



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, July 11, 2019 - 4:30 p.m.

Parks & Recreation, Large Conference Room
500 E 3rd St, Suite 200, Loveland, Colorado

Notice of Meeting Posted

Approval of June 13, 2019 minutes

Council Liaison Report

Director's Report

Discussion/Action:

1. Boards and Commission Survey Results – Steve Adams, City Manager
2. Changes to Special Events – Ordinance – Vincent Junglas, Assistant City Attorney
3. Review of Approved Donation Requests – LeAnn Williams, Recreation Manager
4. Supplemental Appropriation for the Acquisition of Land for Future Recreation Facility Development – LeAnn Williams, Recreation Manager
5. Cemetery Cost Recovery Goals – Dan Willadsen, Parks Manager

Commission Members Discussion Topics:

6. Update on the CIP – John Bradley, P&R Commissioner and LeAnn Williams, Recreation Manager

Reports/Correspondence:

7. Operation & Project Update

Future Topics: Chilson Budget Discussion



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Next Meeting Date: August 8, 2019

Wi-Fi Access Code: accesswifi

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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 1

MEETING DATE: July 11, 2019

DESCRIPTION: Boards and Commission Survey Results

STAFF PRESENTERS: Steve Adams, City Manager

SUMMARY:

Steve Adams, City Manager, is presenting the results of survey sent to all Boards and Commission Members. Discussion of the survey results will take place.

Commission Action: Discussion



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 2

MEETING DATE: July 11, 2019

DESCRIPTION: Changes to Special Events – Ordinance

STAFF PRESENTER: Vincent Junglas, Assistant City Attorney

SUMMARY:

Vincent Junglas, Assistant City Attorney, will present changes to special events and an ordinance related to special events.

Commission Action: Informational/Discussion/Action



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 3

MEETING DATE: July 11, 2019

DESCRIPTION: Review of Approved Donation Request

COMMISSIONER PRESENTER: LeAnn Williams, Recreation Manager

SUMMARY:

SAINT Volunteer Transportation submitted request for Senior passes to the Chilson Recreation Center as a prize at their volunteer appreciation picnic.

Commission Action: Informational



City of Loveland Parks and Recreation
Donation/Sponsorship Request



Civic Center
500 East Third St. Suite 200
Loveland, CO 80537
(970) 962-2449

Contact Information

Name:	Theresa Holbrook	Title:	Volunteer Coordinator
Address:	33 W Drake Rd. #42		
City, State, Zip:	Fort Collins, CO 80526	Phone:	970-223-8604 ext 3
Email:	saintvc@friei.com	Fax:	970-223-8671

Organization Information

Name:	SAINT Volunteer Transportation		
Tax-Exempt Status: Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?	Select One:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If No, you will only qualify for a credit for City-related costs for your request (i.e. permit fees, staff time, rental rates for facilities or equipment, etc.). Costs for City services vary and if approved, credit may or may not cover full cost of requested City services.</i>			
If Yes, Tax ID #:			

Donation Request

City Services Credit Amount Requested:	\$ 90-180	Date Needed:	7/23/2019		1 or 2 3 month senior passes
Direct Payment Amount Requested:	\$	Event Date:		Event Time:	
Event Location: Address, City, State, Zip	Fairgrounds Park 700 S Railroad Ave. Loveland, CO Pavilion 1A				
Description of Event / Purpose:	Appreciation picnic to honor the volunteers that drive for SAINT, and their families.				
Community Benefit:	SAINT provides over 13,000 rides annually in the city of Loveland for seniors over 60 years of age, and adults with disabilities that prevent them from driving.				
Applicant Signature:	<i>Theresa K Holbrook</i>			Date:	5-31-19

Return completed form via:

Mail: Parks and Recreation Admin Civic Center 500 East Third St. Suite 200 Loveland, CO 80537	Email: leann.williams@cityofloveland.org Fax: (970) 962-2449
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CITY USE ONLY

Donation Request #: Reference # on all related DPVs	DR - 57-01-201901	P&R Commission Meeting Date:	
Eligibility Met:	<input checked="" type="radio"/> YES <input type="radio"/> NO	Approved Amount:	up to \$100.00
P&R Director Signature:	<i>Leann Williams</i> on behalf of Elizabeth K... 7-1-2019		



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 4

MEETING DATE: July 11, 2019

DESCRIPTION: Supplemental Appropriation for the Acquisition of Land for Future Recreation Facility Development

COMMISSIONER PRESENTER: LeAnn Williams, Recreation Manager

SUMMARY:

Commission Action: Informational/Discussion



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PARKS AND RECREATION

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TO: Parks and Recreation Commission

July 9, 2019

FROM: LeAnn Williams, Recreation Division Manager

SUBJECT: Supplemental Appropriation for the Acquisition of Land for Future Recreation
Facility Development

The attached Agenda Item and Exhibits will go to City Council this fall for the approval to appropriate funds for the acquisition of land for future recreation facility development. The purchase will take place over a three year period (2019-2021) for a total of 18.095 acres. Staff is requesting your approval to take this to City Council to appropriate \$300,000 of the Recreation Capital Expansion Fees to purchase the first parcel at 6.095 acres in 2019.

MEETING DATE: [Click here to enter a date.](#)
TO: City Council
DEPARTMENT: Parks & Recreation
DIRECTOR: Elizabeth Kayl
PRESENTER: LeAnn Williams, Recreation Manager



AGENDA ITEM:
SUPPLEMENTAL APPROPRIATION FOR THE ACQUISITION OF LAND FOR FUTURE RECREATION FACILITY DEVELOPMENT

RECOMMENDED ACTION:

A Motion To Adopt, On First Reading, An Ordinance Enacting A Supplemental Budget Appropriation To The 2019 City of Loveland Budget For The Acquisition of Land For Future Recreation Facility Development

OPTIONS:

COUNCIL ACTION OPTIONS	CONSEQUENCE
Approve the motion	This would allow the Parks & Recreation Department to use up to \$300,000 of Capital Expansion Fee (CEF) Funds for the acquisition of land and related costs of such action for future development of recreation facilities in northwest Loveland.
Deny the motion or take no action	If funds are not appropriated, we cannot move forward with closing on the land for future recreation facility development.
Adopt a Modified Action	Specify in Motion
Refer back to Staff	Referral would delay closing and potentially result in losing the ability to acquire a large parcel of unencumbered land.

SUMMARY:

Purpose: On July 15, 2014, City Council Adopted the Parks and Recreation Master Plan, which identified the need for specialized recreation facilities to keep up with projected community growth. The Parks and Recreation Master Plan guideline for recreation centers is 1 per 60,000 population and 1 per 50,000 for outdoor aquatic facilities. In 2019 with an estimated population of 79,000 and a projected population of almost 95,000 by 2023, the time is now to purchase the land so expanded facilities can be built to meet the needs identified in the Master Plan. The 2015 Recreation Facilities Feasibility Study was recommended in the 2014 Master Plan to conduct a financial feasibility and market study with an operating pro forma to assess options to fund and develop a new multi-purpose community recreation center and outdoor aquatic facility on the north side of the City and adjacent to a community park. The feasibility study came back with community support for expanded recreation facilities and to locate the in the Northwest quadrant of the City. With projected residential growth, we will not be able to meet and maintain this service level without the acquisition of additional land for future development. Capital Expansion

Fees are collected for recreation development to meet community growth. The funding ordinance would appropriate \$300,000 from Recreation CEF Fund for the acquisition of land suitable for community recreation facilities within the Growth Management Area.

Objective: The goal is to secure 18.095 acres of land over a three year period for the future development of recreation facilities. This appropriation is for purchase of the first 6.095 acres valued at \$223,300 (\$34,771 per acre) plus annexation, surveying and closing costs.

Impact: Loveland residents will have access to active and passive recreational opportunities in the northwest area of Loveland, with the acquisition.

Council Follow-up: N/A

BUDGET IMPACT:

Budgetary Impact?	Funds Impacted: Fund 261-51-501-0000-49360 – Recreation CEF \$300,000 (Fund Balance Year-to-Date \$9,856,926)
	Source(s) of Funding: Revenue from Capital Expansion Fees
Grant Funding?	Grantor(s) (<i>State or Fed</i>): N/A
	City Matching Requirement: N/A
	On-going or One-time: N/A
	If On-going, when does the grant sunset? N/A
Additional Comments:	N/A

COUNCIL OR BOARD/COMMISSION REVIEW:

Type of Meeting: Commission Review

Date of Meeting: July 11, 2019

Resulting Vote:

BACKGROUND:

History: The 2014 Parks & Recreation Master Plan identifies the need for recreation facilities to serve the current and future residents of northwest Loveland. The City has been in negotiation of a single plot of land for a few years. This plot of land was identified as the best location in the 2015 Recreation Facility Feasibility Study.

The Master Plan states that the City should have 1 community recreation center for every 60,000 residents and 1 outdoor aquatic facility for every 50,000 residents. By 2023, the projected population of Loveland will be 93,200. Purchasing the land now, gives the department the ability to respond to the recreation facility needs and wants of the growing Loveland Community.

The land for purchase has a signed purchase agreement and is currently going through the annexation process.

Outreach and Notification Efforts: N/A

Conditions met/ or anticipated: N/A

Start and End Dates (of studies, design, construction, or in service/operational): N/A

ANALYSIS TABLE:

Yes ☐ No ☒

LIST OF ATTACHMENTS:

- 1 Property Descriptions and Map
- 2 2014 Parks & Recreation Master Plan – Recreation Facilities Needs excerpts

EXHIBIT A

PROPERTY DESCRIPTION

Tract 1

A tract of land, being portion of Lot 1, Mehaffey Minor Land Division recorded December 19, 2012 as Reception No. 20120091404 of the Records of Larimer County, located in the Northeast Quarter (NE1/4) of Section Nine (9), Township Five North (T.5N.), Range Sixty-nine West (R.69W.) of the Sixth Principal Meridian (6th P.M.), County of Larimer, State of Colorado and being more particularly described as follows:

COMMENCING at the North Quarter corner of said Section 9 and assuming the North line of said NE1/4 as bearing North 88°33'21" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 2649.19 feet with all other bearings contained herein relative thereto;

THENCE South 00°27'43" East along the West line of said NE1/4 a distance of 50.01 feet to the Northwest corner of said Lot 1 and to the **POINT OF BEGINNING**;

THENCE North 88°33'21" East along the North line of said Lot 1 a distance of 683.55 feet;

THENCE South 00°27'43" East a distance of 648.99 feet to the South line of said Lot 1;

The following Two (2) courses are along the Southerly and Westerly lines of said Lot 1;

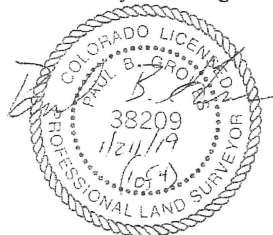
THENCE North 55°23'35" West a distance of 835.04 feet;

THENCE North 00°27'43" West a distance of 157.49 feet to the **POINT OF BEGINNING**.

Said described parcel of land contains 275,596 Square Feet or 6.327 Acres. more or less (±).

SURVEYORS STATEMENT

I, Paul B. Groves, a Colorado Licensed Professional Land Surveyor do hereby state that this Property Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.



Paul B. Groves - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

KING SURVEYORS
650 East Garden Drive
Windsor, Colorado 80550
(970) 686-5011

EXHIBIT A

PROPERTY DESCRIPTION

Tract 2

A tract of land, being portion of Lot 1, Mehaffey Minor Land Division recorded December 19, 2012 as Reception No. 20120091404 of the Records of Larimer County, located in the Northeast Quarter (NE1/4) of Section Nine (9), Township Five North (T.5N.), Range Sixty-nine West (R.69W.) of the Sixth Principal Meridian (6th P.M.), County of Larimer, State of Colorado and being more particularly described as follows:

COMMENCING at the North Quarter corner of said Section 9 and assuming the North line of said NE1/4 as bearing North 88°33'21" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 2649.19 feet with all other bearings contained herein relative thereto;

THENCE South 00°27'43" East along the West line of said NE1/4 a distance of 50.01 feet to the Northwest corner of said Lot 1;

THENCE North 88°33'21" East along the North line of said Lot 1 a distance of 683.55 feet to the **POINT OF BEGINNING**;

THENCE North 88°33'21" East continuing along said North line a distance of 354.93 feet;

THENCE South 00°27'43" East a distance of 904.20 feet to the South line of said Lot 1;

THENCE North 55°23'35" West along said South line a distance of 433.59 feet;

THENCE North 00°27'43" West a distance of 648.99 feet to the **POINT OF BEGINNING**.

Said described parcel of land contains 275,597 Square Feet or 6.327 Acres, more or less (±).

SURVEYORS STATEMENT

I, Paul B. Groves, a Colorado Licensed Professional Land Surveyor do hereby state that this Property Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.



Paul B. Groves - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

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650 East Garden Drive
Windsor, Colorado 80550
(970) 686-5011

EXHIBIT A

PROPERTY DESCRIPTION

Tract 3

A tract of land, being portion of Lot 1, Mehaffey Minor Land Division recorded December 19, 2012 as Reception No. 20120091404 of the Records of Larimer County, located in the Northeast Quarter (NE1/4) of Section Nine (9), Township Five North (T.5N.), Range Sixty-nine West (R.69W.) of the Sixth Principal Meridian (6th P.M.), County of Larimer, State of Colorado and being more particularly described as follows:

COMMENCING at the North Quarter corner of said Section 9 and assuming the North line of said NE1/4 as bearing North 88°33'21" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 2649.19 feet with all other bearings contained herein relative thereto;

THENCE South 00°27'43" East along the West line of said NE1/4 a distance of 50.01 feet to the Northwest corner of said Lot 1;

The following Three (3) courses are along the Northerly and Easterly lines of said Lot 1;
THENCE North 88°33'21" East a distance of 1038.48 feet to the **POINT OF BEGINNING**;

THENCE North 88°33'21" East a distance of 281.19 feet;

THENCE South 01°26'39" East a distance of 361.50 feet;

THENCE South 02°13'58" West a distance of 726.13 feet to the South line of said Lot 1;

THENCE North 55°23'35" West along said South line a distance of 309.37 feet;

THENCE North 00°27'43" West a distance of 904.20 feet to the **POINT OF BEGINNING**.

Said described parcel of land contains 275,600 Square Feet or 6.327 Acres, more or less (±).

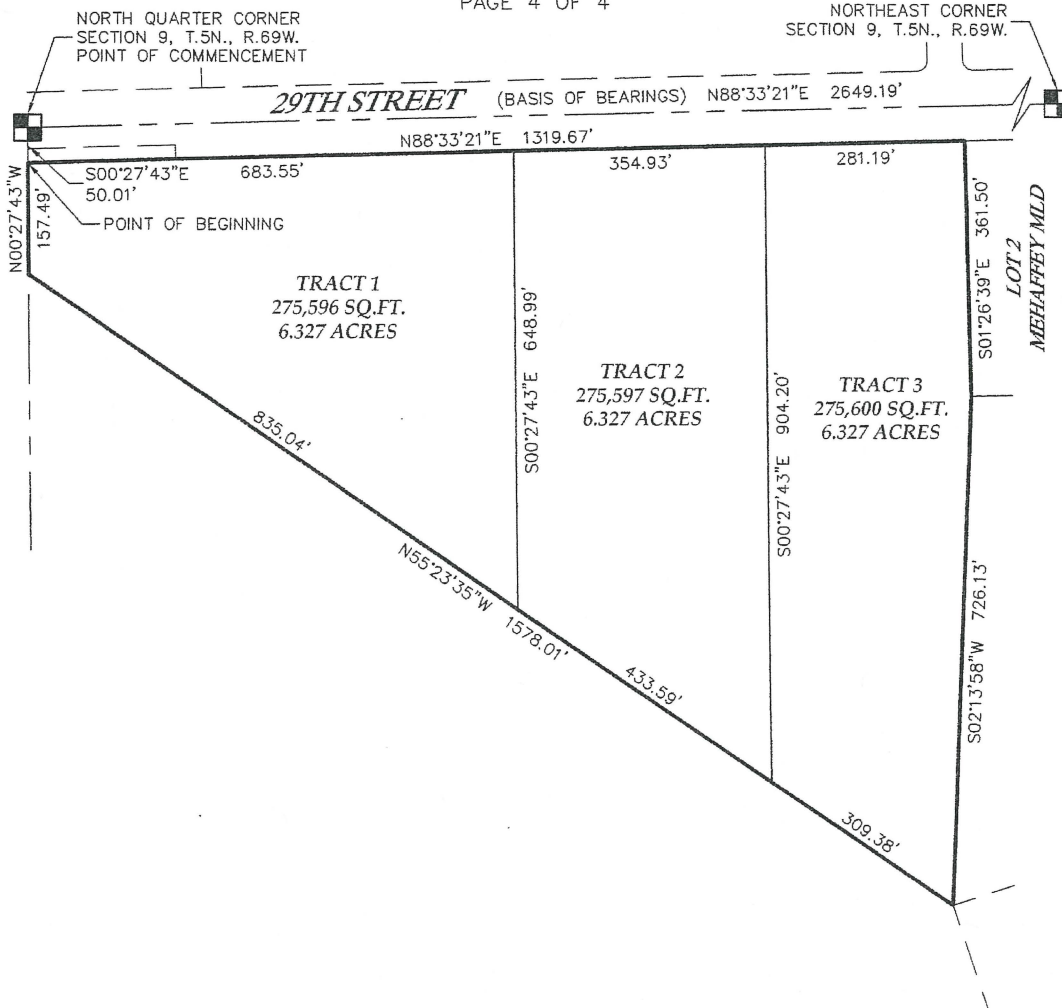
SURVEYORS STATEMENT

I, Paul B. Groves, a Colorado Licensed Professional Land Surveyor do hereby state that this Property Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.



Paul B. Groves - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

KING SURVEYORS
650 East Garden Drive
Windsor, Colorado 80550
(970) 686-5011



Paul B. Groves - On Behalf Of King Surveyors
Colorado Licensed Professional
Land Surveyor #38209

NOTE: This exhibit drawing is not intended to be a monumented land survey. Its sole purpose is as a graphic representation to aid in the visualization of the written property description which it accompanies. The written property description supersedes the exhibit drawing.

NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon. (13-80-105 C.R.S. 2012)



KING SURVEYORS

650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | fax: (970) 686-5821
email: contact@KingSurveyors.com

PROJECT NO:20180566
DATE: 1/22/2019
CLIENT: CITY OF LOVELAND
DWG: 20180566EXH-NRLT
DRAWN: CSK CHECKED: PG

Exhibit B

Master Plan excerpts



VI. Parks, Open Lands and Facility Needs

In Phase 2 of the planning process, a Needs and Opportunities Assessment evaluated community needs for the acquisition and development of new park land, open lands, golf courses, recreation facilities and trails. To ensure accuracy, community needs were examined in a variety of ways, including:

- **Research into community preferences, priorities and participation trends**, using community outreach findings (summarized in Chapter 4);
- **A level of service analysis**, looking at existing service levels in comparison to benchmark communities and current City standards and guidelines;
- **A GIS access analysis**, using a spatial approach to evaluate the distance people must travel from their homes to reach different types of recreation opportunities;
- **A recreation facility analysis**, considering demands and needs for sports and specialized recreation facilities in Loveland; and
- **An open lands analysis**, evaluating community priorities for the acquisition, protection, and development of open lands in comparison to established planning priorities.

Report findings were used to update the City's policies and guidelines, and to right-size the future park system in terms of community priorities and City goals. This chapter applies the updated policies—summarized in Chapter 5—to identify needs for new land and facilities in

- At build out, the City may consider the financial feasibility of three or four 18-hole courses (or some combination with 9-hole courses).

These needs may also be met from the private sector, rather than by the City.



Recreation Facilities

This Master Plan proposed three categories of amenities and facilities and associated guidelines:

- **Specialized Recreation Facilities:** Needs are based on financial feasibility and service level guidelines.
- **Sports and Outdoor Recreation Facilities:** Needs are based on service level guidelines.
- **Park Amenities:** Needs are based on the number and types of parks developed.

Table 6-4 and 6-5 summarize needs for specialized facilities and sports and outdoor recreation facilities based on service level guidelines proposed in this plan. These guidelines are noted in terms of 1 facility per number of residents served. In addition, Recreation Center guidelines are also reported in terms of number of square feet per 1,000 residents served.

Table 6-4: Loveland Specialized Recreation Facilities Level of Service and Needs

Specialized Facility	# or SF	Existing Level of Service	2001 Guideline	Proposed Standard	Additional # of Facilities Needed		
					Current Population (2013)	Projected Population (2023)	Population at Build out (2063)
					72,846	93,247	210,000
Recreation Center ¹	1 90,606sf	1/72,846 1,244 sf/1000	none 2,000sf/1,000	1/60,000 2,000sf/1,000	0 55,086sf	1 95,888sf	3 329,394sf
Aquatic Facility (outdoor)	1	1/72,846	1/20,000	1/50,000	0	1	3
Environmental education/nature center ²	1	1/72,846	none	1/70,000	0	0	2

¹ Recreation center guidelines and needs are based on square footage and numbers of facilities.

² Following the September 2013 flood, the Environmental Education Center at Viestenz-Smith Mountain Park is temporarily inaccessible.

Table 6-5: Loveland Sport and Outdoor Recreation Facility Level of Service and Needs

Outdoor Facility	# of Facilities	Existing Level of Service	2001 Guideline	Proposed Standard	Additional # of Facilities Needed		
					Current Population (2013)	Projected Population (2023)	Population at Build out (2063)
					72,846	93,247	210,000
Athletic Fields (Soccer, Football, Lacrosse)	37	1/1,968	1/1,500	1/2,000	0	10	68
Baseball Fields	7	1/10,407	1/5,000	1/10,000	0	2	14
Softball Fields	14	1/5,203	1/5,000	1/5,000	1	5	28
Batting Cages	1	1/72,846	1/50,000	1/75,000	0	0	2
Basketball Courts	11	1/6,622	1/5,000	1/6,500	0	3	21
Volleyball Courts	2	1/36,423	1/5,000	1/35,000	0	1	4
Tennis Courts	25	1/2,914	1/2,000	1/3,000	0	6	45
Pickleball Courts	7	1/10,406	none	1/25,000	0	0	1
Spraygrounds	2	1/36,423	1/25,000	1/35,000	0	1	4
Skate Park	2	1/36,423	1/22,500	1/35,000	0	1	4
Dog Park	1	1/72,846	none	1/50,000	0	1	3
Disc Golf	1	1/72,846	1/30,000	1/70,000	0	1	2
Fishing Access (dock/platform)	2	1/36,423	none	1/35,000	0	1	4
Swim Beach	1	1/72,846	1/50,000	none	Opportunity based		
Water Access	6 ¹	1/12,141	none	none	Opportunity based		

¹ Water access is not facility-based and is provided at 6 sites, including 2 parks and 4 open lands.

Specialized Recreation Facility Needs

In addition to existing specialized facilities, the following is needed:

- **Now:** Additional recreation center space and 1 environmental education center
- **In 10 Years:** 1 outdoor aquatic facility, 1 recreation center, and 1 environmental education center
- **At Build Out:** 3 outdoor aquatic facilities, 3 recreation centers, and 3 environmental education centers

Note: Need for one environmental education/nature center could be met through the renovation of the flood-damaged Viestenz-Smith Mountain Park to restore access to the existing Environmental Education Center.

This Plan does not provide separate guidelines for different types of indoor facilities included in a recreation center, such as indoor aquatic facilities, sports courts, fitness rooms, multi-purpose rooms, classrooms and studios. Those facilities would be defined by a market analysis and financial feasibility study for a multi-purpose indoor recreation center prior to development. However, a need is noted for indoor court space that can be used for basketball, pickleball and other uses.

Sport and Outdoor Recreation Facility Needs

Needs for sports and outdoor recreation facilities are noted in Table 6-5. While most needs are based on per capita guidelines, there also is a need for additional swimming beaches and water access. The provision of these facilities is opportunity-based, meaning they are dependent on the location of future community parks and open lands/natural areas. To address these needs, beaches and water access points should be evaluated and considered wherever the opportunity is present, in accordance with development guidelines for parks and open lands.



Trails

Given the considerable local interest in trails in Loveland, as well as State and National trends towards increased trail use, this Master Plan identifies needs for hard-surfaced trails (e.g., multi-purpose recreation trails and off-street bike paths) and soft-surfaced trails (e.g., nature trails, mountain bike trails, jogging trails and other soft-surfaced paths).

As noted in Table 6-6, hard-surfaced trail needs are based on a guideline of **1 mile/3,000 residents**, which is higher than the City's current level of service but lower than its previous trail standard. Soft-surfaced trail needs are based on a guideline of **1 mile/5,000 residents**. The City did not previously have a guideline for soft-surfaced trails.³

³ The existing miles noted in Table 6-6 are based on current City estimates.



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 5

MEETING DATE: July 11, 2019

DESCRIPTION: Cemetery Cost Recovery Goals

STAFF PRESENTER: Dan Willadsen, Parks Manager

SUMMARY:

A PowerPoint presentation on Cemetery Cost Recover Goals was shown at the June meeting. Review and discussion regarding lowering the Cost Recovery Goals presentation from June will take place at the July meeting.

Commission Action: Discussion/Action



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LOVELAND PARKS AND RECREATION COMMISSION

AGENDA ITEM: 6

MEETING DATE: July 11, 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: 7

MEETING DATE: July 11, 2019

DESCRIPTION: Operations & Projects

SUMMARY:

1. North Lake Park restrooms were opened
2. Namaqua Park Playground Installation was completed
3. Triple Crown Tournament at Barnes
4. 4th of July Festival at North Lake
5. 4th of July Activities took place at Winona
6. The All-American Car Show was held in Partnership with the department on July 6th at LSP

Commission Action: Informational



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LOVELAND PARKS AND RECREATION COMMISSION

Minutes ♦ June 13, 2019

Present: Wendi Cudmore, Shane McWatters, John Bradley, Keller Taylor, Laura Leah Olsen, Katie Davis, Brett Dowgin

Staff: Elizabeth Kayl, Dan Willadsen, Bryan Harding, Kim Lucero

Absent: Kevin Turvey, Jim Haynes, Councilor Richard Ball

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

Minutes: Minutes from May 9, 2019 meeting were reviewed and approved without changes.

Director's Report: Director Kayl reported on two main items. In collaboration with UCHealth and a grant through the National Fitness Campaign, Loveland received the first outdoor fitness court in Colorado, located in Fairgrounds Park. The grand opening was on June 8, 2019, and people as far as Lakewood attended. Recreation Manager LeAnn Williams was the Project Manager who secured the grant for this project and forged the partnership with UCHealth. UCHealth doctors will prescribe rehab for their patients to utilize this site. Commissioner McWatters suggested incorporating use of this facility during their Liberty Run, and staff will meet with him to discuss further. The second item Director Kayl discussed was the owl-banding event of a mother and her owlets that took place on Monday at an undisclosed City of Loveland Open Lands site.

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

Update on the CIP: Commissioner Bradley reported there was an informal vote among Councilors and that 7 to 2 voted in favor of the half-cent sales tax increase for the eight items. Commissioner Bradley is requesting ideas from the Commission for a slogan for the half-cent tax increase and asked that any ideas be emailed to him. Commissioner Bradley is also looking to recruit members for another group that will raise money and put together a plan. Please email Commissioner Bradley if interested.

Department Vision Statement Final Version: The final version of the P&R Department Vision Statement was unanimously approved by the Commission.



PARKS AND RECREATION DEPARTMENT

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Cemetery Cost Recovery Goals: The Parks Manager's PowerPoint presentation on this topic included the history of the cemetery and its cost recovery goals from the past to present. The Parks Manager is requesting feedback from the Commission for any possible changes to be made to the current cost recovery model. After questions were asked and answered by the Commission, the consensus was to lower the cost recovery range. However, the Commission agreed that more time is needed to review and discuss options and requested that this item be revisited on next month's agenda. In the meantime, the Parks Manager asked the Commission to email him any other questions or comments they may have before the July meeting.

Drone Policy – Drafted Version: The Parks Manager presented the draft drone policy and opened the topic up to discussion and feedback from the Commission. The Parks Manager advised the Commission that once the draft policy is presented to the Open Lands Advisory Commission next month, the policy will be finalized. The Parks Manager asked that any other suggestions or specific questions about the draft policy be emailed to him. Once there is signage and a policy in place, the Loveland Police Department can enforce and issue citations for violations. There will also be a special-use permit drafted allowing drones to be used at special events.

Other Discussion: The commission packet will not include an Operations and Projects Update for the next two months until we receive the new report format from the City Manager's Office. Commissioner Davis asked for an update on the North Lake restrooms and the Parks Manager stated they should be open by July 4, 2019. Commissioner Davis asked about Namaqua Park opening and the Parks Manager stated it is scheduled to open on June 19, 2019. The playground at Namaqua Park is being replaced. Construction will start on June 17 and it will take approximately eight days to install. The playground should be open by the end of June. The Planning Manager provided an update regarding the art piece that will be installed at Viestenz-Smith Mountain Park in early to mid-July. The Parks Manager provided an update about Loveland Sports Park expansion: half of the fields will be seeded in June and the rest in July.

Meeting adjourned at 6:15pm

Next meeting at 7/11/2019



SUBJECT: Short-Term Concessionaire Agreement Standards

EFFECTIVE DATE: July 11, 2019

REVIEW SCHEDULE: Annually in October by Parks and Recreation Department Staff. Every three years by the Parks and Recreation Commission (PRC) or more frequently if recommended by staff or the PRC.

PURPOSE: To ensure the Department provides for the equitable treatment of those seeking to conduct commercial activity upon City property managed by the Department and that the values of the Department are properly considered.

RESPONSIBILITY: Parks and Recreation Director or an authorized designee

BACKGROUND: The Director finds that the Local Event Permitting process outlined in Loveland Municipal Code Chapter 12.26 creates an obligation of the Department to develop objectively reasonable criteria upon which applications for the commercial use of City property managed by the Department are either granted or denied. The aforementioned criteria promulgated by this policy, regardless of any association with a Local Event, provides for the equitable treatment of applicants and simultaneously provides for the protection of park space consistent with the values of the Department.

APPROVAL: _____
Elizabeth Kayl
Director, Parks and Recreation

POLICY:

I. Policy Statement

The Parks and Recreation Department will process applications for the commercial use of park property or any other City property managed by the Department consistent with the general guidelines of this policy regardless of whether or not said application is in connection with a Local Event Permit. The acquisition of a Local Event Permit pursuant to Loveland Municipal Code Chapter 12.26 requires, as a condition precedent, that any local event occurring upon park property or any other City property managed by the Department have an associated agreement with the Department to ensure the protection of City assets and use consistent with the Department's values.



II. General Guidelines

Modification of Policy

This policy is subject to amendment or rescission, at any time, at the discretion of the Department Director.

Values

The Three Pillars of the Parks and Recreation Department are:

- Social Equity
- Health and Wellness
- Conservation

Authority

The Loveland Municipal Code (“LMC”) Section 12.40.010, provides that, “[t]he parks and recreation department shall have the authority to establish and enforce such rules and regulations as it deems necessary pertaining to the operation of all parks and recreational facilities owned or operated by the city.” This policy is being produced pursuant to the aforementioned Section of the LMC.

Eligibility Criteria

In considering whether to grant or deny an application for the commercial use of park property or any other City property managed by the Department, the Parks and Recreation Director or an authorized designee (“Director”) shall utilize the following criteria:

- Each request will be required to meet a minimum of one Public Purpose and address one of the pillars of the Parks and Recreation Department. The four areas of Public Purpose are defined as the following:
 - Advertising or marketing business, social, educational, natural resources and attractions of the City of Loveland
 - Promoting public health, safety, or general welfare
 - Benefiting the youth residents of Loveland
 - Promoting and consistent with City Council’s and City Department’s vision or mission promoting public welfare or public services.

For purposes of this policy, “commercial activity” shall be defined as, any activity where the principal purpose is to sell or offer to sell tangible personal property or a service of value within a park property or any other City property managed by the Department.

- The Director shall consider the following criteria in reaching a determination on the application for commercial activity:
 - Whether or not the event is likely to damage City property; and
 - Whether and the extent to which the event will create unreasonable financial or administrative burdens on the City, or require additional personnel; and
 - Whether or not the applicant has previously violated the rules and regulations of the



- Department or any other state, federal, or local law; and
- Whether or not the applicant has failed to timely pay any fees, costs, taxes, or other expenses associated with the planned commercial activity or prior commercial activity occurring within park property or any other City property managed by the Department; and
- The purpose of the special event, community project, or program, which serves as a benefit to the City of Loveland as a whole and not solely any specific group or business; and
- Whether or not a timing conflict exists on the Department's calendar associated with the planned commercial activity; and
- Neither the applicant nor the Department will discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, or sexual orientation. Further, the applicant must agree to conform to the requirements of the Americans with Disabilities Act.
- Whether the applicant manufactures products, takes positions, or otherwise engages in activity that is inconsistent with local, State, or Federal law, or City policies, the City mission, or the Council's focus areas.

The Parks and Recreation Department will not consider applications from the following:

- When readily apparent in the judgment of the Director, applicants who do not provide a benefit to the City of Loveland; and
- When readily apparent in the judgment of the Director, applicants that discriminate on the basis of race, color, gender, religion, disability, sexual orientation, marital status, or national origin; and

Application Denial

When the above referenced criteria are balanced in such a manner that the proposed commercial activity would not be in the best interests of the City, the Director shall so articulate the basis of denial and shall cite to the provisions of this policy that informed the decision of the Director.

Application Approval

If relevant, the Director shall inform the Local Event Permitting Coordinator identified in Chapter 12.26 of the Loveland Municipal Code that the applicant has permission to conduct commercial activity upon park property or any other City property managed by the Department. The Director shall provide the applicant with an opportunity to execute an agreement to codify the roles and responsibilities of the Department and the applicant for the planned event. In the event the applicant has refused to execute an agreement, the Director may deny the application and so inform the Local Event Permitting Coordinator as appropriate.

Exceptions

This policy shall not apply to traditional concessionaire agreements whereby the City is contracting with vendors to provide services at a park property or any other City property managed by the Department as a matter of course, or over the course of a season, and not of short duration consistent with a planned event as discussed in this policy.



TO: Parks and Recreation Commission
FROM: Steve Adams, City Manager
DATE: July 11, 2019
RE: Boards and Commissions Survey Results - Parks and Recreation Commission

Parks and Recreation Commission Members,

I would like to express my appreciation for your willingness to submit survey results to me. If you have not submitted your comments, please be advised that I can still include your comments to be forwarded to City Council. I have taken the liberty of combining your comments into a single document for discussion. Some comments were more difficult to categorize than others, but I intend to discuss this memorandum at our next meeting. I have also attached the Summaries of Roles and Duties and the 2019 Membership roster to assist in the discussion.

Survey Results Summary – Six (6) total responses (summary items reflect order on the survey)

1. Have you received the Boards and Commission Handbook and are you familiar with your roles and duties?
 - a. Six (6) responded in the affirmative, with one (1) indicating the desire for a refresher.
2. Please describe your definition of the Role of a:
 - a. Council Liaison
 - i. The participation of the City Council Liaison at the monthly meetings is critical in my opinion. As far as I can recall, our Liaison for the Parks and Rec Commission has been ABSENT the entire year except for one meeting. I value having the opportunity for the Council Member Liaison to hear firsthand from the Commission Members our input on items discussed related to our specific commission.
 - ii. Communication link of Commission to City Council.
 - iii. Fill in vacancies, help answer questions, etc.
 - iv. To provide insight on City Council's position on issues.
 - v. Provide updates and information City Council happenings.
 - vi. No Response.
 - b. Staff Liaison
 - i. Update Commission Members of big picture changes and developments of Parks and Rec Department. Request input from Commission Members on those topics and to consider feedback and concerns shared by commission members. Involve Commission Members in preliminary design discussions and consider feedback.
 - ii. Ensures Commission has access to current information on policies and operations.
 - iii. Fill in vacancies, help answer questions, etc.
 - iv. To provide information on particular projects and budgets.
 - v. Provide updates and information on the Parks and Recreation Department.
 - vi. No Response.



- c. Board and Commission Member
 - i. Share ideas and concerns about the topics relevant to the Commission. Participate in preliminary design discussions. Communicate to City Council concerns on areas of important topics related to Commission, ie funding and priorities. P&R Commission Members also help in selecting grant recipients. We volunteer time in community efforts such as the KaBoom Build at JA Park in 2017. We provide input on large projects such as Rec Centers and Parks, etc.
 - ii. Advise City Council and staff regarding maintenance, administration, expansion, and development of City parks and recreation programs.
 - iii. Gives a voice to the community in matters related to their board and commission.
 - iv. Provide community representation and serve in an advisory capacity to City Council and Parks and Recreation Department.
 - v. Fill in vacancies, help answer questions, etc.
 - vi. No Response.
3. Do you believe your Board and Commission is important to the community?
 - a. Five (5) responded in the affirmative; and
 - b. One (1) No Response.
4. What, if any improvements are needed in:
 - a. Meeting Frequency
 - i. Five (5) responded that no change is needed, but with two comments:
 1. "The meetings need to be held and not repeatedly cancelled".
 2. "Once a month is sufficient since staff and members communicate by email".
 - ii. One (1) No Response.
 - b. More Defined Expectations
 - i. Two (2) indicated that no change is needed;
 - ii. One (1) indicated that more defined expectations would be helpful;
 - iii. One (1) indicated that "the Commission should set policy & direction for the Department";
 - iv. One (1) indicated that "the Council liaison is not attending/participating";
 - v. One (1) No Response.
 - c. Conversion to Ad Hoc Committee
 - i. Four (4) indicated that no change is needed;
 - ii. One (1) indicated that this is needed depending on the particular issue;
 - iii. One (1) No Response.
5. Please rate the following process from 1 to 5 (1 poor to 5 great)
 - a. Agenda and packed process: 5, 4, 4, 5, 5, NR
 - b. Staff communication: 5, 2, 3, 5, 5, NR
 - c. Council communication: 5, 1, 3, 3, 5, NR
 - d. B&C Attendance: 4, 4, 4, 5, 5, NR
6. Based on your experience as a member, would you recommend Board or Commission service to someone you know



- a. Five (5) responded in the affirmative, with one commenting:
 - i. "Would recommend it, but it isn't as pleasant as it has been in the past";
- b. One (1) No Response

7. Other Comments:

- a. Commissions, like Boards, can be important for an efficient government. The Parks and Recreation group seems to be doing well. We are lucky to have caring members, a support staff led by Elizabeth Kayl, and an excellent liaison in Rich Ball.
- b. I am so proud of the current management and staff of the Parks and Rec Department. They are a devoted talented group. I also thought recent retirees from this department made significant contributions to the overall quality of our community in their efforts to build quality parks, trails and other amenities in the City of Loveland. I feel Elizabeth is genuinely interested in Commission Member input and seeks new ways for our group to participate. I appreciate the open dialog that our commission members have on a variety of topics with Staff. I think Boards and Commissions are an important way for community members to stay plugged in to the City's efforts.
- c. I appreciate the Mayor joining us and participating, she has brought us a different kind of perspective. Thank you for asking.
- d. Thank you for the opportunity to provide feedback.
- e. No Response.



Parks and Recreation Commission (PRC) Roles and Duties

Background

The Commission was originally established as the Parks and Recreation Commission on January 5, 1988 (Ord. #3482), with nine (9) members.

Roles and Duties of the Commission

The duties are established by Municipal Code 2.60.200, as follows:

Parks and recreation commission.

- A. *There is established a parks and recreation commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.*
- B. *The purpose of the parks and recreation commission shall be to serve as an advisory body to the city council with regard to the maintenance, administration, expansion, and development of the city's parks and the city's parks and recreation programs.*

Current Commission Operations

Membership:	Nine (9) members	
Term:	Three (3) years	
Qualifications:	General provision found in 2.60.020	
Meetings:	Monthly, second Thursday, 4:30 p.m., in the Parks and Recreation Conference Room	
City Council Liaison:	Richard Ball	
City Council Liaison Alt:	Steve Olson	
Department:	Parks and Recreation	
Staff Liaison:	Elizabeth Kayl	Office Support: Laurie Gibson

Attendance Policy

The effective operation of a board depends upon regular attendance of the members at meetings. A commission, committee, or board member shall be required to attend 70 percent of scheduled meetings during a fiscal year.

Boards and Commissions Handbook

The City of Loveland publishes a Boards and Commissions Handbook, which contains further detail about the operations of commissions. Among other things, the Handbook provides for officers as follows:

- 1) Chair: Serve as presiding officer over all meetings. Sign all documents on behalf of the board, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board. Working with the recording secretary, preparing an agenda for each meeting.
- 2) Vice Chair: Perform the duties of the chairperson in the absence of the chairperson; perform any other duties assigned to his office by the board.
- 3) Recording Secretary/ Office Support: If a City Staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary. The Recording Secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. Ensures all meetings are posted according to statutory requirements.
- 4) Council Liaison: communicate with the board or commission when City Council communication is needed and to serve as the primary two-way communications channel between the City Council and the board or commission; participate in filling vacancies, reviewing applications, and interviewing candidates for the board or commission; serve as the primary informal City Council contact; help resolve questions the board or commission may have about the role of the City Council, municipal government, and the board or commission; establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison. Provide procedural direction and relay the City Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work; serve as City Council contact rather than an advocate for or ex-officio member of the board or commission.

Training Board Members:

Recognizing that a newly appointed board or commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission, the City will provide informal and/or formal training opportunities for each newly appointed member.

Direction to Boards:

Matters upon which a board makes recommendations can come from the City Council, from city staff, the citizens of Loveland, and from the board members themselves. The City Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources. Often, however, ideas will originate with the consideration and adoption of goals by the City Council, and boards and commissions will be asked to consider such goals. The normal channels for communication between the City Council and the boards and commissions are through the City Council liaison to the board and city staff in the affected department. Such persons will report to the Council the deliberations and recommendations of the board. The boards and commissions, and their individual members, are always free to communicate directly with the City Council on any matter concerning their areas of responsibility.