

# **Open Space Advisory Board**

## **Agenda**

**Wednesday, April 10, 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)
  - Communication Clarifications

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8. 7:20 pm Action Item: Finalize OSAB Work Plan Priorities for 2024. Presented By Susan McEachern, OSAB Chair (30 Minutes)
9. 7:50 pm Discussion Item: 2025 & 2026 OSAB Operational Budget and Staffing Recommendations. Presented by Ember Brignull, Open Space Superintendent (60 Minutes).
10. 8:50 pm Discussion Item: Draft OSAB Letter of Support- Budget Amendment Regarding 2024 Capital Improvement Projects. Presented by Ember Brignull, Open Space Superintendent (15 Minutes)
11. 9:05 pm Discussion Item: Review Results of OSAB 2025-2030 Capital Improvement Project Rankings. Presented by Ember Brignull, Open Space Superintendent (20 Minutes)
12. 9:25 pm Discussion Item: Joint Meeting with Lafayette Open Space Committee and Potential Topics to be Discussed. Presented by Susan McEachern, OSAB Chair (10 Minutes)
13. 9:35 pm Discussion Items for Next Meeting May 8<sup>th</sup>, 2024
  - Review of Methodology for Internal Acquisition Process
  - Director Update: PROST Memorial Program, Open Space Encroachment
  - PROST Long Term Management Plan
  - Glyphosate and Prescribed Fire Use in Research Plots
  - Review Public Education to Discourage Citizens from Going Off-Trail in Grazing Units
14. Adjourn

**Open Space Advisory Board Meeting Minutes**

Wednesday, March 13, 2024, 7:00pm

Louisville Public Library, 1<sup>st</sup> Floor Meeting Room  
951 Spruce Street

1. **Call to Order (7:03)** – Susan McEachern
2. **Roll Call** - Members present: Susan McEachern, Charles Danforth, David Blankinship, Andy Dorsey, Jessamine Fitzpatrick, Michiko Christiansen, Mark Poletti, Brad Pugh. City staff present: Open Space Superintendent Ember Brignull; Parks, Recreation, and Open Space Director Adam Blackmore; Open Space Specialist Catherine Jepson.
3. **Approval of Agenda**
  - Susan proposed modifying the agenda such that “Discussion Item: OSAB Recommendations for Capital Improvement Projects” would come before “Action Item: Finalize OSAB Work Plan Priorities for 2024.”
  - Charles confirmed there would be a hard stop at 9pm due to weather and anything beyond that in the agenda would be moved to the next meeting.
  - Mark moved to approve the agenda with the modification proposed by Susan above. David seconded the motion. The agenda, as presented and amended, was approved without objection.
4. **Approval of February Minutes**
  - Jessamine moved to approve the minutes from the February 14<sup>th</sup> meeting. Andrew seconded the motion. The minutes were approved as presented without objection.
5. **7:05 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)**
  - There were no public comments.
6. **7:10 pm Staff Updates (5 Minutes)**
  - Refer to packet for Staff Updates memo.
  - Ember noted that the topic of quasi-judicial Board roles is tentatively scheduled to go to Council April 16<sup>th</sup>. Board training on quasi-judicial roles would follow.
  - Ember described photos of Bullhead Gulch in the memo in the packet. Noted that staff removed material from the ditch and realized it had been poured in the wrong direction. Staff are enlisting the help of Public Works to fix concrete. Ember also noted other photos, including holes from bike ramps that were fixed in the Walnut Open Space off Walnut Street.
  - David asked who should be involved for the Bullhead Gulch concrete fix and asked if the Takoda Metro District should be involved. David explained he is on the Board of the Takoda Metro District. Ember said staff would follow up with David about the maintenance requirements.
  - Adam noted that a Budget Amendment was passed at the last City Council meeting. The amendment addressed allocation of separate funds for Open Space expenses following passage of Measure 2C in November.

- Adam noted that there is an opportunity to take additional 2024 projects before Council for budgeting and funding related to use of the new tax funds. City Council will address this at a May meeting. The topic will be discussed by the City Council Finance Committee at its April meeting.
- Adam noted that there is the first public open house for the City Comprehensive Plan on March 21<sup>st</sup> at 5:30pm at the Rec & Senior Center. Adam encouraged OSAB to participate.
- Susan encouraged OSAB members to complete the online survey for the City Comprehensive Plan. Michiko asked when the survey was due. Adam is looking up whether there is a closing date and will report back.

**7. 7:15 pm Board Updates (5 Minutes)**

- **General**

- i. David knew there was a desire on the part of staff to get rid of non-native species, so he was interested in removing Russian Olives on open space property behind his house himself. He noted that OSAB staff said even though certain plants and trees might be on the list for removal, there is a requirement that if a plant is removed, a staff person must be present to ensure that removal is done properly. OSAB and other members of the community should alert staff of non-native species.
  - A. Catherine explained proper treatment is especially essential for Russian Olive. It's important to spray immediately after cutting because otherwise stumps will sprout.
  - B. Ember explained they have also seen well-meaning citizens remove native plants mistakenly thinking they are invasive species or cut down plants because of view obstructions. Staff want to discourage all individual activity.
- ii. Charles inquired about a bird house he noticed on Warembourg Open Space.
  - A. Catherine explained this is an American Kestrel box installed in partnership with the Colorado Avian Research and Rehabilitation Institute (CARRI). There are three boxes on open space properties and two boxes at the Coal Creek golf course. CARRI has a grant from Boulder Audubon Society to study causes of decline in American Kestrel populations and will be studying feeding activities around these Louisville boxes. Generally, the middle of Louisville's open space properties provides great habitat because they are away from trees where Cooper's hawks are more prone to feed on Kestrel chicks.

- **Tiger Team- Grants**

- i. Susan indicated that two Board members would be on this Tiger Team, and it was decided by the Board that Jessamine & Andy would be the team members.

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**City of Louisville**

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- ii. Before confirming willingness to participate, Andy asked about staff capacity for this effort.
- iii. Ember explained that it was a good idea to look for grants and opportunities for future capital projects, but we don't want to get ahead of ourselves with applications when availability of matching grants, project timing, staffing, etc. is unknown. It would be helpful to collect information about annual or biannual grants, including project types, amount of grant funding available, implementation timelines, matching requirements, application deadlines, etc. Categories of grant types could include trails, natural resources, habitat.
- iv. Mark asked if there is someone on staff who does this type of grant work. Ember explained there was someone at the City Manager's office, but they were no longer there, and Adam confirmed that for the past two years the City hasn't had a grant specialist. Right now, grant applications are a general staff responsibility.
- **Acquisition Process Review Group (Intro by Susan, main overview provided by Adam)**
  - i. Adam explained that he is working with the City Manager (Jeff) now to determine how the acquisition process review will unfold and he is interested in getting OSAB feedback on the process.
  - ii. The City is working on the budget now and will need an acquisition reserve philosophy by May. This will coincide with policy about how to go about acquiring lands in future
  - iii. Adam understands it is an arduous, time consuming, inconsistent process that results in missing opportunities.
  - iv. Adam is meeting with Jeff in a few weeks and a draft will be brought to OSAB for feedback and review. Things to be discussed include the City Manager's role and Council's appetite. In some communities the City Manager is a facilitator for this type of process, but it's to be determined if that will work in Louisville.
  - v. OSAB will play a role in the development of the acquisition process, but topics will include:
    - A. Property ranking process
    - B. How City Council absorbs rankings
    - C. The way properties are documented / get on the list
    - D. How to go about proactive landowner outreach
    - E. More efficient way of acquiring lands when they become available
      - a. Lots of options – ROFR, easement, standing offer
  - vi. Recent examples have shed light on ways the process isn't working.
  - vii. Susan:
    - A. Last City Council meeting, Jeff mentioned bringing acquisition reserve to May Council meeting. Adam thinks that's aligned with bringing the revised process to OSAB in May.
    - B. Property on South Boulder Rd and Eisenhower is back on the market. Adam is going to follow up with Jeff, not sure what

- happened in the Executive Session with that property last time around.
- viii. David asked if the Acquisitions Tiger Team (Brad & Michiko) should be involved. Adam said he is going to discuss it with Jeff.
  - ix. Michiko:
    - A. Is there a way to address this in a middle ground / hybrid approach? The options seem to be: (1) the Tiger Team working with Adam and Jeff, (2) do nothing with Tiger Team, (3) wait until brought to OSAB.
    - B. Deciding what to do with the South Boulder Road & Eisenhower property could serve to demonstrate how to proceed in future. Perhaps the Tiger Team could bring a part of the presentation to Adam and Jeff and advocate for a particular approach.
    - C. Adam noted that it is tricky to align the Tiger Team with what OSAB (full Board) would want to include in terms of process. It would be good to include this topic on the April OSAB agenda, then the Tiger Team would go to Jeff and Adam between April and May to provide input.
  - x. Adam is also looking for input on what types of external resources could support (like land trust, etc.).
  - xi. Brad
    - A. What happens informally in the interim? Time is of the essence when properties become available. The City may not be able to move fast enough because of the nature of City government or because the plan isn't yet in place.
    - B. Adam: City Manager must initiate and negotiate / have conversation about acquisition. If discussed in Executive Session, the landowner can wait that out or they can move forward with a private sale. Discussion items can be quickly added onto an Executive Session agenda, but the meeting itself may not take place for several weeks.
    - C. Brad: Can the City Manager call and just let the landowner know the City might be interested? Adam indicated yes.
  - xii. Adam: Curious about why the South Boulder Road property was pulled off market. Pretty restrictive what can be done on it. Maybe some restrictions have been lessened.
  - xiii. Michiko: Executive Sessions are who? City Manager, Council, and specific staff are asked to participate.
    - A. Adam: discussing the possibility of including an OSAB member, likely the chair, in those meetings to provide additional insight. If City Council wants to invite someone from OSAB, that's its prerogative, but it's not part of the standard process.
  - xiv. Susan: as part of the process, it would be helpful for OSAB to know more about City Council's priorities. For example, is it a waste of time to include properties that are zoned Commercial?
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- xv. Michiko: what does it take for a member of OSAB to be present (automatically) for acquisition discussions?
- xvi. Adam said it (OSAB participation, Council priorities) would be part of the documented acquisition process. He will hopefully bring back more updates at OSAB's May meeting.
- xvii. Ember: with respect to priorities, sometimes that guidance could end up in the City's Comprehensive Plan. It could be a way to start discussion. For example, what goes into zoning plans – growth, contraction, land use.
- xviii. Michiko: noted that it's important to think through City Council priorities, rezoning, OSAB role. It's important to make sure we have an approach clarified – especially for industrial and commercial uses – to be clear with Council and Board.
- xix. Brad: has OSAB been through highest priorities with Council?
  - A. Susan – no face-to-face discussion, just a cover memo accompanying our map.
  - B. Adam – refinement isn't just efficiency, it's also agreement on priorities. 2C – a huge part of that was the concept of creating a reserve, prioritizing acquisitions.
- xx. Ember reminder that historically, OSAB was asked to stay in its Open Space purview to meet Charter requirements. Need the rest of the priority context to come from council (e.g., for economic development, zoning, land use priorities).

**8. Action Item: Review and Approval of Open Space Interpretive Education Panel Locations & Concepts. Presented by Catherine Jepson, Open Space Specialist**

- See memo in the packet for the purpose of discussion (Catherine read aloud).
- Part 1 – Panel Locations
  - i. Catherine overview
    - A. 7 locations, some locations with multiple signs, 11 signs total.
    - B. New locations and themes:
      - a. Warembourg – sign about history and importance of drainage ditches for agriculture
      - b. Coyote Run – local wildlife and habitat with focus on mammals and birds
      - c. North – native grassland restoration
    - C. General principles
      - a. Graphic should be understandable
      - b. Body of text – 3-4 sentences; 150-250 words; 8<sup>th</sup>-grade reading level; want panels to last in perpetuity (will still have meaning and purpose 20 years from now)
  - ii. Charles: Warembourg ditches – great idea since people might not know about history of this very obvious feature
  - iii. Michiko: Where on Warembourg? Staff said the exact location is still to be determined.
  - iv. Mark: Would be nice to have signage on North Open Space

- v. Brad: Where on North? Catherine is thinking west of the bridge since that's where the Open Space division is doing a lot of restoration work, but the main trail off Centennial is also a possibility since that gets more traffic.
- vi. Catherine: Staff are really looking for feedback on themes. OSAB will have the opportunity to provide feedback on specific locations and content later.
- vii. Michiko: Warembourg – is it possible to integrate coyotes given the presence of coyote habitat?
- viii. Andy: Is good with themes; thinks native grassland may be hardest to engage viewers on.
- ix. David: What about guidelines for interpretive panels? For example, Spanish, Braille, QR code – ideally would be part of template
  - A. Catherine: Knows QR code would go on sign
  - B. Ember: Anything started in Open Space becomes something the rest of the City needs to consider for standards. This would require engagement from the City Manager, staff, equity & diversity group. Staff are waiting for more guidance in the form of a policy on this topic.
- x. Andy: how does this relate to wayfinding?
  - A. Catherine: Interpretive panels will be more down the trail from kiosk; considering spacing
  - B. Susan: It's important not to have too much material in one spot to overwhelm people
  - C. Ember: For this exercise, they did consider wayfinding sign locations and kiosks.
- xi. David: Is there a way to run accessibility scanners to review gradient / color contrast? Maybe need to lean on the City to come up with standards.
  - A. Ember: staff/contractors can look at accessibility like staff did for wayfinding project
- xii. OSAB Consensus approval of general locations and themes
- Part 2 – 2024 signage
  - i. Catherine:
    - A. Seeking approval of locations and concepts for language on the signs
    - B. Previously agreed (in January) on locations and themes
    - C. Not requesting redlines for text
  - ii. Content
    - A. Prairie Dogs
      - a. Example in memo is a concept
      - b. Mark noted like underpass tiles at McCaslin
    - B. Davidson Mesa



- a. Image – undesirable plants contrasting with restored prairie (photos are an example); also, would incorporate local species and vegetation
- iii. Proposed locations – based on staff recommendations
  - A. Daughenbaugh
    - a. Charles: Location 1 has a great view of prairie dogs right next to trail; 2 – ditch between you and prairie dogs and people go fast on bike path; 3 also have ditch interaction. Preference for Location 1.
    - b. Susan agreed
    - c. Everyone in favor
  - B. Davidson Mesa
    - a. David: Location 1 is near CSU test site
    - b. Charles: Location 1 will get most attention (vs. other places with views)
    - c. Susan: Also likes 1; likely to get the most traffic
    - d. Everyone in favor
- iv. Andy: Do they want input on text?
  - A. Ember: Send to her input and she will pass to staff
  - B. David: Marshall Fire not referenced, but you can argue that one cause was non-native species. Ember explained that wildfire concepts (e.g., flame length) are in North Open Space signage concepts for future years. Includes restoration and changing species composition. Also looking at how to address wildfire issues on the city website.

**9. Discussion Item: OSAB Recommendations for Capital Improvement Projects. Presented by Ember Brignull, Open Space Superintendent**

- Ember provided an overview of the memo and table in the packet.
  - i. Items 1-11 in the table are projects already in process for this year. OSAB will have a chance to weigh in on some related details. OSAB should already be aware of most of these.
    - A. Trash cans (#8): Moving toward wildlife friendly & ADA accessible
- Adam described an estimate of 2C 2024 funding: \$1-1.2M in revenue \$250k of which would be used for two new staff positions. Including an acquisition reserve, there would be about \$750k for other initiatives. It's to be determined how much goes to projects.
- Ember: Staffing is not listed because it's operational. Council wants a memo indicating support / prioritization of projects and staff is asking for OSAB to rank remaining projects on a high-medium-low (or no) priority basis.
- Charles: Doesn't feel like he has a clue about equipment, employee workstations.
  - i. Ember: Workstations are critical because she needs a place for employees to sit.

- Adam explained that right now staff are projecting to submit \$100M to City Council into the Capital Request bucket for the next six years with just \$15-20M annually for Capital projects. There isn't enough to cover everything, but it is good to get the entire list into the capital plan. Asking for 25-27 things will be tight, but it's still important to get missing items on the list for consideration.
- Michiko: South Street Underpass – who decided that location? As opposed to siting it at Griffith.
  - i. Adam: Part of Public Works' downtown visioning plan. There is a grant application that goes toward funding the design (Community Development and Planning). Some feedback from OSAB on charette (design) with respect to connectivity and alignments.
  - ii. Jessamine: Is the underpass an Open Space project? Shouldn't be Open Space funded even though we want to weigh in on design.
    - A. Adam: There are four funding sources that could be used. Tax money, conservation trust fund, general capital operating dollars, grant funded project list. When they fill out forms, staff describe where the project funding should come from. Staff doesn't cap recommended funding sources or projects based on available funds – just indicates where funding for individual projects should be sourced.
  - iii. Michiko: what is our role?
    - A. Adam: OSAB's defined role for underpass – don't see a ton of tie-in other than trail connectivity, surfacing, impacts to open space on the other side of Hwy 42.
    - B. Charles: Attended charette where street selections were discussed. He was there to see how connectivity and community transportation would play out.
    - C. David: Confirmed this would never be a quasi-judicial issue.
  - iv. Ember: Back to project-ranking process. Needs to submit to Adam for review, who will look at it in the context of the full department. Department submission to Finance Department is March 29.
  - v. David: Met with Jeff today. His advice: because of tax increase and the fact that people by nature want to see return on investment, top items for 2024 should be value-added to citizens who voted for 2C.
  - vi. Ember: Review of projects
    - A. Hecla Lake Restoration
      - a. Citizen request to remove all social trails, restore, seed, fencing – pipeline area, trail edge denuded during COVID
      - b. From North side – irrigation input down to bird blind; northeast section
      - c. Mark noted: in all cases should include signage on these projects – “funded by 2C tax” – to help make projects more visible to the public.

- B. Equipment purchase: required to do seeding in-house (don't have drill). To do item #12 staff needs #13. Could delay trailer and Tommy Gate (which are for resurfacing projects).
  - a. David: is this electrified equipment? Ember: they have done that on all Open Space equipment where possible.
- C. David: highest priority is wayfinding.
  - a. Adam: The full project is not on the 2024 list because the labor pull on the project manager is big. It all falls to Bryon to do that. 2024 list could all be done by existing open space staff and let Bryon focus on what's on this year's list. Then Bryon could have future capacity to focus on wayfinding. Can still combine 2025/2027 wayfinding dollars into next year's budget and get the project done 3 years earlier (in 2025 vs. completion in 2027/2028).
  - b. Susan – Maybe there can be a compromise – do one more trail this year (e.g., Lake-to-Lake).
  - c. Adam: Wayfinding in future years was scheduled to be funded by Conservation Trust Funds – from lottery funds. If the project is moved up it would require Louisville (tax) funding; if the project is completed in 2025/2027 it would not be tax funded.
  - d. David: If staged, would likely need multiple RFPs and there could be inconsistency (fabrication, installation, weathering).
  - e. OSAB consensus: wayfinding is a high priority in 2024.
- D. Andy: We should focus priorities to show progress to the public. Categories are likely acquisition, trails (wayfinding), fire mitigation. Doesn't see fire mitigation on the list.
  - a. Ember: fire relates to smooth brome, North Open Space forestry plan, Siberian Elm removal; everything else fire mitigation related is in operations budget.
- E. Andy: Would social trails be covered in the Trails Master Plan?
  - a. Ember: Yes, that's the plan.
- F. David: There seem to be a few things missing.
  - a. Cottonwood Master Plan. Adam explained that's on Parks CIP.
  - b. Harper Lake Master Plan (noted that former Board member Laura was very passionate about vegetation restoration).
    - i. Ember: #27 – Open Space Planning Documents – whatever doesn't go into PROST could go there; instead of doing property-by-property, grouped by theme (wildlife, riparian – would include Harper, Prairie restoration, IWMP). Warembourg (#29) – separate because it's specific to the fishing pond

and the item was expanded to look at the entire property.

- G. Charles: Warembourg Fishing Pond
  - a. Ember explained the timeline is design in 2025, implementation in 2026.
  - b. Andy: consider moving up fixing the fishing pond as a publicly visible project.
- H. David: other missing items
  - a. Pollinator gardens. Ember explained these are the same as pocket prairies (#11).
  - b. Replacement of retaining walls. Ember explained that Hillside is done. North Open Space is #24 (2027).
  - c. Trail counters. Ember said these have been purchased, being implemented this year at Davidson Mesa.
  - d. Russian Olive Control. Ember explained this is an operations item (CIP now must be \$10k and above). Siberian Elm Removal likely to be \$13k (need to hire contractors, can't split in half).
  - e. Mayhoffer – is there anything we can do?
    - i. Ember: Tied up with joint management. Could list to show OSAB priority but put in out year with County and Lafayette agreement.
    - ii. Jessamine: Suggested this be listed but not as a 2025 project. Worth including since the planning portion of the project is done.
- I. Charles: Wants to know more about community connector trails.
  - a. Ember explained trails are broken into two buckets: regional trails vs. community connectors (service just neighborhood).
  - b. Jessamine suggested including this in the Trails Master Plan (others agreed).
- J. Michiko: Trying to look at the list and prioritize listing things that show progress to the public. Warembourg listed as an item is a good idea. Hecla Lake improvements are also a good thing to include. Showing names is good. It's also good to buy equipment to be supportive of projects. Allocate some money for Hecla Lake restoration – because some don't have year-over-year budgeted funds, have the entire pool now.
- K. One board members priorities:
  - a. Wayfinding – Lake to Lake in 2024
  - b. Warembourg Fishing Pond
  - c. List Mayhoffer as #30
- L. Susan: Add a new project manager (to work under Bryon) wholly devoted to Open Space since the increased number of projects funded by 2C will require a dedicated staffer.

- a. Ember: staff has proposed that for 2025 and it will be discussed in the context of the operating budget process in June.
- M. Jessamine: Are staff workstations more than \$10k?
  - a. Ember – yes, they are surprising expensive
- N. David: Add acquisitions
- O. Susan: Add an education center. Could be like Lafayette's at Waneka Lake. Could be mobile to go to different open space locations.
  - a. Charles: pretty big item.
  - b. Ember: mobile option was "surprisingly reasonable" when priced out in the past.
- P. Charles proposed doing ranking as homework.
  - a. Ember sends out updated list
  - b. Everyone goes through list and creates their own ranking
- Q. David: Hecla restoration (#12) is premature. Implementing social trails work without city-wide social trails policy is premature and this project might prioritize Hecla over other important locations. Recommends putting this low on the list. It's important, but now is not the time to do it.
  - a. Andy agreed
  - b. Susan thinks it's important to get restoration done but needs fencing to protect areas; if don't do it this spring, would need to wait another season.
  - c. Andy: do restoration on the south side and not social trails.
  - d. Ember to divide Hecla pipeline restoration & social trails restoration into two separate line items.
- R. Susan: Open Space Wide Vegetation Survey (#16) is really important. It should include a broader ecological survey if possible.
  - a. Ember: Vegetation survey was moved up to inform trails master plan. Very important.
- S. Charles: Asked to know more about the trucks (#14).
  - a. Ember: one is heavy-duty and one light duty. Right now, they have 4 people using one truck. Would be helpful to separate to go to two sites (vs. picking staff up at separate locations).
- T. Trails descriptions (Ember details)
  - a. Railroad parallels at Main & South Boulder Road parallel railroad and centennial (design 25 / 26); Church properties (design 26 / construction 27) – Ember to split
- U. Charles: What about the overlook / underpass trail?
  - a. Ember: postponed b/c included in Trails Master Plan item.
- V. Next steps

- a. Ember making a final list with suggested changes to listed items (additions, splits, combinations).
- b. Ember will send a list to OSAB with instructions for ranking and deadline.
- c. Ember will collect and tally list, creating project high-medium-low categories.

**10. Agenda items postponed:**

- Action Item: Finalize OSAB Work Plan Priorities for 2024. Presented By Susan McEachern, OSAB Chair (20 Minutes)
- Discussion Items for Next Meeting April 10<sup>th</sup>, 2024
  - i. New Position Requests & Operational Budget Request
  - ii. Review of Methodology for Internal Acquisition Process
  - iii. Discuss Joint Meeting with Lafayette Open Space Board
  - iv. Ranger Presentation of their Work
  - v. Trails Tiger Team discussion about providing social trails overview for Trails RFP
  - vi. Acquisitions Tiger Team discussion following up March recommendation by Adam

**11. Meeting adjourned at 9:03pm.**

## MEMORANDUM

**To:** Open Space Advisory Board  
**From:** Open Space Division  
**Date:** April 10, 2024  
**Re:** Information Item 6: Staff Updates

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### General:

1. The Trails & Maintenance team is happy to inform you that our first seasonal employee started work on April 1<sup>st</sup>, 2024. Additional interviews are scheduled for April 3<sup>rd</sup> to hire the second trails & maintenance seasonal.
2. The Natural Resource team has hired one seasonal candidate (start date May 8<sup>th</sup>), staff will be interviewing two more candidates this Wednesday April 3<sup>rd</sup>.
3. Staff helped out with snow and branch removal post spring snow storm.

### Natural Resources:

1. Staff attended a Navigating Coexistence training course designed for mitigating wildlife concerns. Hosted by Denver Zoo.
2. Nine smooth brome study plots have been set up at North, (4) Mowing plots, (4) grazing plots and a control plot. Located on the Northwest section of North Open Space off of the main trail corridor. Plots will be testing different utilization rates of grazing and mowing intervals and their effects on vigor and abundance of smooth brome.
3. Staff has started acquiring native plants for Aquarius Pocket Prairie Planting for Earth Day. Staff and volunteers will be planting a variety of native forbs and shrubs in main parking lot and trailhead area.
4. Cattle and Goat grazing contracts have been signed for the 2024 season.
5. Staff is drafting our Natural Resource seasonal staff 2024 Work plan.
6. Staff has been compiling past vegetation surveying GIS data into one comprehensive map, reached out to potential contractors for price estimate on city wide vegetation mapping which has been proposed to be added to the 2024 work plan.
7. Staff has been collaborating and planning a Grasslands Restoration and Mitigation Outreach Event for Last weekend in May.
8. Staff is in talks with CU post-doctoral researcher about looking at grassland fuel and fire dynamics after different management techniques (grazing, mowing, fire).
9. Staff collaborated with CSU and CSFS on new fire-resistant landscaping publication.
10. Staff purchased a new seed mix from Arkansas Valley Seed and seeded 4.5 acres on Davidson Mesa with the new Western Shortgrass Prairie Restoration mix.

**Maintenance & Trails:**

1. The assessment from Public Works regarding the drainage on Steel Street parking area at Bullhead Gulch Open Space is that the drain is working properly. The drainage may need some extra work in the future, but at the moment Public Works has requested Open space staff to observe and report findings.
2. The Warembourg Open Space trail near Polk Ave has accelerated erosion due to individuals digging out the Goodhue Ditch bank. Due to these actions, there is a possible erosion issue which was reported to the proper groups. The photos below are provided to show the condition of the area.



3. At the Kennedy Ave access to Coyote Run Open Space, damage to the area next to the sidewalk was identified. This was caused by recent snow removal efforts. Public works was informed of the matter and plans to restore the area in question with the guidance of the Open Space department. The photos below are provided to show the condition of the area.



4. Staff has replaced the dilapidated fencing on the Aquarius Open Space trail hill leading to the Empire Rd trail access. This project was complete on the morning of March 28<sup>th</sup>, 2024.



5. Staff assessed and removed hazard trees and limbs at Centennial Trail and Dutch Creek Open Space on Wednesday morning March 27<sup>th</sup>, 2024. Staff plans to chip the woody materials on the morning of Thursday April 4<sup>th</sup>, 2024.

**Resource Protection:**

1. Rangers attended the Rocky Mountain Ranger Association's (RMRA) annual member meeting and participated in a training session about preparing cases for court.
2. Senior Ranger Naturalist White-Patarino was elected to a second and final term as Association Chair for RMRA.
3. Rangers will attend training at the Police Department to learn how to operate with the PD's new co-responder program. Co-responders will provide mental health and crisis intervention services in partnership with officers and rangers.

**Education/Volunteer:**

1. Open Space staff are looking for volunteers to help with our Annual Fishing Frenzy scheduled for **Friday, April 19<sup>th</sup> from 9:00 am to 1:00 pm** at the Warembourg Open Space Fishing Pond. This family-friendly fishing clinic is sponsored by the Parks, Recreation, and Open Space Department and Colorado Parks and Wildlife and includes educational topic stations for kids on knot tying, casting, fish habitat, fish handling, and fishing laws. Volunteer help is needed at the snack station, casting station, and the knot station. Volunteers can choose to participate from 8:30 am to 1:30 pm or for just a few hours during the event. If you are interested in assisting with this event, please contact Catherine at [CatherineJ@LouisvilleCO.gov](mailto:CatherineJ@LouisvilleCO.gov) by **Tuesday, April 12<sup>th</sup> by 5:00 pm** with which station/table you would like to help with, the hours you are available, and the total number of volunteers participating.
2. Staff has promoted the Adopt program to increase participation in the program and has received a lot of inquiries in the program.
3. Staff hosted a volunteer appreciation event for the Raptor Monitoring program.

**Education Events Upcoming:**

1. Sunday, 4/7/2024 from 7:30 to 9:30 PM, Open Space Stargazers: Celebrate Dark Sky Week at the Aquarius Open Space.
2. Monday, 4/8/2024 from 11:30 Am to 2:00 PM, Open Space Stargazers: Eclipse Viewing at the Louisville Library.
3. Friday, 4/19/2024 from 9:00 AM to 1:00 PM, Annual Fishing Frenzy at Warembourg Fishing Pond.
4. Monday 4/22/2024 from 9:00 AM to 12:00 PM, Open Space Stargazers: Earth Day Volunteer Event at Aquarius Open Space.

5. Thursday, 4/25/2024 from 6:00 to 7:00 PM, Pulling for Louisville at Daughenbaugh Open Space.
6. Sunday, 4/28/2024 from 10:00 AM to 12:00 PM, City Nature Challenge Bioblitz starting at Community Park.
7. Friday, 5/3/2024 from 5:00 to 6:00 PM, Ranger Mystery Party at Harper Lake Open Space.

**Education Events Past:**

8. Sunday, 3/24/2024 from 3:00 to 5:00 PM, How to Paint Plein Air at City Services Building. 6 attendees.
9. Sunday, 4/7/2024 from 7:30 to 9:30 PM, Open Space Stargazers: Celebrate Dark Sky Week at Aquarius Open Space. Participation not available at time of publication.
10. Monday, 4/8/2024 from 11:30 to 2:00 PM, Open Space Stargazers: Eclipse Viewing at the Louisville Public Library. Participation not available at time of publication.

## MEMORANDUM

**To: Open Space Advisory Board**  
**From: Ember Brignull, Open Space Superintendent**  
**Date: April 10, 2024**  
**Re: Action Item 8: Finalize OSAB Work Plan Priorities 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 April Meeting. Once adopted by the board, the Director of Parks, Recreation, and Open Space will review and approve or modify as necessary.

## Action Item 8: Finalize OSAB Work Plan Priorities for 2024 (Continued)

### 2024 REVISED OSAB WORK PLAN PRIORITIES 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

**2025 & 2026 OSAB Operational Budget Recommendations April 10, 2024**

SUBPROGRAMS	OBJECTIVES & ACTIVITIES
<b>MAINTENANCE &amp; MANAGEMENT SUBPROGRAM</b>	<p><b>OBJECTIVE:</b> Manage the City’s Open Space properties in a manner consistent with good stewardship and sound ecological principles that benefits citizens of Louisville by promoting native plants, wildlife, wildlife and plant habitat, cultural resources, agriculture and scenic vistas and appropriate passive recreation.</p> <p><b>EXAMPLES:</b> Weed control, wildlife management, bird surveys, vegetation surveys, grazing, amenity maintenance (vault restroom, parking lots, benches, kiosks, etc.), trail corridor mowing, etc.</p> <p><b>Increase the following activities:</b></p> <p><b>Decrease the following activities:</b></p> <p><b>Staffing Recommendations:</b></p> <p><b>Proposed new activities:</b></p>
<b>EDUCATION &amp; OUTREACH SUBPROGRAM</b>	<p><b>OBJECTIVE:</b> To inform and educate residents and visitors about the City’s diverse Open Space properties and the many benefits associated with these lands. To involve residents and visitors in activities that encourage understanding and stewardship of these lands.</p> <p><b>EXAMPLES:</b> Ranger Booths, Ranger Campaigns, education programs for children/teens/adults, property walks, collaboration with school system, music/art programs, Poo Crew, volunteer weed pulls, volunteer raptor monitoring, adopt volunteers, support requests for volunteer opportunities, etc.</p> <p><b>Increase the following activities:</b></p> <p><b>Decrease the following activities:</b></p> <p><b>Staffing recommendations:</b></p> <p><b>Proposed new activities:</b></p>
<b>TRAIL MAINTENANCE SUBPROGRAM</b>	<p><b>OBJECTIVE:</b> Maintain all trails to a satisfactory level to encourage recreation and to enable safe walking, running and bike riding around Louisville.</p> <p><b>EXAMPLE:</b> Resurfacing trails, fixing low spots, addressing safety issues, seeding trail edge, improving drainage, etc.</p> <p><b>Increase the following activities:</b></p> <p><b>Decrease the following activities:</b></p> <p><b>Proposed new activities:</b></p>
<b>NEW TRAILS SUBPROGRAM</b>	<p><b>OBJECTIVE:</b> Construct the highest priority new trails and trail connections to enhance the trail system in a manner consistent with City Council adopted plans.</p> <p><b>EXAMPLE:</b> Trail Planning, Trail Policy, Trails Open House, Collaborate with the County on Regional Trails, identify local neighborhood access points, etc.</p> <p><b>Increase the following activities:</b></p> <p><b>Decrease the following activities:</b></p> <p><b>Staffing Recommendations:</b></p> <p><b>Proposed new activities:</b></p>
<b>ACQUISITION SUBPROGRAM</b>	<p><b>OBJECTIVE:</b> Maintain an up to date list of high-priority candidate parcels for acquisition. Contact each property owner and, based on the owner’s expressed interests, determine the most effective strategy for voluntary acquisition of or easement on each candidate parcel. Maintain contact with each property owner consistent with their expressed interests. Voluntarily acquire candidate parcels at a price that reflects the current market value for comparable property (considering all development restrictions, size, location, existing development, and other relevant factors). Maintain funding for acquisition consistent with adopted Council policy.</p> <p><b>Increase the following activities:</b></p> <p><b>Decrease the following activities:</b></p> <p><b>Staffing recommendations:</b></p> <p><b>Proposed new activities:</b></p>

OSAB Budget Amendment CIP Recommendations Voting Master Sheet

High priority: 3.0-2.6; Medium priority: 2.5-2.0; Low priority: 1.9-1.4 (calculated by dividing range by 3)

DRAFT Budget Amendment Regarding 2024 CIP's DRAFT				
Ref. #		OSAB Score	Potential CIP Projects	Brief Description
<b>Proposed New 2024 CIP's (Pending City Council Approval)</b>				<b>Brief Description</b>
16	H	3	Purchase work stations for new employees	Pending City Council Approval on March 5th- For approved two new employees
18	H	2.9	Trails Master Plan <i>(made OSAB note on wksht for Dept, trail connectors )</i>	Pending City Council Approval on May 7th- Trails Master Plan for public lands to be included within the PROST Long Term Management Plan
14	H	2.6	Equipment Purchase <i>(made OSAB note on wksht for item 20)</i>	Pending City Council Approval on May 7th- Equipment to rip and de compact soil and to seed native grasses, trail roller, trailer, tommy gate
17	M	2.5	Open Space Wide Vegetation Survey	Pending City Council Approval on May 7th- Vegetation assessment to inform future work and management practices
13	M	2.5	Hecla Restoration- Vegetative Restoration <i>(new sheet by OSAB request)</i>	Pending City Council Approval on May 7th- Increased weed control, reseed impacted areas, install fencing to protect critical wildlife habitat areas
15	M	2.2	Purchase of Two Trucks	Pending City Council Approval on May 7th- For approved two new employees and seasonal employee use
19	M	2.1	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
12	L	1.4	Hecla Restoration - Social Trails Reclamation <i>(new sheet by OSAB request)</i>	Pending City Council Approval on May 7th- Social trail removal and fencing

OSAB CIP Recommendations Voting Master Sheet

High priority: 3.0-2.6; Medium priority: 2.5-2.0; Low priority: 1.9-1.4 (calculated by dividing range by 3)

DRAFT 2025-2030 Capital Improvement Project Recommendations (CIP)- PLANNING WORKSHEET DRAFT				
Ref. #		OSAB Score	Potential CIP Projects	Brief Description
<b>2025-2030 CAPITAL PROJECTS</b>				<b>Brief Description</b>
27	H	2.9	Wayfinding Implementation	Installation of Wayfinding Sign Plan. OSAB recommends completing all remaining trails in 2025.
31	H	2.6	Warembourg Property Plan & Implementation	Property plan to maintain water in fishing pond and assess recreation & natural resource opportunities with construction implementation the following year
20	M	2.5	Open Space Equipment	Skid Steer & replacement of aging equipment. <i>Additional equipment listed above (item 14) if not approved.</i>
29	M	2.5	Open Space Planning Documents	Open Space Management Plans to provide management vision and direction by property topics: Wildlife, Riparian, updates to Prairie Restoration & IWMP
21	M	2.25	Soft Surface Trail Maintenance & Design	Annual maintenance to existing crusher fines trails (replacing/repairing surfaces, design drainage improvements, reseeding trail edge etc.)
30	M	2.1	North Open Space Forestry Plan & Implementation	Consulting services for an ecologically sound restoration plan with a fire mitigation component & implementation of 5 ac
26	M	2	Amenity Maintenance	Maintenance to existing amenities or new. North trail undercutting, vault restroom at Aquarius, retaining wall replacement at North, bench replacement.
24	L	1.9	New Trails Design & Construction- South Boulder Road to Centennial Trail <small>(new sheet)</small>	Trail design & construction supporting City wide transportation network & development projects. Submitted by Public Works, funding source "capital". <b>On private property</b>
28	L	1.9	Open Space Signs	New: Design and installation of three interpretive education signs and replacement of large property signs.
22	L	1.75	Concrete Trail Maintenance	Annual maintenance to existing concrete trails (cracks, lips, etc.)
23	L	1.75	New Trails Design & Construction- Dillon to Coal Creek	Trail design & construction supporting City wide transportation network & development projects. Submitted by Public Works, funding source "capital".
25	L	1.75	Parking lot Maintenance	Grading aggregate lots, maintaining striping and required ADA signage