

Open Space Advisory Board

Agenda

Wednesday, January 8, 2025
Library 1st Floor Meeting Room
951 Spruce Street
7:00 PM

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.

- Call in to: +1 346 248 7799 or +1 408 638 0968 or 877 853 5247 (Toll Free) Webinar ID: 883 3175 6380 or
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/osab

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

1. 7:00 pm Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. 7:05 pm Discussion Item: Introduction of OSAB Members (30 Minutes)
 - Current Members: Michiko Christiansen, Andy Dorsey, Susan McEachern, Mark Poletti, and Brad Pugh
 - Newly Appointed Board Members: Benjamin Mow, Graeme Patterson, and Daniel Rupp
 - Identify Volunteer Mentors for New Members

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.

Open Space Advisory Board

Agenda

January 8, 2024

Page 2 of 2

6. 7:35 pm Staff Updates (5 Minutes)
 - January 13, 2025 New Member On Boarding 6:00 pm City Hall
 - January 16, 2025 (Tentative) Quasi-Judicial Training
7. 7:40 pm Board Updates (5 Minutes)
8. 7:45 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)
9. 7:50 pm Action Item: 2025 Housekeeping- Posting Locations, Elections, and 2024 Meeting Dates (15 Minutes)
 - Approve Agenda Posting Locations: City Hall (749 Main Street), Library, Recreation Center, Police Department/Municipal Court, and City Web Site www.Louisvilleco.gov.
 - Officer Elections for Chair, Vice-Chair, and Secretary
 - OSAB 2025 Meeting Dates
10. 8:05 pm Update Item: 2025 Housekeeping- Updates Contact Information and Distribution of Board Documents (5 Minutes)
 - Meeting Start Time
 - Updated OSAB Member Contact Information
 - Distribution of the 2025 Open Government Pamphlet
 - Distribution of Current Board Rules of Procedures
11. 8:10 pm Action Item: Approval of 2025 Open Space Education Plan, Presented by Ember Brignull, Open Space Superintendent (10 Minutes)
12. 8:20 pm Discussion Item: 2025 OSAB Work Plan for City Council Review. Presented by Susan McEachern, OSAB Chair (20 Minutes)
13. 8:40 pm Discussion Items for Next Meeting February 12th, 2025
 - Hecla Lake Bird Habitat Presentation by Ted Floyd
 - OSAB Work Plan & Long-Term Priorities for OSAB and Open Space
 - Discuss Sub Committees (Tiger Teams)
 - Pursue Bird City Designation
14. Adjourn

Open Space Advisory Board Meeting Minutes

Wednesday, December 11, 2024, 7:00pm

Library 1st Floor Meeting Room

951 Spruce St.

1. Meeting was called to order at 7:01pm**2. Roll Call**

- a. OSAB Members Present: Susan McEachern, David Blankinship, Charles Danforth, Jessamine Fitzpatrick, Brad Pugh, Mark Poletti, Michiko Christensen, Andy Dorsey (remote)
- b. City Staff Present: Ember Brignull, Adam Blackmore

3. Approval of Agenda

- a. Mark made a motion to approve, Susan seconded the motion, the motion passed unanimously

4. Approval of Minutes

- a. Charles noted the need to amend the minutes because he was not present, but the minutes named him as Charles Blankenship (should be Charles Danforth)
- b. Mark made a motion to approve with Charles' requested change, Charles seconded the motion, the motion passed unanimously

5. Public Comments on Items Not on the Agenda

- a. None

6. Staff Updates

- a. See memo in packet
- b. OSAB questions and staff responses
 - i. David: Where will the herbarium presentation be located?
 - 1. Ember: At the Louisville library
 - ii. David: Where are the smooth brome test plots?
 - 1. Ember: North Open Space just off trail – halfway between switchbacks and bridge, signed with t-posts
 - iii. David: For maps / wayfinding – who is working on GIS?
 - 1. Ember: Brian has the full list OSAB prepared with some additional staff comments; but Ember doesn't know which changes will be made.
 - iv. David: Were the e-bikes purchased for the rangers class 1 or 2, since City is likely to prohibit class 3 bikes?
 - 1. Ember: they are not class 3
- c. Adam: PROST RFP updates
 - i. Bid deadline is tomorrow (12/12/24) at 5pm

- ii. 27 firms were represented at pre-bid meeting. Significant interest from subject matter specific organizations hoping to partner with larger consulting firms. Staff emphasized the importance of trails and open space during the meeting. Brian and Adam will be doing an initial review next Tuesday (12/17/24).
 - 1. For example, OTAC, a local trails company attended; they have been involved in many trail designs in Louisville, including a component of wayfinding looking at trail alignments; they would likely need to be part of another firm's larger bid on the RFP
 - 2. Trails – will have its own funding source and bid process
- d. Susan: Rangers said enforcement was up throughout whole open space system; did they notice any particular properties with additional impacts?
 - i. Always see more use on Davidson Mesa
 - ii. Attributed additional enforcement to nice weather and vacationing
- e. Adam: City updates
 - i. Next Tuesday's Council meeting (12/17/24) will include operational overview for Open Space; OSAB members encouraged to attend if they are interested
 - ii. 1/14/25: A preliminary workplan meeting scheduled for City Council
 - iii. Recommendation to include overview documents for December Council meeting in the January packet for new members
 - iv. OSAB representation in 2025: preliminary selections were made last night; will be published in upcoming packet for next Tuesday (12/17/24) night

7. OSAB updates

- a. None

8. Discussion Item: 2024 Overview of Cattle Grazing on Louisville Open Space.

Presented by Andy Breiter, Grama Grass & Livestock

- a. See presentation slides in the packet
- b. Some notes from presentation
 - i. Did first graze last year, came back to review and revise plan
 - ii. Key focus: how can livestock integrate into native ecosystem?
 - iii. Obtained 1000 gallon water trailer; enabled hauling water from home place
 - iv. Got better at herding cattle across bridge; focus on how to integrate cattle into community – unique opportunity
 - v. Brome

City of Louisville

*Parks Division 749 Main Street Louisville CO 80027
303.335.4774 (phone) www.LouisvilleCO.gov*

1. Very sod-based (doesn't go as deep as native grasses can go); doesn't provide as much resilience; challenging because prairie dogs thrive in brome; good opportunity for Grama Grass to learn what might work with brome, which is found throughout the area they work
2. Due to lack of rain May-July, didn't have much brome to graze; grazed north open space in Fall, which wasn't part of the plan, but it did better (trees, shade); also grazed areas not grazed previously
- vi. Used Avenza app to coordinate grazing areas with City staff (Nate)
- vii. Fall results
 1. AUDs – lower in Fall than in Spring at Davidson Mesa
 2. Fed cows alfalfa pellets to supplement; working on new supplement – not corn / soy / molasses; happy with results so far; helps cows digest
 3. North Open Space – much better regrowth so AUDs actually increased in Fall relative to Spring
- viii. Monitoring
 1. Influenced by seasonality and weather, so important to measure over long period of time (many years)
 2. Grama monitors using photos
- ix. One cow died from bloat – got into sweet clover patch; didn't think it was going to be a problem and other cows seemed fine
- c. Ember: There are some overlapping vegetation transects in these areas; some trends that will go further back and potentially show change
- d. Susan: have you shown impacts from monitoring for any other clients you've worked with in previous years?
 - i. Response from Andy: Business started in 2020 and started monitoring one property that year; even with 4 years, hard to evaluate change, but do see more live living plants in photo points at second property (started in 2021). Other things difficult to see in short period of time
- e. Brad: when Savory has done grazing on what looks like barren land and it comes back lush, what is the time scale? Mentioned Polyface Farm as an example.
 - i. Response from Andy: Polyface Farm is in Virginia. Savory – uses a "brittleness scale"; climates are more brittle depending on how much you can rely on rainfall every year. Andy's hope is that changes can be seen over 5-10 years; climate change may impact that overall. Sometimes photos from other producers show winter season vs. spring season, so need to be cautious about interpretation.

City of Louisville

*Parks Division 749 Main Street Louisville CO 80027
303.335.4774 (phone) www.LouisvilleCO.gov*

- f. Mark: how is water hauled and fed to cows?
 - i. Response from Andy: Water trailer towed behind truck; fill with water at their headquarters . 2" pump on water trailer. Use four 300-gallon water troughs and a couple of 150-gallon water troughs. Last year some citizens communicated when tanks were low; this year had more stock tanks to make sure they were never empty.

9. Discussion Item: Friends of Coal Creek, Presented by Casey Lyons, Director of Friends of Coal Creek

- a. Case Lyons is Founder & Director of Friends of Coal Creek. He lives in Lafayette and serves on its Open Space board.
- b. CO Nonprofit Development Center is the Friends of Coal Creek fiscal sponsor.
- c. See presentation in packet.
- d. Notes from presentation:
 - i. Vision: Coal Creek Pollinator District from Headwaters in Golden to confluence in unincorporated Erie
 - ii. Bulk of work currently is with residences; also working with municipalities and industrial land
 - iii. Residential project focus: Signing up individual properties that include at least 3 species in bloom throughout the growing season
 - iv. Average pollinator flight distance is just 400 feet – that's why 400 foot radius circle is used to link properties
 - v. Updates, examples:
 - 1. 72 residences; 10 in Louisville
 - 2. Manufactured Home Community
 - a. E.g., worked with Lafayette community this year to put in green strips
 - 3. Weed lots: got a start on weed lots (sometimes on capped mines)
 - 4. Water detention basins – engineered spaces outside development, typically. Often have smooth brome, cheat grass, thistles, clover. Working toward replacing with native plantings
 - vi. Goal: 8 miles connected in 10 years
 - vii. Photo: Erie Rotary Club, planned for 20 people and got 60; real desire for volunteers to do this type of work
 - viii. Municipal Pollinator District
 - 1. Administered by Butterfly Pavilion, which is the only invertebrate zoo accredited by national zoo accreditation system

City of Louisville

*Parks Division 749 Main Street Louisville CO 80027
303.335.4774 (phone) www.LouisvilleCO.gov*

2. Started in Lafayette; talking with Superior and Erie to join; would Louisville be interested in joining? – 4 municipalities would be bigger than any other Casey is aware of
- e. Focus on LT-PBR (long-term process-based restoration): for water quality projects; meeting with JeffCo, Superior, Erie, Nate (Louisville), Lafayette
- f. Developing 2025 projects
 - i. Lafayette: going to plant South Public Road and Simpson – 4 corners
 - ii. Lafayette: projects at another manufactured home community
- g. Charles: Noted his positive experience with Garden in a Box program. Casey explained Garden in a Box only started all- native box this past year. Prior years were xeric plants that thrive in our climate but not necessarily native.
- h. Susan: how do you get your garden certified?
 - i. Casey: Can go to website to certify – want floral richness, drip irrigation, no pesticides. Recommend app to self-screen and will put some interns on it to do some evaluation in the Spring.
- i. Susan: can Pocket Prairies in Louisville count as pollinator gardens?
 - i. Casey: not yet, but that's a great example . There are a lot of people who garden with native plants. After Friends of Coal Creek ID's existing gardens, they will perform gap analysis to ask what homeowners need to garden with native plants so they can provide resources.
- j. Volunteers: from 30 to 100 to 150 over three years; finding a lot of people who want to do supportive work.
 - i. Charles: volunteered Troop 78 in Boulder to help.
- k. Michiko: How will Lafayette, Superior and Erie agree to work with you? How are they getting involved and how can Louisville get involved?
 - i. Lafayette: here the group has the most runway; started with sustainability and open space committees, then got the go ahead from City Council. Have a coalition of a lot of volunteers – students, academics. Lafayette will be spending \$10k on initial round of pollinator assessment in 2025.
 - ii. Each town relationship is a separate entity; focused on how to do it in Lafayette first and use lessons learned in other places. For effort to work, need it to be led by local people.
- l. David: are you working with any trails organizations in cities or towns to vouch for trail uses, or re-route trails?
 - i. Try to find expertise of others when they have more subject-specific knowledge
 - ii. Do work on trails but the re-route they worked on was an erosion issue that wasn't related to plantings
 - iii. Most work sites in Lafayette are accessed through trails

City of Louisville

*Parks Division 749 Main Street Louisville CO 80027
303.335.4774 (phone) www.LouisvilleCO.gov*

- m. Process of partnering with communities is slow-moving; steps will be the same anywhere. Have found that trying to put together 8-10 people to come to meetings was difficult; also slow to get people going let alone do multiple efforts at once.
- n. Casey asked OSAB to consider whether or not a pollinator city is right for us
- o. Casey also mentioned a water quality project across all towns; will raise during joint Louisville + Lafayette OSAB meeting in March

10. Action Item: Resolutions of Appreciation for Outgoing OSAB Members. Presented by Susan McEachern, OSAB Chair

- a. Susan read the following resolution of appreciation for outgoing OSAB Members. Each outgoing OSAB Member was presented with a certificate of gratitude.
 - i. **Jessamine Fitzpatrick.** Jessamine is an open space champion. We are grateful for her sharp mind, dry humor, clear logic, articulate writing, and dedication to nature, family, and community. Her environmental and industry knowledge was second to none and always provided practical insight on the thorniest of issues. Her invaluable work on the Open Space Tax Measure started with her connections to experts in land preservation networks and with her contributions to the 2C Sales Tax Task Force - clarifying and articulating the primary objectives and engaging with OSAB throughout the process. Later, she moved to the front lines helping with yard sign distribution and flyering for 2C as a concerned and committed citizen. Jessamine's logical insights, well-reasoned arguments, and succinct summaries often focused our debate, made the case, or defined the motion. We are grateful for her service, appreciate her friendship and look forward to her continued open space advocacy.
 - ii. **David Blankinship.** David has been an invaluable member of OSAB, contributing with his expertise, extensive network, and dedication to conservation. His years of experience with the Boulder Area Trails Coalition and his involvement in the Steel Ranch Takoda Homeowners' Association and South Boulder underpass working group have highlighted his commitment to the community. David's love for nature, fitness, and family has significantly influenced the development of our trail system and provided enduring support for Wayfinding. David prepared thoroughly for meetings, stayed informed about council actions, and helped address emerging issues. His research and networking efforts expanded our resources and options, enhancing our community through his work on the Open Space Advisory OSAB.

- iii. **Charles Danforth.** Charles exhibits a passion for open space in general and trails in particular that will be sorely missed. Charles brought many years of experience to the OSAB, especially his expertise and understanding of mapping technology. Louisville has benefited from his academic and professional work, his active volunteer participation in our community, and his ongoing and important work on the OSAB Trails Tiger Team. Charles could always be counted on to engage in debate and examine an issue from all sides. He provided a scientific approach to data and questions and made many contributions with his community-wide volunteering and commitment.
- iv. We, the Open Space Advisory OSAB, hereby resolve to enter this appreciation into the record and thank Jessamine, David, and Charles deeply for their years of exceptional service.
- b. Mark moved to approve the resolutions as read aloud, Susan seconded, passed unanimously
- c. 3 new members joining in January

11. Discussion Item: Review OSAB 2024 Work Plan. Presented by Susan McEachern, OSAB Chair

- a. See workplan in packet
- b. Summary of accomplishments described by Susan:
 - i. Fund balance was divided \$1.5M for parks and \$1.1M for open space
 - ii. Successfully completed:
 - 1. Stay informed of the new 2C Open Space and Parks Tax budget-related item:
 - 2. Sales tax planning - parks and open space fund separation
 - 3. Populating the two separate parks and open space accounts
 - iii. More work to do:
 - 1. Review and provide recommendations on land acquisition items such as:
 - a. Fiscal Acquisition Reserve Policy
 - b. Land Acquisition Internal Process
 - iv. For the first time ever there is a specific account for land acquisition. How properties are acquired is still TBD. Allocating ~30% of annual tax to account, though exact amount is TBD. Susan thinks ~\$300k/year.
 - v. Council's Finance Committee will be asked to set a maximum for the fund balance. David: has there been any consideration of removing the sunset for the sales tax ?

- vi. Adam: Not yet, but it's on the radar. Mayor Maloney had previously put out a hypothetical for 5-7 years to present a permanent sales tax to voters. Something for Department, OSAB, and Council to revisit.
- vii. Susan: Expressed support. Said it would be nice to have that certainty going forward.
- c. Related to work plan item "Review and provide recommendations on the scope of work for the PROST Long Term Planning Document"
 - i. See update earlier in these meeting minutes
- d. Related to work plan item "Stay informed of wildfire mitigation efforts and provide recommendations on public outreach materials related to mitigation efforts"
 - i. Susan: City has been very proactive on this topic, feeling optimistic about future efforts

12. Brainstorm 2025 OSAB Goals/Work Plan and Tiger Teams. Presented by Susan McEachern, OSAB Chair

- a. Susan: OSAB will want to see what City Council comes up with in January, but this is an opportunity for brainstorming
- b. Trails
 - i. David: Trails Tiger Team is departing. Not sure they really did much. Maybe something that gets reconstituted later on.
 - 1. Adam: Tiger Team is why OSAB is now primary reviewer of trails. Why trails master plan was brought forth as a key document.
 - 2. Susan: Thinks this should be an ongoing Tiger Team; hoping two people can take this forward.
 - 3. Ember: Will have Trails master plan coming up – may be more of a need in near term.
- c. Susan
 - i. Grants and acquisition Tiger Teams should continue
 - ii. Fishing pond Tiger Team might also be a good idea. That area could use some serious restoration.
- d. Mark: What about a wildlife plan?
 - i. Michiko agreed with Mark about the idea of creating a wildlife plan
- e. Brad: Do we still need a wayfinding Tiger Team? Could wildlife plan be wrapped into others?
 - i. Michiko suggested including wayfinding in Trails Tiger Team
- f. Michiko: for wildlife one, Broomfield recently set up a bird raptor action plan (or something like that). Tiger Team related to raptors, wildlife would be great. Also, possibly one related to pollinators.

- i. Susan: perhaps there could be a “bird city” Tiger Team, similar to how Louisville is a Bee City USA.
- g. Jessamine: Could do a biodiversity Tiger Team to include species beyond “wildlife.” Other ideas: identify budgeted projects to determine what Tiger Team might be most useful. Would an education Tiger Team be helpful?

Note: At this point OSAB realized the virtual stream had been muted, so Andy was unable to hear everything from the section on resolutions to this point in the meeting.

- h. David: for better or worse, Tiger Teams have been a little unstructured. With new people it might be helpful to create some templated / best practice – regular meetings, gentle reminders of what needs to be done. Tie back to what Council needs and make sure not stepping on staff toes.
- i. Susan: it might be better to structure Tiger Teams in a way that the full board can be involved in the issues. Tiger Team’s job is to create a final document that represents recommendations / suggestions.
- j. Brad suggested allocating deeper amounts of time (maybe an hour over multiple meetings) to really work through topics. Deep dives to get things finalized and move forward. Thinks this could be a more productive use of time. Also agreed that it should be aligned with Council and staff.
- k. Michiko: wildlife tiger team – there would be some creative brainstorming sessions with staff about wildlife protection plans. Like what City of Lafayette is doing. Maybe partner with staff to come up with ideas, then make proposal to OSAB for City Council. Like the land acquisition plan – did some brainstorming, but requires a lot of involvement from staff. Important to consider how to bring these things together.
 - i. Susan agreed: important to involve staff.
- l. Ember: wants OSAB to sync with staff to make sure things are on an approved work plan and can collaborate where there is overlap
- m. Susan: wants OSAB to think about how to be more proactive, less reactive. What are goals over 3-5 years? Budget process is 5-year process. It is important for OSAB to be thinking in those years-long schedules to plan for the future
- n. Ember: wildlife management plan – haven’t even decided if it’s the first plan that will be done with the money available. Would like OSAB to weigh in on sequence of plans to influence staff decision-making.
 - i. Mark: doesn’t that depend on long-term plan?
 - ii. Ember: yes, but it’s helpful for OSAB members to come with ideas.
- o. Charles: there is only so much time available and a lot of things to discuss. Some of what comes to the OSSB is not necessarily critical. For example, Grama

presentation – not sure OSAB needs to know that because there isn't a decision involved. Going forward, staff and OSAB might want to be careful with time.

- i. Brad: agrees with Charles. Find a way to make a bulk of time more dedicated to a handful of core issues to focus on. Would be more useful than little things here and there, trying to do 10 different things in every meeting.
- p. Charles: also, sometimes decisions need to be made quickly.
- q. Michiko: maybe we should think about a timeline for Tiger Team involvement. For example, with wildlife, if we wanted to address City Council, maybe brainstorm some ideas, then propose to OSAB, make a decision, and move on. Set deadlines. Like maybe a 2-month deadline for acquisitions. Keeping on top of it and having clearly defined deadlines. For example, go to Broomfield and ask what they are doing and just do it.
- r. Susan: agreed it's important to be more structured and thoughtful of time.
- s. Charles: note that this puts more work on the Chair.

13. Discussion Item: 2025 OSAB Positions & Mentors. Presented by Susan McEachern, OSAB Chair

- a. OSAB will be voting on OSAB positions in January meeting
 - i. Are there any wishes or desires?
 - ii. Susan willing to continue as Chair, but welcomed hearing if anyone wanted to step in. Similar for vice chair and secretarial duties.
- b. Charles: sharing load of secretarial duties hasn't been too bad.
 - i. Brad: in favor of keeping rotation.
 - ii. Susan: heavy load for one person to take on.
- c. Mark: would vote for Susan to continue to be chair. Brad and Charles agreed. Brad and Mark happy to help.
- d. Michiko: for rotation of secretarial duties – good because gets new people to pay attention.
- e. Brad: have experienced people do secretarial role in early months so new members have time to get acclimated.
- f. Susan: who will do minutes?
 - i. Andy – January
 - ii. Mark – February
 - iii. Michiko – March
 - iv. Brad – April
 - v. New members thereafter.

- g. March meeting will be a joint meeting with Lafayette, but there will also be a separate OSAB meeting. Ember mentioned that Lafayette will do minutes for the joint meeting portion.
- h. Mentors: Susan asked existing members to be thinking about that role, to be discussed in January.

14. Discussion Item: Potential Reduction in 2025 Educational Programming.

Presented by Ember Brignull, Open Space Superintendent (10 Minutes)

- a. See memo in packet
- b. Ember: Doing on-par or more than any other department that doesn't have an education staff member. Goal is to reduce number of programs, but not number of attendees overall.
- c. David: what data is driving this decision?
 - i. Ember: Division is doing more natural resource management, more fire mitigation, more maintenance. Education takes staff away from their core duties. Could also look at contractual work to develop new programs; time intensity is in program development (less so than implementation).
- d. David: don't cattle people do education?
 - i. Ember: Yes – contractors do programs as do volunteers. For volunteer-led programs: like to vet who is coming to speak (to make sure they are representing Louisville well).
- e. Mark: is there a way to look at the most popular programs?
 - i. Ember: yes, can look at data but numbers don't tell the whole story. Need to consider goals, weather influence. Sometimes if it's a new program with low attendance but good feedback, they will do it again.
- f. Brad: if went down to 40, how would it compare to neighboring towns?
 - i. Ember: Significantly more than Superior. Lafayette: similar but that might be changing. This is more about where we want to focus existing staff efforts.
- g. Brad: supportive of the proposed reduction. Quality over quantity. Brad volunteered at the fishing event and there was a lot of staff. Bad weather and still a big turnout.
- h. Susan: it is important to have a diversity of programs. For example, plein air has lower attendance but important for residents who have different interests and ways of engaging with open space.
 - i. Ember: do try to get diversity of participants through different program offerings. Adaptive bike program – very successful

- i. Michiko: Maybe the painting program could be merged; like for Earth Day program – have that program and the plein air. Trails – seed slingers planting etc. – maybe that's part of a nature walk or trails activity to combine.
- j. Charles: If driver is staff time, he doesn't feel like educational programs are the top priority of the Open Space Division relative to other priorities.
- k. Ember: In the past OSAB has looked at a CIP for someone to develop education programs because that's the time-consuming part. Could do that again.
- l. David: Plein air – not a core competency of staff
 - i. Susan noted that Benjamin really loves organizing that program
 - ii. Jessamine cautioned against removing this – staff passion and retention is key.
- m. Susan: Key reason for education is to endear people to open space. Likes astronomy programs, native plant walks, bird walks.
- n. Charles: Astronomy nights – a lot of fun, mostly because Benjamin is so enthusiastic about it
- o. Ember: noted that a benefit of having staff lead means they can address more general OS questions in addition to leading the program
- p. David: depending on PROST, maybe something that comes out to direct educational program differently than it has in the past
- q. Jessamine: 40 programs is still a lot; adaptive bike ride – really glad to see the City do that
- r. Mark: likes everything; immersive education is important; agrees that painting might not fit but there are a lot of activities per month
- s. Michiko: can the schedule be changed? Like for example, building native bee houses – can that be done in Spring or June / July? Reconsider when program is offered
 - i. Ember: yes – open to suggestions. Like to lock in calendar early in January to plan and market programs.
- t. Andy: okay with reduction in number of programs to focus on higher enrollment.
- u. Susan: painting program, like adaptive, brings in people who may not be able to do as much physical activity
 - i. Ember: feels like it fits with mission / vision in terms of appreciation of nature
- v. Susan: Events that are for volunteers to do work – are they a net benefit?
 - i. Ember said it depends
 - 1. National trails day – lowest attendance.
 - a. Charles: June – maybe people are away on that day
 - b. Ember: it seems like people don't want to do crusher fine raking. They'd rather swing Pulaskis or build rock walls.

City of Louisville

*Parks Division 749 Main Street Louisville CO 80027
303.335.4774 (phone) www.LouisvilleCO.gov*

Focus on it being family friendly. Maybe do it on a different day

- c. Michiko: national trails day – all over the US?
 - i. Ember: yes
- d. Michiko: Maybe change wording to help attract more people. Change program to City of Louisville trails day. Idea of merging with another program that doesn't have the same time constraint. Maybe weed pulling. Thinks national trails day is more about education and walking trails (not about working). Consider wording changes to how title programs.
- ii. Charles: BMA and MTB organization do a lot of work and probably would be willing to volunteer.
- iii. Ember: has found that when they do programs that overlap with other days / using logos (like Earth Day) it actually makes things challenging. Maybe need City of Louisville Open Space volunteer day.
 - 1. Jessamine: could get some larger groups that way also.
 - 2. David: running groups would probably participate
- iv. Ember: it's helpful if staff can focus more on bringing in volunteer groups instead of spending time developing as many programs.
- v. Charles: what about a trails happy hour?
 - 1. Several people agreed – link to food, Sweet Cow truck, informal gathering at Lucky Pie after

15. Discussion Items for Next Meeting January 8th:

- a. Introduction of New and Existing OSAB Members
- b. Officer Elections
- c. 2025 Housekeeping:
 - i. Updated OSAB Member Contact Information
 - ii. Distribution of the 2025 Open Government Pamphlet
 - iii. Distribution of Current OSAB Rules of Procedures
 - iv. Approve Agenda Posting Locations
- d. 2025 OSAB Work Plan for City Council Review
- e. Education and Outreach 2025 Plan
- f. David: Did anything happen with 2024 version of County land acquisition / trails request?
 - i. Ember: usually don't get response until she brings it to OSAB; usually brings it the following year, about 2 months before the next round is due.
- g. Susan: Consider 6:30 start time.

16. Meeting adjourned at 9:13.



MEMORANDUM

To: Open Space Advisory Board
From: Open Space Division
Date: January 8, 2025
Re: Information Item 6: Staff Updates

General:

1. January 13, 2025: New Member On-Boarding; 6:00pm; City Council
2. January 16, 2025: Quasi-Judicial Training (Tentative)

Natural Resources:

1. The prairie dog contractor has completed management activities on select Open Space properties. Staff is excited to share that 123 prairie dogs have been relocated from a select area of Davidson Mesa Open Space to a designated site in Pueblo, Colorado. This effort, carried out in collaboration with the U.S. Fish & Wildlife Service, Colorado Parks and Wildlife, and the U.S. Army Chemical Depot, supports the re-establishment of a prairie dog colony and the reintroduction of Black-Footed Ferrets into prairie ecosystems.
2. Herbicide applications were conducted on select Open Space properties to control cheat grass.

Maintenance & Trails:

1. The Hecla Lake shoreline fencing project has been completed. This fence was installed to provide protection to shoreline and ground-nesting birds and was approved by the Finance Committee, OSAB, and the City Council via the budget process.
2. All old PVC dog bag dispensers have been replaced with new metal dispensers that have a much larger capacity, reducing staff time and maintenance. Thirty-six dispensers have been replaced, and 2 have been installed in new locations.
3. Whitestone Construction Services has begun installation of emergency access gate, fencing, and bollards across Open Space properties.
4. Phase I of sign replacement (directional, caution, parking, CCT) has completed, with 28 signs replaced. Phase II will include rules and regulations, property, and informational signs. Inventory and assessment has been completed. Ordering and replacing will commence in 2025.

Resource Protection:

1. Rangers completed numerous nighttime patrols to detect illegal holiday decorations. Fortunately, a combination of public messaging and previous enforcement appeared to deter illegal decorating and rangers did not open any new cases for this issue.
2. Rangers have used mild weather days to deploy their new e-bikes. Experience with the bikes has been overwhelmingly positive. Rangers note longer patrols with less fatigue.
3. Rangers have noted a higher volume of parking issues at Davidson Mesa, probably due to a combination of out-of-town visitation and mild weather days during the holidays.

Education/Volunteer:

1. Staff has ordered a variety of volunteer stickers and reusable bags for volunteer appreciation.
2. Staff has developed the proposed Education and Outreach Plan for 2025 which OSAB will review during the January meeting.

Education Events Upcoming:

1. Tuesday, January 7, 2025, from 6:00 to 7:00 PM, Botany and the Native Plants of Louisville at the Louisville Library.
2. Friday, January 31, 2025, from 10:15 to 11:00 AM, Animal Adaptations for Toddlers at the Louisville Library.
3. Sunday, February 2, 2025, from 3:00 to 4:30 PM, Open Space on Canvas-Plein Air Exhibit at the Louisville Recreation Center.

OSAB 2025 Meeting Dates	Tentative Attendance
Wednesday, January 8, 2025	
Wednesday, February 12, 2025	PROS Director
Wednesday, March 12, 2025	
Wednesday, April 9, 2025	
Wednesday, May 14, 2025	
Wednesday, June 11, 2025	PROS Director
Wednesday, July 9, 2025	
Wednesday, August 13, 2025	PROS Director
Wednesday, September 10, 2025	PROS Director
Wednesday, October 8, 2025	
Wednesday, November 12, 2025	PROS Director
Wednesday, December 10, 2025	



Open Government & Ethics Pamphlet 2025

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov. This pamphlet is also provided to every member of a public body at that body's first meeting each year.



Table of Contents

Citizen Participation	3
Open Meetings	5
Executive Sessions	6
Ethics	6
Other Laws on Citizen Participation	8
Public Involvement Policy	10

Citizen Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website;
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting Agendas for City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials for regular meetings are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area,
- 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at www.LouisvilleCO.gov. Meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the quarterly *Lantern* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Councilmembers is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at Council@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor and City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, at ClerksOffice@LouisvilleCO.gov or 303.335.4536.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.)

The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Advisory Board
- Historic Preservation Commission
- Historical Museum Advisory Board
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Board information, meeting agendas, and schedules are available on the City's website (www.LouisvilleCO.gov). Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of meeting packets containing agenda- related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street;
- City Clerk's Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission makes a recommendation of approval or denial to the City Council for all land use proposals.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month.
- Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meetings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public bodies" for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public. Meetings may be held electronically under specific circumstances.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public however, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings. If a person believes in good faith that a study session is proceeding contrary to these limitations, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- A written summary of each study session is prepared and is available on the City's website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting. No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of

the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, "official action" for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and "quasi-judicial" proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Conflicts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member's action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City

contract, or from a person seeking to influence an official action. There is an exception for the "occasional nonpecuniary gift" of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official's or employee's official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can they influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville's Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a "revolving door" rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person's employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City's best interest.

Citizens are encouraged to contact the City Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website (www.LouisvilleCO.gov).

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition

brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains a communication file (email) for the City Council which is available on the City's website (www.LouisvilleCO.gov).

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of City facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

- *Voluntary Participation* - The process will seek the support of those participants willing to invest the time necessary to make it work.
- *Purpose Driven* - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.
- *Time, Financial and Legal Constraints* - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.
- *Communication* - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.
- *Adaptability* - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.
- *Access to Information* - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.
- *Access to Decision Making* - The process will give participants the opportunity to influence decision making.
- *Respect for Diverse Interests* - The process will foster respect for the diverse values, interests and knowledge of those involved.
- *Accountability* - The process will reflect that participants are accountable to both their constituents and to the success of the process.
- *Evaluation* - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;

- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively,
- offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2024



BOARD & COMMISSION

RULES OF PROCEDURE

Adopted November 6, 2023 – by Resolution No. 66, Series 2023

TABLE OF CONTENTS

I. DEFINITIONS.....	1
II. AUTHORITY.....	2
III. MEETING CIVILITY	2
IV. GENERAL RULES	3
V. MEETINGS.....	4
VI. CHAIR/VICE-CHAIR	5
VII. MEETING PROCEDURE	6
VIII.EXPECTATIONS OF STAFF LIAISON	7
IX. EXPECTATIONS OF BOARD MEMBERS.....	8
X. QUASI-JUDICIAL ACTIONS	10
XI. PARLIAMENTARY PROCEDURE	11
XII. REMOVAL FROM BOARD.....	12

RULES OF PROCEDURE FOR THE BOARDS AND COMMISSIONS OF LOUISVILLE, COLORADO

I. DEFINITIONS

“Advisory Board” means all of the following boards which are tasked with giving advice to the City Council as specified in their formation documents:

- Arts & Culture Advisory Board
- Historical Museum Advisory Board
- Library Board of Trustees
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Charter” means the [Home Rule Charter of the City of Louisville, Colorado](#).

“Chair” means the member of the Board who presides over a meeting subject to Rule VII.B below.

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Board” means any of the following bodies:

- Arts & Culture Advisory Board
- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Historical Museum Advisory Board
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Board Member” means each member of a City board.

“Electronic Participation” means attendance at a meeting by computer, telephone, or other electronic means.

“Entire Board” means all current members of a board.

“Member of the Board” means each board member.

“Quasi-Judicial Board” means any of the following boards which have specific legal decision-making authority under the Charter or Code:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

“Rules” means the Board & Commission Rules of Procedure.

“Staff Liaison” means the City staff member assigned by the City Manager to assist the board and to ensure all rules and regulations are met.

II. AUTHORITY

The following Rules shall be in effect upon their adoption by the City Council until such time as they are amended or new Rules adopted.

In order to efficiently and effectively complete City business facing a Board, all meetings must be conducted in an orderly and respectful manner. These Rules are intended to provide guidelines for the procedures to be followed for the conduct of all Board meetings.

If any Rule, on its face or as applied, conflicts with applicable provisions of the [Home Rule Charter of the City of Louisville](#) or ordinances, those provisions shall apply and that Rule shall not. Nothing herein shall prevent a Board from adopting its own rules of procedure specific to its roles and responsibilities so long as they do not conflict with these Rules.

III. MEETING CIVILITY

- A. CIVILITY AMONG MEMBERS OF THE BOARD: The Board shall preserve reasonable order and decorum and confine members of the public to discussion of the questions under consideration.

During Board meetings, members shall preserve reasonable order and decorum and shall not delay or interrupt the proceedings or refuse to obey

the order of the Chair or the Rules. Every member of the Board desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the questions under debate. Once recognized, no member of the Board shall be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member.

- B. MEMBERS OF THE PUBLIC: Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their names, and are requested to state their place of residence (by city, town, or county of residence). Each member of the public shall speak in an audible tone for the record.

IV. **GENERAL RULES**

- A. LOCATION: All in-person Board meetings shall take place in a public building that is accessible to members of the public, with or without reasonable accommodation in accordance with applicable law.
- B. OPEN TO THE PUBLIC: All meetings, including those conducted by Electronic Participation pursuant to Section V.F, shall be open to the public. A Board may conduct executive sessions only in accordance with the Charter, Code, and applicable provisions of the Colorado Open Meetings Law.
- C. MEETING NOTICE: Notice for all meetings sessions shall be given as required by the Charter and as set by administrative rule. At the first regular meeting of every year, each Board shall designate the locations for posting of notices of its meetings.
- D. MINUTES: Minutes of each regular and special meeting shall be taken and retained permanently in the records of the City.
- E. QUORUM: A quorum is needed for the transaction of business at each meeting of a Board. A quorum shall be defined as a majority of the members of the Board holding office at the time of the meeting.
- F. ABSENCES: No member of the Board shall miss more than twenty-five percent (25%) of regular Board meetings during any calendar year. Missing more than twenty-five percent (25%) of meetings shall be cause for removal.
- G. APPLICABILITY OF THE OPEN GOVERNMENT POLICIES AND CODE OF ETHICS: Each member of the Board shall adhere to the City's Open

Government Rules and the Code of Ethics (Charter Section 5-6).

- H. DISCLOSURE OF INTEREST AND RECUSAL: Any member of the Board who has an interest in, or whose interest would be affected by, any proposed official action before the Board shall immediately and publicly disclose the nature and extent of the interest; shall not participate in any discussion or decision concerning the proposed action; shall not attempt to publicly or privately influence the Board, any public body, or any employee in connection with the action; and shall leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.
- I. CHAIR: The Chair is the member of the Board who presides over a Board meeting and shall do so according to these Rules and applicable law. The Chair serves as Chair of all Board meetings at which the Chair is present. In the Chair's absence, the Vice-Chair will serve as Chair. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

V. MEETINGS

- A. REGULAR MEETINGS: Each Board shall set a regular meeting schedule at the first meeting of each year identifying the date, time, and location of meetings.
- B. COMMITTEE MEETINGS: A committee meeting may be called if it can be properly noticed a minimum of 72 hours in advance. Committee meetings must meet all the same rules as a regular meeting.
- C. EXECUTIVE SESSIONS: A board may hold an executive session only for pending litigation and only with the City Attorney present.
- D. RESCHEDULING: A Board may reschedule meetings for dates and times outside its annual meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Board first must provide notice and approve of the proposal to reschedule.
- E. CANCELLATION: Any scheduled meeting may be cancelled by members or the Staff Liaison in the event there are no items for the board to discuss or in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions).

F. ELECTRONIC PARTICIPATION: When it is feasible, an electronic attendance option shall be available for Board members, applicants, and members of the public including for quasi-judicial hearings. If it is not feasible due to technological or other reasons, the in person meeting shall continue if a quorum is present.

1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.
2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.
3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.

G. FULLY REMOTE MEETINGS: The Staff Liaison with input from the board members may, in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

VI. CHAIR AND VICE-CHAIR

- A. Each Board will elect a Chair and Vice-Chair at the first meeting of the year. The City recommends the Chair and Vice-Chair be rotated among Board members each year.
- B. The Chair shall preside over meetings of the Board when present and able to perform these responsibilities. The Chair shall have the same voting powers as any Board member.
- C. The Vice-Chair shall assume the duties of Chair when the Chair is absent or otherwise unable to perform the responsibilities of Chair.
- D. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

VII. MEETING PROCEDURE

A. PREAMBLE

1. A bedrock principle of a representative democracy is notice of impending governmental action and an opportunity for members of the public and their representatives to be heard. Principles of good government include deep respect for citizens; prudent stewardship of public resources, including the time of its citizens, staff members and appointed officials; direction that is clear and decisive; and decision making that is reasonably consistent, equitable, flexible, and transparent.
2. Through the application of these Rules, the City intends to ensure that it balances the principles described in the previous section in a way that ensures robust debate and accountability of City government to its residents. To that end, these procedures are not meant to be employed for the purpose of unreasonable rigidity, surprise, suppression of competing views, or needless prolonging of action.

B. CHAIR'S DISCRETION & RIGHT OF APPEAL The Chair shall have reasonable discretion in the application of these procedures subject to section XI.A.

C. AGENDAS: Each board will have a formal agenda for each meeting. The agenda will be set by staff for quasi-judicial boards and set by the chair in conjunction with the staff liaison for advisory boards. Each agenda will be posted as required prior to the meeting. Items cannot be added to the agenda at the meeting.

D. PUBLIC COMMENTS AT MEETINGS: All Board meetings, including Committee meetings, shall be open to the public. Members of the public shall have a reasonable opportunity to be heard at Board meetings.

The following provisions apply to any section of the agenda where public comments are allowed.

1. Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their name, and are requested to state their place of residence (by city, town, or county of residence).

2. Each board will have a section on its agenda for “Public Comments on Items Not on the Agenda.” Each speaker shall be limited to three (3) minutes.
 3. Each Board will permit public comment on any item at the time such item is being discussed by the Board. Each speaker shall be limited to three (3) minutes.
 4. Multiple citizens may designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.
 5. The Chair, the Staff Liaison, or a designated board member shall enforce compliance with the time limits, and time shall be kept on a public comment clock.
- E. WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Board by submitting written communication concerning any matter on the Board agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the Staff Liaison who will distribute copies to the Board. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.
- F. VOTING: For a motion to pass it requires the affirmative vote of a majority of the members of the Board present.

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

1. The Staff Liaison will provide Board members with direct, open, and transparent communication about city priorities, projects, and budget.
2. The Staff Liaison will act as the conduit of information from the Board to City Council and from City Council to the board.
3. The Staff Liaison will respond to emails, phone calls, and text messages from Board members within two (2) business days and will

communicate with the Board members if a response will take more than two (2) business days.

B. **ADVOCACY:** The Staff Liaison will advocate ideas to City staff and leadership on the Board's behalf. The Staff Liaison will advocate for budget requests and CIP requests from the Board through the City's established budget process.

C. **MEETINGS:**

1. The Staff Liaison with input from the Board chair will create and publish meeting agendas and packets in accordance with bylaws, rules, and schedule established by the City Clerk's Office.
2. The Staff Liaison will work with the Chair to ensure meetings are concise and do not run exceedingly long and to ensure the discussion is limited to those items on the agenda.
3. The Staff Liaison will attend all meetings, to the best of their ability. If the Staff Liaison cannot attend a Board meeting, an alternate staff liaison will be appointed and the Chair will be notified in advance.

D. **COLLABORATION:**

1. The Staff Liaison will include Board members, when appropriate, in relevant projects and planning processes.
2. The Staff Liaison will include Board members on relevant communications, when appropriate, with outside organizations and individuals.

IX. EXPECTATIONS OF BOARD MEMBERS

A. **COMMUNICATION:**

1. There will be open and consistent communication between Board members and the Staff Liaison.
2. Board members will not speak on behalf of the Board unless specifically appointed to do so by the Board. Board members will include the Staff Liaison on all communications with outside organizations.

3. The Staff Liaison is the point of contact for all City operations related to the Board. The Staff Liaison will bring in any additional City staff as necessary for Board projects.
4. The Staff Liaison or the City's Communications Division will create all memos, marketing, and outreach materials for the Board. Board members shall not use City logos or letterhead without City approval.
5. Board members shall not create social media accounts on behalf of the Board or speak on social media on behalf of the Board or City.
6. Board members will only contact their Staff Liaison through a dedicated City email address, office phone, or cell phone (including texting) and will not contact the Staff Liaison through their personal emails, social media, or personal cell phones.

B. ADVOCACY:

1. Board members will go through proper channels when advocating for Board projects.
2. Board members will adhere to all regulations of the Fair Campaign Practices Act as they relate to City elections.

C. MEETINGS:

1. Board members will attend all meetings, to the best of their ability. If a Board member cannot attend a meeting, the member will send communication via email to the Staff Liaison with as much advance notice as possible.
2. If a Board member would like an item on an agenda, the member will reach out in advance to the Staff Liaison and the Chair. Topics not included on the agenda may not be discussed at a meeting per the City Charter.
3. Board members will meet all packet deadlines as established by the Staff Liaison and the City Clerk's Office. Items that are late may be postponed to a later meeting.

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

1. Quasi-judicial decisions are a determination of the rights, duties or obligations of a specific individual or entity. Board members making quasi-judicial decisions must do so based on the facts developed at a public hearing and through the application of presently existing legal standards of policy considerations of the facts.
2. Legally reversible decisions are almost always based on a lack of due process or procedural irregularities

B. DUE PROCESS: A quasi-judicial public hearing must include property public notice, a meaningful opportunity for interested parties to be heard, and basic fairness in procedure.

C. PREPARATION: Board members will review the meeting packet prepared by staff, understand the scope of the hearing, and be familiar with the relevant decision criteria in a case. Board members must act as impartial decision makers

D. EX PARTE CONVERSATIONS: Board members will not speak with one side or the other before or outside of the hearing process. This includes via email. Board members will disclose any unavoidable “ex parte” conversations and participate only if they are sure they can still make an unbiased decision.

E. CONDUCTING THE HEARING: Follow uniform/consistent steps for all hearings.

- Introduce Item
- Call for Disclosures
- Open Public Hearing
- Staff Report
- Applicant Presentation
- Public Comment
- Questions by Board members
- Close Public Hearing
- Deliberations
- Action

Once a hearing is closed the Board will not re-open it to hear only certain individuals, if a hearing is re-opened anyone who has not already spoken

may have the opportunity to speak.

If the Board holds and closes a hearing at one meeting and deliberates at the next, the Board cannot reopen the hearing without providing additional notice.

F. MAKING THE DECISION

1. Board members shall not make their decision on the basis of irrelevant criteria. Board members shall not base a decision on things a member “knows” but did not “learn” at the hearing. Board members will not participate in the decision if they cannot be fair and unbiased.
2. A Board members shall not participate in the decision if they did not participate in the entire hearing.

If a public hearing is opened and then continued to a later meeting, a member who missed the first meeting may review the video and all materials from the first meeting and then participate in the next one. This should be disclosed at the hearing.

3. Board members should ask for staff advice if they are unsure of the decision they are being asked to make or if they are unsure of the applicable legal criteria.
4. If appropriate, a Board may make a tentative decision and direct staff to prepare a draft written decision.

XI. **PARLIAMENTARY PROCEDURE**

- A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Board to appeal to the Board, in which case the point of order shall be resolved by vote of a majority of the members of Board present.
- B. RIGHT OF THE FLOOR: Any member of the Board desiring to speak shall be recognized by the Chair.
- C. MOTIONS: Motions may be made by any member of the Board, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Board. Any member of the Board, other than the person offering the motion, may second a motion.

D. PROCEDURES FOR MOTIONS: The following is the general procedure for making motions:

1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.
2. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Board may be allowed to explain their votes.

E. DISCUSSION: Board members shall confine themselves to the question under discussion. All discussion must be germane to the agenda item.

F. MOTION TO END DEBATE: Any member of the Board may make a motion to end debate (also known as “calling the question”). If such a motion is made and seconded, the Chair shall immediately call for a vote on the motion. If the motion is not approved by 2/3 of the members of the Board present and voting, the Chair shall allow for debate to continue. If the motion is approved, the Chair shall call for a motion on the matter under consideration.

G. ALL MEMBERS MAY SPEAK: Each member of the Board shall have the right to speak and ask questions prior to a vote.

H. AFTER VOTING: Once a vote has been taken on a motion, there shall be no further discussion on that motion unless a motion to reconsider is properly made, seconded, and adopted.

XII. REMOVAL FROM BOARD

(City Council Resolutions No. 16, Series 2009 & No. 59, Series 2016)

A. The City Council greatly appreciates the contributions made by City residents who volunteer their time to serve on the City’s various boards and commissions. In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive and civil manner.

B. To help maintain this environment the City Council has established that, during the term of office, a board member shall be removed only for cause. Cause shall include but not be limited to:

1. Violation of city or state ethics laws;

2. Conviction of a felony or of any other crime involving moral turpitude;
3. Absence from more than 25 percent of the regular meetings in any 12-month period;
4. Inefficiency, neglect of duty or malfeasance in office;
5. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
6. Physical or mental disability rendering the board or commission member unable to perform his or her duties;
7. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
8. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
9. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
10. Other grounds constituting cause as established by law.

C. The procedure for removal of a member of a City board or commission shall be as follows:

1. Any person who believes that there is cause to remove a member of a City board or commission as provided above shall present the evidence of such cause to the City Manager.
2. The City Manager (or their designee) shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a

determination as to whether removal or other action is warranted.

3. If the City Manager determines there are grounds for removal, the City Manager shall present a proposed resolution for removal to the City Council for its consideration and action. The member shall be provided written notice of the grounds for removal and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the grounds for removal. Removal of a member shall require the affirmative vote of a majority of the entire City Council.
4. A member may resign from a board or commission at any time by providing a written resignation letter to the Mayor or City Manager. A resignation is effective upon submission or such later date as stated in the resignation letter, without requirement for acceptance thereof.

Memorandum

To: Open Space Advisory Board
From: Open Space Staff
Date: January 8, 2025
Re: Action Item 11: Approval of 2025 Open Space Education Plan

Purpose:

The purpose of this Action Item is to review the 2025 Education and Outreach Programming schedule. For the development of the 2025 schedule, staff considered the following: staff roles, evenly distributed programming categories, providing both adult and child focused programs, addressing material creation, and continuing to provide high quality programming to the citizens of Louisville. Staff also intentionally reduced the number of programs in 2025, with OSAB support, to focus staff on core duties and also to have capacity to incorporate additional volunteer requests that arise throughout the year.

Staff also incorporated the following OSAB and City Council guidance: 1) researching and incorporating a neuro divergent program 2) revising program titles to be clearer 3) avoiding conflicts/competition with known National events and 4) adding a Louisville Open Space Volunteer day with multiple opportunities.

Background:

Number of Programs: In 2024, the Open Space Division successfully conducted 65 Education and Outreach programs, nearly doubling the 34 programs held in 2023. These included 51 public education programs and opportunities, as well as 14 volunteer events. While four programs were canceled due to limited staffing, low registration, or inclement weather, the division still demonstrated significant increase. At the start of 2024, eight volunteer events were proposed for the year, and six additional volunteer events were added throughout the year to expand community engagement.

For the 2025 season, staff is proposing a total of 42 programs, which includes 6 volunteer events. Of the 42 programs listed on the attached documents, 3 are designated for adults, 3 are kids-specific, 23 are for families, 1 is for seniors, and the remaining 11 programs are for all ages, one program is TBD. A total of 7 new programs have been proposed for 2025 which are indicated in red on the attached material. To streamline programming in 2025, staff will refrain from scheduling new programs and will not initiate outreach to BVSD for program planning. However, additional volunteer events will be incorporated into the schedule as project needs arise. Roughly one half of the education and outreach programming will fall under the responsibility of the Ranger Naturalists, and the remaining programming will fall under the responsibility of Natural Resource and Maintenance staff.

Scheduling: In order to allow staff the time to develop programming during the winter months, fewer monthly programs will be held January - March and November - December. Conversely, more monthly programs will be held April - October. This will concentrate the majority of programming to the middle of the year when weather is more favorable and events are more likely to attract higher attendance numbers.

Staff addressed the distribution of programming categories by developing a monthly programming skeleton to be used for programs scheduled for the year. Each month's programming was assigned to address the following categories: Wildlife, Volunteer, Resource, and Other (painting).

Advertising: In 2024, Open Space staff continued to post education and volunteer program information on the Fans of Louisville Open Space and Parks Facebook page, City calendar, and posted flyers on Open Space. In addition, staff posted event information on EventBrite for participants to easily RSVP for upcoming events. Open Space programming is posted on a city-wide EventBrite account which lists programs provided from all departments and should help to increase marketing for events.

Next Steps:

OSAB to provide feedback on the proposed 2025 schedule and approve the plan.

Staff will develop, schedule, and contact partners for the planned education and outreach programs.

As OSAB works on creating 2025 OSAB Work Plan, staff encourages board members to consider participating and supporting the following volunteer events:

- Fishing Frenzy-Friday, April 18, Warembourg Fishing Pond, 9-1 PM
- Louisville Open Space Earth Day Events- Location and time TBD
- Pulling for Louisville events (2) – June and July
- National Trails Day – Location and time TBD
- Pocket Prairie Restoration-Dutch Creek, time TBD

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND <i>(Color Code)</i>	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
		Event Name		Category	Target Audience	Partnership(s)	Description
		January					
1		Herbarium Event (NEW for 2025)	7-Jan	Skill	All Ages	Hosted by COL Library	Come learn more about our new herbarium, native plants and botany
2		Animal Adaptations (NEW for 2025)	31-Jan	Wildlife	Ages 3-5	COL Library will read a story about animal adaptations	Join the Open Space Division and the Louisville Library for a program on animal adaptations. Children ages 3-5 are invited to explore the fascinating world of local wildlife. We'll examine animal pelts, observe skulls, and discuss how different species adapt to their environment.
		February					
3		Open Space on Canvas - Plein Air Art Exhibit	2-Feb	Other/Skill	Ages 12 and Up	Hosted by Rec Center	Celebrate the beauty of Open Space as we showcase the work of artists who have participated in our plein air painting programs in 2024. The artists themselves will be in attendance to share their work, so this is the perfect time to meet some talented people and learn about how they put Open Space on canvas!
4		Open Space Stargazers: Stargazing is for Lovers	TBD	Resource	Ages 10 and Up	None	What could be more romantic than the twinkle of the night sky? Join the Open Space Stargazers to see a dazzling array of winter constellations as well as Mercury, Venus, Jupiter, and Mars! Bring your Valentine or come on your own, but make sure to dress warmly. Don't forget to bring binoculars or a telescope and a red astronomy flashlight!
		March					
5		Open Space Stargazers: Inner Planets Cavalcade	TBD	Resource	Ages 10 and Up	None	Planets on Parade! The Open Space Stargazers are training our telescopes on Mercury, Venus, and Mars as they light up the night sky. Fan-favorite constellations Orion and Taurus will be visible as well. Bring binoculars or a telescope, and a red astronomy flashlight, and warm layers.
6		Building Bat/Bird/Bee Houses	TBD	Wildlife/Skill	Ages 7 and Up	None	Register for a free build event. Construct a home/habitat for wildlife and learn the importance of promoting local wildlife with rangers. Constructions will benefit native species and will include information and handouts on the target species and additional steps you can take to help our native species. Tools and
		April					
	1	Louisville Open Space Earth Day Events (NEW for 2025)	22-Apr	Volunteer	All Ages	Additioinal promotion by Sustainability	Help celebrate Earth Day by providing a trash pick-up on an Open Space property. Staff will help identify property and provide materials.
7		Family Fishing Frenzy	18-Apr	Resource	Kids	Recreation Center, CPW will help staff event	Bring your kids and your fishing gear and head on down to the Warembourg fishing pond for a fishing clinic sponsored by Colorado Parks and Wildlife and the Louisville Parks & Recreation Department.
8		Open Space Stargazers: Celebrate Dark Sky Week	TBD	Resource	Ages 10 and Up	None	April 21-28 is International Dark Sky Week, when people around the world take time to appreciate the night sky! Parks and Open Space areas play a vital role in preserving pools of darkness in our urban landscape. Join the Open Space Stargazers for a nighttime hike of LOCATION TBD and an easy science project. Stay for some casual stargazing, with great views expected for Jupiter and some of our favorite winter constellations. Bring binoculars or a telescope, and a red astronomy flashlight, and warm layers.

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND (Color Code)	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
9		Duck Booth	TBD	Resource	Seniors	None	Are you a birder? Beginner or expert, join us at our booth to see what migratory birds/ducks we have returning or passing through the City of Louisville's Hecla Lake, an avian biodiversity hot spot in our Open Space system!
		May					
10		Noxious Weed ID Training	TBD	Resource	Adults	None	Come and look at noxious weed samples and walk on Aquarius Open Space with Open Space staff to see and learn about some of Colorado's noxious weeds and why we need to control them.
11		Ranger Mystery Party	TBD	Wildlife	Ages 7 and Up	None	As Ranger Naturalists, we receive a lot of calls and emails that require us to do a little sleuthing to uncover what may be going on. These mysteries can range from simple questions to legitimate crimes on Open Space and today you can help us discover the truth behind some of them. Join the rangers on a hunt to solve some of Louisville's mysteries.
12		Native Plant Walk	TBD	Resource	Ages 12 and Up	None	Join a walk through the City of Louisville Open Space with a Native Plant Master® learn the scientific and common names for native plants in Colorado. We will cover botany, plant and flower characteristics, wildlife, and human uses for plants.
13		Adaptive Bike Ride on Davidson Mesa	TBD	Other	Ages 12 and Up	Boulder OSMP will provide bikes and lead program	Join Topher Downham from Boulder OSMP on an adaptive handbike tour around Davidson Mesa. These power assisted off-road bikes have changed the way those with mobility issues experience the outdoors. Event is open to all abilities.
	2	Pocket Prairie Restoration (NEW for 2025)	TBD	Volunteer	All Ages	None	Join Open Space staff to help maintain the Dutch Creek Pocket Prairie by planting new shrubs, weeding, and general clean-up at the site.
14		Open Space Plein Air Painting Series: Location TBD	TBD	Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful viewsapes if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
		June					
	3	Pulling for Louisville	TBD	Volunteer	All Ages	None	The Open Space Division is working hard to restore TBD Open Space and we need your help! Come and learn why noxious weed management is important during weed identification training and then help clip seed heads and dig up noxious weeds that are threatening Davidson Mesa Open Space. FREE native plants, refreshments and snacks will be provided.
	4	Bioblitz (CNHP)	TBD	Volunteer	All Ages	Colorado Natural Heritage Program would provide experts to assist	Join Louisville Open Space and Boulder County Parks and Open Space staff, along with volunteer naturalist TBD, for a nature hike to discover and document the diverse flora and fauna on Louisville Open Space.
15		Free Fishing Weekend	TBD	Resource	All Ages	None	Visit the booth at Harper Lake and learn about fishing on Free Fishing Weekend. Learn about fishing regulations, live bait, how to tie on hooks and lures.

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND <i>(Color Code)</i>	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
	5	National Trails Maintenance Day	TBD	Volunteer	All Ages	Additional promotion by Sustainability	Please join the Open Space Division in celebrating National Trails Day by repairing _____ on _____ Open Space. Volunteers will be _____. Due to the anticipated high number of volunteers, please bring your own tools.
16		Open Space Plein Air Painting Series: Location TBD	TBD	Other	Ages 12 and Up	None	What's the point of preserving beautiful viewsapes if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
17		Noxious Weed ID Booth	TBD	Resource	All Ages	None	Come and look at noxious weed samples on TBD Open Space to see and learn about some of Colorado's noxious weeds and why we need to control them.
18		Native Plant Walk	TBD	resource	Ages 12 and Up	None	Join a walk through the City of Louisville Open Space with a Native Plant Master® learn the scientific and common names for native plants in Colorado. We will cover botany, plant and flower characteristics, wildlife, and human uses for plants.
		July					
	6	Pulling for Louisville	TBD	Volunteer	All Ages	None	The Open Space Division is working hard to restore Davidson Mesa Open Space and we need your help! Come and learn why noxious weed management is important during weed identification training and then help clip seed heads and dig up noxious weeds that are threatening Davidson Mesa Open Space. FREE native plants, refreshments and snacks will be provided. Please bring gloves and be prepared for the elements.
19		Open Space Plein Air Painting Series: Location TBD	TBD	Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful viewsapes if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
20		Neurodivergent Program (NEW for 2025)	TBD	Other	TBD	TBD	Per Mayor request, staff is exploring the idea and working on providor and description.
21		Wildflower Hike	TBD	Resource	All Ages	Volunteer	Join Open Space Volunteer, TBD, to search for and identify wildflower blooms on TBD Open Space. Once you know a flower by name, you can easily learn more; either by reading more about it on the internet, or just observing its distribution, seasonal changes, and relationships with other organisms. We'll work together on a flower checklist prepared in advance for the property.
		August					
22		Open Space Plein Air Painting Series: Location TBD	TBD	Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful viewsapes if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND <i>(Color Code)</i>	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
23		Open Space Stargazers: Summer Constellations	TBD	Resource	Ages 10 and Up	None	Fall is not too far away, so it's time to get out and enjoy the night sky! Join the Open Space Stargazers as we take in views of iconic summer constellations such as Sagittarius and Scorpio and learn some fun tricks for identifying key stars and constellations. Bring binoculars or a telescope, a red astronomy flashlight, and layers appropriate for being outside after dark.
24		Pollinator Program	TBD	Wildlife	Adults	Butterfly Pavillion will provide program	The Butterfly Pavillion will provide a program on the importance of pollinators.
25		Ranger Quests (NEW for 2025)	TBD	Other/Skill	Kids/Teens	None	Level up your open space knowledge with the Louisville Ranger Naturalists. Join us at Davidson Mesa and compete in a self-guided treasure hunt. Enjoy challenges, riddles, and much more on an epic adventure to learn about your open space and earn some open space swag!
		September					
26		Open Space Plein Air Painting Series: Location TBD	TBD	Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful viewsapes if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
27		Wildlife Day Celebration (NEW for 2025)	TBD	Wildlife	Ages 5 and up	Raptor Center, Butterfly Pavilion, Nature Lab may bring wildlife	Join Open Space staff to celebrate Wildlife Day on September 4th. Participants will learn about the importance of our local wildlife, how we can all protect wildlife habitat, and play games!
28		Open Space Stargazers: Full Moongazing	TBD	Resource	Ages 10 and Up	None	Few objects have excited and enthralled humanity as much as the Earth's moon. Join the Open Space Stargazers as we enjoy the splendor of the Full Corn Moon and maybe get a glimpse of Saturn as it rises. Bring binoculars or a telescope, a red astronomy flashlight, and layers appropriate for being outside after dark.
29		Adaptive Bike Ride on Davidson Mesa	TBD	Other	Ages 12 and Up	Boulder OSMP will provide bikes and lead program	Join Topher Downham from Boulder OSMP on an adaptive handbike tour around Davidson Mesa. These power assisted off-road bikes have changed the way those with mobility issues experience the outdoors. People experiencing disabilities are encouraged to join!
		October					
30		Grassland Grazing and Mitigation Walk	TBD	Resource	Ages 12 and Up	Boulder Watershed Collective assists with marketing and leading event	Tour the City of Louisville's prescribed grazing and fire mitigation treatments at Davidson Mesa
31		Open Space Plein Air Painting Series: Location TBD	TBD	Other/Skill	Ages 12 and Up	None	What's the point of preserving beautiful viewsapes if you don't take the time to enjoy them? Put paint to canvas with fellow outdoor art enthusiasts at our casual painting events. Please note: we are not providing any formal instruction, but this is a great way to meet other painters and share tips.
		November					

Louisville Draft Education and Outreach Programs 2025

Discussion Item XXX: 2025 Open Space Education and Volunteer Program Staff Recommendations

Edu.	Vol.	LEGEND <i>(Color Code)</i>	Date	Cross-promoted Programs	Volunteer Events	Partnership not yet confirmed	
32		Track and Scat ID Booth (Date and time weather dependent: Snow)	TBD	Wildlife	All Ages	None	As we move into the colder months, learn the different ways you can ID wild visitors even if you never actually catch a glimpse of them. Learn about tracks, scat, and other evidence left by wildlife.
33		Louisville During the Great War	TBD	Other	Ages 12 and Up	Louisville Museum assist with program	The Great War of 1914-1918 changed the world. Learn how this conflict affected people, coal, agriculture, and mining in Boulder County and the Louisville area. Join the City’s Ranger Naturalist and Louisville Historical Museum staff for a walking tour of Open Space areas that show traces from Louisville’s contributions to the war effort. The tour leaves from Kerr Gardens and will require participants to walk about 2.5 miles, including some uphill sections of trail. Be sure to bring water, sunscreen, appropriate clothing for the weather, and comfortable shoes. Please leave pets at home for all Open Space events. Leashed service pets permitted.
34		Volunteer Appreciation Event	TBD	Resource	Adults	None	Volunteer Appreciation. Pizza party for 2025 Open Space volunteer program participants. Not open to the public.
		December					
35		Open Space Stargazers: Holiday Starlight	TBD	Resource	Ages 10 and Up	None	The best holiday lights are the ones in the sky! Saturn, the magnificent ringed planet, is visible most of the night and ready for your enjoyment. We'll also try our hand at locating the beautiful andromeda galaxy. Bring binoculars or a telescope, a red astronomy flashlight, and warm layers appropriate for being outside after dark.
36		Native American Program	TBD	Other	Adults	TBD	TBD, working on providor and description