

Recreation Advisory Board

Agenda

Monday, October 28, 2024
Louisville Recreation & Senior Center
900 W Via Appia
6:30pm

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *You can call in to 1-719-359-4580 or 1-833-548-0276(Toll Free) Webinar ID #886 7577 1709*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/rab*

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at KathyM@LouisvilleCO.gov.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Staff Updates
Golf Maintenance Updates-David Dean

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303.335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

CCGC Season Pass Conversation-David Baril
Recreation & Senior Services Updates-Kathy Martin

VII. Board Updates

- Outdoor Rec Amenities Update
- 2025 Work Plan
- Board Updates

VIII. Discussion Items for Next Meeting

IX. Adjourn

Recreation Advisory Board

Meeting Minutes

**September 23, 2024
Recreation Center
900 West Via Appia
6:30 PM**

Call to Order – Chairperson Norgard called the meeting to order at 6:30.

Roll Call was taken and the following members were present:

Board Members Present: Dick Friedson, Angie Layton, Gene Kutscher, Douglas Minter, Lisa Norgard, Mary O'Brien, Michele Van Pelt

Board Members Absent: none

Staff Members Present: Paulina Bennett, Adam Blackmore, Kathy Martin, Bryon Weber, Lindsey Witty

City Council Member Present: Deb Fahey, Judi Kern

Public Members Present: Nancy Beery, David Beery, Cindy Kalman, John Webb, Colleen Vandendriessche., Warren Bloys, Vincent Mione, Elly Paradis, Ms. Martinez
Students: Paige, Summer, Samia, Aria

Approval of Agenda – The agenda was approved by all members.

Motion: Michele Van Pelt

Second: Lisa Norgard

Approval of Meeting Minutes – The minutes from the August 26 meeting were approved as written.

Motion: Lisa Norgard

Second: Michele Van Pelt

Public Comments on Items Not on the Agenda – None

Staff Updates

Zoom Fitness Update – Kathy Martin

- Kathy Martin reported that when the pandemic hit, exercise classes were quickly rolled out on the Zoom platform. When pandemic restrictions were lifted, many classes moved to the hybrid model (in person and Zoom) that is currently used. Initially Zoom attendance was very high, then it waned. There are currently 25 Zoom or hybrid classes out of 119 classes that are offered.
- Staff never planned to continue Zoom classes indefinitely, planning to end Zoom classes when life returned to normal. However, after the Marshall Fire, it was a gift to the community to continue the Zoom classes, so that fire-displaced families could still participate. Staff decided to discontinue Zoom classes in January, 2025, which would be three years after the Marshall Fire.
- The City changed the phone system to all Zoom phones, but the Zoom classes are going through Kathy's Zoom account. The City is not in compliance with Zoom or Microsoft rules. The expense to continue to offer Zoom classes seems to outweigh the benefit, based on the number of people who are attending them. There are 138 unique people participating with Zoom, of which about half are Louisville residents. Rec Center staff did not factor additional costs for Zoom classes in the 2-year budget process, soon to be presented to Council.
- If Zoom were in the plans, the IT department would recommend setting up Zoom exercise rooms. The cost would be between \$20,000 and \$40,000., with about \$1,000 per year for equipment. The Zoom room would provide a better end-user experience.
- Paulina Bennett, the IT Director for the City, said that the City needs to comply with Zoom and Microsoft licenses. Cybersecurity needs to be up-to-date, including cybersecurity training. Current Zoom classes involve 23 teachers and a supervisor. The cost estimate is \$11,500 per year.
- Kathy reported that teachers feel pulled in different directions.

Discussion by community members:

- The Zoom classes are vital for many patrons who would otherwise not be able to attend classes. The classes support seniors, working adults with limited time, parents of small children, people with health issues, people with disabilities, and anyone who would not be able to drive. The classes provide a sense of community for participants. If all Zoom attendees joined the classes, many classes would be overcrowded.
- At least allow teachers who want to use Zoom to continue. Zoom class size will probably increase with winter weather.
- The reported cost seems excessive, and it includes more than patrons need. Patrons expressed satisfaction with the current technology and do not need enhancements. What is the cost to simply achieve compliance?

- Vincent Mione stated that he has experience in video conferencing. The cost is \$218 each for a license, and a video bar is about \$2,000. He offered to provide information to any interested parties.
- Several people reported that they would be willing to pay or donate money.

RAB member and staff discussion:

- Staff could analyze the classes to determine who are the core teachers in a Zoom format and figure out which teachers would like to continue teaching Zoom classes.
- If a teacher is unavailable on a specific date, then the Zoom class or Zoom portion of the class could be canceled. This would eliminate the need to provide licenses for substitute teachers.
- Zoom classes fit with the sustainability goals of the City. When patrons exercise in their houses, they are not driving and traffic is decreased.
- Patrons sign in with a link, which should help to attain reasonable cybersecurity for the classes.
- Regarding suggestions that patrons pay an additional amount for Zoom classes, Kathy said that the Rec Center is contractually bound by programs such as Silver Sneakers and Renew Active. These programs do not allow additional fees for certain types of classes. In addition, individuals cannot donate money for a specific program. Donations go to the general fund.
- Paulina Bennett said the upfront cost of a Zoom room could be cheaper over time than paying by the year. Gene expressed concern about paying so much upfront when we have seen many unpredictable events recently.
- RAB members expressed support for continuing Zoom classes, at least with teachers who want to continue.
- Adam Blackmore stated that the Board should send a Memo to the Finance Department and to City Council quickly. City Council will be looking at the budget soon. Lisa will write a Memo and send it.

MOTION: The Rec Advisory Board supports continuation of Zoom fitness classes and recommends that City Council approve the necessary funding.

Motion: Lisa Norgard

Second: Michele Van Pelt

The motion was passed unanimously.

Long Range Plan Update – Bryon Weber

- Bryon Weber is the Project Manager for Parks and Open Space. The Department is beginning the process of determining a long-range plan. This type of plan was last completed in 2012 and is usually done on a 10-year cycle. The purpose of the plan is to determine the vision, goals, and direction of the department with feedback from the community. Then staff and City Council can align money to meet this plan. The first step is to hire a

consultant to lead the process. Bryon is asking for feedback about the Request for Proposal (RFP) for the consultant.

- Bryon said that City staff can't manage this process in-house with current staffing. In addition, an outside consultant can provide objectivity, avoid conflicts of interest, and provide information about industry trends, demographic trends, and experiences with cities of similar size.
- The consultants usually gather information with surveys and community meetings. This information will be used to determine what the community wants.

RAB member feedback regarding the RFP:

- Gene Kutscher expressed concern that board members will lose all of the work that they've done and will have to start promoting projects all over again. Adam said that current requests are moving forward.
- Dick Friedson said that surveys are not the best way to get feedback from the community. Public input sessions with manned stations related to the different aspects of the plan are better. Input sessions need to be scheduled on different days at different times to reach more people,
- Angie Layton expressed concern about the lack of knowledge of the community shown by previous consultants. Consultants need to understand the community to provide any worthwhile information.
- Adam said that the City can both post the job and invite qualified consultants to bid.
- Several RAB members said that Outdoor Rec Amenities need to be specifically mentioned in the bid process. They can be easily overlooked, as they cross boundaries between the Parks Division and the Recreation Division. Specific desired amenities should be listed, so that the consultants know what they need to consider.
- Dick requested that the consultants provide a report with both narrative and graphics. The City should ask for details to compare sites, particularly regarding sites for outside rec amenities, such as soccer/multipurpose fields and pickleball courts.

Director Updates – Adam Blackmore

- The first presentation of the budget will occur next week. November 4 is the date for the adoption of the budget.
- A recruiter was retained to find a new City Manager. The plan is to have the City Manager on board by early next year.
- The Golf Course path work is underway. David Dean repurposed the sod that was removed from the path.
- The surfacing of the tennis court at Mission Green is scheduled for next week.

Board Updates

Outdoor Rec Amenities Update

Gene sent a letter to the City Council and the Mayor to encourage the City to be proactive about the Intergovernmental Agreement (IGA) regarding the Louisville Sports Complex area and the land to the east of it. A recent article in the Boulder Camera proposed a tennis/pickleball center on the eastern part, in partnership with Lafayette. However, the land is part of an IGA. In the IGA, the Louisville side of the property was designated for diamond fields, which Louisville built, and the Lafayette side was designated for soccer/multipurpose fields, which were not built. Dick said that Lafayette could make money by running soccer tournaments. Adam Blackmore said that Lafayette is in the loop about this information.

MOTION: The RAB supports the Memo regarding the IGA.

Motion: Mary O'Brien

Second: Dick Friedson

The motion was passed unanimously.

Board Feedback

Michele Van Pelt suggested some type of shades on the second floor, east-facing windows of the gym.

As the City government doesn't allow individual contributions to a program, an alternative would be to set up a "Friends of the Golf Course" group that could accept and manage funds. Another alternative would be something like selling bricks with names on them. What are the rules regarding contributions?

In response to a question about how to get non-golfers on the Golf Course, golfers on the Board answered that they are generally not allowed. However, a new clubhouse could have meeting rooms and amenities that everyone could use.

Discussion Items for Next Meeting

Golf Maintenance Update

Staff Updates

Outdoor Rec Subcommittee Update

Board Updates

Adjourn – The meeting was adjourned at 8:30.

Motion: Lisa Norgard

Second: Gene Kutscher

Recreation and Golf Advisory Board
TENTATIVE* Board Items Calendar

January 27, 2025	February 24, 2025	March 24, 2025
<p>Action Items:</p> <ul style="list-style-type: none"> • Officer Elections: Chair, Vice-Chair, and Secretary • Approve Designation of Places for Posting “Notices for Public Meeting” for 2025 • Discuss 2025 RAB Work Plan • CIP Process Discussion • Prepare for City Council Study Session • City Comprehensive Plan Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Introduction of New Board Members • Work Plan • Outdoor Rec Amenities Subcommittee Update <p>Updates/Discussion from the Board:</p>	<p>Action Items:</p> <ul style="list-style-type: none"> • Fitness Update • Facility Use Discussion • Parks Maintenance Update • CIP Planning Update • Approve 2024 Work Plan • Discuss 2024 Work Plan for City • Prepare for City Council Study Session <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Rec/Senior Center Update • Parks & Rec Director Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Golf Course Update • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Age Well Plan Update • Memory Square Programming Update • Marketing Plan Update • Review Pickleball Facility needs. • Review Golf Course Master Plan <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update
April 28, 2025	May 26, 2025	June 23, 2025
<p>Action Items:</p> <ul style="list-style-type: none"> • Continue 1Q Items Not Completed • Review Rec Proposed Capital Projects for 2025 • Tour Rec Center & Memory Square Pool • Tour Coal Creek Golf Course • Budget Discussion <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Parks & Rec Director Update • Council Study Session Update & Review <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Review Golf Budget for 2025-2026 Including funding of R&R of Equipment • Evaluate Rec Fees & Programs • Age Well Plan Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Aquatics Update • Council Study Session Update • Parks & Maintenance Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Review Rec Programming Plan • Review Senior Services & Senior Programming • Review Rec programming • Review Tennis Court Maintenance Projects • Discuss Golf Course Feasibility Plan Status <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Rec/Golf <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update

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*All items are subject to change. A final version of the agenda is posted on the web during the week prior to the RAB meeting.

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Recreation and Golf Advisory Board
TENTATIVE* Board Items Calendar

July 28, 2025	August 25, 2025	September 22, 2025
<p>Action Items:</p> <ul style="list-style-type: none"> • Continue 2Q Items not Completed. • Outdoor Recreation Subcommittee Update • Golf Course Subcommittee Update • City Parks Comprehensive Plan Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Parks & Rec Director Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Fees Update • CIP Requests <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Review Marketing Plan • Update on RAB Maintenance projects • Review where we are on Pickleball facility. • Golf Course Subcommittee Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update
October 27, 2025	November 24, 2025	December 22, 2025
<p>Action Items:</p> <ul style="list-style-type: none"> • Continue 3Q Items not Completed. • Review 2025/26 Budget • Review where we are with Tennis Court RAB recommendations. • <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Parks & Rec Director Update • Golf Update • Rec & Senior Services Update <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Discuss 2026 Workplan • Age Well Plan Final • Golf Course Strategic Plan Subcommittee Update <p>Updates/Discussion from the Department:</p> <ul style="list-style-type: none"> • Dashboards Golf/Rec <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update 	<p>Action Items:</p> <ul style="list-style-type: none"> • Discuss 2026 Workplan <p>Updates/Discussion from the Department:</p> <p>Updates/Discussion from the Board:</p> <ul style="list-style-type: none"> • Board Feedback • Outdoor Rec Amenities Subcommittee Update

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