

Open Space Advisory Board

Agenda

Wednesday, May 14, 2025
Library 1st Floor Meeting Room
951 Spruce Street
6:45 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: March 12, 2025
5. 7:35 pm Staff Updates (5 Minutes)
 - Minutes from Joint Board Meeting with Lafayette
 - Comprehensive Plan Memo from OSAB to City Council
6. 7:40 pm Board Updates (5 Minutes)
7. 7:45 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)

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 303 335-4574 or ClerksOffice@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.

8. 7:50 pm Action Item: Review and Recommendations for Interpretive Education Panels. Presented by Catherine Manian, Open Space Specialist (20 Minutes)
9. 8:10 pm Action Item: Review of 2026 Operational and Capital Budgets. Recommendations for 2026 Budget Amendments. Presented by Ember Brignull, Open Space Superintendent (25 Minutes)
10. 8:35 pm Action Item: OSAB Acquisition Plan Recommendation to City Council. Presented by Michiko Christiansen & Brad Pugh (15 Minutes), OSAB Board Members
 - i. Acquisition Communication with the CMO
11. 8:50 pm Discussion Item: Follow-up Regarding 2025 OSAB Work Plan with City Council. Presented by Susan McEachern, OSAB Chair (10 Minutes)
12. 9:00 pm Discussion Item: Follow-up Regarding Joint Meeting with LOSA. Presented by Susan McEachern, OSAB Chair (20 Minutes)
 - i. Lafayette/Louisville Open Space Advisory Board Tiger Team
 - ii. Advocate for collaborative management of Coal Creek with all municipalities that border it
 - iii. Advocate for an OSAB executive session with City Manager as part of the property acquisition decision-making process
13. 9:20 pm Discussion Items for Next Meeting June 11, 2025
 - E-bikes
 - Pursue Bird City Designation- Resolution/Letter of Support
 - Integrated Weed Management Plan IWMP
 - City Manager Welcome (TBD)
14. Adjourn

Open Space Advisory Board Meeting Minutes

Wednesday, March 12, 2025, 6:45pm

Library 1st Floor Meeting Room

951 Spruce St.

1. 6:45 pm Call to Order**2. Roll Call:**

Present: Brad Pugh, Andy Dorsey Daniel Rupp, Susan McEachern, Michiko Christiansen, Graeme Patterson (initially remote, then in person)

Absent: Mark Poletti, Ben Mow

City Staff Present: Ember Brignull, Jeff Hirt

3. Approval of Agenda

Andy motioned to approve, Brad seconded. All approved. Susan mentioned the agenda is fine however the package layout was a little mixed up.

4. Approval of Minutes

Susan motioned to approve, Andy seconded. All approved.

5. 6:50 pm Staff Updates (5 Minutes)

Reminder:

- March 20, 2025, joint meeting with Lafayette OSAB 6:00 pm at the Lafayette Library

- Meeting with the City Council on April 8 - TBA

- April 9 - Monthly Louisville OSAB meeting cancelled given City Council meeting the previous day.

Ember:

- Cow grazing: cost increased due to increased demand from other municipalities. Will keep using cattle in conjunction with goat grazing. For Natural Resource purposes some pastures will “rest” this year and not have grazing.
- Burn plot: Louisville is a finalist for a grant that would fund a burn demonstration by an out of state company that has developed an innovative robotic tool for managed burns. If selected, this demonstration will be open to Louisville citizens and other local communities.
- Powerline trail wayfinding sidewalk paint is already fading. This is a problem that will be addressed as future Wayfinding is installed.
- Social trails: The new Trail plan, if approved should address management of existing and newly created social trails to minimize their environmental impact and encourage restoration

6. **6:55 pm Board Updates (5 Minutes)**
None
7. **7:00 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)**
None
8. **7:05 pm Discussion Item: City Comprehensive Plan (45 Minutes). Presented by Jeff Hirt, Planning Manager**

Gave background on the forthcoming City Comprehensive Plan. Presented a rough draft issues of concern that OSAB may be interested in.

Questions:

-Andy: Any information that includes OSAB along with goals, housing, trails? They are working chapter style according to the layout.

-Susan: Needs correction on the OSAB page

- "green space" needs to be defined
- no mention of wildlife, which should be included

-Michiko mentioned adding Bee City, Bird City, Tree City, along with natural management in this plan.

-Susan: How will HB24 1313 (Housing in Transit-Oriented Communities) affect the Comprehensive Plan? Jeff: The bill is very aggressive. He felt it is not suitable for the City of Louisville. They will look for opportunities to modify compliance and follow the goals that address numbers of units, zoning, transportation and water supply. Will discuss how the bill will be addressed in the Comprehensive Plan.

-Susan: Public engagement aligns with open-space land acquisition.

-Susan: OSAB priorities don't match your wording.

- Andy: It is important that it connects with the 2C message that open space is a priority for citizens.

-Andy: Goals are good but strategy wording is weak.

-Susan: Verbs need to be stronger and more action oriented. Change the words into more proactive, "Implement" on Biodiversity. More focus on use of the open space reserve and funds to acquire parcels when they are available.

-Brad: Put hyperlink to OSAB's acquisition recommendation documents instead of "Identify attributes of desirable open space acquisition areas" since OSAB has already developed a grid of appropriate attributes.

-Andy: Change the wording in the "enhance trails" portion on the strategy box, using the following phrasing: Implement the priority trail connections to ensure the neighborhood

has the connections. This is a critical piece to the Comprehensive Plan. Not "identify" - change it to "implement." Pay attention to the upcoming Trails Plan and PROS Plans that will integrate those findings into the Comprehensive Plans. Action verbs are needed as we are acting on these issues.

-Susan: Several members of the community have expressed concern to her about the tension between fire recovery and resilience programs and the need to preserve and protect open space ecosystems. Discussed the grazing and mowing role in the wildfire mitigation. Growth of native species is part of recovery and wildfire resistance.

-Andy: social trails should be considered under the core community services and recovery. More people means more social trails and more damage to the environment. It will be an ongoing issue. We don't have any policy yet. Is there a way to put it into the document to minimize social trails under the strategy section? We need to prevent new social trails. It is hard to restore damaged areas.

-Michiko: Can we do the same as Boulder County did? Barricade the social trails for recovery with signs saying restoration area and leave one to two social trails open.

-Andy: Enhanced trails - Davidson Mesa and Centennial area, it is important to have stronger statements in the strategy section under Enhance Trail facilities. Combination with parks and trails in this area is critical because it will connect people to the main bike path. Jeff answered Andy's thoughts: Put the Davidson Mesa area aside and identify it. Will put it in long term and to construct the way we see it. If we don't put it on the map and create policy then we don't have any language when the development happens. It is a good point to have a stronger overall understanding of the language.

-Graeme arrived after listening to the conversation while driving here from the airport and noted that these were good points.

-Andy: Acquisition question: two top properties are important to OSAB and should be addressed in the plan and refer it to 2C to support getting the properties via acquisition; however felt 2C was pushed aside. Lots of focus on housing in this as an overall message and less on 2C.

-Michiko: Question about rezoning with land acquisition and housing.

-Jeff: answered Andy's question: PROS will be the place for expressing specific areas for Open Space and Parks while the Comp Plan focuses on land use and development.

-Answered Michiko's question: This goes into area of changes with discussions where we will be directly involved

-Andy: needs not to expand the development

-Daniel: Acquisition question - green areas: what is happening to them now? Susan responded and referred this to the acquisition team and explained that OSAB recommendations have not been addressed by City Council.

-Jeff: Notice: Draft will be open to public comment in June, with final adoption by July/August

Public comments:

-Tamar Krantz: Comments for OSAB and Jeff [Her written comments, sent to board members prior to the meeting]:

-Take a look at the map on page 43 and there is an error there. It is based on a high-growth scenario. The majority of citizen respondents preferred option A (15% growth) as opposed to options B and C (50-70% growth). This changes everything, and it is not explained on the existing map.

-Cindy Bedell: Focus on 2C since the community voted for both Open Space and Parks Question/statement directed to Jeff Hirt: Why more housing with this HB1313? What happens if we don't follow it? Other cities are now protesting these growth requirements, which will impact sustainability, open space, parks, and infrastructure. If the mandates aren't followed, the state can withhold funds for affordable housing. Idea from a friend: focus on affordable housing only.

-Prairie dogs are important wildfire mitigators.

-Social trails, especially with e-bikes using them, are causing damage to the ecosystem.

-Matt Jones: Dutch Creek restoration after the water line to the golf course was installed: Public works should have followed up but it was left for Open Space to manage reseeding.

-City Charter requires:

A- good stewardship following sound ecological principles

B- preserve and promote native plants and wildlife habitat

C- preserve cultural resources with agricultural and appropriate passive recreation

-Wondering when TMP and PROS will be done

-Needs an Open Space planner to focus on the Coal Creek area given its rich diversity of wildlife. Needs to be protected ecologically, yet there has been 27 years of no research. Social trails in that area need to be removed. Understands it will be a challenge for us to create protection for Coal Creek.

9. 7:50 pm Discussion Item: OSAB 2025 Work Plan For City Council Review (60 Minutes). Presented by Susan McEachern, OSAB Chair

-Made changes on 2024: Add RTR trails, change "Internal Acquisitions Process" to "Internal Property Acquisitions Process"

-2025 Changes: Develop policy regarding homeless encampments on open space, including clean up and restoration, partnering with the police department

-Andy: budget management meaning

-Clarification: have this due to vegetation and wildlife survey

City of Louisville

Open Space Division 749 Main Street Louisville CO 80027
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-Michiko: suggestion put parentheses to expand the role

-Dark sky

-Andy: Fishing Warembourg Pond - change the wording and move it up to the goals section and combine with one statement on the list. Ember provided background: Warembourg Fishing Pond CIP- there was a citizen proposal year ago that staff draft as a CIP concept. The plan is proposed to address water loss and quality, lining, making more habitat, considering piers/recreation amenities, and possibly other elements. Currently the plan is in the budget, first year is design, second year construction.

-Golf course: change the wording to “exploring” and put it in the future ideas

-Wildfire mitigation: communication program is vital with outreach and education

-RTR trails: add it the goals - Review the final plans

Public comment by Tamar Krantz:

-Make sure the policy of biodiversity is expanded: dark sky, rodenticide, and put it with the comp plan.

**10. 8:50 pm Discussion Item: 2025 Tiger Team Assignments (15 Minutes).
Presented by Susan McEachern, OSAB Chair**

- Keep the Land Acquisition team
- Grant team: No longer a team, but Andy is on standby to work with Ember as needed. Will work on CIP when the opportunity comes.
- Trails and Wayfinding teams: On hold till the Trails Plan is finalized.
- Bird City: When it becomes an action item, we will create a tiger team.
- Two tiger teams can work together on related projects; for example, when land acquisition becomes complex, the other team can join and work on this specific issue.

**11. 9:05 pm Action Item: OSAB Acquisition Plan (20 Minutes). Presented by
Michiko Christiansen & Brad Pugh, OSAB Members (5 Minutes)**

- Shared notes regarding near-term and long-term plans.
- There is a weakness in this flowchart/plan, there is no emphasis on reaching out to the property owners to create a relationship. Being proactive long before the actual signage is put up for sale. Keeping tabs via brokers who are more aware of those properties for future land acquisition.
- Encouraged board members to read and feel free to add or make any suggestions.
- Can revisit after the meeting with the Lafayette OSAB with notes and thoughts.
- Will make changes if necessary.

- Hold this till we meet with the new city manager

12. 9:25 pm Discussion Items for Next Meeting May 13, 2025

- Follow up on the joint meeting with LOSAB
- Follow up on the joint city council meeting scheduled for April 8
- Meeting with the new city manager
- Interpretive panel review
- Work on comp plans before being submitted to the city council in July/August
- Quasi-judicial review as needed

**13. Adjourn
9:30pm**

MEMORANDUM

To: Open Space Advisory Board
From: Open Space Division
Date: May 14, 2025
Re: Information Item 6: Staff Updates

General:

1. Four seasonal employees started in April, two are on the Trails and Maintenance team and two are working with the Natural Resources team.
2. Mayhoffer Management Plan- Staff have contacted Boulder County Parks & Open Space to inquire about future implementation timelines and annual management activities.
3. Highway 42 South Street Underpass- PROS staff are engaged in review of 30% Drawings to provide feedback to Public Works.
4. Wayfinding Phase II is currently scheduled for Contract approval by City Council on May 27, 2025. Lafayette is reviewing the Louisville sign request, to connect Hecla to Waneka, with their Communications Team.
5. PROST Long Range Plan & Trail Master Plan contract was approved during the May 6, 2025, City Council Meeting.
6. Staff has requested Quasi-Judicial Video from the Clerks office.
7. Staff have requested an update on Red Tail Ridge trail status.

Natural Resources:

8. The American kestrel box located at the City Services building is active again this season. As of May 1, there are 3 eggs in the nest. This nest box has a camera in it and videos of activity will be shared on our Fans of Louisville Open Space and Parks Facebook page and on the city website. Live streaming the activity will not be provided due to inconsistency with Wi-Fi connection.
9. The Open Space herbicide contractor will be working on select Open Space properties on May 13-16 to control hoary cress and Russian thistle. The contractor will be back for additional treatments on June 3-6 and June 17-20.
10. The algaecide contractor found and treated blue-green algae at the Warembourg fishing pond. Signs were placed around the pond to alert the public.
11. Staff have identified 17 active raptor nests so far this season. There were 15 active nests in 2024.

12. Staff reseeded multiple areas around Hecla Lake this spring to help restore the area. Sedge and rush seeds were used around the shoreline and social trails were reseeded with a native mix of grasses and forbs.
13. Two young owlets were found on the ground at a local park. The owlets were too young to fend for themselves so Open Space staff transported them to the Birds of Prey Foundation where they will be cared for until they can be returned to the wild.
14. Harper Lake was stocked with 2,000 rainbow trout in March.
15. Grazing: Cattle will be active starting in Early May. The rain will dictate the schedule and rotation. Cattle will be starting at North Open Space and then be moved to Damyanovich Open Space and then be moved to Davidson Mesa Open Space.
16. Grazing: Goats are tentatively grazing on Coyote Run Open Space May 15.
17. Grazing: Signage for both North and Davidson Mesa has been set out in the areas where grazing will occur
18. Staff have mailed a community letter to citizens in the neighborhood of Coyote Run in preparation for Goat grazing.
19. Staff have removed all smaller diameter Junipers in the drainage at Coyote Run, larger diameter junipers will be removed with chainsaws
20. Field surveying for the Dutch Creek Property survey has been completed; data is now being prepared by contractor.
21. Staff have begun collecting spring plant specimens for the library Herbarium
22. Staff have begun planning outreach, marketing and event coordination for the COL/CNHP bioblitz set for all COL properties, there will be several sessions (morning & afternoon) on June 10 & June 11 for community member involvement.

Maintenance & Trails:

1. Staff resurfaced 220 linear feet of trail at Aquarius Open Space, leading out to Empire Road, due to recent precipitation that caused significant erosion and hazardous trail conditions.
2. The human dimensions program has hit its anniversary with the Trail counters that have been tracking visitation at the Davidson Mesa Open Space property. Staff have begun to relocate the trail counters across various Open Space properties to track changes in visitation annually. This will provide staff with a better understanding of use throughout the Open Space trail network.
3. March was recorded as one of the busiest months at the Mesa, including 3 days with over 2000 people counted recreating on the trail.
4. Staff are in the process of completing their first round of the 2025 seasons trail corridor mowing. Staff began this mowing season in April starting with all Open Space hard surface (concrete) trail corridors and are now working their way through the soft surface (crusher

fine) trail corridors. Depending on the weather, staff will most likely have the first round of mowing completed by May 23, 2025.

5. Staff installed approximately 80 square feet of StaLock, a polymer mixed crusher fine material that should be more resistant to erosion from precipitation and use. The city has discussed the use of this material and is testing it at a few locations. The sites where staff have installed, or plans to install this material, will be monitored for longevity, durability, and cost. More StaLock may be installed if staff is satisfied with its durability, performance and cost benefit analysis. This material is made to exceed standard crusher fines durability while still matching existing trail material color and feel.
6. The **“Installation of Trail Access & Emergency Closure Infrastructure Project 2024”** is wrapping up after a warranty issue with the powdering coating on the bollards was identified. The contractors are in the process of providing repairs.

Resource Protection:

1. Both rangers are attending Ranger Excellence School in Estes Park the week of May 19-23. Rangers will take part in a variety of sessions that touch on all aspects of resource protection. Highlights include an Emergency Medical Responder certification course, a Mental Health First Aid class, and a one-day Spanish language training.
2. Rangers have observed high visitation and enforcement on all open spaces. They have been placing a particular emphasis on patrolling properties with bodies of water to check fishing licenses.
3. March patrol mileage exceeded any previous month on record, in large part due to leveraging e-bike patrol.

Education and Volunteers:

1. Volunteers worked on six different Open Space properties and contributed 35.5 hours during Earth Day week completing trash pickups, weed control, and replanting.
2. Eleven Open Space properties have been Adopted for this year.
3. The Bridge House Ready to Work group will be helping fix and install new prairie dog fencing on Davidson Mesa in late May.
4. The Marketing team has created an Open Space education brochure for distribution at events and City public buildings. The brochure covers events for April through August.
5. Volunteers have registered to assist with Dark Sky Monitoring with the Ranger Naturalists.

Education Events Upcoming:

1. Saturday, May 17, 2025, from 8:30 to 10:30 AM, Native Plant Walk at Davidson Mesa.

2. Sunday, May 18, 2025, from 10:00 AM to 1:00 PM, Adaptive Bike Ride on Davidson Mesa. Three sessions available.
3. Saturday, May 31, 2025, from 10:00 to 11:30 AM, Pocket Prairie Restoration at Dutch Creek Open Space.
4. Saturday, June 7, 2025, from 2:00 to 4:00 PM, Free Fishing Weekend at Harper Lake.

Education Events Past:

1. Saturday, March 29, 2025, from 3:00 to 5:00 PM, Crafting for Conservation at Louisville Recreation Center. 16 participants.
2. Sunday, April 13, 2025, from 8:30 to 10:30 AM, Migratory Duck Watching at Hecla Lake Open Space. 71 participants.
3. Friday, April 18, 2025, from 9:00 AM to 1:00 PM (two session times), Family Fishing Frenzy at Warembourg Fishing Pond. Canceled due to inclement weather.
4. Tuesday, April 22, 2025, from 9:30 to 10:30 AM, Earth Day Planting Event at Hecla Lake Open Space. 4 participants.
5. Sunday, April 27, 2025, from 8:00 to 10:00 PM, Open Space Stargazers: Discover the Night Sky at Aquarius Open Space. 4 participants. Cloudy weather likely impacted attendance.
6. Sunday, May 4, 2025, from 7:30 to 9:30 AM, Hecla Lake on Canvas (Open Space Plein Air Series) at Hecla Lake Open Space.
7. Saturday, May 10, 2025, from 1:00 to 3:00 PM, Ranger Mystery Party at Harper Lake Open Space. Attendance not available at time of publication.
8. Tuesday, May 13, 2025, from 6:00 to 6:45 PM, Noxious Weed ID Training at Aquarius Open Space. Attendance not available at time of publication.

**RECORD OF PROCEEDINGS
CITY OF LAFAYETTE, COLORADO**

**LAFAYETTE OPEN SPACE ADVISORY BOARD Joint Meeting
with LOUISVILLE OPEN SPACE ADVISORY BOARD
Lafayette Public Library
March 20, 2025**

I. OPENING OF REGULARLY SCHEDULED MEETING

Call to Order

The Joint meeting of the Lafayette Open Space Advisory Board and the Louisville Open Space Advisory Board was called to order at 6:00 pm.

Roll Call

Those in attendance were: Lafayette Open Space Advisory Board: Grant Swift, Brett Riddle, Lynn Riedle, Allison Hamm, Casey Lyons, Luke Arrington, Lexie Sierra-Martinez, Dennis Warrington, Park and Open Space Manager; Louisville Open Space Advisory Board: Michiko Christiansen, Andy Dorsey, Susan McEachern, Benjamin Mow, Graeme Patterson, Mark Poletti, Brad Pugh, Daniel Rupp, Ember Brignull

II. PUBLIC INPUT

None

III. AGENDA ITEMS

A. Communication Process between Boards and City Council

- Louisville: this process is a challenge
- Lafayette: Councilman Fridland attends the LOSAB meetings reporting to LOSAB about Council Actions and takes LOSAB's concerns back to the City Council. Lafayette also has a liaison from the Planning Board. It is in the City Charter.

B. Acquisition Process

- Lafayette acquisition process described. The two prior City Managers took on the role of the "Purchasing Manager" for acquisition purposes. Lafayette does not currently have a "real estate team;" Louisville Board assigns a 2-person team (Tiger Team) to review properties with acquisition potential. The Board tours properties every other year and revises their acquisition plan. Louisville is not currently involved with outreach to any potential sellers.
- Louisville Board mentioned that a property near the Mayhoffer Open Space had become available for purchase but now it is off the market again. This could be a joint purchase opportunity.

C. Long Range Management Plans

- Louisville is currently preparing an RFP for their next Parks, Open Space and Trails Plan. They would like to include a Wildlife Plan similar to the one Lafayette has. Lexie discussed Lafayette's approach to developing the Wildlife Plan and the findings/recommendations. There is a big gap in pollinators. Lafayette is currently working on a code rewrite in numerous areas but the new code will address issues raised in the Wildlife Plan.
- Susan asked if Lafayette would work with Louisville to create wayfinding signs for a birding trail from Waneka to Hecla.

- BioHabitat prepared the Wildlife Plan. They recommended that Lafayette focus on properties with water, starting with Coal Creek. Coal Creek is “loved to death.” Susan agreed that Coal Creek is a very important component of all its communities and proposed that the communities work together on the vital resource.
- Lynn commented that the Lafayette Board would like to update our acquisition plan.
- Casey discussed how Friends of Coal Creek hopes to work with all 6 of the Coal Creek communities to consider creating a formal stream management plan for Coal Creek. He recently met with land managers from Jefferson County, Superior, Louisville, Lafayette and Erie (Boulder was not represented at the meeting)
- Social Trails: Lafayette’s experience with social trail management: Lexie said Open Space staff is strategically closing social trails based on significance of ecological harm. People react very negatively to having their favorite social trails closed. Current focus on closing small areas with things that are “pokey” to discourage removal.
- Louisville has similar issues regarding social trails. They have two Rangers working on this issue in conjunction with the police department. They patrol with mountain bikes and now with e-bikes.

D. Budget Priorities & Biggest Challenges

- Lafayette discussed the tax funds that have been approved by the citizens in perpetuity to support open space acquisition and management. Louisville has ten-year tax funding. Their goal is to get tax funding in perpetuity approved in 2028.

E. Enforcement & Regulations

- E-bikes: Louisville has not yet enacted regulations allowing e-bikes on its trails. They are dealing with youth with mo-ped-like bikes “burning out” 6 inch-ditches in the trails. The bikes are not legal but it is hard to enforce the restriction, so they are trying the education route. Lafayette is concerned with people riding Class C E-bikes (very fast) and e-bikes being used by folks who do not understand cycling courtesies. The staff is considering implementing a “use our bell” campaign. Lafayette has similar experience. Police do a good job of enforcement of no-camping regulations on Open Space. 90% of the time the campers move on, but leave their trash.
- Unhoused camps: Louisville experiences numerous unhoused camps every summer and they cause significant resource damage.

F. Prescribed Fire

- Louisville: the City is reluctant to get prescribed burns started again because of the Marshall Fire. Lafayette: An approval process has been recently established to burn Open Spaces (post-Marshall Fire)

G. Mutual Conservation Goals

- Beavers: Lexie discussed management plans regarding Beavers. The beavers have a dam on Coal Creek at 120th St. The staff has wrapped cotton woods the city wants to keep to prevent Beaver damage. On a helpful note, the beavers have eaten all the crack willow in the area! The Louisville Board expressed interest in exploring how to attract beavers to their stretch of Coal Creek.

H. Coal Creek Trail Ordinances

- The two boards discussed the prospect of aligning rules and regulations regarding Coal Creek for the entire Coal Creek corridor.

I. Consider Identifying Board Individuals to Continue Louisville/Lafayette Collaboration and Information Sharing

- The two boards discussed potential joint meetings twice yearly.

IV. ADJOURN

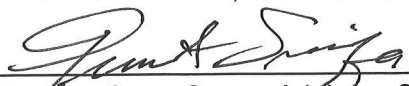
The meeting was adjourned at 8:37pm.

ATTEST



Lexie Sierra-Martinez, Staff Liaison

CITY OF LAFAYETTE, COLORADO



Lafayette Open Space Advisory Committee
Grant Swift, Chair

The minutes herein are a summary of the business conducted at this meeting, not a verbatim transcript. Only the actions taken and the text appearing in quotation marks are verbatim.

MEMORANDUM

To: City Council
Jeff Hirt, Planning Manager

From: OSAB

Date: April 9, 2025

Re: Comprehensive Plan

We appreciate Jeff Hirt's presentation to us on March 12 regarding updates to the status of the Comprehensive Plan and how it aligns with OSAB's purview. He listened carefully to our suggestions and concerns, but we wanted to convey them directly to City Council as well.

Our ongoing priorities:

- The Plan should emphasize the goal to protect, enhance, and expand open spaces and trails.
- The Plan should recognize the link between economic vitality and funding open space, both for the economic benefit open spaces provide in making the city an attractive destination and for the need for healthy sales tax revenues to cover open space expenses.
- The Plan should address climate change, resilience, and our decarbonization plan as policy priorities.

We support the draft strategy outlined by Jeff but wish to make the following specific points, which we raised in our March meeting:

- The land-use framework needs to emphasize Open Space acquisition
- Include Open Space acquisitions options in future land-use maps, especially in the focus areas around Centennial Pkwy and the area around the current Avista Hospital when it relocates. Both these areas have potential parcels that could be part of open space expansion, as envisioned in the passage of referendum 2C.
- Emphasize the importance of biodiversity, restoration, and protection in all of our Open Space properties, especially the Coal Creek riparian area as well as other valuable ecosystems, including North, Coyote Run, and Davidson Mesa.
- Take into account that Open Space resources are for the benefit not only of our citizens but our plant and animal life as well.

- Be more specific about the definition of “Green Corridors.” Are these Open Space properties or all planted areas (parks, medians, and the like)?
- Explicitly state in the Comp Plan that city policymakers and staff will take into account the recommendations of the PROS and Trails plans, which will be completed after the Comp Plan.

Memorandum

To: Open Space Advisory Board
From: Catherine Manian, Open Space Specialist
Date: May 14, 2025
**Re: Action Item 9: Review and Recommendations for
Interpretive Educational Panel Locations and Concepts**

Purpose:

The purpose of this discussion item is to review the proposed text and layout for the development of three 2025 interpretive signs and select final locations for the 2025 interpretive signs.

Background & Request of OSAB:

The Open Space Division has funding in 2025 to develop three interpretive panels to be placed on Coyote Run, North, and Warembourg Open Space properties. Staff will work with a contractor to develop the artwork and layout of the signs which will then be fabricated with the goal to install the signs on pedestals in 2026.

Staff presented the proposed themes for these three signs, and an overview of existing signage on Open Space, at the January and March OSAB meetings in 2024. The themes were approved by OSAB at the March meeting.

Approved themes for interpretive signage:

- Coyote Run: local wildlife and habitat, focus on mammals and birds
- North: Native grassland management and restoration
- Warembourg: the history and importance of ditches for agricultural use

Interpretive signs inform and educate residents and visitors about the diversity and importance of Open Space lands and helps promote environmental stewardship and appreciation. Currently there are interpretive signs on the Davidson Mesa and Harper Lake kiosks, the bird blind on Hecla Lake, and on a pedestal at both Dutch Creek and Hillside Open Spaces. Interpretive signs created in 2024 for Daughenbaugh and Davidson Mesa will be installed with the help of the Boulder County Youth Corps this summer. The proposed signs for Coyote Run, North, and Warembourg will follow the same format as existing interpretive signage.

Guidelines for interpretive panels:

- Graphic and captions themselves should be a learning opportunity without having to read the entire sign
- Main body of text should be 3 to 4 sentences
- Paragraphs contain between 150-250 words
- Text should avoid using long words and write to an eighth-grade reading level
- Messaging/content of the sign should last in perpetuity

Staff is requesting OSAB's approval of 1) the proposed text for the three interpretive panels, 2) the proposed layout for the signs, and 3) the proposed locations for each sign.

Included in the OSAB packet is:

- Maps for the three proposed interpretive sign locations

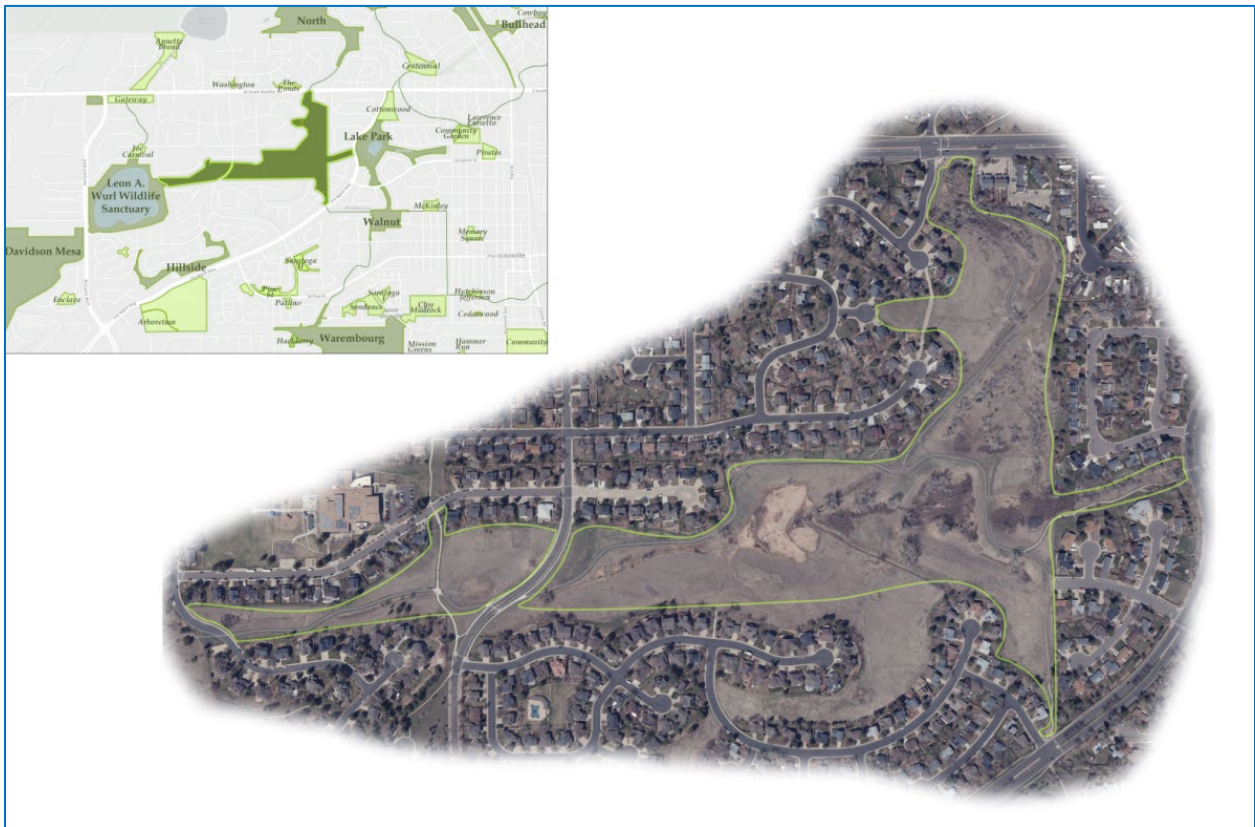
Proposed Text and Layout for 2025 Signage

Staff requests OSAB's review of the proposed text and layout for the three interpretive panels. Help us reduce the amount of text. This will be OSABs only opportunity to provide edits.

Coyote Run Wildlife Sign:

This will panel highlight the role of Coyote Run Open Space as a wildlife corridor and its connection to the broader Open Space system. Proposed artwork includes:

- An aerial map of Coyote Run and an overview of the Open Space network (provided below)
- Illustrations will be added at key locations (e.g., Red-winged Blackbirds in cattails, bats near bat houses)



Proposed Text:

Louisville Open Space includes more than 600 acres of land owned by the City and about 1,200 acres of shared land managed with Boulder County. These open spaces are important because they provide homes and resources for wildlife, even as cities and neighborhoods keep growing.

Coyote Run is part of a key wildlife corridor that links Davidson Mesa, Harper Lake, Walnut, and North Open Spaces and Lake Park. These connections help animals move safely between different areas so they can find food and water, find mates, and adjust to changes in their environment—all while reducing conflicts with people.

As people build more roads, neighborhoods, and businesses, protecting these corridors becomes even more important. Preserved lands give wildlife safe places to eat, raise their young, and migrate, which also benefits birds and insects that rely on these routes.

People also benefit from open space corridors, which link trails together to enhance recreation connectivity across the City and between communities. Corridors also ensure there are more wildlife viewing opportunities for open space visitors to enjoy.

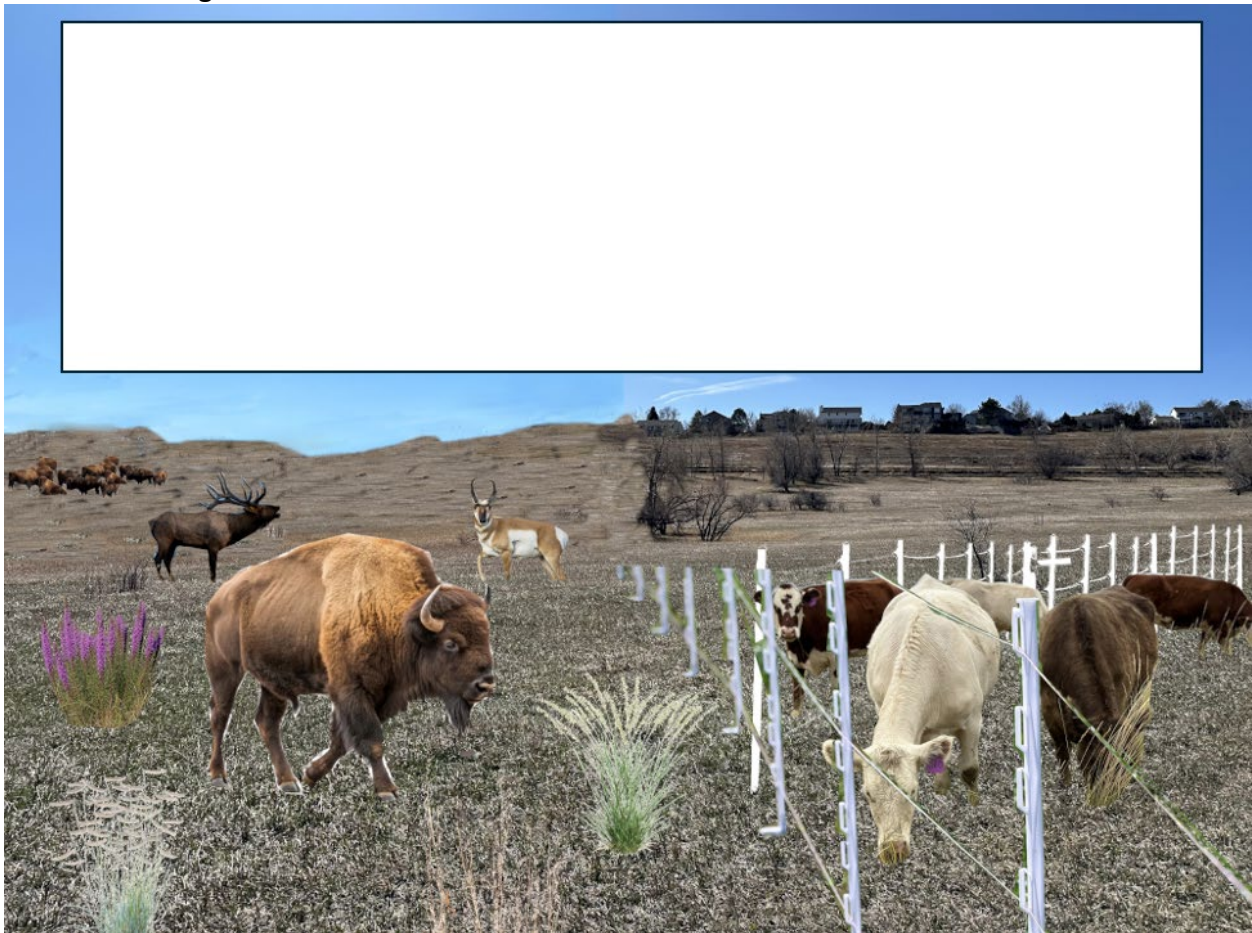
Blurb:

In 2021, Boy Scout Troop #575 helped install two bat boxes at Coyote Run. These boxes give bats a safe place to raise their young and shelter from the weather. In addition to the bat boxes, old and fallen trees at Coyote Run provide important spots for bats to rest.

Bats also rely on nearby fields, field edges, and wetlands for food.

North Native Grassland Sign:

This panel will show the landscape on North Open Space as it would have looked in the 1800s on one side, and the other side will show how it looks today with Open Space management efforts to restore the land. Warm and cool season grasses, native plants, and ungulate species will be added to the sign.



Proposed Text:

Historically, North Open Space would have looked very different from the property you stand on and see today. In the 1800s, this area was dominated by shortgrass species like blue grama, buffalograss, side oats grama, and other mixed to tall grass species like little bluestem and big bluestem. Different types of forbs, like dotted gayfeather and soapweed yucca, brought pops of color and sources of nectar to the grasslands.

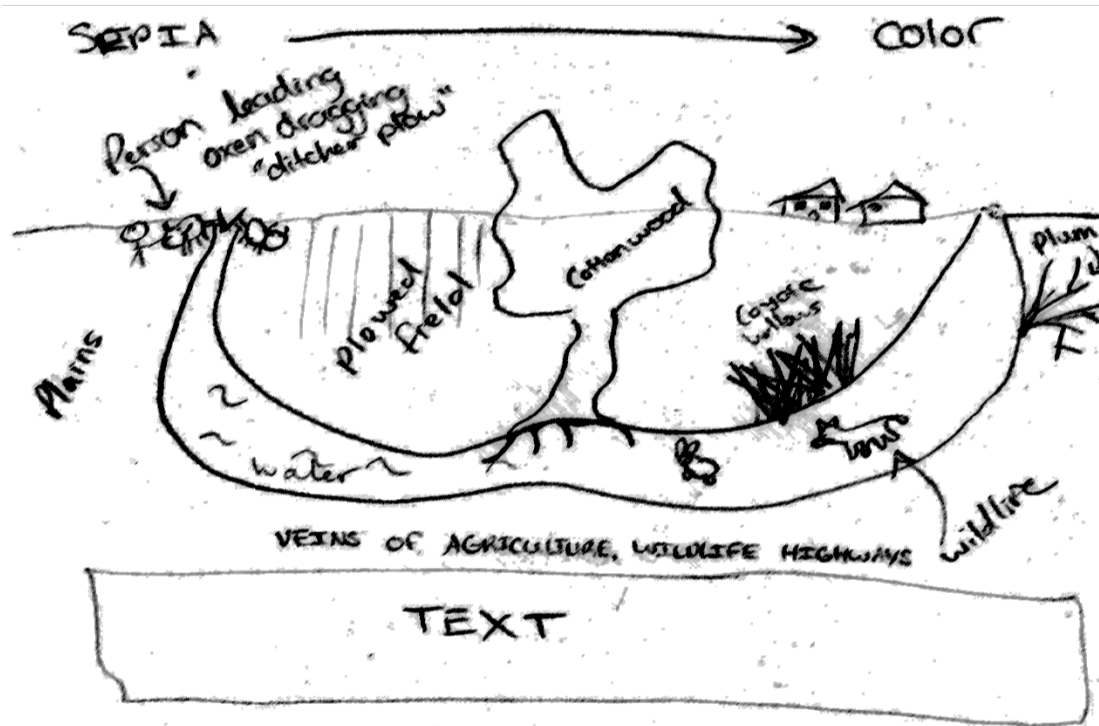
Today, much of the area is covered with smooth brome, an introduced grass from Europe that was planted for agricultural purposes but has outcompeted and replaced our desired native grasses. Looking around, you will also see many cottonwoods that have grown over the years because of the lack of ecological disturbance. Natural events such as fire and wind limited the number of trees growing here.

Before the establishment of Louisville, this area supported much different wildlife from what we see now. Large herds of ungulates, hooved grazing animals whose primary diet is grasses and other plants, grazed up and down the Western Great Plains from Mexico to Canada. Animals such as the American bison, elk (Wapiti), mule deer, and pronghorn antelope migrated in herds, moving with the seasons to find the best grass and forage.

Our program at the City of Louisville's Open Space Division focuses on restoring prairies and grasslands. As an ecological practice, cattle grazing can benefit a prairie ecosystem in several ways. It enhances nutrient cycling through urine and feces. Trampling from hooves incorporates old plant matter into the soil, and breaks up the soil surface, enabling water to soak into the ground more quickly. By carefully timing the grazing season, Open Space staff can manage certain grass species and promote healthy populations of native grasses over introduced species like smooth brome.

Warembourg History of Ditches Sign:

This sign for Warembourg Open Space will show a gradient from left to right that flows through time where the ditch roughly makes a "U", curving toward the center and then away. On the left will be a team of oxen dragging a ditcher plow across grassy plains. As the ditch curves forward and to the right, the timeline moves in time to the ditch filled with water. At the bottom of the curve, there are plains cottonwood. As the ditch starts to curve away and continues to the right, the ditch is dry and different animals make their way through it. Houses and other signs of urbanization added on the horizon on the right side.



Proposed Text:

Water management is a key theme in the establishment of agriculture, industry, and urban centers across the American West in the 19th and 20th centuries. Here in Louisville, farmers depended on ditches to irrigate their crops. Coal mining companies also relied on ditches to supply their operations.

The ditch in front of you is the Goodhue Ditch, dug in the early 1870s by Abner Goodhue (1832-1912) to supply water to his farm and irrigation reservoir at what is now Rock Creek Open Space and Stearns Lake. Early ditch-builders relied on horses and oxen to pull “ditcher plows” to carve deep trenches across the plains. Competition for water among ditch owners could be intense. Battles over ditches went to the courts, establishing the water laws people follow today, and sometimes spilled into actual violence.

Today, irrigation ditches run like ribbons of green through cities, farms, and grassland open spaces. Some ditches, including the Goodhue, still supply agricultural operations in the area. Ditches give more water-dependent plants like plains cottonwoods, American plum, and sandbar willow a place to grow. Open Space staff frequently observe wildlife using ditches as secret highways, allowing them to cross cities safely.

The City of Louisville Open Space Division works with ditch companies and other stakeholders to manage water operations around the City, including here at Warembourg and Daughenbaugh Open Space, but also at North Open Space and Hecla Lake.

Proposed 2025 Sign Locations:

Staff is requesting OSAB approval for the recommended sign locations. A map and photographs from the proposed sites are included in the OSAB packet. The locations are prioritized, with Site #1 identified as the preferred option.

The proposed locations were carefully selected to avoid high-traffic areas and pinch points, ensure optimal visibility of sign content, and maintain clear access for City trucks that may need to enter or pull off the trail. All signs will be pedestal-mounted, and final placement decisions will be made by staff.

For reference, especially for new OSAB members, the March 2024 meeting packet includes details on existing and proposed interpretive panel locations. View it here: [March 2024 OSAB Packet](#)

Next Steps:

Staff will consider OSABs recommendations when installing 2025 signage and work with a contractor to develop the layout and design of 2025 signage. Staff will bring final drafts of these signs to OSAB in October for review prior to fabrication.



Dutch Creek Interpretive Sign



Davidson Mesa Kiosk Signage



Harper Lake Kiosk Signage



Hecla Lake Bird Blind Signage

Action Item #: Review and Approval of Open Space Interpretive Educational Panel Locations and Concepts

2025 Proposed Sign Locations Map



1



2



Action Item #: Review and Approval of Open Space Interpretive Educational Panel Locations and Concepts



1



2



Action Item #: Review and Approval of Open Space Interpretive Educational Panel Locations and Concepts



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MEMORANDUM

To: Open Space Advisory Board
From: Ember Brignull, Open Space Superintendent
Date: May 14, 2025
Re: Action Item 9: Review of 2026 Operational and Capital Budgets

Purpose:

The goal of this agenda item is to review 2025 & 2026 Capital Improvement Projects (CIP's) and allow OSAB an opportunity to recommend amendments to the 2026 Operational and CIP Budgets if necessary.

Follow this link to review the City of Louisville Budget Book:

<https://www.louisvilleco.gov/home/showpublisheddocument/44212/638741863720958483>

- 2025 and 2026 CIP's can be found on pdf page 158 (also attached),
- CIP worksheet project descriptions can be found on pdf pages 166-173,
- Operation Budget can be found on pdf pages 406-409 (also attached).

Background:

The City of Louisville completes a biannual budget for both Operational and CIP budgets. Currently, the city is in the first year of a two-year budget. Recommendations are now being taken for 2026 budget amendments to the adopted operations and CIP budgets. Amendments are intended to be made only for urgent emerging needs that are substantially different from the budget which has already been adopted.

Staff are not currently recommending 2026 CIP Budget Amendments. However, staff recognizes that the PROST Long Range Plan may influence the funding and scope of the proposed 2026 "Open Space Planning" CIP.

Staff will be recommending amending the 2026 Operational Budget to include two full-time staffing positions: Natural Resource Specialist I and a PROS Department Project

Manager. If these staffing positions are approved, minor operational budget adjustments, to support the positions, will be recommended in the 2027 budget process.

Next Steps:

If OSAB proposes 2026 budget amendments via a memo, staff will submit the recommendations for consideration to the PROS Director, Finance Director, City Manager, and ultimately City Council for review and approval.

City of Louisville, Colorado
Six-Year Capital Improvement Plan
2025 - 2030

Open Space

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
1	210522-600026	Open Space Planning Documents		150,000	255,000				405,000
2	210522-630178	Open Space Parking Lot Maintenance	70,000	65,000		40,000		40,000	215,000
3	210522-640000	Open Space New Vehicles	120,000						120,000
4	210522-660303	Open Space Signs	10,000		40,000				50,000
5	210522-660304	Open Space Amenity Maintenance	100,000	80,000	100,000		25,000	60,000	365,000
6	210524-640001	Open Space Equipment	20,000	120,000		50,000			190,000
7	210524-660305	Soft Surface Trail Maintenance & Design		300,000	150,000	150,000	150,000	150,000	900,000
8	Future Year Req	Warembourg Property and Fishing Pond Plan			44,000	325,000			369,000
Total Open Space Fund			320,000	715,000	589,000	565,000	175,000	250,000	2,614,000

Conservation Trust - Lottery Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
9	202511-630048	Park and Playground Improvements (%)		187,500	200,000	200,000	212,500	212,500	1,012,500
10	202511-660015	Park Signs		18,000	18,000		18,000		54,000
11	202511-660306	Trail Wayfinding Signage Implementation	300,000					150,000	450,000
Total Conservation Trust - Lottery Fund			300,000	205,500	218,000	200,000	230,500	362,500	1,516,500

Cemetery Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
12	204799-640001	Park Division Equipment Replacements (%)	16,000	18,500	22,500	24,500	25,000	25,500	132,000
13	Future Year Req	Cemetery Long Range Plan			100,000				100,000
Total Cemetery Fund			16,000	18,500	122,500	24,500	25,000	25,500	232,000

PEG Fee Fund

Request No.	Project Account	Project Description	2025 Planned	2026 Planned	2027 Planned	2028 Planned	2029 Planned	2030 Planned	6-Year Totals
	205120-600008	PEG Capital	20,000	20,000	10,000	10,000	10,000	10,000	80,000
Total PEG Fee Fund			20,000	20,000	10,000	10,000	10,000	10,000	80,000

OPEN SPACE FUND BY OBJECT*

Object	Object Title	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
522900	Miscellaneous Supplies	134.72	452.88	-	-	-
523100	Uniforms and Clothing	327.13	454.96	-	-	-
524360	Street Supplies-Ice Slicer	223.66	447.32	-	-	-
532220	Business and Auto Allowance	17.50	30.00	-	-	-
535010	Communication Svcs-Cell Phone	138.00	128.75	-	-	-
550020	Parts/Repairs/Maint Equip	2,106.84	5,245.41	-	-	-
Total 433	Snow & Ice Removal	54,566.29	59,429.84	59,135.00	61,682.00	65,082.00
Division: 522 – Open Space Maint Capital						
600026	Open Space Planning Documents	-	-	-	-	150,000.00
630155	Russian Olive Tree Removal	6,578.68	-	-	-	-
630178	Open Space Parking Lot Maint	-	-	-	70,000.00	65,000.00
640000	Motor Vehicle/Road Equipment	-	-	-	120,000.00	-
640001	Machinery & Equipment	12,959.00	38,076.40	20,000.00	-	-
660303	Open Space Signs	-	-	-	10,000.00	-
660304	Open Space Amenity Maintenance	-	-	-	100,000.00	80,000.00
Total 522 – Open Space Maint Capital		19,537.68	38,076.40	20,000.00	300,000.00	295,000.00
Division: 524 – OS Trail Maintenance Capital						
640001	Machinery & Equipment	-	-	-	20,000.00	120,000.00
660081	Trail Improvements	-	-	147,000.00	-	-
660252	Coyote Run Slope Mitigation	825.00	-	-	-	-
660279	Soft Surf Trail Mgmt Plan	468,150.21	98,334.75	71,335.00	-	-
660300	Emergency & Maintenance Access	-	-	105,000.00	-	-
660305	Soft Surface Trail Maint & Des	-	-	-	-	300,000.00
Total 524 – OS Trail Maintenance Capital		468,975.21	98,334.75	323,335.00	20,000.00	420,000.00
Division: 528 – Open Space New Trails Capital						
660277	104th Empire Trail & Shoulder	869,863.57	1,070,891.64	162,694.00	-	-
Total 528 – Open Space New Trails Capital		869,863.57	1,070,891.64	162,694.00	-	-
Division: 750 – Open Space Admin & Operations						
511000	Regular Salaries	236,029.84	260,835.80	495,629.00	404,782.00	429,098.00
511100	Variable Salaries	45,847.00	37,845.50	84,864.00	86,694.00	88,428.00
511200	Overtime Pay	4,072.96	1,548.81	1,990.00	1,990.00	1,990.00
512000	FICA Expense	21,440.30	22,632.00	43,781.00	36,509.00	38,339.00
512100	Retirement Contribution	14,515.24	17,123.04	32,400.00	26,441.00	28,020.00
512200	Workers Compensation	3,392.36	4,577.50	6,824.00	5,666.00	5,958.00
513000	Medical Insurance	28,077.60	29,004.63	68,631.00	57,804.00	63,586.00
513100	Dental Insurance	1,990.19	2,212.63	4,749.00	3,936.00	4,014.00
513200	Vision Insurance	402.85	434.39	895.00	676.00	684.00
513300	Life, AD&D & LTD Insurance	1,814.15	2,169.17	4,582.00	2,759.00	2,759.00
513400	Employee Assistance Plan	125.33	153.27	196.00	174.00	174.00
520100	Office Supplies	523.71	542.41	500.00	650.00	650.00
521100	Computer Supplies-Software	286.16	398.97	500.00	500.00	500.00
521200	Non-Capital Computer Hardware	-	-	2,860.00	1,460.00	-
522100	Operating Supplies-Signs	476.64	92.23	1,000.00	1,000.00	1,500.00
522500	Non-Capital Furn/Equip/Tools	3,039.95	5,233.46	24,600.00	5,000.00	5,000.00
522900	Miscellaneous Supplies	431.65	-	-	-	-
523100	Uniforms and Clothing	2,355.90	2,966.32	4,044.00	5,540.00	5,540.00
525100	Auto Expense-Parts & Repairs	511.55	1,526.56	3,000.00	2,000.00	2,000.00
525200	Auto Expense-Tires	1,126.32	-	600.00	600.00	600.00

OPEN SPACE FUND BY OBJECT*

Object	Object Title	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
525300	Gas & Oil	8,109.62	7,403.57	7,600.00	7,600.00	7,600.00
531000	Ditch Assessment	-	3,060.00	2,420.00	3,000.00	3,000.00
532000	Advertising/Marketing	102.57	1,076.80	1,500.00	1,500.00	1,500.00
532220	Business and Auto Allowance	175.00	300.00	350.00	350.00	350.00
532230	Dues/Subscriptions/Books	181.13	159.43	400.00	1,000.00	1,000.00
533100	Boulder County Youth Corp	6,025.00	6,180.00	7,376.00	9,700.00	11,073.00
534050	Utility Services-Water	3,558.90	1,675.44	3,500.00	3,500.00	3,500.00
535010	Communication Svcs-Cell Phone	401.00	225.10	400.00	1,000.00	1,000.00
537030	Volunteer Appreciation	-	-	-	250.00	250.00
538101	Travel, Training, & Meetings	4,175.05	5,993.66	9,000.00	10,200.00	11,400.00
538350	Open Space Advisory Board	91.00	21.47	250.00	250.00	250.00
540110	Prof Serv-Engineering	-	-	830.00	-	-
540530	Prof Serv-Resource Management	8,996.30	1,693.53	131,000.00	130,000.00	135,000.00
540900	Prof Serv-Other	12,420.36	47,245.79	160,000.00	50,000.00	50,000.00
547000	Prof Serv-Mowing	-	-	25,000.00	30,000.00	30,000.00
547010	Prof Serv-Pest Control	5,071.84	5,586.73	5,512.00	5,733.00	5,952.00
547020	Prof Serv-Weed Control	27,817.04	95,009.20	35,000.00	37,500.00	40,000.00
547030	Prof Serv-Landscape Maint.	12,071.40	11,509.11	3,200.00	-	-
547031	Prof Serv Lndscp Bridge House	2,329.33	2,157.54	2,500.00	6,000.00	6,500.00
547100	Prof Serv - Tree/Hort Maint	8,328.75	-	5,000.00	5,000.00	5,000.00
550030	Parts/Repairs/Maint-Grounds	13,793.58	5,990.56	11,000.00	11,000.00	11,000.00
550240	Parts/Repairs/Maint-Memorials	4,995.87	374.00	-	-	-
550260	Parts/Repairs/Maint-Ground Irr	-	75.65	200.00	200.00	200.00
580030	Vehicle/Equipment Replacement	7,600.00	11,390.00	7,407.00	-	-
580040	Computer Replacement	699.96	700.00	700.00	1,560.00	1,560.00
Total 750 – Open Space Admin & Operations		493,403.40	597,124.27	1,201,790.00	959,524.00	1,004,975.00
Division: 755 – Open Space Acquisition						
511000	Regular Salaries	2,747.88	4,370.75	4,559.00	5,995.00	6,355.00
512000	FICA Expense	1.12	-	325.00	423.00	442.00
512100	Retirement Contribution	208.83	315.03	296.00	390.00	414.00
512200	Workers Compensation	171.13	285.81	42.00	50.00	55.00
513000	Medical Insurance	26.74	38.46	412.00	678.00	745.00
513100	Dental Insurance	199.47	372.17	29.00	48.00	48.00
513200	Vision Insurance	16.12	28.09	6.00	7.00	7.00
513300	Life, AD&D & LTD Insurance	3.48	6.37	34.00	35.00	35.00
513400	Employee Assistance Plan	19.25	31.66	-	-	-
523100	Uniforms and Clothing	0.56	0.90	-	-	-
532220	Business and Auto Allowance	17.50	30.00	-	-	-
535010	Communication Svcs-Cell Phone	0.50	-	10.00	10.00	10.00
540900	Prof Serv-Other	-	-	40,000.00	40,000.00	40,000.00
Total 755 – Open Space Acquisition		3,412.58	5,479.24	45,713.00	47,636.00	48,111.00
Division: 756 – Open Space Educ & Outreach						
511000	Regular Salaries	161,808.69	196,387.45	214,026.00	247,493.00	261,945.00
511200	Overtime Pay	3,393.81	4,950.52	2,030.00	2,030.00	2,030.00
512000	FICA Expense	12,383.72	15,044.59	16,136.00	18,599.00	19,644.00
512100	Retirement Contribution	10,076.60	13,103.21	14,047.00	16,219.00	17,157.00
512200	Workers Compensation	2,333.23	2,196.09	2,330.00	2,918.00	3,092.00
513000	Medical Insurance	18,228.35	20,247.41	22,627.00	27,059.00	29,763.00
513100	Dental Insurance	1,274.56	1,368.19	1,503.00	1,797.00	1,832.00
513200	Vision Insurance	292.56	313.45	335.00	360.00	364.00

OPEN SPACE FUND BY OBJECT*

Object	Object Title	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Budget
513300	Life, AD&D & LTD Insurance	1,399.13	1,806.53	1,871.00	2,062.00	2,062.00
513400	Employee Assistance Plan	70.65	81.86	84.00	130.00	130.00
520100	Office Supplies	-	-	250.00	250.00	250.00
523100	Uniforms and Clothing	2,930.54	3,421.53	3,440.00	4,770.00	4,770.00
532010	Public Education & Outreach	3,948.15	3,356.97	16,000.00	6,000.00	6,000.00
532220	Business and Auto Allowance	52.50	90.00	90.00	90.00	90.00
535010	Communication Svcs-Cell Phone	130.50	84.00	150.00	150.00	150.00
537030	Volunteer Appreciation	1,432.59	294.27	800.00	800.00	800.00
Total 756 – Open Space Educ & Outreach		219,755.58	262,746.07	295,719.00	330,727.00	350,079.00
Division: 757 – Open Space Trail Maintenance						
511000	Regular Salaries	71,441.96	81,805.76	90,243.00	126,354.00	133,929.00
511200	Overtime Pay	1,446.40	244.34	380.00	380.00	380.00
512000	FICA Expense	5,551.29	6,062.96	6,634.00	9,062.00	9,530.00
512100	Retirement Contribution	4,434.17	5,366.42	5,891.00	8,236.00	8,733.00
512200	Workers Compensation	983.88	830.93	925.00	1,415.00	1,499.00
513000	Medical Insurance	9,000.88	9,408.80	7,733.00	20,901.00	22,989.00
513100	Dental Insurance	634.24	672.62	566.00	1,444.00	1,473.00
513200	Vision Insurance	155.02	157.36	124.00	264.00	265.00
513300	Life, AD&D & LTD Insurance	591.53	676.86	764.00	784.00	784.00
513400	Employee Assistance Plan	28.48	27.16	28.00	58.00	58.00
522500	Non-Capital Furn/Equip/Tools	1,770.09	772.06	1,000.00	1,000.00	1,000.00
523100	Uniforms and Clothing	729.14	292.79	336.00	336.00	336.00
532220	Business and Auto Allowance	175.00	300.00	300.00	300.00	300.00
533100	Boulder County Youth Corp	2,500.00	2,800.00	6,574.00	8,277.50	10,500.00
535010	Communication Svcs-Cell Phone	26.62	19.79	80.00	80.00	80.00
547031	Prof Serv Lndscp Bridge House	2,580.16	2,157.54	2,500.00	2,700.00	2,916.00
550030	Parts/Repairs/Maint-Grounds	4,412.26	2,576.88	4,000.00	20,000.00	20,500.00
Total 757 – Open Space Trail Maintenance		106,461.12	114,172.27	128,078.00	201,591.50	215,272.00
Division: 758 – Open Space New Trails						
511000	Regular Salaries	18,118.72	24,223.23	26,258.00	41,082.00	43,582.00
511200	Overtime Pay	161.67	16.24	30.00	30.00	30.00
512000	FICA Expense	1,383.66	1,819.89	1,965.00	3,011.00	3,183.00
512100	Retirement Contribution	1,104.13	1,578.84	1,709.00	2,673.00	2,834.00
512200	Workers Compensation	221.08	261.09	291.00	403.00	428.00
513000	Medical Insurance	1,780.29	2,252.41	2,235.00	6,291.00	6,920.00
513100	Dental Insurance	138.63	165.34	157.00	422.00	430.00
513200	Vision Insurance	31.00	38.67	37.00	61.00	61.00
513300	Life, AD&D & LTD Insurance	138.43	195.29	220.00	229.00	229.00
513400	Employee Assistance Plan	4.82	6.38	7.00	16.00	16.00
523100	Uniforms and Clothing	30.00	22.50	-	-	-
532220	Business and Auto Allowance	17.50	30.00	30.00	30.00	30.00
535010	Communication Svcs-Cell Phone	0.50	-	10.00	-	-
Total 758 – Open Space New Trails		23,130.43	30,609.88	32,949.00	54,248.00	57,743.00
Net Change		(967,746.57)	363,454.52	513,754.00	436,392.46	(38,481.00)

* Open Space and Parks were reported as a consolidated fund in 2022 and 2023. Per a voter approved tax change effective January 1, 2024, they are reported as separate funds in 2024 and future years. Revenue shown for 2022 and 2023 is split among the two new funds, except for grants. Central Fund-Wide Charges and Snow and Ice Removal expenditures are also split among the two funds for the years 2022 and 2023.

DRAFT- MEMORANDUM- FOR OSAB CONSIDERATION DURING THE MAY MEEITNG

To: City Council and City Manager
From: Open Space Advisory Board
Date: May 7, 2025
Re: Acquisition Process Recommendations

Recently the Open Space Advisory Board completed its annual review of the Property Acquisition List (attached) that was created by the Board and after careful consideration and discussion would like to make the following recommendations to the City Council and the City Manager.

- The Board recommends that the City create a formal process for how potential acquisition properties will be identified and purchased. The City doesn't currently have a documented process for property acquisitions and the Board is concerned that this will put the City at a disadvantage relative to private buyers should an appropriate property become available for purchase. By creating and implementing a formal acquisition process it is the Board's belief that the City will be able to make informed decisions about potential acquisitions in a faster and more efficient way that will increase the odds of successfully acquiring a property should Council choose to do so.
- The Board recognizes that the creation of a formal documented acquisition process will take time to develop and would like to recommend the following steps that can likely be implemented in the near-term that will increase the odds of the City successfully acquiring properties on the Property Acquisition List should one become available for purchase. They are:
 - **CM/staff** begins the process of proactively reaching out to owners of the highest priority properties as outlined on the attached Property Acquisition List created by OSAB in order to build a relationship with the owner(s) and to express the City's interest in possibly purchasing the property should it become available. A Right of First Refusal can also be sought but likely isn't necessary at this stage.
 - **CM/Director** establishes a relationship with a local commercial real estate broker who can keep the City apprised of the market and properties that might become available. Director appoints someone as the primary contact for the broker and that person periodically checks in with the broker. Broker might also add staff to an MLS search so they are notified in real time as properties are listed for sale.
 - **CM/City Council/Staff** participates in site visits of top priority properties as outlined by OSAB's Property Acquisition List, possibly with an OSAB

member(s), so **CM/City Council** understands the reasoning and logic behind OSABs recommendations.

The Open Space Advisory Board believes it is critically important that the City establishes a relationship with the owners of potential acquisition properties as soon as possible and well ahead of when a property might become available for purchase. This will increase the likelihood that the City will become aware of a property's availability before it goes on the market, giving the City more time to carefully consider purchasing the property and ultimately increasing the odds of a successful acquisition.

DRAFT