

Open Space Advisory Board

Agenda

Wednesday, September 11th, 2024
Library 1st Floor Meeting Room
951 Spruce Street
7:00 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

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

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board, preferably 24 hours before, the meeting at EmberB@LouisvilleCO.gov.

1. 7:00 pm Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. 7:05 pm 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 (15 Minutes)

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.

- i. Follow the Facebook Page: Fans of Louisville Open Space and Parks
 - ii. Grants Tiger Team
 - iii. Acquisition Tiger Team
8. 7:30 pm Discussion Item: Parks, Recreation & Open Space Department Long Range Plan Discussion. Presented by Bryon Webber, PROS Project Manager (45 Minutes)
9. 8:15 pm Discussion Item: Agenda Setting for Joint Meeting with Lafayette. Presented by Susan McEachern, OSAB Chair (20 Minutes)
10. 8:35 pm Discussion Item: OSAB Communication with City Council. Presented by Susan McEachern, OSAB Chair (20 Minutes)
11. 8:55 pm Discussion Items for Next Meeting October 9th, 2024
Possible Topics for Joint Board Meeting with Lafayette:
 - i. Lafayette Wildlife Management Plan
 - ii. Grants Efforts & Success
 - iii. Jointly Owned Property Management
 - iv. Social Trail Management
 - v. Education Center
 - vi. Acquisition process
 - vii. Communication Process with City CouncilNovember: Acquisition Tiger Team, Grant Tiger Team, Wayfinding
12. Adjourn

Open Space Advisory Board Meeting Minutes

Wednesday, August 14, 2024, 7:00pm

City Hall, Council Chambers

749 Main St.

1. 7:00 pm Call to Order**2. Roll Call**

- Present: Andrew Dorsey, David Blankinship, Susan McEachern, Michiko Christiansen, Mark Poletti, Jessamine Fitzpatrick, Charles Danforth (remote)
- Absent: Brad Pugh
- Staff members: Ember Brignull
- Others: Deborah Fahey

3. Approval of Agenda

- Motion: Andy
- Second: Jessamine
- Approved by all

4. Approval of Minutes

- Motion: Susan
- Second: David
- Approved by all

5. 7:05 pm Public Comments on Items Not on the Agenda (5 minutes, more time as needed)

- Tamar Kranz stated that she appreciated discussion during the last OSAB meeting about concerns using rodenticides and the need for wildlife preservation and protection (since there is no legal requirement to protect them) on the Redtail Ridge (RTR) site. She wanted to confirm these topics were received by the RTR team and City Council and encouraged that they be addressed at the next City Council meeting (Aug 20). She proposed to make prairie dogs a protected colony in the open space at RTR and use passive relocation or carbon monoxide instead of rodenticides.
- Dana Bovey from Front Range Eagle Studies provided a detailed study of a family (male, female, and juvenile) of bald eagles that nested at Stearns Lake that are currently spending many hours at the top of several light poles in the Monarch High School parking lot that are ~300 feet from the north section of the RTR site where a prairie dog colony resides. This area is a hunting ground for the eagles. The study showed recorded observations over several weeks of the percentage of time the eagles use the RTR grounds to hunt for prairie dogs, which was over ~40%. He mentioned that RTR has made a claim that there is no nearby wildlife activity from this area, and this study shows there clearly is wildlife activity and by replacing or reducing the prairie dog living area at RTR will diminish eagle wildlife opportunities to maintain their habitat.

6. 7:10 pm Staff Updates (5 Minutes)

- Ember provided an update that a new Open Space Manager was recently hired and will be coming to the next OSAB meeting.
- Susan reminded us that a decision on the Acquisition Process will be postponed (tentatively to the January 7, 2025, City Council meeting) until the interim or new City Manager has an opportunity to be briefed and review the process.
- Andy asked about the latest status of the quasi-judicial (QJ) process for the OSAB. Since there has been a change in City Manager, this is still under review. The City Clerk, Meredyth Muth, usually provides the training, but she is currently serving as interim Deputy City Manager.
- David asked if there was any feedback from City Council on the OSAB comments on RTR trails. Ember mentioned this would be included in the public works submission and will look into getting the status.
- Susan suggested we schedule a discussion on open space acquisitions as an agenda item for the September meeting.
- Jessamine asked if there was an update on the new wayfinding implementation. Ember mentioned that there has been positive feedback from the public and OSAB members and will ask for more feedback from the City. OSAB members would like to get additional feedback and noted that the striping on the pavement has faded. Ember noted that contractors are working to resolve this. Items that were missing in the initial implementation will be included in the next phase. David suggested that OSAB members review the wayfinding implementation for accuracy and provide comments before the Lake-to-Lake wayfinding implementation.
- It was asked if there were any comments on juniper removal at Harper Lake. So far there have been only positive comments. There are plans to replace the junipers with fire-resistant plants.

7. 7:15 pm Board Updates (10 Minutes)

• Assign Secretary Appointments for Upcoming Meetings

- Sep: Charles
- Oct: David
- Nov: Jessamine

- David commented that he likes seeing the newly deployed trash cans at Open Space areas and would suggest adding recycling containers to some Open Space areas and Parks.
- David commented that a bike jump in the North Open Space was recently removed.
- It was suggested that OSAB continue to track the Hwy 42 and South St underpass as there may be an effort to pay for it in part through OSAB funds. There has been a recent proposal to build a tennis court facility on a plot of land between Louisville and Lafayette adjoining the Harney-Lastoka Open Space. The Louisville/Lafayette/Boulder County IGA allows Lafayette to build an open-air sports complex on the site, but an enclosed complex would require approval from all three entities. OSAB should be aware and see how it impacts open space,

parking, trails, etc. and offer input to this process. No action for OSAB yet. Coal Creek golf course has been recently allocated an Audubon Cooperative Sanctuary designation.

- The Meadowlark Trail that is a part of the Dirty Bismark loop will be closed for cattle grazing for ~1 month (Aug 12 to Sep 13).

8. 7:25 pm Discussion Item: Strategies for Protecting Habitat and Avoiding Extinction, Presented by Steve Jones Wildlife Consultant (40 Minutes).

Steve Jones (Boulder County Nature Association, Boulder County Audubon) presentation on Avoiding Extinction: Saving Threatened and Extirpated Species in Boulder County.

- Steve provided a slide show addressing concerns over losing wildlife species in our local communities and how local governments can create plans and policies to protect local wildlife habitats.
- He claims that up until 2010 no species were lost in Boulder County mainly due to good policy that protected land and wildlife.
- He commented that the main reason we are now beginning to lose species is that local governments are negotiating directly with businesses and have little to no representation from the nature conservancy community. He advocates that people should think about what is natural, not necessarily aesthetically pleasing.
- He provided examples of wildlife either extirpated or reduced in population.
 - o Several different bird species (due to fewer wild grass areas)
 - o Pronghorn, grey wolves
 - o Burrowing owls (due to encroachment of trees overtaking grasslands, trees also host to predators)
 - o Larks Buntings (due to less grasslands)
 - o White-tailed Jackrabbits
- He emphasized the need for grasslands to support these species and cited the Pawnee grasslands as an important example of a protected area.
- Contributors to losing ecosystem and wildlife over the years:
 - o Railroads
 - o Invasive trees (pushing out grasslands, thus species that depend on grasslands)
 - o Pine beetles (recently)
- Examples of wildlife that are coming back:
 - o Elk and Bighorn sheep are starting to come back and increase in population
 - o River otters have been reported along Peak-to-Peak highway and are starting to come back in population.
 - o Golden eagles, Bald eagles, and Peregrine falcons are coming back
- He mentioned that tree invasion is the biggest threat to bird population (creating fewer grasslands and providing perches for raptors).
- He also mentioned that there are new urban-adapted predators that are growing in population such as the Red Fox that are reducing the wildlife population.
- Unplanned or unnatural wildfires are contributors. There are also insufficient natural fires to limit tree crowding (i.e., naturally thin the forest to create open areas).
- What do we need to do?

- Give legal standing to native ecosystems and their species population
 - Reverse degradation of native ecosystems
 - Develop conservation and recovery plans
 - Continue to support wildlife plans
- There are several examples of local government policy that can be referenced for policy development, such as:
 - Boulder County Comprehensive Environmental Plan
 - City of Lafayette Wildlife Protection Plan
- He cited additional recommendations:
 - Establish legal protections for natural areas and wildlife
 - Conduct thorough biological inventory and set priorities
 - Monitor wildlife populations
 - Educate public authorities
 - Institute strict conservation plans
- He suggested that OSAB develop a wildlife management plan that includes the following steps: conduct a study, develop a list of species of concern, and develop a plan.
- OSAB members commented that the Lafayette Wildlife Protection Plan is a good reference to begin developing our own Wildlife Plan. Ember noted that Louisville is removing Russian olive trees and Siberian Elms as part of a campaign to promote grasslands and native trees.
- It was suggested that we invite a plant ecologist expert or some experts from the Boulder Open Space and Mountain Parks (OSMP) to present an overview and suggestions for a Wildlife Plan.

9. 8:05 pm Discussion Item: Presentation by LOSA Citizen Group, Presented by Helen Moshak, LOSA Member (40 Minutes).

Members of the Louisville Open Space Advocates (LOSA) provided comments on their view of Open Space priorities based on a letter shared with the Interim City Manager (and OSAB). The following LOSA members were present and gave a brief introduction on their background to Open Space advocacy before reviewing priorities.

- Helen Moshak - active member of LOSA, previously served as a member of OSAB for 14 years, open space advocate, active in city council meetings, meetings with staff.
- Cathern Smith – active member of LOSA, open space advocate.
- Tamar Kranz – active member of LOSA, open space advocate, Boulder County volunteer naturalist
- Matt Jones - active member of LOSA, open space advocate, worked on 2C ballot initiative, former Boulder County Senator, planner for Boulder County Open Space, served on the original Louisville OSAB.
- Bob Muckle - active member of LOSA, open space advocate, former Louisville Mayor, served on original Louisville OSAB.
- Matt commented that Louisville Open Space has been neglected. He commented that undesignated trails (social trails) are a problem and are encroaching on local wildlife. Trail management needs to be better organized. Preserving and protecting open space needs to be managed better. The open space ballot initiative (2C) was passed by the citizens of Louisville to provide more funding for open space, yet Parks receives more funds.

- Tamar, Susan, Helen worked on the ballot initiative and conducted a grassroots campaign which resulted in 70% approval.
- Next steps are to determine how to shepherd the funds and make sure they are used as intended. This includes going to city council meetings to advocate for open space priorities. As a result, LOSA shared their priority list with OSAB and City Committees. This includes a few concerns as listed below:
 - o They don't see the budget reflecting spending on city priorities (i.e. insufficient funds toward open space)
 - o Elevated level of frustration since other topics and projects have always taken priorities
 - o As citizens, they will continue to advocate for open space priorities. Offer to help OSAB members and help promote priorities.
- Cathern comments that she sees LOSA open space priorities as:
 - o Budget
 - o Comprehensive inventory of what we have: vegetation, wildlife inventory, restoration plan, conservation plan, acquisition plan
 - o Water rights (e.g. for golf course is already in the works), Coal Creek in-stream flow, Hecla Lake, and Louisville ponds and wetlands
- She is encouraged that there is a grasslands expert on staff and believes that their efforts are helpful to the OSAB board
- Matt comments that one important item to act on is input to the RFP. It is essential that the consultants have open space expertise with credentials to represent open space interests that have equal authority to a parks and recreation consultant.
- Matt also commented that water rights should include wildlife, not just citizens. He noted that open space restoration work is at a 3:1 disadvantage to parks interests within the budget.
 - o Bob noted that the previous PROST plan included an open space consultant with limited expertise. He is advocating having two separate plans, one for open space and one for parks.
- The question was posed as to which should have higher Open Space priority - restoration or acquisition? Matt answers that both are a priority. Money is taken out of general funds to support an overrun Parks budget. This has to be managed better. Some of these general funds could have been used for land acquisition for open space. He referenced a missed opportunity for the City to acquire land on Bella Vista adjoining Daughenbaugh Open Space, for which it had right of first refusal, that was sold and became a residential home when it could have been purchased and allocated as open space.
- Michiko commented that we should keep this history in mind, but also be creative in getting more funds through grant opportunities.
- Jessamine asked how we can be more effective in communication with the city council (e.g., we aren't sure how much of last meeting's RTR comments were heard or discussed by the city council). It was suggested that we all must continue to attend city meetings and provide input.
- It was asked if there's a perception by the City that more must be given to Parks since open space has tax revenue.
- Helen commented that the last tax ballot initially had 'and parks' added to 'open space' in the ballot. Historically, extra funds went into Parks only, not open space. This year, Parks

has been given ~\$1 million over their budget. LOSA is asking for transparency and accountability from the City. She gave an example that Wayfinding has been an open space priority (and was noted as the top priority in the last PROST) for 14 years and it is finally coming to fruition only this year. The City seems to keep finding money and giving it to Parks. There is an environmental degradation issue in open space that has been a priority yet not addressed or funded. It is difficult to understand how open space priorities that have been priorities for years seem to be deprioritized in favor of Parks projects. She mentioned that perhaps there is an opportunity to share grants or hire a project manager with open-space expertise.

- She also mentioned that she appreciated and agreed with the OSAB CIP priorities for the capital improvement budget earlier this year.
- It was asked if the new open space manager will have responsibility for managing the open space budget. Ember answered that their responsibility will be mainly with operations and CIPs. General fund projects are out of scope.
- Helen commented that they are simply looking for the general fund to be spent on BOTH parks and open space, not just parks. For example, ~\$200k was recently spent on golf course water rights. There is no balance, and an equal amount should be given to open space.
- Jessamine suggested that we broaden the balance of effort to include more projects than just parks and open space as part of the LOSA proposal. This may be viewed as less adversarial, and the general fund allocation should be looked at holistically.
- David commented that LOSA and OSAB may not agree with the list of priorities and that OSAB may be viewed as more balanced in their advocacy approach. There were several comments in response to this:
 - o As citizens they are limited to 3-minute open government rule in OSAB meetings to share their advocacy
 - o The dialogue between LOSA and OSAB should be open and it's okay that we may not have the same message. We all have a common interest, which is to advocate for open space projects and have them move forward. It would be helpful for the city to comply with city requirements when addressing open space projects.
 - o Susan mentioned that LOSA could act as a citizen and send a letter to OSAB, and we could include it in our meeting minutes. Helen mentioned that the pace of City activity is very fast, and communication is sometimes lost or overlooked. Sending a letter may be too slow and result in a missed opportunity.
 - o Bob: LOSA is not trying to be OSAB. Goals are likely to overlap. For example, trails are an important topic. To accomplish Open Space projects, attention is needed to understand how planning and the budget gets properly prioritized.
 - o Ember: LOSA and OSAB have different angles that support collectively different topics. Ember appreciates both.
 - o Matt: Parks and open space are now budgeted separately. Concern is that Parks keeps growing in budget and open space does not. One area that is neglected is trails.
 - o Susan suggested that anyone who has time should attend the City finance meeting on Thurs Aug 15 at 4pm. This is relevant and informative to this discussion.

City of Louisville

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

- Michiko: Add wayfinding and trails to list of priorities. We should compare LOSA and OSAB priorities.
- Susan: We will be discussing PROST next meeting. We should discuss water rights as well.

10. 8:45 pm Discussion Item: Open Space Advisory Board 2024 Work Plan, Presented by Susan McEachern, OSAB Chair (10 Minutes).

- Susan: focus on the finances and budget.
- Regarding the land acquisition topic, several questions were posed: How is the reserve funded? How much? What should the maximum be? What is the acquisition process? We should have recommendations on these questions in place for the January 7 City Council meeting.
- The process flow-chart diagram should be reviewed again and agreed upon by OSAB in advance of January.
- PROST Long Term Planning document is a priority. We need to provide input to the scope of work. We want to be sure water acquisition is included.
- Having a Parks-focused person to work on the open space portion of the PROST plan is inadvisable. We are advocating for strong open space expertise to be part of the process. This is different from an environmental expert.
- Ember: Encourage OSAB to look at other city plans to incorporate into the open space plan. This should include a wildlife plan, vegetation plan, etc. It is expected that the City of Louisville RFP will be available this week for our review – it includes the PROST plan and a trails plan.
- For the next meeting, we should come with a list of topics we want in the proposed scope for the PROST plan. Bryon is out on paternity leave. We'll all learn next week about the scope.
- It was suggested that at the next meeting we should be able to review the PROST scope of work for the RFP.
- Wayfinding should be a priority. Review or audit the implementation for the next meeting.

11. 8:55 pm Action Item: Memorandum from OSAB to City Council Recommending Banning of Rodenticide for Prairie Dog Control on Private Property. Presented By, Susan McEachern, OSAB Chair (15 Minutes).

- Susan will include relevant policy for nearby City policy to the OSAB memo to City Council recommending banning of rodenticide for prairie dog control on private property. This will include referencing policy from the City of Lafayette, Longmont, Broomfield and others (e.g. relocate animals, use carbon monoxide only for lethal control).
- Lafayette ecosystem rights and Boulder County Plan might be helpful to add.
- Susan will work with Ember and send to OSAB for review and comment before sending it to City Council. This is for private land, so proper communication is to City Council directly, not to the open space manager. A recurring concern is that we send communication to City Council and there is no record that they received it. (or we send for comments and don't get a response.) OSAB members unanimously agree that we should send this to City Council.

12. 9:10 pm Discussion Items for Next Meeting September 11th, 2024

Possible Topics:

- A. Parks, Recreation, and Open Space Long Term Planning Document Scope of Work Review
- B. Trails Long Term Planning Document Scope of Work Review
- C. Wayfinding update

Defer to another meeting

1. Ranger Updates & E-bikes
2. Mosquito Control

Add for future meeting:

- Acquisition Review
- City of Lafayette Open Space discussion

13. Adjourn

Meeting adjourned at 9:56pm

MEMORANDUM

To: Open Space Advisory Board
From: Open Space Division
Date: September 11, 2024
Re: Information Item 6: Staff Updates

General:

1. Parks, Recreation, and Open Space Department Marketing Specialist has started an Open Space and Parks Newsletter called the Latest Buzz. If you would like to receive emails from the City, including the Latest Buzz, please visit this link to sign up and edit your preferences. <https://www.louisvilleco.gov/living-in-louisville/i-want-to/receive-notifications#!/>

Natural Resources:

1. Contract Work:
 - a. Staff hosted the Pre-bid meeting for the Vegetation Surveying RFP last week August 29. Bid is set to close on September 6 at 3pm MST.
 - b. The Prairie Dog Management and Relocation Services RFP has been posted with bids due on September 11, 2024.
 - c. Staff is completing finishing edits on the Siberian Elm Removal RFP which will be posted to the Daily Camera next week.
 - d. Staff is scheduling fall herbicide applications to occur on select Open Space properties in October.
 - e. Grazing will begin for the fall 2024 cattle grazing season on North September 16 then moving to Davidson Mesa on September 20 ending on September 30.
2. The Warembourg Open Space fishing pond was refilled with water.
3. Staff will be replacing a broken compressor for the aeration system at Hecla Lake Open Space.
4. Staff continues to find large amounts of discarded fishing line at the Warembourg fishing pond despite outreach efforts and the implementation of line recycling containers and additional signage.
5. Staff has been removing Siberian Elms at Coyote Run as well as dead and downed woody materials located within the drainage area on the property.
6. Staff has begun outreach planning for Siberian Elm removal work.
7. Staff met with CU Ph.D. researcher for grassland mitigation study on Damyanovich.

Maintenance & Trails:

8. Contract Work:

- a. As a collaborative effort of multiple City departments, the concrete trail repairs have concluded. The trails completed included sections of Hecla Lake, Walnut, Daughenbaugh, Warembourg and North Open Spaces. Staff is still working with these departments on site restorations due to impacts made by the repairs.
 - b. Staff is posting the RFP for Hecla Shoreline Fencing to protect wildlife habitat. This posting will occur the week of September 2, 2024
 - c. Staff is posting the RFP for Emergency Closure Infrastructure (gates and fencing) in mid-September.
9. Staff has installed 29 new trash cans in total on Open Space properties throughout the City. They are ADA compliant, wildlife access proof, and weatherproof. These new cans will allow staff to complete trash removal in a more efficient manner. The old style of concrete trash cans has been removed from the existing sites.
 10. Staff has begun to implement phase one of replacing outdated and damaged signs across Open Space.
 11. Staff is in the process of conveying water to the Harney Lastoka property for the final time this year.
 12. Staff will be attending the Colorado Trails Symposium this year in late September.
 13. Staff has been in the process of clearing trail corridors and desired locations of woody and vegetation materials throughout all Open Space properties.

Resource Protection:

1. Contract Work: Staff will be proceeding with an Encampment Removal Contract in late September.
2. Ranger Meili will attend a Mental Health First Aid training with Jefferson County Open Space on Sunday, September 8. This training, which was made available through RMRA, provides a three-year certification and is part of rangers' goals to enhance safety and service values when contacting individuals who may be in a mental health crisis.

Education/Volunteer:

1. Rangers have completed their trail etiquette booths. The booths brought a total of 498 attendees during 13 events.
2. Staff will be hosting the Aquarius Open Space adoptees on Friday, September 13, 2024 for a volunteer event. This will include trash clean-up on the property and refurbishing weathered amenities.
3. The volunteer Weed Whackers program has contributed multiple hours for weed control this growing season including removal of noxious weeds on Davidson Mesa, Harper Lake, Warembourg, Walnut, Daughenbaugh, Dutch Creek, and Coyote Run Open Space properties.
4. A volunteer group will be conducting a trash pick up on Davidson Mesa in September.

5. Staff is working with Adopt volunteer group to coordinate a woody material removal event on Hillside Open Space.

Education Events Upcoming:

1. Friday, September 13, 2024 from 9:00 to 10:00 AM, Native Plant Walk at North Open Space.
2. Wednesday, September 25, 2024 from 5:00 to 6:30 PM, Louisville Grasslands Fall Field trip at Davidson Mesa Open Space.

Education Events Past:

3. Sunday, August 18, 2024 from 4:30 to 6:30 PM, Coal Creek Bridge on Canvas (Open Space Plein Air Series) at CTC Open Space. Four participants.
4. Saturday, September 7, 2024 from 9:00 to 11:00 AM, Fire Mitigation: Woody Materials Removal at North Open Space. Attendance not available at time of publication.
5. Sunday, September 8, 2024 from 3:30 to 5:30 PM, Dutch Creek on Canvas (Open Space Plein Air Series) at Dutch Creek Open Space. Attendance not available at time of publication.

MEMORANDUM

To: Open Space Advisory Board

From: Bryon Weber, PROS Project Manager

Date: September 3, 2024

Re: Discussion Item 8: Parks, Recreation, & Open Space Long Range Plan Discussion

Enclosed is a draft RFP for the PROS Department's Long Range Plan. We'd like to get your feedback on the overall planning approach and framework as staff finalize the document. We currently plan for Advisory Board reviews at the September (OSAB, RAB) and October (PPLAB) meetings in hopes of getting Board feedback incorporated into the RFP so that Council can review it in late October and staff can publish it for bidding in November.

A couple thoughts when reviewing the draft document:

- 1) A reminder that the PROS Department Long Range Plan will remain at a high level and establish the Department's direction and objectives for the next 10 years. For instance, the long range plan might identify the need to develop a weed management plan on open space properties within a certain timeframe, but not get into details of which types of weeds need to be treated by which methods.
- 2) The suggested planning approach is structured in hopes of providing specific attention to each PROS Division (Parks, Recreation & Senior Center, Open Space, and Golf) as well as an overview/executive summary for the Department itself. To do so, a common framework of topics is outlined with the intention of systematically exploring each topic division by division. We've tried to make the list of topics comprehensive but consolidated knowing that more topics will result in a higher consulting fee and a more complicated planning effort.
- 3) The approach includes both the Trails plan and Cottonwood/Lake Park plan as optional bid alternates. The hope is to better isolate the scope and fees associated with each of the planning efforts while also allowing staff more procurement flexibility to ensure consultants have appropriate subject matter expertise.
- 4) PROS Staff are currently reviewing this document and the version provided incorporates Open Space staff feedback. Other input from Open Space staff for on-going discussion is noted below.
- 5) Note that items in RED text below and within the RFP itself are simply placeholders which require future modification.

Feedback that would be most helpful:

- 1) **Does the division by division approach make sense? Is it confusing or need more explanation?**

OS Staff Feedback: Our team supports this approach, it highlights the importance of all

Divisions receiving equal representation and expertise during the process.

OSAB Feedback: <board to provide input here>

2) Dose the framework of topics sufficiently cover your division? Are there other topics that come to mind that we should include for your division or others?

OS Staff Feedback: Other possible topics include:

- a. Protocols/Procedures: Signage best practices and style guides, concept and appropriateness of recreation activities such as nature play, single track, geo cache, etc. in different classifications.
- b. Updates to municipal codes for Ranger enforcement as needed.
- c. Prioritization and support of Management Plans for topics such as: water rights, acquisition, weed control, prairie restoration, riparian restoration, wildlife management, reassessing Open Space land classifications (preserve, protect, visitor, other etc.), etc.

OSAB Feedback: <board to provide input here>

3) Does the outline of public input seem appropriate? Too much or too little?

OS Staff Feedback: For the add alternates (Trails & Cottonwood/Lake Park Plans) consider having 1 open house and 2 board specific meetings, as opposed what is currently proposed (2 open houses, 1 board specific meeting). Or alternatively, an open house for initial input (that board members could attend) and then follow up with the boards on first draft so the board can review more detailed work.

OSAB Feedback: <board to provide input here>

4) Does the list of deliverables seem appropriate? Are there other deliverables you think would be helpful?

OS Staff Feedback: Yes, the deliverables seem appropriate.

OSAB Feedback: <board to provide input here>

5) Are there other suggested adjustments to the document?

OS Staff Feedback:

- A. Consider to continue clarifying that the PROS plan won't cover detailed management topics such as prairie dogs, weed control, water rights, etc. for the Open Space division. More specifically call out that the consultant should identify and prioritize all future planning efforts with efficient grouping of certain plans, and proposed costs.
- B. Further clarify what level of inventory and analysis will be done for existing amenities, programs and services.
- C. Clarify to what extent each Division's list of project and priorities will be compiled into a Department-wide list of priorities.

OSAB Feedback: <board to provide input here>

SEE ENCLOSED DRAFT RFP DATED 9/3/24



DRAFT - REQUEST FOR PROPOSAL

**Parks, Recreation & Open Space (PROS)
Department Long Range Plan**

Project Number: **301511-630176**

**PROPOSALS WILL BE ACCEPTED UNTIL 3PM,
DECEMBER 6TH, 2024**

Note: Proposals should be submitted electronically via email to the enclosed Parks, Recreation & Open Space Department Contacts

**City of Louisville | Parks, Recreation & Open Space
749 Main Street Louisville, CO 80027
PH: (303) 335-4735 www.louisvilleco.gov**

Table of Contents

- 1.1 Invitation to Bid**
- 1.2 Project Summary**
- 1.3 Scope of Work**
- 1.4 Selection Process**
- 1.5 Required Submittals**
- 1.6 Schedule**
- 1.7 Period of Service**
- 1.8 Budget & Payments**
- 1.9 Standard Terms & Conditions**
- 1.10 Inquiries**
- 1.11 Contact Information**

Exhibit A – Cost Proposal Form

Exhibit B – Qualification Evaluation Form

Exhibit C – Interview Evaluation Form

1.1 INVITATION TO BID

The City of Louisville (“the City”) is soliciting bids from qualified consultants (“Respondents”) to work with City staff and provide a **Long Range Plan for the Parks, Recreation & Open Space Department**.

Digital copies of the Bidding Documents will be available after **November 1st, 2024** through the department office, on-line via the Rocky Mountain Bid System and on the City’s website: <https://www.louisvilleco.gov/doing-business/bidding-opportunities-requests-for-proposals>

Bids will be accepted electronically by the department until 3pm on December 6th, 2024. See bidding documents for submission requirements and contact information.

The City of Louisville is an Equal Opportunity Employer.

1.2 PROJECT SUMMARY

The City of Louisville, Colorado is seeking a consultant, or consulting team, to facilitate the development of a long range plan for the City’s Parks, Recreation & Open Space (PROS) Department.

Located in Boulder County and within the Denver-Metropolitan area, Louisville is home to roughly 19,000 residents. The PROS Department currently manages 37 parks comprising 355 acres, over 650 acres of City-owned and 1,200 acres of jointly managed Open Space, a 130,000 square foot Recreation and Senior Center, the 18-hole Coal Creek Golf Course, 32 miles of trails and other miscellaneous facilities, programs and services.

The planning effort will include a robust public input process and should result in evaluations and recommendations specific to each of the Department’s four divisions – Parks, Recreation & Senior Center, Open Space and the Coal Creek Golf Course. Additionally, the City desires to include two parallel/subsequent planning efforts focusing on 1) A dedicated plan for the City’s multimodal trail infrastructure and 2) A programmatic and conceptual site plan for the City’s Cottonwood & Lake Park property. Both of these efforts are included as bidding alternates for the purpose of this request for proposal.

The last iteration of the Department’s long range planning efforts took place in 2012. The Louisville community has since grown and evolved and experienced multiple noteworthy events including a 2013 flood, COVID-19 pandemic and 2021 Marshall Fire which have all left lasting impacts on the residents and City government. The City has also experienced multiple life-cycles in leadership at the City Council, City Manager, and Department and Division levels. An updated long range plan is much needed to provide guidance for the Department’s on-going operations and investments.

The PROS Long Range Plan will build upon a foundation created by other planning and visioning efforts which have been completed and/or are underway by other City Departments. Notably, an update to the City’s Comprehensive Plan scheduled to be complete in mid-2025, a wildfire mitigation analysis completed in 2023, a housing study completed in 2024 and

DRAFT: 9/3/24

numerous other division levels plans. The PROS Department desires to set a vision and strategic direction for the next 10 years with a consulting team that can bring outside perspective and expertise to the department and its divisions.

It is anticipated that the planning contract will begin in early 2025 with plan adoption in 2026.

1.3 SCOPE OF WORK

Long Range Plan (PROS Department & Division Plans)

The City's desired planning approach (subject to consultant input) is structured to provide dedicated attention, evaluation and recommendations for each of its four Divisions. To ensure the needs and priorities of each Division are evaluated and addressed by the plan, the topics below should be systematically explored for each Division, as well as for the overall Department itself.

Framework of topics to be explored for PROS Department overall and separately for each of four PROS Divisions:

- Review of previous planning documents and studies (files to be provided by City)
- Summary of notable changes occurring since 2012 PROS plan
- Assessment of current governing structure and partnerships (internally between Divisions, within the City between Departments and with outside agencies)
- Assistance in confirming and/or updating Vision and Goals
- Completion of an inventory and analysis of existing Amenities, Programs & Services
- Evaluation of service provisions (such as GAP or LOS analysis) with improvement recommendations relevant to industry studies and trends
- Assessment of staffing, finances, etc. with recommendations based on benchmarking to communities of similar profiles
- Review of existing management and maintenance plans, as applicable
- Identification of relevant policies and/or procedures needing further development (in-depth development to be completed by others subsequent to long range plan)
- Suggestion of additional studies and/or planning efforts needed (in-depth development to be completed by others subsequent to long range plan)
- Forecasting of key facility and/or project needs to inform Capital Improvement Planning
- Assist with prioritization of the above and development of actionable next steps for plan implementation
- Other topics/issues unique to each Division, if applicable
- Other topics/issues suggested by Consultant (suggestions desired as part of proposal process if possible)

Public Engagement & Input

- Public survey development (to be delivered via City's existing survey platforms)
- Public Open House (2 minimum, with stations for each Division)
- Advisory Board presentations (2 visits to each of 4 boards, 8 meetings total)
- City Council Presentation (2 minimum)

Deliverables

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations specific to the Department and each of four divisions. Reports to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

Bid Alternates 1 & 2

In addition to the PROS Long Range Plan, the City requests proposals for two bidding alternates. Respondents can choose whether to provide proposals for one, both, or neither of the alternates below. As its sole discretion the City may choose to include one, both or neither of these alternates as part of the selected respondent's overall contract and/or re-bid these alternates via a separate, future request for proposal.

Alternate #1 – Trails Plan

The City desires a dedicated plan for its multimodal trail network which is comprised of regional and community level connections in both hard and soft surface infrastructure. Ideally, this plan would include the following topics:

Topics to be explored:

- Public input survey specific to trails (or trail specific questions on overall survey)
- Review of relevant plans impacting trails (such as Comprehensive Plan, Transportation Management Plan, County/Regional trail plans, Site specific trail designs already completed by City, Open Space vegetation surveys, etc.)
- Analysis, evaluation and recommendations for trail connectivity at neighborhood, community and regional levels
- Development of policy and/or approach for undesignated "social" trails
- Trail Design and Construction Standards
- Identification of future policy and/or planning needs
- Identification of future project and/or construction needs
- Cost projections for suggested projects to inform Capital Improvement requests
- Assistance with prioritization of the above to identify implementation next steps
- Other topics, as suggested by consultant

Public Engagement & Input (in addition to meetings identified above)

DRAFT: 9/3/24

- Open House (2 public open houses specific to the topic)
- Advisory Board (1 presentation at each of 4 boards, 4 meetings total)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

Alternate #2 – Property Program Plan for Cottonwood / Lake Park

Upon completion of the Long Range Plan, the City desires a subsequent planning effort dedicated to producing a programmatic and conceptual site plan for two current properties known as Cottonwood Park and Lake Park Open Space. The two adjacent properties are located in the heart of the City and were recently expanded via a land acquisition resulting from purchase of private property. These areas are present new opportunities for conservation and/or recreational programming, but require a formalized planning process to balance various public desires for the future of each property.

Topics to be explored:

- How does these properties fit into the context of the City’s overall park and open space property portfolio
- Site analysis with opportunities and constraints for each property
- What programmatic uses and functions are desired by the public for each property
- How to balance potentially competing goals of conservation and recreation programming
- Conceptually, how and where would any proposed new amenities and functions be located and incorporated within an overall site plan for the properties
- Cost projections for proposed improvements for purpose of capital funding requests
- Actionable next steps for implementation of plan recommendations
- Other, as suggested by Consultant

Public Engagement & Input (in addition to meetings identified above)

- Open House (2 public open houses specific to the topic)
- Advisory Board (1 presentation at each of 4 boards, 4 meetings total)
- City Council (1 presentation)

Deliverables:

- Public Survey formatting and questions
- Development of meeting materials and presentation delivery for engagement events listed above
- Written report encompassing above topics with evaluations and recommendations. Report to include photos, graphics, maps etc. as needed.
- Communication with City staff in regular meetings (monthly or every two weeks depending on project phase)

1.4 SELECTION PROCESS

The selection process will include two steps: the first being a qualification review, the second being an interview of a short-list of firms meeting the qualification requirements.

Step One: Qualification

To be considered qualified respondents should meet ALL of the following criteria:

- 1) Demonstrate experience on five (5) projects of similar scope and complexity.
- 2) Have provided Long Range Planning services for a minimum of two (2) projects in the past five (5) years with planning budgets over \$100,000. Note: The two projects highlighted can overlap with the five projects in Criteria #1.

Firms/teams which satisfy the minimum qualifications will then be evaluated based on the selection criteria outlined in Appendix B – Qualification Evaluation Form. In accordance with Appendix B, the following criteria will be used to evaluate all proposals:

- The consultant's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
- The reputation, experience, and efficiency of the consultant and/or team. Proven experience working with each of the four specific divisions is preferred.
- The ability of the consultant to provide quality services within time and funding constraints.
- The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

Step Two: Interview

A short list of qualified firms, not to exceed five total, will be interviewed to determine the Owner's final selection.

Scoring: Interviewed firms will be evaluated based on the selection criteria outlined in Appendix C – Interview Evaluation Form

DRAFT: 9/3/24

1.5 REQUIRED SUBMITTALS

For proposal review, please submit the following. One digital copy (single PDF file preferred) should be submitted to the enclosed contacts prior to the Proposal Deadline. Proposals should include the following and in the order given:

1. Letter of Interest
2. Past Experience of Similar Projects (5 minimum with 2 in last 5 years over \$100,000)
3. Narrative of Project Approach, Scope and/or Suggestions
4. Project Team Resumes
5. Required Forms
 - a. Completed Bid Form (Exhibit A)

Note: While not required for bidding, the selected contractor will be required to obtain a performance bond equal to the amount of the contract value as part of the contract authorization process.

1.6 ANTICIPATED SCHEDULE / KEY DATES

Daily Camera Submission.....	11/1/2024
Post RFP to Rocky Mountain E- Purchasing (Bidnet) and City Website.....	11/1/2024
First Publication Daily Camera	11/4/2024
Second Publication Daily Camera	11/11/2024
Pre-Proposal Meeting (optional)	11/13/2024
Inquiry Deadline.....	3:00 p.m. 11/15/2024
Inquiry Response Deadline	11/20/2024
Proposals Due.....	3 p.m. 12/6/2024
Proposal Review (No formal bid opening)	12/6/2024
Bid Tabulation sent to bidders.....	12/9/2024
City Council Packet.....	12/9/2024
City Council Approval Meeting	12/17/2024
Notice of Award	12/18/2024
Notice to Proceed, Bonds, Insurance, etc.	12/18/2024
Substantial Completion.....	To be Determined 2026
Final Project Completion.....	To be Determined 2026

DRAFT: 9/3/24

1.7 PERIOD OF SERVICE

The Respondent Team should be available to begin work per the above scheduled dates upon approval of their proposal. Any foreseen limitations and/or conflicts impacting the proposed project schedule should be noted as a part of the respondent's submission.

1.8 BUDGET, COMPENSATION & PAYMENT

All payments will cover all overhead, profit, deliverables, travel and other expenses incidental to the project. Payments will be made on a monthly basis upon receipt and acceptance of an invoice indicating the percentage of service completion for which payment is due. Hourly rate and unit pricing schedules shall be included in the contract for possible additions or deletions to the services. The selected Respondent Team will be required to enter into an agreement with the City. The City's standard independent contractor agreement is attached for reference.

1.9 STANDARD TERMS AND CONDITIONS

Respondents should be aware of the following terms and conditions what have been established by the City of Louisville:

- The request for bid is not an offer of contract. The provisions in the RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals.
- The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- All submittals become the property of the City, a matter of public record and will not be returned. Proprietary information included in submittals must be clearly identified and will be protected, if possible. Unit pricing and total cost information will not be considered proprietary.
- The City has the right to use any or all ideas presented in response to this invitation to bid. Disqualification of the respondent does not eliminate this right. The City reserves the right to select the proposal that is most advantageous to the City, even if it is not the least expensive.
- No Bid may be withdrawn within a period of sixty (60) days after proposal submission deadline.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City. A sample contract is enclosed.

1.10 INQUIRIES

DRAFT: 9/3/24

Prospective respondents may make written inquiries by email prior to the inquiry deadline. Inquiries will also be accepted at the pre-proposal meeting. An addendum will be released to all pre-bid meeting attendees (and posted to Bidnet) with any required clarifications, revisions and/or associated documents prior to the inquiry response deadline. Inquiries should be sent via email to the contacts listed below.

1.11 SUBMISSIONS & CONTACT INFORMATION

Proposals will be accepted until 3pm MT on the Proposal Deadline listed above. Late proposals will not be accepted. *Please keep submissions to 10mb or less.*

Proposals shall be submitted electronically via email to the contacts below:

Bryon Weber
Project Manager | Parks, Recreation & Open Space
bweber@louisvilleco.gov

AND

Marla Olson
Senior Administrative Assistant | Parks, Recreation & Open Space
molson@louisvilleco.gov

EXHIBIT A - COST PROPOSAL FORM

PROJECT: PROS Department Long Range Plan
PROJECT NUMBER: 301313-630413
OWNER: CITY OF LOUISVILLE, COLORADO

FIRM: _____

DATE: _____

LINE	SERVICE ITEM	SERVICE FEE	NOTES
1	Long Range Plan	\$	
2	Alternate 1 - Trails Plan	\$	
3	Alternate 2 - Cottonwood/Lake Park Plan	\$	
4	Other:	\$	if applicable
5	Total:	\$	sum of lines 1-4

SIGNATURE: _____

NAME: _____

TITLE: _____

EXHIBIT B - Qualification Evaluation Form

PROJECT: PROS Department Long Range Plan
 PROJECT NUMBER: 301313-630413
 OWNER: CITY OF LOUISVILLE, COLORADO

FIRM:

DATE:

Minimum Criteria	Yes/No
Provides three (5) examples of similar projects	
Provides two (2) with 5 years over \$100,000	

ITEM	SCORE	NOTES
Overall Impression (5 points) The strength, clarity and relevance of the submitted proposal.		
Firm Qualification (5 points) The reputation and ability of the firm to provide quality services related to the scope of the project.		
Team Member Qualifications (15 points) The experience and skills of specific team members proposed to participate in the project.		
Proven Success (15 points) The demonstrated capabilities of the firm based on project examples provided. Strength and relevance of client references provided.		
Cost Proposal (10 points) Mathematical scoring of the proposed management price percentage relative to other qualified respondents. See scoring formula in Exhibit F.		
Total (50 points possible)		

EXHIBIT C - Interview Evaluation Form

PROJECT: PROS Department Long Range Plan
 PROJECT NUMBER: 301313-630413
 OWNER: CITY OF LOUISVILLE, COLORADO

FIRM:

DATE:

ITEM	SCORE	NOTES
Overall Impression (15 points)		
The overall demeanor and enthusiasm conveyed by the team members during the interview.		
Project Team (25 Points)		
The experience of the project team, including any proposed sub-contractors. Preference given to project teams with experience working together on projects of similar scope and scale.		
Project Approach & Schedule (10 points)		
Willingness to partner with the City and consultants for mutual success. Availability of the project team to provide services within calendar year 2025 and into 2026.		
Total (50 points possible)		

MEMORANDUM

To: Open Space Advisory Board

From: Trails Tiger Team (David Blankenship and Charles Danforth)

Date: September 11, 2024

**Re: Discussion Item 8: Parks, Recreation, and Open Space Department
Long Range Plan Discussion**

Items Recommended for Consideration for Trails Plan RFP:

- Codify that OSAB is in charge of trail reviews whether the trails are on open space or not - there is departmental agreement on this, but I am not sure if it is formally documented anywhere
- Guidance on trail surfaces, e.g., no hard surface trails through the middle of open space. Single track is dirt. Crusher fines where possible. Leave options open for use of recycled asphalt. Use concrete in flood-prone areas.
- In general, don't conflict with or duplicate the transportation master plan (TMP)
- Should provide more clarity on the priority of the trail proposals already documented in the TMP
- Social trail inventory and policy (general guidelines based on trail width, usage, etc., as well as how to handle specific social trails as an example) - use Charles's Warembourg maps from circa 2021
- Underpass locations and lighting standards
- Where did our statement about a third trail type (dirt) end up?
- Any specific guidance for commuting routes and regional trails?
- Guidance on trail width. Gets wider as you go from dirt to crusher fines and hard surfaces.
- Accessibility standards, maximum grades, and avoiding tight turns
- Review and update published city maps and posted wayfinding maps at the kiosks every 5 years or so.
- Thorough review of all existing rules and regulations that relate to trails to see whether they should be continued. For example, do we want to keep nighttime closures?
- Judicious use of rules and regulations sections on wayfinding signs
- How to handle intersections with respect to trail alignment (e.g., triangle layouts) and signage

- Desired new trails such as the overlook underpass trail, trails connecting to Redtail Ridge, and Aquarius hill bypass (all of which have been submitted as formal requests to the county the last couple of years)
- E-bikes on trails: Council recommended removing the restriction on class 3 e-bikes (will require an ordinance change). Do we want to make a formal statement on this?
- Define what the public input process for the creation of the trail plan should look like
- Best practice in communication among open space, parks, public works, and Council when it comes to trail planning
- Incorporating wildlife and vegetation surveys into trail planning process
- Should the consultant(s) selected for the trail plan have certain credentials and/or be separate from that for the rest of the parks, recreation, and open space plan?

MEMORANDUM

To: Open Space Advisory Board
From: Ember Brignull, Open Space Superintendent
Date: September 11, 2024
Re: Discussion Item 9: Agenda Setting for Joint Meeting with Lafayette

Purpose:

The purpose of this Discussion Item is to set the agenda for the joint board meeting between Louisville OSAB and Lafayette LOSAC which will be held on October 9, 2024.

Background:

OSAB would like to meet with LOSAC to discuss Open Space topics and to learn from each other. Below are topics that have been proposed. Please review and determine if removals or additions are desired.

1. Lafayette Wildlife Management Plan
2. Grants Efforts & Success
3. Jointly Owned Property Management
4. Social Trail Management
5. Education Center
6. Acquisition process
7. Communication Process with City Council

Next Steps:

OSAB's staff liaison and chair will share the draft agenda with LOSAC staff and chair for finalization. The final agenda and packet materials will be published the week before the board meeting.