

# Open Space Advisory Board

## Agenda

Wednesday, March 13, 2024  
Library 1<sup>st</sup> 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](http://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](mailto: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 Public Comments on Items Not on the Agenda (5 minutes, more time as needed)
6. 7:10 pm Staff Updates (5 Minutes)
7. 7:15 pm Board Updates (5 Minutes)
  - Tiger Team- Grants

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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](mailto: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.

- Acquisition Process Review Group
8. 7:20 pm Action Item: Review and Approval of Open Space Interpretive Education Panel Locations & Concepts. Presented by Catherine Jepson, Open Space Specialist (20 Minutes)
  9. 7:40 pm Action Item: Finalize OSAB Work Plan Priorities for 2024. Presented By Susan McEachern, OSAB Chair (20 Minutes)
  10. 8:00 pm Discussion Item: OSAB Recommendations for Capital Improvement Projects. Presented by Ember Brignull, Open Space Superintendent (40 minutes)
  11. 8:40 pm Discussion Items for Next Meeting April 10<sup>th</sup>, 2024
    - New Position Requests & Operational Budget Request
    - Review of Methodology for Internal Acquisition Process
    - Discuss Joint Meeting with Lafayette Open Space Board
    - Ranger Presentation of their Work
  12. Adjourn

Open Space Advisory Board Meeting Minutes  
Wednesday, February 14, 2024, 7:00pm  
Louisville Public Library, 1<sup>st</sup> Floor Meeting Room  
951 Spruce Street

1. **Call to Order** (7:04 pm) – Susan McEachern
2. **Roll Call** - Members present: Susan McEachern, Charles Danforth, David Blankinship, Andy Dorsey, Jessamine Fitzpatrick, Michiko Christiansen, Mark Poletti. Brad Pugh joined by phone since the remote option wasn't functioning. City staff present: City Manager Jeff Durbin, Open Space Superintendent Ember Brignull, Finance Director Ryder Bailey, Councilmember Deb Fahey
3. **Approval of Agenda** - swapped published agenda items 7 and 8 (original numbering preserved below). Andy moved; Jessamine seconded. passed unanimously.
4. **Approval of January Minutes** - Susan moved, David seconded, passed unanimously
  - 4a. **Board reintroductions** for the benefit of Andy Dorsey, who missed his first meeting in January.
5. **Staff Updates** (7:11 pm, Ember)
  - Concern about social trails, off-leash dogs in grazed/browsed areas.
  - David asked for any updates on the outbuilding construction on Empire Road property near Aquarius Open Space in unincorporated Boulder County. Jessamine relayed that the county decided that the building plans didn't violate the terms of the conservation easement on the property and there is a letter in the file from the county easement person stating this. She thought that they got approval for the construction originally but then the county determined that what they started building didn't conform to what was approved. They needed to have additional hearings and she assumed that there was some sort of pause put on the project which is why construction isn't happening right now. She thought the violation had more to do with zoning than an easement violation, but she is not totally sure. In any case, the county is on top of the issue and anyone who is curious can pull up the parcel on the county website and see all the filings and permits.
  - David asked whether the new Open Space signage such as slow zone signs around Warembourg Open Space are related to wayfinding. Ember noted that they are not and that wayfinding signs will be different.
6. **Board Updates** (7:25 pm)
  - David: South Boulder Road task force report. Presentation next month for task force vision.

- David: Hwy 42/South Street underpass charette report. Discussion of underpass scope, budgets.

**8: Discussion Item: Establishing Separate Open Space & Parks Funds.**

Presented by Ryder Bailey, Finance Director (7:40 pm) (see packet for details)

- Forward projections over 7 years of Open Space/Parks revenue/expenses under business-as-usual scenario (100% to Parks) and 50/50 split of general funds scenario. Parks is in the red and Open Space in the black in both scenarios, but it is more pronounced in 50/50 split. Note, the second scenario is not in line with financial policy 5.3, which requires a structurally balanced budget, and Ryder plans to recommend the 100% to Parks option to the Finance Committee and to City Council.
- Michiko: could volunteer labor help balance expenditures? Ember: a little bit.
- Jessamine: how are trail maintenance funds allocated? Ember: Parks and Open Space trails usually come out of their respective budgets.

5-minute recess

**7: Public Comments on Items Not on the Agenda (8:42 pm)**

- Cathern Smith representing Louisville Open Space Advocates (LOSA) - Long history of Low and Slow Open Space Budgets that need to be rectified going forward.
- Comparison of parks and Open Space budgets w/ and w/o capital outlay, contend it doesn't make a difference to general parks vs Open Space. Charles disagreed: trend is the same, but numbers are very different.
- Cathern: Can we do more with our OS? Focus first on restoration, which has been mostly neglected for many years.
  - "We'll never be Boulder, but we can be Better."
- Fiona Garvin - suggests a short-term sign campaign like the "there is no poop fairy" regarding people leaving bagged dog poop on the trails.
- Fiona Garvin - question: is there a plan for North Open Space nature play structure building? She is concerned about fire danger and impact on open space.

**9: Discussion Item: Debrief Regarding February 13, 2024, Meeting with City Council Regarding OSAB's 2024 Work Plan. 8:57 pm** Presented by Susan McEachern.

- Everyone agreed that it was nice to meet with Council and interact.
- Michiko: Is it possible to meet with Council every year?
  - Susan: yes, because they need to approve our work plan.
  - Deb: in discussion. Maybe every year, maybe every other.

- Continuing questions regarding quasi-judicial nature of OSAB. Still unclear, and we will await further training from staff.
- General surprise at how little Council knew about our acquisition efforts. "Is the tail wagging the dog on acquisitions?"
- Brad: Given how long it takes the city to do anything, we should work to reach out to landowners of high-priority parcels now. General agreement.

10. **Action Item: Board Housekeeping.** Presented by Susan McEachern, OSAB Chair: (9:15 pm)

Assigning Board Members to Tiger Teams:

- Trails Tiger Team - Charles and David still willing, though interest from Andy and Mark as well.
- Susan proposed Grants Tiger Team to pursue outside funding from Great Outdoors Colorado (GOCO), etc. - suggested that Jessamine should be involved. (Jessamine had left by this time. To revisit at March meeting.)
- Acquisitions Tiger Team - Brad and Michiko volunteered to lead an effort to improve the acquisitions process with city staff and City Council.

Secretary Assignments: March: Jessamine, April: David, May: Michiko

11. **Discussion Items for Next Meeting** March 13<sup>th</sup>, 2024 (9:29 pm)

- Determine Priorities for 2024 based on February 13 presentation to City Council
- OSAB Recommendations for Operational & Capital Improvement Projects
- Boulder County Parks & Open Space Trails and Property Request
- Interpretive Education Plan
- Bryon Weber, Project Manager, to present Trails CIP possibilities

12. **9:47 pm Adjourn**

## **MEMORANDUM**

**To: Open Space Advisory Board**  
**From: Open Space Division**  
**Date: March 13, 2024**  
**Re: Information Item 6: Staff Updates**

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### **General:**

1. Updates to the Quasi-Judicial process for OSAB & PPLAB are tentatively scheduled to go to City Council for first reading on April 16 and second reading on May 7. No updates on training at this time.
2. Staff is working on a Permitting Policy to address concerns and ensure equity with approval of Access and Use Permits. This Policy will help determine qualifying criteria for access to Open Space and addressing research, local camp groups, contractors, and private access, etc.

### **Natural Resources:**

1. Staff is working with the Colorado Avian Research and Rehabilitation Institute to install three new American kestrel boxes on select Open Space properties and two on the Coal Creek Golf Course. Open Space already has 5 boxes throughout Open Space. These boxes will be monitored by CARRI as part of their research on the species to help understand the decline in populations.
2. Some of the prairie dog barrier fencing was damaged during the high winds on Davidson Mesa Open Space. Staff is working to reinstall the two sections.

### **Maintenance & Trails:**

1. Staff cleared and removed materials clogging the drainage at Bullhead Gulch. It was apparent that the drain did not have a clear and graded path for dispersing the water. Staff then assessed the slope and flow capability of the storm drainage system to find that the concrete and flow path of the drain had a reverse grade creating an incorrect slope for proper water flow. Staff did their best to regrade and correct the flow issue on the back side or exit point of the drain by removing the vegetative material. Then installed a French drain to prevent a tripping hazard. The drain is still not performing adequately so staff requested that the Public Works department review the drain and provide solutions/repair. Please see photos provided on the next page.



2. Staff continues to install slow zone signs at their approved and designated locations. There are 11 signs left to be installed with the plan to install four more on February 29<sup>th</sup>, 2024.

**Resource Protection:**

1. City staff alerted rangers to several earthen ramps that had been constructed at Walnut Open Space. The ramps and holes were dismantled, and the area will be reseeded with native seed mix to restore the area. The photos below are before and after the ramps were deconstructed and the holes were filled. The case is inactive pending additional leads.
2. Both rangers will attend the Rocky Mountain Ranger Association annual member meeting on March 27. The meeting will include a training on courtroom preparation and procedures.





**Education/Volunteer:**

1. Staff and Weed Whacker volunteer, Susan McEachern, are meeting with the volunteer weed control coordinator in Superior to discuss collaboration opportunities.
2. Staff is discussing a policy regarding large group registrations for events and determining appropriate measures to ensure equity and inclusion for local residents.

**Education Events Upcoming:**

1. Sunday, 3/24/2024 from 3:00 to 5:00 PM, How to Paint Plein Air at City Services Building.
2. Sunday, 4/7/2024 from 7:30 to 9:30 PM, Open Space Stargazers: Celebrate Dark Sky Week at Aquarius Open Space.
3. Monday, 4/8/2024 from 11:30 to 2:00 PM, Open Space Stargazers: Eclipse Viewing at the Louisville Public Library.

**Education Events Past:**

1. Sunday, 3/3/2024, from 6:00 to 8:00 PM, Open Space Stargazers: King of Planets. Postponed due to weather.
2. Tuesday, 3/5/2024, from 6:00 to 7:00 PM, American Kestrels. Participation number not available at time of publication.

# Memorandum

**To: Open Space Advisory Board**  
**From: Catherine Jepson, Open Space Specialist**  
**Date: March 13, 2024**  
**Re: Action Item 8: Review and Approval of Open Space Interpretive Educational Panel Locations and Concepts**

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## **Purpose:**

The purpose of this discussion item is to review the current and proposed interpretive panel locations, review the text and artwork for the development of two 2024 interpretive signs, and select final locations for the 2024 interpretive signs. This memo has been split for the two review items with Part 1 to discuss system-wide interpretive signage; and Part 2 for discussion of interpretive signage designated for development in 2024.

## **Part 1: System-wide Interpretive Panel Locations**

Staff is requesting OSAB's provide a yes/no on proposed future sign themes and properties. If OSAB doesn't approve with the themes presented, staff will come back to OSAB to gather feedback and input at a future meeting.

## **Background & Request of OSAB:**

During the interpretive signage presentation at the January OSAB meeting, members expressed a concern about potential over-crowding of signage on Open Space. In response, staff has provided comprehensive documentation for review. Please come prepared to discuss these materials and offer any additional feedback.

Included in the OSAB packet are:

- An Interpretive Sign Locations Map, illustrating current, existing, and proposed interpretive panel locations.
- A detailed list of these locations, including sign themes, to facilitate a thorough understanding of signage placement throughout the Open Space system in the Existing & Proposed Interpretive Sign Locations List.
- 2024 sign locations map-Part 2

The map and list of these locations identify the 7 existing interpretive panel locations (total of 11 signs), 2 signs for development and installation in 2024, and 3 proposed interpretive panel locations

recommended for development in 2025. Photos of some of our existing interpretive signage are provided at the bottom of this document for reference.

The 3 proposed future signage, included in the CIP submittal, are recommended for installation on Warembourg, Coyote Run, and North Open Space properties. Below are the proposed themes for these signs.

Proposed themes for future interpretive signage:

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

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

## **Part 2: Proposed 2024 Signage**

Staff is requesting OSAB approval of staffs recommended sign locations which are presented on the 2024 Sign Locations Map and concepts for language on the signs (listed below).

### **Background & Request of OSAB:**

At the January OSAB meeting, staff presented potential themes for the two interpretive panels to be developed and placed on Daughenbaugh and Davidson Mesa Open Space properties in 2024. The topics agreed for these signs are: prairie dogs for Daughenbaugh sign; and noxious weeds with focus on prairie restoration, weed control, grazing, and wildlife for the Davidson Mesa sign. Staff has secured a contractor to develop the artwork and layout of the signs which will then be fabricated and installed on pedestals in late 2024.

Staff has drafted the text for these signs provided below with a description of the artwork for each sign. The text for the sign will be finalized with the contractor and staff is not requesting red-lines on the content of the signs.

### **Daughenbaugh Prairie Dog Sign:**

The sign on Daughenbaugh will be about prairie dogs and the proposed artwork will include a view over the prairie dog colony showing above and below ground (burrow system) and the species which

benefit from the colony. Local species found around prairie dog colonies will be included in the artwork.

**Proposed Text:**

Behold the black-tailed prairie dog, very social members of the squirrel family! These cute rodents are considered “keystone species” whose expansive habitat once covered thousands of acres of the High Plains. Over decades of habitat loss, disease, and poisoning; prairie dog populations have been reduced significantly from their original size along the Front Range.

Prairie dogs are considered a “keystone species” of healthy grassland ecosystems due to the number of species that depend on them. Prairie dog colonies provide an important food source and habitat for a variety of wildlife. In intact grasslands, prairie dogs’ digging activities can stimulate new plant growth. However, in areas where non-native species have created unsuitable vegetative conditions, their burrowing can create barren land.

Historically, prairie dog towns would gradually move across the plains, stimulating new native plant growth with their digging activities. Today, many prairie dog towns in cramped urban areas cannot move, causing them to graze the same area down to bare ground and encouraging weeds. Conflicting views about species protection vs. over-crowding and dispersal concerns, creates challenges for land managers to maintain healthy populations.

**Blurb:**

Prairie dogs are an important food source for coyotes, large hawks and eagles, bobcats, foxes, and the critically endangered Black-footed Ferret (not found on Louisville Open Space). Their burrow system provides shelter for burrowing owls, swift fox, rabbits, snakes, insects, and even salamanders!



Picture of example prairie dog sign

### Davidson Mesa Proposed Text:

As decided during the January OSAB meeting, the theme for the interpretive sign on Davidson Mesa will be noxious weeds and will cover prairie restoration, weed control, grazing, and wildlife. The picture on the sign will be the artists' rendition of an overview of Davidson Mesa showing a monoculture of common mullein and diffuse knapweed (undesirable vegetation) on one side, and a native prairie (desirable vegetation) on the other side. The native side would show a variety of native grasses and shrubs and the wildlife which benefit from the prairie habitat.

### Proposed Text:

What are noxious weeds and why are they a problem? Noxious weeds are non-native and invasive plants which have been introduced by accident or spread from gardens. Historic remnants of short grass prairie are found here on Davidson Mesa. Noxious weeds pose a real threat to these native plants and can significantly decrease wildlife and plant diversity and habitat.

Noxious weed management is an important component of prairie restoration. Without management, noxious weeds can often become a "monoculture", preventing the establishment of native species and deplete wildlife habitat by reducing available food and nesting habitat. Management is required by the Colorado Noxious Species Act.

Seeds from noxious weeds can easily spread by hitchhiking on animals, people, vehicles, and by wind and water. Please stay on maintained trails and leash pets while enjoying Open Space to help prevent the spread of weed seeds.

### Blurbs:

Noxious weeds are not native to this area, they have an advantage over native species as local parasites and diseases do not keep weed populations in check.

The City of Louisville uses an Integrated Weed Management approach to control noxious weeds on Open Space which includes biological (insects, grazing), mechanical (hand-pulling, mowing), cultural (reseeding, prescribed fire), and chemical (herbicide application) control methods.



Staff could not locate an example of existing signage to reflect desired picture for the noxious weed sign. Here is an example photo showing poor habitat on one side of artwork and desirable prairie vegetation on the right which would be used to develop the art.

**Sign Locations:**

Staff has provided a map of the proposed sign locations with photos taken from these locations in the OSAB packet. The map locations are listed in priority order with number 1 location being the staff recommendation for placement of the signs which will be secured on pedestals.

**Next Steps:**

Staff will consider OSABs recommendations when installing 2024 signage and work with a contractor to develop the layout and design of 2024 signage. Staff will bring final drafts of these signs to OSAB for review prior to fabrication.



Dutch Creek Interpretive Sign



Davidson Mesa Kiosk Signage



Harper Lake Kiosk Signage



Hecla Lake Bird Blind Signage

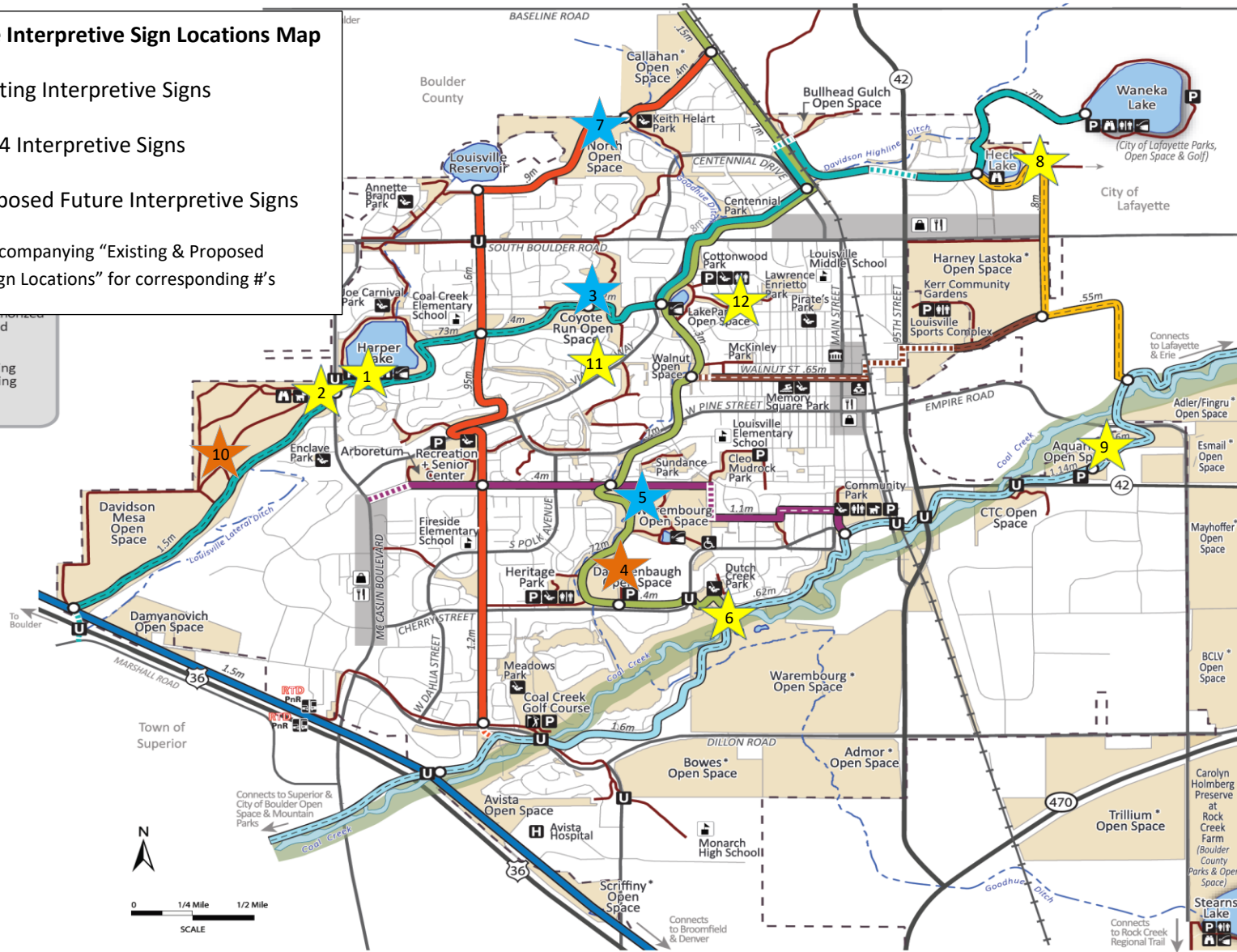
# Action Item 8: Review and Approval of Open Space Interpretive Educational Panel Locations and Concepts

## Open Space Interpretive Sign Locations Map

- ★ Existing Interpretive Signs
- ★ 2024 Interpretive Signs
- ★ Proposed Future Interpretive Signs

\*Please see accompanying "Existing & Proposed Interpretive Sign Locations" for corresponding #'s

- Motorized Vehicles
- No Littering or Dumping

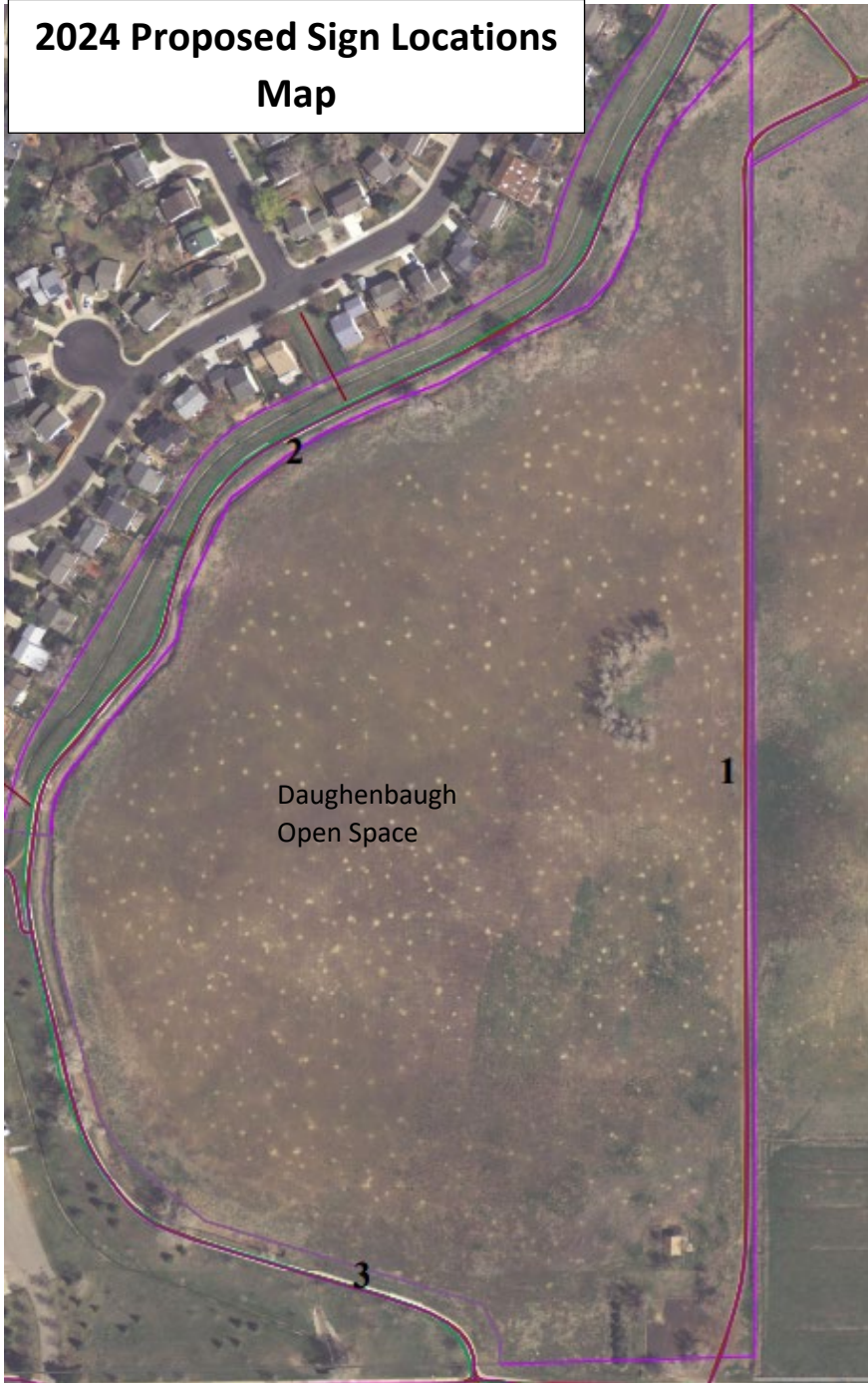


## Map Legend

- Primary Trails**
  - Lake to Lake Trail
  - Goodhue Ditch Trail
  - Powerline Trail
  - Old Town Link
  - Farmers Trail
  - Mining Trail
  - Coal Creek Trail
  - US 36 Bikeway
  - On-Street Route
  - Soft-surface trails
- Secondary & Proposed Trails**
  - Secondary + Neighborhood Trails
  - Proposed Future Trail Connections
- Property**
  - Louisville Parks + Open Space
  - Jointly Owned City + County Open Space
  - Louisville City Limits
- Icons**
  - Parking
  - Handicap Parking
  - Dog Off Leash Area
  - Fishing Lake
  - Underpass
  - Hospital
  - Wildlife Viewing
  - Restrooms
  - School
  - Library
  - Playground
  - Museum
  - Park and Ride
  - Swimming Pool
  - Golf Course
  - Shopping/Dining District
  - Railroad
  - Coal Creek
  - Ditches + Laterals
  - Lakes, Ponds + Reservoirs



# 2024 Proposed Sign Locations Map



1

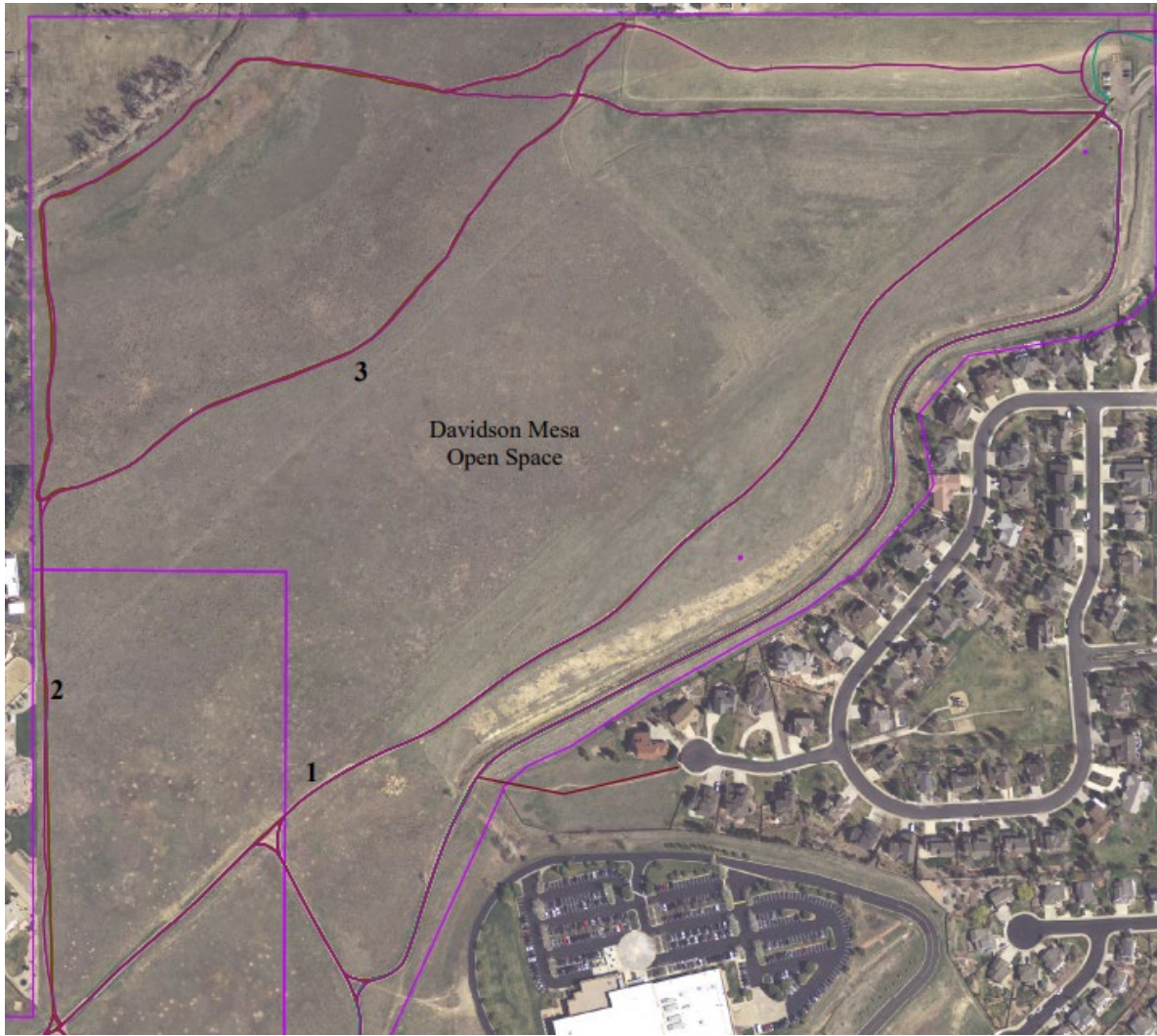


2



3





1



2



**3**



## Action Item 8: Review and Approval of Open Space Interpretive Educational Panel Locations and Concepts

Below is a list of existing interpretive signage (7 locations/11 signs), signs to be installed in 2024 (2), and proposed future sign locations (3) for interpretive signage on Louisville Open Space. Signs are listed numerically by placement along the major and secondary trails. These numbers correspond to their locations on the accompanying “Open Space Interpretive Sign Locations” map.

### **Lake-to-Lake Trail**

1. Existing Harper Lake kiosk interpretive signs (2-sided)
  - Front: Rules and regulations, wildlife
  - Back: History of coal mining in the area
2. Existing Davidson Mesa kiosk interpretive signs (2-sided)
  - Front: Rules and regulations, wildlife
  - Back: Timeline with history of the property, previous land use
3. Proposed Coyote Run interpretive sign-recommended in 2025
  - Local wildlife and habitat, focus on mammals and birds

### **Goodhue Ditch Trail**

4. 2024 Daughenbaugh interpretive sign
  - Prairie dog habitat
5. Proposed Warembourg interpretive sign- recommended in 2025
  - The history and importance of ditches for agricultural use
6. Existing Dutch Creek interpretive sign
  - Riparian areas and benefit to wildlife and recreation

### **Powerline Trail**

7. Proposed North interpretive sign- recommended in 2025
  - Native grassland restoration

### **Farmer’s Trail**

8. Existing Hecla Lake interpretive signs (3 signs)
  - Local wildlife and delivery of water to Harney Lastoka property
  - 2 bird identification panels

### **Coal Creek Trail**

9. Existing Aquarius interpretive sign
  - Mountain range view with elevations

### **Secondary Trail Locations**

10. 2024 Davidson Mesa interpretive sign
  - Noxious weeds and prairie ecosystem
11. Existing Hillside interpretive sign
  - Revegetation project
12. Existing Lake Park interpretive sign

## Action Item 8: Review and Approval of Open Space Interpretive Educational Panel Locations and Concepts

- Family history of property, pond and wildlife

## **MEMORANDUM**

**To: Open Space Advisory Board**  
**From: Ember Brignull, Open Space Superintendent**  
**Date: March 13, 2024**  
**Re: Action Item 9: Finalize OSAB Work Plan for 2024**

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### **Purpose:**

The purpose of this discussion item is to refine OSAB's 2024 Work Plan following the meeting with City Council on February 12<sup>th</sup>, 2024. Refinement may include identifying OSAB's role vs. Staff's role and prioritizing work plan items.

### **Background:**

Included below are work plan items that OSAB shared with City Council:

#### 2024 BOARD WORK PLAN:

- Sales tax planning - parks and open space fund separation
- Populating the two separate parks and open space accounts
- Creating an acquisitions fund to take prompt advantage of high-priority properties
- Establishing policy for acquisition vs. annual operational and capital expenditures
- Capital Improvement Projects: Creation and Review
- Operations Budget: Creation and Review
- Organizational Structure of Department: Should open space and parks department structure be separated to better align with budgets and functions?
- Commissioning a separate Open Space master plan, distinct from PROST plan (see section 4.02.030.B in the municipal code)
- Wildfire mitigation

### **Next Steps:**

The OSAB Chair and OSAB Staff Liaison worked together to refine the 2024 OSAB work plan. This revised document follows, please review the attached proposed document, which will be discussed and reviewed at the March Meeting. Once adopted by the board, the Director of Parks, Recreation, and Open Space will review and approve or modify as necessary.

## 2024 REVISED OSAB WORK PLAN FOR OSAB CONSIDERATION

- Stay informed of the new 2C Open Space and Parks Tax budget-related item:
  - Sales tax planning - parks and open space fund separation
  - Populating the two separate parks and open space accounts
- Review and provide recommendations on land acquisition items such as:
  - Fiscal Acquisition Reserve Policy
  - Land Acquisition Internal Process
- ~~• Establishing policy for acquisition vs. annual operational and capital expenditures~~
- Review and provide recommendations on the scope of work for the PROST Long Term Planning Document
  - ~~○ (Commissioning a separate Open Space master plan, distinct from PROST plan (see section 4.02.030.B in the municipal code)~~
  - ~~○ Organizational Structure of Department: Should open space and parks department structure be separated to better align with budgets and functions?~~
- Stay informed of wildfire mitigation efforts and provide recommendations on public-outreach materials related to mitigation efforts

# Memorandum

**To: Open Space Advisory Board**  
**From: Ember Brignull, Open Space Superintendent**  
**Date: March 13, 2024**  
**Re: Discussion Item 10: OSAB Recommendations  
for Capital Improvement Projects 2025-2030**

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**Purpose:**

The purpose of this item is to inform OSAB of the draft version of Capital Improvement Project (CIP) proposals for the 2025-2030 budget cycle and to gain feedback from OSAB. The attached spreadsheet is broken into two main components. Component one: includes existing 2024 CIP's as well as proposed new budget amendment CIP requests being presented to, and considered by, City Council on March 5, 2024. Component two: includes future CIP recommendations for 2025-2030. OSAB is welcome to add project ideas to the 2025-2030 list during the March meeting. Staff are seeking OSAB review, recommendations, and priority ranking (1-19 with 1 being your highest priority and 19 your lowest priority), please come prepared to rank projects.

**Background:**

Capital Projects are defined as follows:

*A Capital Improvement Program (CIP) is a planning process that identifies the capital investments a local government intends to make over a period of time. Capital, for a local government, constitutes the facilities and materials needed to perform the jurisdiction's functions and to produce and deliver the services expected of it. Generally speaking, capital improvements are assets that are unique, fixed in place (relatively), permanent or which have long useful lives, and are (relatively) expensive. The City's capitalization threshold is \$10,000.*

*The City of Louisville's CIP includes expenditures for buildings, land, parks, water and sewer plants, acquisition of water rights, sidewalks, streets and curbs, storm drains, major equipment and other commodities which are of significant value and have a useful life of several years.*

*The planning period for the City's CIP is six years. The expenditures proposed for the first year of the program are incorporated into the Annual Budget.*



**Next Steps:**

Open Space Division staff will review OSAB recommendations and incorporate as appropriate into the Open Space Division's Capital Improvement Projects Budgets Recommendations. Staff will provide the Division recommendations and a complete summary of OSAB recommendations to the Director of Parks, Recreation, and Open Space (PROST). The PROST Director will consider these Division recommendations and OSAB recommendation when creating the overall Department budget recommendations.

OSAB will prepare a memo stating which capital projects the board is in support of. This memo will be presented to the City Manager and Finance Director during the Department budget review on March 29th. City Council adoption of the budget typically occurs in early November.

The budget process is an open process, which will include multiple public meetings and hearings, in which the advisory boards and citizens are welcome to participate. Any advisory board input or project requests should be submitted via a memo through their board liaison who will ensure the project(s) requested for consideration are shared with the PROST Director and City Manager.

**Important budget process dates relevant to OSAB:**

- Department liaison request recommendation from the board: March 13<sup>th</sup>
- Department submits requests for six-year CIP to Finance and CMO: March 29<sup>th</sup>
- Department prepares new position requests: Due May 8<sup>th</sup>
- Department compiles Key Performance Indicators: Due June 12<sup>th</sup>

March 13, 2024 Discussion Item 10: OSAB Recommendations for Review Capital Improvement Budget 2025-2030

<b>DRAFT 2025-2030 Capital Improvement Project Recommendations (CIP)- PLANNING WORKSHEET DRAFT</b>			
Ref. #	OSAB Score	Potential CIP Projects	Brief Description
<b>2024 CAPITAL PROJECTS</b>			
<b>Existing 2024 Projects</b>			<b>Brief Description</b>
1	NA	City of Louisville Comprehensive Plan	City visioning and long term planning document
2	NA	Parks, Recreation, and Open Space Long Term Plan	Department visioning and long term planning document
3	NA	South Street Underpass	Design for the underpass with trail connectivity to Harney Lastoka/Farmer's Trail
4	NA	Hwy 42	Design for Hwy 42 as it relates to trail connectivity
5	NA	Emergency & Maintenance Access Gates	Purchase and installation of gates and fencing for emergency closure needs
6	NA	Interpretive Education Panels	Design and installation of interpretive panels at Davidson Mesa & Daughenbaugh
7	NA	Wayfinding	Fabrication and installation of wayfinding trail directional signs on the Powerline Trail
8	NA	Open Space Improvements - Trash can replacements	Purchase and installation of wildlife friendly cans (with rain /snow lid protection) to replace existing trash cans
9	NA	Soft Surface Trail Maintenance	Hecla Trail Resurfacing
10	NA	Smooth Brome Pilot Study	Pilot study to reduce Smooth Brome and reestablish native vegetation at North Open Space
11	NA	Pocket Prairies	Installation of Pocket Prairies (native plant beds) at Aquarius parking lot
<b>Proposed New 2024 CIP's (Pending City Council Approval)</b>			<b>Brief Description</b>
12		Hecla Restoration	Pending City Council Approval on May 7th- Increased weed control, reseed impacted areas, install fencing to protect critical wildlife habitat areas
13		Equipment Purchase	Pending City Council Approval on May 7th- Equipment to rip and de compact soil and to seed native grasses, trail roller, trailer, tommy gate
14		Purchase of Two Trucks	Pending City Council Approval on May 7th- For proposed two new employees
15		Purchase work stations for new employees	Pending City Council Approval on March 5th- For proposed two new employees
16		Open Space Wide Vegetation Survey	Pending City Council Approval on May 7th- Vegetation assessment to inform future work and management practices
17		Trails Master Plan	Pending City Council Approval on May 7th- Trails Master Plan for public lands to be included within the PROST Long Term Management Plan
18		Siberian Elm Removal at North Open Space	Pending City Council Approval on May 7th- Removal of non native species for Natural Resource management and fuels reduction
<b>2025-2030 CAPITAL PROJECTS</b>			
			<b>Brief Description</b>
19		Open Space Equipment	Skid Steer & replacement of aging equipment
20		Soft Surface Trail Maintenance & Design	Annual maintenance to existing crusher fines trails (replacing/repairing surfaces, design drainage improvements, reseeding trail edge etc.)
21		Concrete Trail Maintenance	Annual maintenance to existing concrete trails (cracks, lips, etc.)
22		New Trails Design & Construction	Trail design & construction supporting City wide transportation network & development projects. Submitted by Public Works, funding source "capital".
23		Parking lot Maintenance	Grading aggregate lots, maintaining striping and required ADA signage
24		Amenity Maintenance	Maintenance to existing amenities or new. North trail undercutting, vault restroom at Aquarius, retaining wall replacement at North, bench replacement.
25		Wayfinding Implementation	Installation of Wayfinding Sign Plan
26		Open Space Signs	New: Design and installation of three interpretive education signs and replacement of large property signs.
27		Open Space Planning Documents	Open Space Management Plans to provide management vision and direction by property topics: Wildlife, Riparian, updates to Prairie Restoration & IWMP
28		North Open Space Forestry Plan & Implementation	Consulting services for an ecologically sound restoration plan with a fire mitigation component & implementation of 5 ac
29		Warembourg Property Plan & Implementation	Property plan to maintain water in fishing pond and assess recreation & natural resource opportunities with construction implementation the following year
30		Community Connector Trails	Neighborhood access enhancements to the larger trail network.