



**LOVELAND PARKS AND RECREATION COMMISSION**

Minutes ♦ Sept. 12, 2019

**Present:** Wendi Cudmore, John Bradley, Jim Haynes, Katie Davis, Brett Dowgin, Keller Taylor, Councilor Richard Ball

**Staff:** Elizabeth Kayl, Dan Willadsen, Bryan Harding, Molly Elder

**Absent:** Shane McWatters, Laura Leah Olsen

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

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

**Director's Report:** Director Kayl reported on several items. First, she shared news that the Open Lands & Trails Division was awarded the Blue Grama Award by the Colorado Open Space Alliance. The Blue Grama recognizes Outstanding Achievement by an Organization. The Director then shared that we have three PARC positions expiring at the end of this year. Applications can be completed on the City's website. Director Kayl then shared that Phase II of the construction at Loveland Sports Park has wrapped up but we plan to host the grand opening for that section of the park next summer (once the turf has been established and the fencing can come down).

**Council Liaison Report:** Councilor Ball spoke to the group about reductions being considered to help balance the city budget for 2020. He stated that larger northern Colorado cities, such as Loveland, Fort Collins and Greeley, are losing sales tax revenue to smaller neighboring towns resulting in a negative impact to our city budget. He also stated that there are some large projects underway from McWhinney including a housing development planned for south of Mountain View High School and west of Loveland Sports Park. The Councilor also briefly discussed the upcoming election and the fact that the mayor's seat and several ward seats are up for election. He clarified for the group that, even if 2 seats are open in a ward, Loveland residents can only vote for 1 candidate (not place two votes).

**5 Minute Training – Loveland P&R Culture:** Director Kayl shared with the group information regarding our department's continuing focus on culture. In 2016, Director Kayl started the department initiative to examine and work to further improve the culture within the P&R Department. These efforts included staff "pulse" surveys, the development of a Cultural Strategic Plan, culture training sessions, and the creation of the Developing Depth leadership class for staff. The goal of our focus on culture, and the creation of the Developing Depth class, is to empower staff and help them grow as leaders within our department, the City, and our industry. Our department is focused on putting into action our Bright Lines of communication, respect, teamwork, positivity, relationships, innovation, professional development, integrity and accountability, celebration and recognition, putting our people first, fun in the workplace, safety and empowerment. Members of our Developing Depth class are currently working on the creation of a departmental Strategic Plan which will be brought before the Commission for review, input and approval.



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**Fitness Court Policy:** The proposed Fitness Court policy was shared with the group. This policy has been created to help address issues we are seeing out at the Fitness Court including loitering, camping, and use as a play area by unsupervised children. The creation of this policy will allow the P&R Department and police to enforce our rules. Commission members were encouraged to review the proposed policy and come to the next meeting prepared to discuss and vote on whether or not approve the policy.

**Review and Approval of Short-Term Concessionaire Agreement Standards Policy:** Parks Manager Dan Willadsen reviewed with the group the proposed Short-Term Concessionaire Agreement Standards Policy. This policy, created with the assistance of the City's Legal Department, corrects flaws in our current process related to local event permits (first-in-time, first-in-right). This modification provides additional control to the P&R department in determining who is eligible to conduct commercial business on City property. The section of the municipal code, which addresses the local event permit process, will reference this new short-term concessionaire agreement.

**Cemetery Cost Recovery Goals:** Cemetery cost recovery goals were reviewed and discussed by those in attendance. Due to the fact that there is little we can do to influence the revenue side of cemetery operations, the group unanimously voted to approve a cost recovery goal change for the cemetery from 70% to a range of 50% to 60%.

**Quarterly Financials:** The 2<sup>nd</sup> quarter department financials were shared with the group.

**Operations and Projects Update:** Planning Manager Bryan Harding provided the group with an update on current capital projects. At Viestenz-Smith Mountain Park, work is underway to complete and install interpretive signage in addition to making repairs on some of the park buildings and the installation of the VSMP memorial art sculpture by DeWitt Godfrey. ADA improvements throughout the P&R system are also underway. Current efforts include sidewalk trip hazard mitigation (concrete grinding). The Planning Manager shared that a new playground will be installed at Dwayne Webster in November and pond dredging at Benson Sculpture Garden should begin before year end. Construction is beginning out at Prairie Ridge Natural Area (785 acres west of Wilson and north of 57<sup>th</sup> that will connect into Coyote Ridge Natural Area). This area will include 1.5 miles of ADA accessible soft surface trail. Planning is also underway for Willow Bend Neighborhood Park. Questions were raised by a member of the public in attendance at the meeting regarding ADA accessibility out at Willow Bend and what plantings might be done at the new park. Staff offered to meet with the citizen to discuss their concerns and answer any additional questions. Willow Bend is not currently open to the public.

Next, Administrative Business Manager Molly Elder provided an update on the department's efforts to become a CAPRA nationally accredited P&R agency. The department is making great progress on this project and we hope to have our agency self-assessment substantially completed by 12/15/19. The department will plan to go through their CAPRA visitation sometime during the spring of 2020.

Director Kayl shared information with the group regarding the 1 week maintenance shutdown of Chilson Recreation Center. During the shutdown, staff worked hard to address maintenance, safety improvements and took the opportunity deep clean much of the facility (a task not easily done when we are open and have facility members present and using the facility). This was the first year that Chilson has done a shutdown, however the maintenance and cleaning completed during of the shutdown was very well received and appreciated by users.



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**Other items:** Director Kayl reminded Commission members that options exist for them to participate via phone if they are unable to attend in person. Although in-person attendance is preferred, attendance by phone would allow us to hold a meeting and achieve a quorum when we otherwise might not be able to. Next, Councilmember Ball inquired about the pipe in or near the river at VSMP. He stated that the pipe, which is white, is quite an eyesore for visitors to the park and wondered if it would be possible for department staff to paint or otherwise camouflage the pipe. Planning Manager Harding stated he would look into it and report back to the group.

Seeing no other business, the meeting was adjourned.

**Meeting adjourned at 6:00pm**  
**Next meeting at 10/10/2019**  
**/s/ Wendi Cudmore, Chair**