each winter season (it is prohibited at all other parks, open lands, trails, and golf courses). The operator must possess a current authorizing certificate issued by the Federal Aviation Administration (FAA), (2) meet a 333 exemption, or (3) is flying the drone strictly for hobby or recreational use.3. Unmanned aerial systems for any commercial or use other than recreational are prohibited on Loveland Open Lands, Parks, Golf Courses, Recreation Facilities and Trails unless granted by a Special Use Permit.

4. When allowed, activity must comply with all FAA, state or local regulations. This includes an operator who is certified by the FAA to operate the drone and ensure all protocols and regulations are followed.
5. Internal City drone operation must be consistent with the implementation of the department's conservation, education, and recreation mission. Internal uses must reasonably demonstrate that the probability of wildlife disturbance or other resource impact is negligible or easily mitigated. Similarly, UAS operation should not significantly impact the health, safety, welfare, or experience of site visitors.
6. Use of drones shall have a well-defined conservation or communication purpose that may not otherwise be achieved by conventional methods. Typical internal UAS missions may be used for resource inventory, wildlife surveys, vegetation monitoring, cultural assessments, wildland fire assessments, baseline surveys or inventories, original research, conservation easement (CE) monitoring, public safety, public relations, marketing and other purposes.
7. Use of UAS on City lands will only be allowed for activities that contribute to the understanding or management of these properties or resources and in situations in which UAS provide improved or more cost-effective alternatives for gathering remotely sensed data, or to provide for greater public safety.
8. UAS may be used for creating educational films, nature photography, or other purpose as part of carrying out the department's education mission.
9. The Parks and Recreation Department acknowledges the use of UAS for emergency operations and public safety is exempt from local policy. Law enforcement, fire protection and similar emergency service agencies may utilize drones without restriction for the purposes including but not limited to search and rescue, law enforcement, fire management, natural disaster assessment, or similar emergency incidents.
10. Local emergency service agencies are permitted with a Parks and Recreation Special Use Permit to practice or simulate emergency missions on natural areas for the purpose of improving familiarity with the natural area system or in the line of performing emergency services.



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 4

MEETING DATE: June 13, 2019

DESCRIPTION: Update on the CIP

COMMISSIONER PRESENTER: Commissioner John Bradley

SUMMARY:

Commissioner Bradley, presenting update on the CIP.

Commission Action: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 5

MEETING DATE: June 13, 2019

DESCRIPTION: Operations & Projects

SUMMARY:

Reporting has changed for the Operations and Projects going on in the Parks and Recreation Department. Elizabeth will discuss this at the meeting.

Commission Action Recommended: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ May 9, 2019

Present: Wendi Cudmore, John Bradley, Shane McWatters, Katie Davis, Jim Haynes, Brett Dowgin, Councilor Richard Ball

Staff: Elizabeth Kayl, Molly Elder, Dan Willadsen, Bryan Harding, Deanna Daly, Kim Lucero

Absent: Keller Taylor, Kevin Turvey, Laura Leah Olsen

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

Minutes: Minutes from April 11, 2019 meeting were reviewed and approved without changes.

Director's Report: Elizabeth shared that new employees have been hired in the Parks, Planning, and Recreation Divisions. David Roberts has filled the Parks Specialist position in the Parks Division. We also have two new full-time employees in the Recreation Division – Ryan Biermann, who transferred from Public Works, and Kate Seaver. Kelly Zuniga has filled the full-time planner position in the Planning Division. Elizabeth asked that next month's agenda include a discussion about the Cemetery Division's cost recovery goal. Dan will prepare a presentation for Commission's feedback next month.

Council Liaison Report: Council Liaison Richard Ball reported that Council is working through the budget process and that there have been many large capital expenditures over the last two years.

Boards and Commission Roles and Responsibilities – Vincent Junglas, City Attorney's Office: Attorney Vincent Junglas is the City Attorney assigned to the P&R Department to assist with various legal issues. Attorney Junglas presented to the group regarding the roles and responsibilities of the Commission and the topics of open meetings law, open records (CORA), email/social media, ethics, conflicts of interests, and gifts as they relate to their roles as Commissioners. The importance of attendance was addressed, and the requirement of attendance at a minimum of 70% of all meetings, with no more than three unexcused absences in a row, was emphasized. More than three absences in a row may result in automatic termination. In the event of an absence, 24 hours notice must be provided to the staff liaison or chairperson. Under the open meeting law, a meeting of three or more members (where Commission business is discussed) is considered a public meeting and must be posted. Emails sent to the Commission requesting feedback are also considered a public meeting. Six Commissioners are required for a quorum. Attorney Junglas will provide tonight's PowerPoint to Molly to be emailed to absent commissioners. Chairwoman Cudmore requests that those absent tonight confirm receipt that they have read the information prior to the next PARC meeting



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Meet the Staff – Deanna Daly, Graphic Designer: Deanna Daly worked at Chilson for 15 years before becoming the P&R Graphic Designer. Deanna describes herself as a visual storyteller. She has helped create our brand logo, creates all the graphic imagery for our ads, flyers, large signs and banners, and designs the P&R and Open Lands annual reports. Her biggest project is the P&R Activity Guide, which, in addition to its new name (formerly Leisure Times), is now published three times a year rather than four. Deanna has simplified the Guide's look by introducing each section of the guide with a landing page and taking away excess graphics, clip arts, removing internal ads and allowing the community to advertise. Deanna loves her job because when she sees her images in the community, it gives her a greater connection to Loveland.

Department Vision Statement Poll Results: Molly provided the poll results sent to the Commissions and P&R staff. The top three vision statements were included in tonight's agenda packet, and the Commission voted to approve option #1. Going forward, this will be the formal vision statement for the P&R Department.

To provide a sustainable system of diverse parks, trails, natural areas and facilities that connect people with the natural environment, supports good health, offers outstanding community experiences, while balancing recreation opportunities with the protection of natural and cultural resources.

Chilson Rates Discussion: Daily admissions at Chilson are increasing by 50 cents with the exception of the low income rate, which is increasing by 25 cents. There were no price increases in 2018. There were some price increases in 2017. Batting cages are no longer under Recreation's operation; they are under the operation of a third party. Commissioner Davis asked if pickleball rates increased, and it was confirmed that fees were raised to \$6 per hour, which will help with cost recovery. A motion was made and approved for the outlined increases in Chilson fees.

Drone Policy: The city does not currently have a drone policy in place. Dan presented on this issue to the Commission in order to gather their feedback so that a policy could be developed. Only the Federal Aviation Administration regulates air space. However, the City can regulate takeoff and landing on City property. One advantage to drones is that they are useful to locate nests in ballpark lights rather than renting huge lifts and in doing inspections on roofs, lights, etc. Disadvantages relate to environmental and wildlife impacts, safety and liability issues, nuisance, and privacy concerns. Larimer County and the City of Fort Collins prohibit the use of drones in their natural areas. Dan recommended the following options for the Commission to consider: no change, allow drones, allow drones with restrictions, or prohibit drones altogether. The OLAC and GAB Commissions will also be discussing drones and based on the feedback of all P&R commissions, a draft policy will be developed. A member of the public was present to express his concerns regarding drone use at Eagleview Park. It was agreed that permits should be required for commercial use of drones. These could possibly be issued by P&R. It was recommended that we consider the use of drones in one of our parks on a trial basis. It may also be possible to allow use of drones at LSP during the off-season when the fields aren't in use. A policy will be drafted and provided to the Commission for input and adoption.

2019 First Quarter Financials: Information was provided summarizing first quarter financials. No major issues or changes to report.



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Other Discussion: The next CIP public meeting is Monday. Surveys are complete and community support for proposed projects results are in: #1 roads; #2 fire; and #3 recreation center. There is currently 60% positive support for the entire package. The task force will go before City Council on May 21.

Meeting adjourned at

6:15pm

Next meeting 6/13/2019