

Parks & Public Landscaping Advisory Board

Agenda

**May 3, 2023
Library Meeting Room
951 Spruce Street
6:30 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.

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID # 885 1622 9475
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/pplab

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

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Communication and Outreach- Ginger Cross Senior Marketing Specialist
 - Median Projects
 - GMMP Findings
 - PPLAB- outreach

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.

VII. Staff Updates

- Chris Lichty, City Forester- review of Urban Tree Canopy management.

VIII. Board Updates

IX. City Council Feedback

- What do you consider to be the purpose and role of your body? Do you have any suggestions on changing the role in the future?
- What have been your greatest successes? What about your greatest failures?
- How is your purpose to develop your annual work plan? How does it align with Council's work plan?
- If Council will be considering changes, what changes would you recommend?
- Do you feel that your body has been effective or ineffective? Why?
- City Council has an informal policy of managing meeting time and canceling or reducing meeting times when agendas are light. What are the practices of your body in regards to agenda development, meeting duration, and meeting tempo?

X. Prioritizing Unfunded Parks Projects- discussion Patricia Rogers

XI. Discussion Items for Next Meeting

XII. Adjourn

Parks & Public Landscaping Advisory Board

Meeting Minutes

**March 1, 2023
Library Meeting Room
951 Spruce Street
6:30 PM**

Call to Order – Co-Chairperson Laurie Hanford called the meeting to order at 6:38 p.m.

Roll Call was taken and the following members were present:

Board Members Present: Ellen Toon, Laurie Hanford, John Webb, Patricia Rogers (remote), Cynthia Corne Musselwhite, Signe Maria Buck (remote)

Board Members Absent: Shannon Mihaly

Staff Members Present: Abby McNeal

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

Approval of Meeting Minutes – The minutes from the February 1, 2023 meeting were approved as corrected. Members agreed that minutes need not be as detailed in the future to allow participation of the Secretary in discussions.

Public Comments - Cindy Bedeell, long time Louisville resident, expressed approval of PPLAB agenda focusing on water wise plants in the medians, xeriscaping emphasis, and that it is more attractive to see waterwise plants in median plantings than gravel.

Staff Updates -

1. Seven new oak trees were replanted along McCaslin, Cherry and Via Appia.
2. Staff met earlier this evening with Bee City Subcommittee to figure out meeting times moving forward, Parks Dept. has ordered five Bee City signs, with Bee City USA logo, signs will be moved around city, to Arboretum, City Hall Pollinator Flower bed, along replanted prairie meadow theme area along side of Community Park pond, Cottonwood Park for annual/perennial planting, and at Annett Brand garden, possibly

City of Louisville

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- at Pocket Prairie plantings (checking with Open Space Department). Signs will be moving around from time to time, QR reader included, with possible placement at South St. underpass in future. City planted 11 Russian sage and rudbeckia there, which will be blooming by mid-summer. City Staff were excited to pick sign locations. Committee discussion suggested that Cleo Murdock Park would be a good place for a Bee City sign in the future.
3. Staff presented an overview of the General Maintenance Management Program best management standards and practices, to promote Staff buy-in at the RAB meeting.
 4. Staff appreciated PPLAB positive feedback on performance.
 5. Rec. Advisory Board passionate about Tennis Court repairs and maintenance, maintenance and improvements at Centennial and Pirates parks, repainting pickle ball lines at In Line Skate Rink.
 6. Staff had final review of plant list for median project, Deb Fahey's comments were taken to heart, with review of all heights for corner end cap plantings, with above 80% preferences for design choices.
 7. Patricia requested for April meeting: Discuss appropriations for unfunded parks projects, Staff will add to agenda, including dog parks.
 8. Zip line in Cottonwood Park waiting on parts, Staff disappointed in delay of parts, but Zipline cannot open until parts are safely installed, manufacturer is handling the repairs.

Board Report-

Dog Park

Susan McEachern and Patricia Rogers are PPLAB and OSAB volunteers with OSAB Dog Park Tiger Team

Joint PPLAB/Recreation Advisory Board

Rec Advisory Board continuing to meet with PPLAB representative

Bee City USA Subcommittee

1. Bee City Committee USA Subcommittee held first meeting this evening. We had six new committee members and one City Staff representative. We introduced board members, selected Committee Chair, Co-Chair and established a rotating Secretary position. Committee discussed salient features of the Ethics and Open Meetings portion of the Meeting packet, and reviewed Sunshine aspects of Advisory Board Committee Meetings.
2. John has contacted Laura Rost at Bee City USA office in Portland to discuss aspects of Bee City USA Committee activities "on the ground."
3. Bee City USA has a grant program of \$1000 for eligible Bee City USA Affiliates to put toward replanting native and pollinator friendly plants following catastrophic fire events. Additional grants are probably available from other agencies, especially Resource Central and Boulder Community Foundation. Community members affected by the Marshall fire can apply for 2 free

“Garden in a Box” plantings available from Resource Central in Boulder. Other grants may be available, which Bee City USA Committee is looking into.

4. Bee City Committee outreach to schools: Patricia reported contacts with Louisville Elementary, Coal Creek Elementary, and Fireside Elementary Schools. Louisville Elementary not much interest at present, but Coal Creek and Fireside are interested in working with Bee City programs. John was contacted by a friend who has a High School Senior that belongs to the Eco Warriors Club at Centaurus. They are planning on making a Pollinator Garden at Centaurus.
5. Bee City USA Committee started a Work Plan, including:
 - i. Investigating Grant programs for Pollinator Gardens
 - ii. Outreach to Community and Schools
 - iii. Integrating with Staff to distribute pollinator friendly and water wise plant lists
 - iv. Explore having a booth at Taste of Louisville
6. RAB Reps. Shannon and Patricia acknowledged for their contributions to RAB, and former PPLAB member Shelly received a certificate of appreciation for her 11 years of service.
7. Open Space Tax Taskforce: first meeting scheduled for 13th March. Both Ellen and Laurie will miss meeting on 13th, PPLAB selected Cynthia as an alternate representative.
8. PPLAB Work Plan focusing on Medians and Entrances: Abby working on 104 known locations to determine who is responsible for maintenance or where no active HOA exists. Accessing laser fiche, list narrowed down to 72 that are probably Parks Dept. responsibility. Tier one Design plans “out on the street” in April, then Parks Department will start playground renovations
9. No update on Master Planning
10. Working with Project Manager on funding for park signs, five park signs identified for replacement.
11. Question regarding funding for dog park, etc. Are community members participating? How do park benches and plaques get funded? Staff answered that Memorial benches program are on hold, especially due to concerns that OS areas “over benched.” Parks staff will revisit later in 2023.

Discussion Items for Next Meeting

- Agendas and meeting notes are due by 3:00 p.m., Tuesday the week before PPLAB meeting.
- PPLAB will host Chris Lichty, City Arborist at May meeting.
- Bee City USA Subcommittee report.
- Follow up for consultant report on Parks Dept. communications report – we have more parks than many towns our size, can this be integrated into Louisville marketing?

Parks & Public Landscaping Advisory Board

Minutes

March 1, 2023

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- Louisville City Limits signage, e.g. Exit from 36, coming from Boulder lacks Louisville designation, other issues regarding McCaslin signage, Louisville entry signage, especially sign on Rt 42 north of Town, Railroad style sign too small, hard to read
- Marshall Fire Pet Memorial?
- Community Outreach - How far do we go in education outreach to community (like median update)?
- Median report to touch base on timeline, continue oversight as part of our work plan.

Adjourn – The meeting was adjourned at 7:44 p.m.

Month	Golf	Recreation & Senior Center	Open Space	Parks/Trails	Other Projects	City Publications
January	Monthly e-news & Social Media 2023 Website updates	Monthly e-news & Social Media New Years Day Pass Sale (1/1) New Years Fitness Event (1/1) Talk with the Teachers (1/5) Immune Support (1/10) Indian Recipe (1/12) Friday Family Fitness (1/12) Preschool Registration (1/20) Middle School Splash Night (1/27)	Council Sales Tax Ballot (1/24)			Spring Community Update (March-May) PROS Articles Content Due Tuesday, January 24
February	Monthly e-news & Social Media Print 2023 Membership Brochure Promote Registration for 2023 Jr Programs Promote Beginner League Time to renew GHIN Job Fair (2/15)	Monthly e-news & Social Media Buddy Challenge (2/1-2/29) Job Fair (2/15) Daycamp Registration (2/15) Summer Catalog Begins (2/10) Sweetheart Dance (2/11) Right Way to Lose Weight (2/14) Glow Pool Party (2/25) Hiring Campaign/Job of the Week -----	Fire Mitigation Open House (2/6) Job Fair (2/15)	Bee City Designation Job Fair (2/15) Parks Management Plan	YAB Meeting (2/2) Set Up Engage Louisville Submissions (by 2/21) YAB Update to Council (2/21)	Spring Community Update (March-May) Community Calendar To Printer: Monday, February 6 Mailed: Wednesday, February 22
March	Monthly e-news & Social Media Membership Drive for all passes and monthly payment Leagues- CCWGA Spring Meeting (3/6) CCMGA Begins (3/26) Dynamic Pricing Education Promote Drive, Chip, Putt Promote Couples League Toptracer Press Release	Monthly e-news & Social Media Spring Break Camps March Madness Lap Challenge Storywalk (3/14) Hiring -----	Coyote Run Trail Resurfacing Composte Update We Love Open Space Campaign Education Program Theme Sticker Project Sales Tax Task Force Starts	Composte Update Spring Cleaning - Aeration/Field Preparation Parks Website Refresh Sales Tax Task Force Starts	YAB Meeting (3/2) Announce Pet Mayor & Submissions Open (3/3) Pet Mayor Submissions Close (3/31)	
April	Monthly e-news & Social Media Member Appreciation (??) Opp 36 Begins (??) Stokers Begin (??) Aerification (4/10-4/12) Callaway Demo Day (4/28) Jr. Drive, Chip, Putt Job Fair (4/5) Promote Toptracer	Monthly e-news & Social Media Hydration Challenge Job Fair (4/5) Catalog to Print (4/6) Summer Registration Begins (4/19 & 4/21) Fishing Frenzy (4/21) ----- Senior Services Open House (4/10)	Job Fair (4/5) Open Space Stargazers (4/16) Fishing Frenzy (4/21) Earth Day Volunteer Event (4/22) Volunteer Weed Pull (4/27) Grazing (goat & Cattle)/Neighbor Outreach Dark Sky Program/Dark Sky Week Raptor Monitoring 104th Street Trail Opening (??) Adopt Volunteer Push	Arbor Day - Event Arbor Day - Tree City Job Fair (4/5) Earth Day Median Renovation Project Comms	Pet Mayor Voting Opens (4/4) YAB Meeting (4/6) Pet Mayor Voting Closes (4/18)	Summer Community (June/July/August) PROS Articles Content Due Tuesday, April 25
May	Monthly e-news & Social Media Callaway Demo Day (/) PGA Jr League begins (5/5) Mothers Day Special (5/14) Promote Junior Pass Jr. Drive, Chip, Putt (5/1)	Monthly e-news & Social Media Youth Pass Sale Mother's Day Special (Su 5/8) Memory Square Opens (5/26) Memorial Day Facility OPEN (5/29) Touch a Truck (6/3) ----- Older American Month Proclamation Older American Month Event (5/24) Blooming Seniors Plant Sale (5/20)	Noxious Weed ID (5/20) Bird Walk Plein Air Painting (5/21) Wildland Fire Hazard & Risk Assessment Open House (5/24)	Pollinator Gardens Flower installation at downtown dining Flower bed renovation at City Hall	YAB Meeting (5/4) Pet Mayor Winner Announced	Summer Community (June/July/August) To Printer: Friday, May 5 Mailed: Tuesday, May 23
June	Monthly e-news & Social Media Mizuno Demo Day (?) Callaway Demo Day (Sa 6/3) Fathers Day (6/15) PGA Summer Camps Begin Callaway Demo Day - (?) Educate on Pace of Play	Monthly e-news & Social Media Fathers Day Special (6/18) ----- 60+ Summer Picnic (7/7)	Mowstrip Contracted Mowing Bike to Work Day (w/ Sustainability) (6/28) National trails Day Vol Event (6/22) City Council Wildland Fire Hazard and Risk Assessment Mitigation findings Plein Air (6/25) 4th of July Fire Hazard Boulder County Youth Corps	First round of public Input meetings for four parks (Enclave, Joe Carnival, Meadows, Sunflower)		

July	Monthly e-news & Social Media Fourth of July Lv Chamber Open-(7/14) National Parks and Recreation Association (NPRA) Month "Where Communities Grow" ("Adventures with Lou" Project)	Monthly e-news & Social Media National Parks and Recreation Association (NPRA) Month "Where Communities Grow" ("Adventures with Lou" Project) Facility CLOSED (7/4) ----- 60+ Ice Cream Social (7/20) 60+ Summer Picnic (7/7)	National Parks and Recreation Association (NPRA) Month "Where Communities Grow" ("Adventures with Lou" Project) Wayfinding (?) Prairie Dog Relocation Wayfinding (?) Pulling for Louisville Weed Pull Wildflower Hike Pocket Prairie Tour ----- National Parks and Recreation Association (NPRA)	National Parks and Recreation Association (NPRA) Month "Where Communities Grow" ("Adventures with Lou" Project)		Fall Community (Sept/Oct/Nov) PROS Articles Content Due Friday, July 28
August	Monthly e-news & Social Media	Monthly e-news Maintenance Week (Sa 8/12-F 8/18) Fall Registration Membership Campaign -----	Saturn by Starlight Plein Air Painting Pulling for Louisville Weed Pull Event DOLA Volunteer Poop Pick Up			Fall Community (Sept/Oct/Nov) To Printer: Monday, August 7 Mailed: Wednesday, August 23
September	Monthly e-news & Social Media Community Food Share ? Determine Free Gifts for 2023 Memberships Fall Aerification (9/5-9/7)	Monthly e-news ----- Falls Prevention Month National Senior Center Month	Grazing Plein Air	Park/Playground Construction (TBD)	September 4 – Inauguration of Pet Mayor at the Labor Day Pet Parade	
October	Monthly e-news & Social Media Promote Sponsorships Create 2023 Membership Marketing Materials	Monthly e-news Customer Appreciation Week (??) Blood Drive ----- Senior Wellness Fair (F ??)	Contracted Mowstrip Mowing Spooktacular Plein Air Astronomy Program			Winter Community Update (Dec/Jan/Feb) PROS Articles Content Due Tuesday, October 24
November	Monthly e-news & Social Media EOY Membership Sale Campaign Begins (F 11-24)	Monthly e-news & Social Media Fitness Challenge ----- Thanksgiving Feast	OS Sales Tax Voting Scatts & Tracks Plein Air exhibition Astronomy			Winter Community Update (Dec/Jan/Feb) To Printer: Friday, November 3 Mailed: Monday, November 20
December	Monthly e-news & Social Media Push Membership purchase/renewal	Monthly e-news & Social Media Pass Sale ----- Tree of Warmth Winter Celebration				

2023 PPLAB Work Plan

December 1, 2022

Priority	Program Area	PPLAB Recommendations
	Community Entryways/ HOA	Review maintenance responsibilities for community / HOA entryways Recommend Design and plants palate
	Median Renovations and Playgrounds Projects	Review and support design process for Tiered median and playground projects- McCaslin, Via Appia, Dillon/St Andrews and Playgrounds in Joe Carnival, Meadows, Enclave and Sunflower (feature)
	Bee City USA	Signage, education outreach, renewal application
	Parks and Open Space Sale use Tax	Sales use tax sun setting in 2023 collaborate with OSAB on supporting renewal
	Cottonwood Park Master Plan/Parks Master Plan support	Not currently in the 2023 budget; could be standalone request
	Parks Signage	Prioritize park sign replacement and upgrades
	Arboretum	Provide input on upgrades to Arboretum and replanting of trees

Requests are in no order of priority.