

Open Space Advisory Board

Agenda

**January 8, 2020
Library 1st Floor Meeting Room
951 Spruce Street
7:00 PM**

1. 7:00 pm Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. 7:05 pm Staff Updates (5 Minutes)
6. PPLAB Unable to Attend OSAB's February Meeting for a Joint Board Meeting.
7. 7:10 pm Public Comments on Items Not on the Agenda (5 minutes more time as needed)
8. 7:15 pm Introduction of OSAB Members (15 Minutes)
 - A. New Board Members: Jessamine Fitzpatrick and Charles Danforth
 - B. Introduction of Current Members- Share your Background and most exciting and most challenging parts about serving on OSAB
 - C. Volunteers for Mentors for New Members
9. 7:30 pm Discussion Item: 2020 Housekeeping (15 Minutes)
 - A. Approve Agenda Posting Locations:
City Hall, Library, Recreation Center, Police Department/Municipal Court, and City Web Site
 - B. Distribute the 2020 Open Government & Ethics Pamphlet
 - C. Officer Elections for Chair, Vice-Chair, and Secretary
 - D. Update OSAB Member Contact Information

City of Louisville

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10. 7:45 pm Discussion Item: Integrated Weed Management Plan (20 Minutes)
11. 8:05 pm Discussion Item: Social Trail 2020 (20 Minutes)
12. 8:25 pm Discussion Item: Approve 2019 OSAB Accomplishments & Draft 2020 OSAB Goals (30 Minutes)
13. 8:55 pm Discussion Items for Next Meeting on February 12, 2020
14. Adjourn

Open Space Advisory Board Meeting Minutes
Wednesday December 11, 2019, 7:00pm

Louisville Public Library: First Floor Meeting Room
951 Spruce Street

1. Call to Order

Laura called the meeting to order at 7:00 pm.

2. Roll Call

Board Members Present: Laura Scott Denton, Peter Gowen, Fiona Garvin, Helen Moshak, Missy Davis, Mike Schantz, David Blankinship, Tom Neville

Board Members Absent: None.

City Council Members Present: None

Staff Members Present: Ember Brignull, Nathan Mosley

3. Approval of Agenda

Peter proposed to revise the agenda as follows: put Board Member Appreciation last. Tom seconded. The motion did not pass.

Peter then moved to approve the agenda as written. Tom seconded. The motion passed unanimously.

4. Approval of Previous Meeting's Minutes

Peter moved to approve the minutes as written. Tom seconded. The motion passed unanimously.

5. Staff Updates

See updates provided by Ember Brignull on page 6 of the Dec. 2019 OSAB Meeting packet.

A. Change Regarding City Council Liaisons to Boards: Nathan reported that Mayor Stoltzmann decided not to appoint Board Liaisons, but instead to initiate a single annual meeting for each Board with Council as a working group. Mike, Laura and Helen expressed concern that a critical communication link between Council & boards will be lost. Fiona noted that Jeff Lipton and Bob Muckle, as Council Liaisons, provided additional Council perspective which has been very important for OSAB to discuss issues effectively. Nathan told Board members that he would try to serve as a communication conduit if needed.

B. Update on Elephant Park Playground: Nathan noted playground equipment will be replaced and that swing set is being re-located to better separate playground and Open Space.

C. Nathan reported that City Council has been working on their 2020 work plan. The items that affect Open Space most closely are: (1) continue to finalize Open

City of Louisville

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Space zoning and (2) review herbicide use & update weed management plan. Ember and Nathan will be working with City Council to finalize the 2020 work plan.

- D. Ember reported that Coyote Run trail project concrete work is almost complete; the project will be wrapping up in a couple of weeks.

6. Board Updates

- A. Resolutions of Appreciation were read for Mike Schantz and Fiona Garvin.

7. Public Comments on Items Not on the Agenda

Rick Ruggles (893 Larkspur Ct.) expressed kudos for additional trash cans at Davidson Mesa Dog Off Leash Area (DOLA) and suggested one more trash can be placed along the north side fence. He supports mud closures to help protect the land, and suggested closing some other Davidson Mesa trails when conditions are muddy. He's noticed several drones flying out there and motorized scooters. He suggests increased Ranger presence at high-use times. Ember noted that fewer patrols due to training the new ranger; the new ranger is now starting official patrols.

8. Discussion Item: Nawatny Ridge Development Plan (presented by Nathan Mosley, Director of Parks, Recreation, and Open Space) (see pages 7-51 of Dec 2019 OSAB Meeting packet)

Nathan introduced the topic and noted that the purpose tonight is feedback on the location of the main Open Space area: Option A (pg. 45 - OS area "E" on southern part of property atop mesa) or Option B (pg. 50 - OS area abuts Monarch HS and extends south and west in the valley area). He also noted that OSAB should speak to the amount of land dedication, and if OSAB prefers land dedication or cash-in-lieu.

- A. Planning Department Update, Rob Zuccaro, Director of Planning. Rob stressed that OSAB members who did not attend earlier tour work out a time with staff to tour, not participate in "open to the public" tours as substantive matters could be discussed during such tours. Rob described the history of the area (392 acres in Louisville, additional acres are in Broomfield County and Boulder County). He explained that any development on the property must go through the General Development Plan (GDP) process. The current proposal is more dense (4.6 million sq. ft.) than has been present in past GDPs (2.5 million sq. ft.), and is anticipated to take up to 20 years to build-out. Final plat descriptions (and a chance for OSAB input and recommendations to Council) will occur at a later date. Rob noted that PPLAB was supportive of "Option B" where park and main Open Space area are near Monarch HS. Funding for trails outside of the property is under discussion; possible monies from developer, and/or Metro District that is being created, and/or partnering with other entities.

Missy asked if paths/trails near Senior Center will connect to OS trails; Fiona concurred that such connections would be beneficial.

Helen asked if Option A includes any monies to remediate parcel "E" (formerly developed top of mesa; degraded land with lots of glass, concrete & asphalt chunks present). Rob said that this is not in the plans yet.

- B. Applicant Presentation, Bruce Baukol Capital Partners
Geoff Baukol went through the developer packet materials. Public Lands requirement is 40 acres and they are proposing 65 acres. Discussion of Option A and Option B ensued. Missy expressed interest in PPLAB evaluating some part of the public land dedication for potential dog park.

Missy made a motion to present the following OSAB recommendations to staff and Council:

- 1) Option B is strongly preferable
- 2) Include lake in NE corner as part of public land dedication
- 3) OSAB is open to discussion of reducing other public lands areas to accommodate the lake area
- 4) Provide trail corridors leading to/from the lake
- 5) Preserve option to build a trail along the Goodhue ditch leading towards downtown Louisville.
- 6) Strongly prefer land dedication vs cash in lieu

Peter seconded. The motion passed unanimously.

9. **Discussion and Action Item: Determine the Highest Priority “Objectives” for the Management of Open Space for Tomorrow (MOST) Priorities Project by the MOST Tiger Team** (see pages 52-62 of Dec. 2019 OSAB Meeting packet)
OSAB members ranked the 13 sub-goals in order of highest to lowest priority. Helen will collate these rankings and report back to OSAB.
10. **Discussion and Action Item: Review and Finalize Memorandum Regarding OSAB’s Position on the Davidson Mesa Dog Off-Leash Area for the Management of Open Space for Tomorrow Project.** Presented by Mike Shantz, OSAB Member (see pages 63-66 of the Dec. 2019 OSAB Meeting packet).

Laura commented that while she agrees with general content, but would like to delete the statement that “this is the time to address this”. Missy did not agree; she and Mike noted that it’s time to “stop kicking the can down the road”.

Peter noted that current management has the land in a condition that is not congruent with the Open Space charter. He suggested focusing on meeting the charter & ordinances. He presented some suggested re-writes for the two options outlined. Specifically, he proposed re-wording Option 1 to remove any reference to “closure” as a potential option. He stated that providing equivalent dog parks in Louisville could remove the usage pressure on Davidson Mesa DOLA to allow the land to recover.

Missy noted that she supports retaining the wording for the first option in Mike’s memo.

Fiona noted that the Davidson Mesa location’s popularity (views, walkable location) is such that even with multiple other dog parks, future over-usage would likely still be a problem.

Helen moved to incorporate Peter’s comments on Statutes and Covenants and incorporate Fiona’s comments on the two alternatives, retaining the language in the first

option relating to closure. Laura seconded. Passed unanimously. Fiona will send Ember her edits for production of the final memo.

Jill Ruggles (893 Larkspur Ct.) noted that the DOLA takes pressure off the Mesa trails as many owners let their dogs off the leash out on the Mesa. Rick Ruggles suggested considering a tag program for Louisville to allow more dogs off leash on regular trails. Jay Ferguson (1791 Tyler Ave.) noted that size of space is important to him as he has larger dogs.

11. **Action Item: Review and Finalize 2019 OSAB Accomplishments** (see pages 67-70 of the Dec. 2019 OSAB Meeting packet).
Laura reviewed the OSAB Accomplishments materials and requested additions and comments. Ember will incorporate any changes to finalize this document.
12. **Discussion Item: Review and Recommendations Regarding 2020 Education and Outreach Programing** (see pages 71-77 of the Dec. 2019 OSAB Meeting packet)
Board members were impressed with the Open Space plan and appreciated seeing new programs. No additions or changes were proposed by OSAB members.
13. **Discussions Items for the Next Meeting on Wednesday, January 8, 2020:**
 - A. Action Items:
 - 1) Agenda Posting Locations
 - 2) Officer Elections
 - 3) Finalize OSAB 2020 Goals
 - B. Updates/Discussions from the Department:
 - 1) Introduce new Board members
 - 2) Update OSAB Member contact list
 - 3) Distribute Open Government and Ethics pamphlet
 - 4) Trails: Hecla to Waneka, Lake to Lake
 - C. Updates/ Discussions from the Board:
 - 1) Board Recommendations for OSAB 2020 Goals
 - 2) Social Trails
 - 3) Integrated Weed Management Plan
14. **Adjourn**
The meeting adjourned at 9:45 pm.

Resolution of Appreciation
for
Fiona Garvin
by the City of Louisville Open Space Advisory Board
December 2019

Whereas, Fiona Garvin has served on the City of Louisville Open Space Advisory Board for her full term of three years.

Whereas, she began her term in 2017 and served not only as a valued member but also as an energetic and hard working member of several tiger teams and this past year as OSAB Secretary characterized by her relevant experience, broad knowledge, incredible organizational skills, attention to detail, patience, and dedication to protect, conserve and preserve our open space lands and natural environment.

Whereas, Fiona's ability to get the job done, edit copy, capture the gist, raise new ideas, drive tenaciously on important issues, and produce very high quality work is just what this board needed. She stepped up in her very first meeting - raising her hand to organize spreadsheets, organizing information, adding new content, asking great questions and always ready to research answers. She learns by diving in and getting her hands, mind and heart involved right from the start. We all benefit from Fiona's learning, teaching and sharing.

Whereas, she has also served as Open Space community volunteer and volunteer with other non-profit groups she is very generous with her time, energy, wisdom and talents. She is genuine with her praise, always ready to acknowledge and celebrate team accomplishments while deserving of many kudos for all of her contributions as well.

Whereas, she persists in the face of obstacles, striving always to do what is best, spends wisely and learn from others. An extraordinary example of how she works on many levels is her researching, co-authoring and advocacy in support of OSAB's study on dog facility siting guidelines. This work is exemplary of her thoroughness, readiness to put in extra time and effort and her commitment to finding solutions that work!

Now therefore, at the conclusion of her time with us, her fellow members of the Open Space Advisory Board, the Director of Parks, Recreation, and Open Space and the Open Space Superintendent take this opportunity to express our deepest appreciation and gratitude for her sound reasoning, organizational expertise, editing prowess, quiet and fun humor, smart ideas, fair and kind approach, teamwork and her deep and abiding dedication to the environment and her community.

Let it be resolved that the members of the City of Louisville Open Space Advisory Board will continue to be inspired by her multifaceted role model - committed to communicating, problem solving and educating on behalf of nature and the City of Louisville Open Space program. We wish Fiona great adventures in the future and even more success in her next endeavors to carry the flag and plant the seeds to protect and preserve our local and regional natural resources. We welcome every opportunity to continue to work together and may our paths and trails continue to cross and travel together in the years to come. Thank you Fiona.

Signatures

Resolution of Appreciation
for
Mike Schantz
by the City of Louisville Open Space Advisory Board
December 2019

Whereas, Mike Schantz has served on the City of Louisville Open Space Advisory Board for almost a decade, since January of 2011 to be exact.

Whereas, he began his official tenure in 2011 and served not only as a valued member and colleague but also the Davidson Mesa GeoCache developer, tiger team lead, PPLAB liaison, and multi-term vice-chair characterized by his direct approach, gruff yet warm voice, engineering expertise and perspective, fierce logic and passionate commitment to protect, conserve and preserve our open space lands.

Whereas, Mike's ability to fly in from Europe or half way across the country and head directly to an OSAB meeting to report on myriad topics and causes is unsurpassed. He lead the efforts to build a partnership between the Parks and Public Land Advisory Board, advocates for new and overdue solutions for dog off-leash experiences, crunches and truly understands the budget numbers, and advocates with a full heart for his fellow sky travellers - birds from here to Alaska. These are just a few of the many ways Mike has enhanced our community throughout his time with us.

Whereas, he has also served as a community volunteer and resource and avid Open Space participant on bike and on foot he will always be a respected and admired champion for our City of Louisville Open Space and citizens.

Whereas, he would lean in with his intense gaze, logical insights, well-reasoned arguments, political knowledge and succinct summaries to focus the debate, make the case and define the motion.

Now therefore, at the conclusion of his time with us, his fellow members of the Open Space Advisory Board, the Director of Parks, Recreation, and Open space and the Open Space Superintendent take this opportunity to express our deepest appreciation and gratitude for his sharp mind, dry humor, warm smile, brilliant logic, articulate writing, tireless work ethic, dedication to nature, family, and community and his valued friendship.

Let it be resolved that the members of the City of Louisville Open Space Advisory Board will continue to be inspired by his many talents, amazing contributions and hundreds and hundreds of hours of dedicated work on behalf of Open Space and and the wonders of our natural world.

We wish Mike great continued success in the future and just the right mix of LBJs and Lifers to keep it interesting and Mike outstanding in his field. We welcome every opportunity to hear his strong voice calling us to action to build our community and protect our open spaces together and forever. Thank you Mike.

Signatures:

December 11, 2019 Meeting Minutes Continued

Results of Discussion Item 9: Determine the Highest Priority “Objectives” for the Management of Open Space for Tomorrow (MOST) Priorities Project by the MOST Tiger Team

Objectives									Ranking
Wayfinding	1	5	1	2	1	2	1	7	20
Wetlands/Aquatic Resources	4	1	3	5	2	5	5	1	26
Trails	6	6	2	4	3	4	2	4	31
Grasslands	2	2	8	7	5	8	3	2	37
Scientific Best Practices	3	3	5	12	4	1	8	6	42
Maintenance	5	4	10	3	7	11	10	9	59
Acquisition	9	10	12	1	10	3	11	5	61
Education	7	7	7	10	8	7	7	11	64
Serving Diverse User Types	12	8	6	6	9	10	6	10	67
Agricultural Lands	8	13	9	8	6	12	9	3	68
Volunteers	10	11	4	11	11	13	4	12	76
Rules and Regulations	11	9	11	13	12	6	13	8	83
Property Rights	13	12	13	9	13	9	12	13	94

1= Highest Priority

13= Lower Priority

December 11, 2019 Meeting Minutes Continued

Results of Discussion Item 10. Review and Finalize Memorandum Regarding OSAB's Position on the Davidson Mesa Dog Off-Leash Area for the Management of Open Space for Tomorrow Project.

OSAB has been asked by City Council to review the status of the Davidson Mesa Dog Off-Lease Area (DOLA) and comment on future management practice recommendations. This topic has arisen many times in the past 10 years, and has been extensively discussed by OSAB members. Our summary of the primary issues relating to DOLA management are listed below:

- Heavy usage of the DOLA space degrades the vegetation and overall property condition.
- Systematic usage reduction (e.g., shorter hours, regular closures, resident permit system) has not been favored or supported by Council or community members.
- Regular restoration and revegetation (several times per year, with closures during the process) would be a very expensive on-going addition to the maintenance budget.
- Requests for amenities such as water and shade structures appropriate for a dog park are inconsistent with the current Open Space zoning.

It is OSAB's assessment that these conflicts are intractable as they are rooted in the inherent conflict of having an intensive recreational activity (dog off-leash area) sited on Open Space property which by City Home Rule Charter specifies passive recreation. It is our understanding that the DOLA was established as a compromise in response to the very real need for dog recreation facilities in the 1990s. This may have been a reasonable compromise at that time, but the dramatic increase in usage of the DOLA and Davidson Mesa Open Space as a whole have resulted in escalation of these conflicts.

While some management practices, such as periodic closures of the DOLA for muddy conditions, seem to have helped to limit impacts to the property due to increased demand on this resource, the overall impacts are inconsistent with the Home Rule Charter and ordinance restriction on Open Space Property. Per the Open Space Master Plan, the most permissive designation of open space property is "Open Space-Visitor Land". As defined in the Open Space Master Plan, "Open Space-Visitor Land is intended to be managed so that **recreational opportunities are compatible with resource protection** with minimal landscaping using native plants and limited irrigation. Moderate to high levels of visitation may be permitted on lands in this classification." Analysis of the vegetation in the DOLA area makes it obvious that the impacts associated with the DOLA as currently utilized are not compatible with resource protection mandated by the Home Rule Charter and ordinance.

That said, it is also quite clear to OSAB that there is a significant and very real need for dog recreation facilities, including dog off-leash areas, in Louisville. OSAB also recognizes the very real benefits for dogs, their owners and the community of such facilities. Accordingly, we encourage City Council to review the following options for resolving the Davidson Mesa DOLA situation and decide which approach to take:

1. Direct staff to develop a comprehensive plan to provide additional Dog Parks and Off-Leash areas in Louisville (or perhaps on non-city land in partnership with other municipalities) as a

pre-requisite for future closure and one-time restoration of the Davidson Mesa DOLA to a condition consistent with the Open Space property zoning.

2. Recommend that the property zoning of the DOLA be put to a vote of the citizens. If citizens approve reclassification from Open Space to Parks, this would allow for potential improvements to the DOLA to make it a more suitable dog recreation facility.

In short, it is OSAB's recommendation that it is time for Council to address this inherent conflict and resolve the present and increasing resource conflict. To not do so is to simply ignore issues that will only continue to create future conflict and not appropriately respect our Open Space per the mandates of the Home Rule Charter and open space ordinance.

Memorandum

To: Open Space Advisory Board
From: Ember Brignull, Open Space Superintendent
Date: January 8, 2020
Re: Staff Updates

General:

- All concrete work is complete for the Coyote Run Trail project. Fine grading and seeding are scheduled to occur before the OSAB January meeting.
- Steve Roles, Senior Natural Resource Specialist is utilizing past inventory data to create a species database for Open Space.
- Fence installation at Dutch Creek Open Space and County Road & 96th Street are complete.
- Ranger Aubrey Hilte has resigned her position at Louisville. Rehiring will occur in the first quarter of 2020.

Education:

Past:

- Sunday, December 15, 2019 from 8:00 to 11:00 am, Christmas Bird Count. Harper Lake trailhead, McCaslin Blvd. and Washington Ave. 4 participants.
- Wednesday, January 1, 2020 from 10:00 to 11:00 am, First Day Hike. Davidson Mesa trailhead, McCaslin Blvd.

Upcoming:

- Wednesday, January 15th, 2020 from 6:30 to 8:00 pm, Shutter Talk. Louisville Center for the Arts, 801 Grant Avenue. Adults.
- Wednesday, February 5th, 2020 from 6:30 to 7:30 pm, Exploring the Secretive Life of Birds of Prey presented by the Colorado Avian Research and Rehabilitation Institute. Louisville Public Library, 1st floor meeting room, 951 Spruce Street. Adults.

City of Louisville Open Government & Ethics Pamphlet 2020



City Clerk's Office
749 Main Street
Louisville CO 80027

www.LouisvilleCO.gov
303.335.4536

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Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at www.LouisvilleCO.gov.
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting agendas for all City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions. Visit the City's website (www.LouisvilleCO.gov) and look for the eNotification link to register.

After they are approved by the City Council, meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov).

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly utility bills mailed to City residents.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at CityCouncil@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, first floor City Hall, 749 Main Street, or call 303.335.4571.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.) The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees
- Local Licensing Authority

- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City’s web-site (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of complete meeting packets containing all agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk’s Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission recommends, through a resolution, that the City Council accept or reject a proposal.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City’s web-site (www.LouisvilleCO.gov).

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law (“Sunshine Law”) as well as additional open meet-

ings requirements found in the City’s Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a “public body” for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public. However, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings; If a person believes in good faith that a study session is proceeding contrary to these limitations, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, a written summary of each study session is prepared and is available on the City’s website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City’s rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or “straw” vote, may occur at any executive session. Rather, formal

actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards

in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, “official action” for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and “quasi-judicial” proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Contracts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member’s action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the “occasional nonpecuniary gift” of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official’s or employee’s official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can he or she influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville’s Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a “revolving door” rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person’s employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City’s best interest.

Citizens are encouraged to contact the City Manager’s Office with any questions about the City’s Code of Ethics. A copy of the Code is available at the City’s website (www.LouisvilleCO.gov) and also from the Offices of the City Manager and City Clerk.

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new

liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of city facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

Voluntary Participation - The process will seek the support of those participants willing to invest the time necessary to make it work.

Purpose Driven - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

Time, Financial and Legal Constraints - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

Communication - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

Adaptability - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

Access to Information - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

Access to Decision Making - The process will give participants the opportunity to influence decision making.

Respect for Diverse Interests - The process will foster respect for the diverse values, interests and knowledge of those involved.

Accountability - The process will reflect that participants are accountable to both their constituents and to the success of the process.

Evaluation - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure that the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding

Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2019

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.



Handbook for Boards & Commissions



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INTRODUCTION

In order to assist in setting direction for the City of Louisville, the City Council considers the advice of its various boards and commissions. Citizens who serve on boards and commissions, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience base of the elected decision makers. In addition, some boards or commissions have powers and duties defined under the City Charter or state law, and their functions go beyond advising and making recommendations to the City Council.

At present, the City has the following boards and commissions:

- Board of Adjustment
- Building Code Board of Appeals
- Business Retention and Development Committee
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks and Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

PURPOSE

The purpose of this *Handbook for Boards and Commissions* is to explain the role of boards and commissions and set forth guidelines to assist them in carrying out their work. Should you have any questions about the information here, please contact the City Clerk.

CITY STRUCTURE

The City of Louisville is a home rule municipality operating pursuant to the City of Louisville Charter adopted by the citizens of Louisville in 2001. The citizens have chosen a mayor-council-manager form of government. Under this form, the citizens elect six council members, two from each ward, and one mayor at-large.

The City Council sets the goals and policies for City government and annually adopts a budget in support of City activities. The City Council appoints the City Manager, City Attorney, Municipal Judge, and Prosecuting Attorney. City staff members, under the direction of the City Manager, are responsible for carrying out the direction of the City Council in implementing programs and services. Department directors and their department staffs are under the direction of the City Manager.

As the City's chief executive officer, the City Manager oversees the day-to-day administrative affairs of the City, including assigning staff to assist boards and commissions in carrying out their responsibilities. The City Manager is responsible for conveying and implementing City Council policy.

QUASI-JUDICIAL VS. ADVISORY ROLES

The quasi-judicial boards are those that act like a judge in their proceedings and make decisions affecting a specific persons rights based on applying specific criteria to an application. These boards generally determine rights, duties, or obligations of a specific person or entity following a public hearing where evidence and public testimony is presented. The quasi-judicial boards are:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

Advisory boards make recommendations to the City Council in a number of ways including on legislation, policy, and budgetary decisions. The advisory boards are:

- Business Retention and Development Committee
- Cultural Council
- Historical Commission
- Library Board of Trustees
- Open Space Advisory Board
- Parks and Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

CITY COUNCIL LIAISON

A City Council member is assigned as City Council liaison to each advisory board. The liaison's role is not to direct the board in its activities but rather he/she serves:

- As the primary two-way communications channel between the City Council and the board or commission.
- As the primary informal City Council contact.
- To relay the City Council's position to the board or commission.
- As City Council contact rather than an advocate for or ex-officio member of the board or commission.

Quasi-judicial boards act independently of the City Council and therefore do not have a City Council liaison.

CITY STAFF LIAISON

The City Manager appoints a staff liaison to each board or commission. That staff

member serves to:

- Communicate the City's expectations to the board.
- Relay board requests to the City Manager and City Council.
- Identify areas in which the City would like the board's input and advice.
- Provide procedural guidance on the role of the board, City regulations, meeting rules, and open government procedures.
- Coordinate meetings and projects for the board.
- Assist the Chairperson in creating the meeting packet and publishing that packet in accordance with all open government rules.

If any board or board member has a conflict with or concern regarding your staff liaison, please contact the City Clerk.

BOARD MEMBER EXPECTATIONS

Attendance

The effective operation of a board depends upon regular attendance of the members at meetings. Board members are required to attend a minimum of three quarters (75%) of the meetings each calendar year. If a member is unable to attend a meeting, he or she should contact the chairperson and staff liaison at least 24 hours in advance of the meeting. The staff liaison will monitor attendance and forward attendance information to the City Clerk's Office when a member fails to meet the attendance requirements stated herein.

In addition, each calendar year, the City Clerk's Office reports to City Council the attendance information for every board and commission member including the number of meetings held by each board and commission and the number of meetings attended by each member.

Ethics Rules and Conflicts of Interest

The objective of City is that appointed members avoid ANY conflicts of interest. A member should also carefully consider for himself or herself avoiding even the appearance of impropriety. Where a conflict exists, and even in situations where the board member is unsure where an actual conflict exists but there exists a potential appearance of impropriety, the City Charter requires the following procedures be followed if you have a conflict of interest:

- Immediately and publicly disclose the nature and extent of the conflict.
- Do not participate in any discussion or decision regarding the action before the board.
- Leave the room.

In addition:

- Do not participate in discussions with other members of the board or City staff regarding the matter.
- Do not attempt to influence the matter, publicly or privately.

- These rules apply whether interest is direct or related to interest of a competitor.

What is considered a conflict? Key terms in answering this are whether there is an “interest.” The definition of “interest” is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. Your interest extends to relatives and any business in which you are an officer, director, or employee or own more than 1% of outstanding shares.

Occasionally gifts are offered to board members. Board members may not solicit or accept a present or future gift, favor, discount, service, or other thing of value from a party to a City contract, or from a person seeking to influence your official action. There is an exception for “occasional non-pecuniary gift” of fifteen dollars (\$15) or less, unless the gift, no matter how small, may be associated with the member’s official action, whether concerning a contract or some other matter.

Additional rules to keep in mind:

- Board members may not use non-public information for personal or private gain.
- Board members may not use any City employee’s time for personal or private reasons.
- Board members may not use City vehicles or equipment, except in same manner as available to any other person.
- For two (2) years after leaving the board, board members are precluded from representing an interest in front of the City if it concerns a matter the board member voted on while serving the City.

If you are unsure of your legal responsibilities on any matter regarding your role as a board member, please seek the advice of the City Clerk’s Office as soon as possible, particularly before a meeting where you may have a conflict of interest respecting a matter before the board.

Open Government Training

The City Charter requires board members attend Open Government Training once every two years while they serve. Training is offered in the fall and the spring each year. Your staff liaison will make sure you have training dates and times. Open Government training includes information on ethics, open meetings laws, legal rules, meeting preparation, and more.

Board Responsibilities

Each board and commission is responsible to investigate and make thoughtful recommendations to the City Council and City staff on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which a board makes recommendations can come from the City Council, City staff, the citizens of Louisville, and from the board members themselves.

The City Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources.

As a part of the biannual budget process, the City Council creates its goals for the year. Those goals can serve as a good starting point for a board when considering new projects or policies. Ask your staff liaison for the list of goals and the annual work plan if you are interested in the details.

The normal channel for communication between the City Council and the boards and commissions is through the staff liaison to the board. In addition, advisory boards have City Council liaisons who will report to the Council the deliberations and recommendations of the board. The boards and commissions, and their individual members, are always free to communicate directly with the City Council on any matter concerning their areas of responsibility, except there should be no communications with the City Council or other quasi-judicial decision makers concerning any pending quasi-judicial matters. For example, board members must not contact City Councilmembers regarding zoning applications outside of the zoning hearing. Similarly, quasi-judicial board members may not discuss pending applications amongst themselves or with others outside of the hearing.

Please remember that when considering recommendations from boards and commissions, the City Council attempts to balance the many diverse interests in our community.

MEETINGS

All meetings at which any public business is discussed where a quorum, or three or more board members, are present are considered public meetings and are open to the public at all times. No board or commission shall conduct any closed meeting.

A meeting is defined as follows:

- A "meeting" is "any kind of gathering, convened to discuss public business, in person, by telephone, or by any other means of communication."
- All meetings of three or more members or a quorum of a public body, whichever is fewer, are public meetings open to the public at all times.
- All meetings shall occur in public buildings and public facilities accessible to all members of the public.
- All meetings must be preceded by proper notice.

When board members are acting as volunteers carrying out a program or service of a board or commission, such as manning a booth or recycling stations at City events or helping with set up of a board event, agenda and open meeting rules do not apply. However, board members must take care when acting in these types of volunteer roles to ensure that they are not engaging in board policy discussions to which these rules do apply. Policy making can only occur in a public meeting that is open to the public, proper notice is posted, and the meeting conforms to open meetings laws. Any questions regarding whether a proposed gathering, event or activity requires as an

agenda and other meetings procedures should be directed to the staff liaison.

Quorum

The majority of all of the members of a board shall constitute a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Public Notice and Meeting Packets

Meeting packets are prepared by City staff liaison. However, members should note what is required for meeting preparation and give meeting agendas proper consideration and enough time to meet the City's deadlines. The City Charter requires the following meeting preparation:

- Agendas must be specific and list all topics on which substantive discussions or formal action is expected.
- Agendas must be posted at least 72 hours in advance. Administratively, the City requires all agendas be posted the Wednesday the week prior to the meeting to allow anyone who might be interested time to read the materials.
- Places for posting meeting notice include the City Hall, Recreation Center, Library, and Police Station.
- The complete meeting packet is also posted on the City website (www.LouisvilleCO.gov).

During a meeting, substantive discussion is not allowed on any subject not listed on the agenda or not substantially related to a subject listed on the agenda.

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the board.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation the adopted a Public Involvement Policy. (The complete policy is available on the City's web site www.LouisvilleCO.gov). City officials, board members, staff, and participants should all observe the following guiding principles, roles, and responsibilities of that document.

Some of those guiding principles include:

- **Inclusive not Exclusive** - Everyone's participation is welcome.
- **Voluntary Participation** - The process will seek the support of those participants willing to invest the time necessary to make it work.
- **Communication** - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.
- **Adaptability** - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

- **Access to Information** -The process will provide participants with timely access to all relevant information in an understandable and user-friendly way.
- **Access to Decision Making** - The process will give participants the opportunity to influence decision making.
- **Respect for Diverse Interests** - The process will foster respect for the diverse values, interests, and knowledge of those involved.
- **Accountability** - The process will reflect that participants are accountable to both their constituents and to the success of the process.

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- in all public involvement activities fostering long-term relationships based on respect and trust;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and
- being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

The public is also accountable for the public involvement process and for the results it produces. All parties are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively consider everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and

- considering that the quality of the outcome and how that outcome is achieved are both important.

Quasi-Judicial Public Hearings

Quasi-judicial boards will be called upon to conduct a public hearing on a matter coming before it. A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of a quasi-judicial public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, board members should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting and in a written resolution adopted by the board.

Further information regarding the conduct of public hearings is available from your staff liaison or the City Clerk's Office.

In general, the City will always interpret meeting rules in favor of participation and disclosure. Try to keep discussions on topic and set discussion of new items for a later date. Always advise the public and participants of City's local rules.

ORGANIZATION OF THE BOARD

Each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary.

Chairperson/President

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas, and facilitate the overall decision process. The chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the chairperson's responsibility to sign all documents on behalf of the board. The chairperson, working with the staff liaison, is responsible for preparing an agenda for each meeting.

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

Secretary

Quasi-Judicial boards have a City staff person to serve as secretary for meeting minutes. Advisory boards shall appoint a member to serve as the secretary to take meeting minutes. The secretary is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. City staff will deposit a copy of the approved minutes from each meeting in Central Records for permanent retention.

APPOINTMENTS AND VACANCIES

You MUST meet the following criteria to serve on ANY Louisville Board or Commission:

- You must reside in the City of Louisville.
- You may not be an employee of the City of Louisville.

Each member is appointed to a specific term of office. Annually in the fall, the City will advertise for interested applicants for vacancies in the upcoming year. The City Council will review all applications and may interview applicants prior to making appointments at a City Council meeting.

The application process for the position is required for all applicants, including existing board or commission members seeking reappointment to a new term on the same board or commission.

This application process does not apply to the Youth Advisory Board which maintains a separate application process.

Mid-year vacancies can be filled if there is an interested applicant or may be left vacant until the annual appointment process. Those interested in a mid-year appointment will complete an application to be reviewed by the City Council. Mid-year appointments last until the end of the calendar year and appointees may apply for a full term during the annual appointment process.

The City Clerk's Office shall send an email of appointment to each new member including a copy of the Code of Ethics and the *Handbook for Boards and Commissions*. The City's Open Government Pamphlet is provided to each board member at the first meeting of every year.

LIABILITY

When performing authorized functions, board members and the City's volunteers are entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects the board member from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. The City Clerk's Office staff is available for further discussions regarding liability. To minimize risk of liability to themselves, the City, and their board, board members should keep in mind that they are members of a collective body and therefore should avoid acting individually on a matter unless clearly authorized to do so. Also, board members should stay within their authorized activities and not act in cases where a conflict of interest exists.

Cause for Removal

In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive, and civil manner. The City Council established that during the term of office, a member of a board or commission shall be removed only for cause which includes but is not limited to:

- A. Violation of City or state ethics laws;
- B. Conviction during the term of office of a felony or of any other crime involving moral turpitude;
- C. Absence from more than 25 percent of the regular meetings in any 12-month period;
- D. Neglect of duty or malfeasance in office;
- E. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
- F. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
- G. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
- H. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
- I. Other grounds constituting cause as established by law.

The procedure for removing a member of a City board or commission is as follows:

- A. Any person who believes that there is cause to remove a member of a City board or commission as provided in section 2 above shall present the evidence of such cause to the City Manager.
- B. The City Manager shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a determination as to whether there may be grounds for removal or whether other action is warranted.
- C. If the City Manager determines there may be grounds for removal, the City Manager shall present a report to the City Council for its consideration and action. The member shall be provided a copy of the report and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the report. Removal of a member shall require the affirmative vote of a majority of the entire City Council.

D. The City Manager may appoint a designee to perform the Manager's duties set forth in this Section.

A member may resign from a board or commission at any time by providing a resignation letter or email to the Mayor and staff liaison.

MORE INFORMATION

For specific information regarding the City's boards and commissions and a description of membership requirements and duties, please see the City's website at www.LouisvilleCO.gov or contact the City Clerk at 303.335.4536.

Updated December 2018

Memorandum

To: Open Space Advisory Board
From: Catherine Jepson, Open Space Specialist
Date: January 8, 2020
Re: Discussion Item 9. Integrated Weed Management Plan

Purpose:

The Parks, Recreation, and Open Space Director has requested the Open Space Division share the Parks, Recreation and Open Space Integrated Weed Management Plan (IWMP) with OSAB for approval of revisions and opportunity for additional recommendations. In addition to revisions to the IWMP, this presentation will discuss management strategies used; weed control efforts from 2019, proposed management efforts and priorities for 2020. Staff is requesting feedback from OSAB regarding the staff-proposed updates to the IWMP and weed control management for 2020.

Background:

The City of Louisville Parks, Recreation and Open Space Integrated Weed Management Plan was created in 2009 to provide staff with management guidelines for noxious weed control on Parks and Open Space properties, and the Coal Creek Golf Course. The IWMP is a standard document which has been reviewed, revised, and supported by the State Weed Coordinator with Colorado Department of Agriculture, the Weed Coordinator with Boulder County Parks and Open Space, a Professor of Weed Sciences with Colorado State University, the Weed and Pest Management Specialist with Jefferson County Open Space, and the Open Space Superintendent with the City of Lafayette Open Space. OSAB also reviewed and approved the document in 2016.

Noxious weeds are one of the most serious threats facing City of Louisville public lands. The IWMP provides management guidelines to staff for controlling noxious and invasive plants and offers transparency to citizens regarding the City of Louisville's weed control practices. Methods used in integrated weed management include, but are not limited to, preventative measures, education, monitoring, mechanical control, cultural control, biological control, and chemical control. The process of integrated weed management takes into account each method's potential hazard to people, the environment, and property while also taking into consideration limitations of budget and human resources. A combination of methods for noxious weed control increases the effectiveness and efficiency of control.

With limited resources of staff time and budget, weed infestations may not always be controlled and staff must prioritize weed populations for control. Weed control priorities are based on the Colorado Department of Agriculture species List designations (List A species are high-priority), environmentally sensitive areas, smaller patches, local rarity of weed and locations of infestations such as restoration areas, trail corridors, and areas adjacent to private lands.

In 2019 staff, volunteers, and City contractors together spent 591.25 hours controlling weeds on 16 different Open Space properties. Control methods included mostly mechanical and chemical control covering 130.5 acres. Mechanical control efforts increased by 71% from 2018 with 493.5 hours spent specifically on hand-pulling, mowing, and digging weeds. In addition, over 150 hours were spent on restoration (seeding) efforts as part of the Encroachment Campaign. Target areas for 2019 included encroachment area treatments and restoration, trail corridor mitigation, and control of numerous noxious and invasive weeds.

Management goals for 2020 include treatment of List A species Hairy Willow-herb, the reseeded area at Hecla Lake, disturbance area restorations along County Road and Dutch Creek Open Space, continued weed control efforts, and prescribed fire on Davidson Mesa.

Proposed changes to the IWMP in 2020 include revisions to text and updates from the Colorado Department of Agriculture Noxious Weed Species List. Updates from the Weed Species List include recently added List A species and species which have been identified in Boulder County and could appear in Louisville.

Next Steps:

If OSAB approves of the proposed revisions to the Integrated Weed Management Plan, staff will update the document for review by City Council in 2020. City Council has identified updating the IWMP on their work-plan and any recommendations from boards/staff related to changes to the IWMP will be presented to City Council. Based on City Council discussion, the topic could come back to OSAB for further discussion.

Integrated Weed Management

 **City of
Louisville**
Parks & Recreation
Open Space Division



The Problem with Noxious Weeds

- Outcompete native plants for resources
- Degrade wildlife habitat
- Degrade aesthetic and recreational value of open space
- Management costs increase if infestations left unchecked



Common Mullein infestation on Davidson Mesa

Federal and State Requirements

- Colorado Noxious Weed Act
 - Legally mandates management of specific weed populations
 - Noxious weed list reviewed annually

- Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)
 - Regulates the production and distribution of herbicides
 - Creates and enforces safety standards for applicators

- Colorado Pesticide Applicators' Act
 - Requires rigorous training and licensing for public applicators
 - Training to ensure safety for applicators, citizens, and natural resources



Integrated Weed Management (IWM)

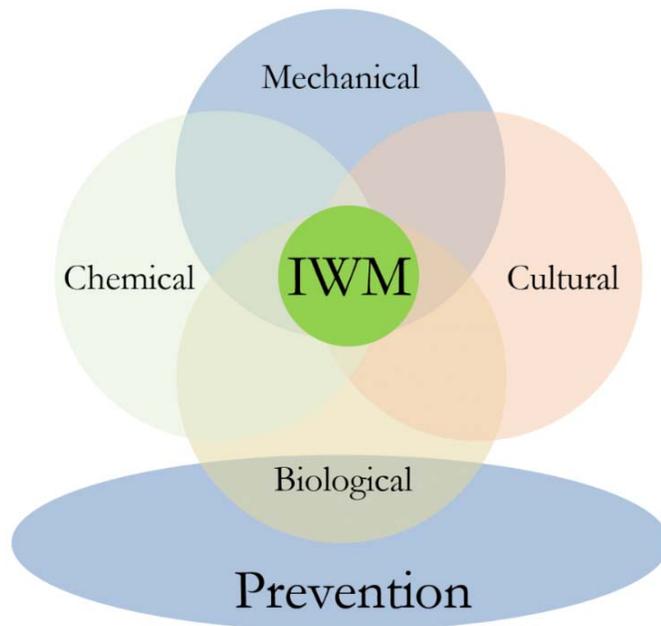


Image from integratedweedmanagement.org. Graph credit: Annie Klodd

How Open Space Staff Prioritize

- CDA List A
- Sensitive natural resources
- Opportunity for eradication
- Location along movement corridors that facilitate spread
- Restoration priority areas



Hairy Willow-herb on Bullhead Gulch

Key Noxious Weeds of Louisville Open Space

- At least 28 CDA-listed species
- List A (mandatory eradication)
Examples: Myrtle Spurge, Purple Loosestrife, Hairy Willow-herb
- List B (recommended eradication, suppression, or containment)
Examples: Canada Thistle, Teasel, Dalmatian Toadflax, Diffuse Knapweed, Russian Olive
- List C (lower priority control)
Examples: Cheatgrass, Common Mullein, Field Bindweed
- Other weeds: Prickly Lettuce, Russian Thistle, Kochia



Common Teasel

2019 Management Summary

- Total 130.5 acres treated on 16 Open Space properties
- 591.25 hours spent on weed control including 493.50 hours of mechanical control (71% increase from 2018)
- Over 150 hours spent on restoration (re-seeding) efforts
- 2019 Target Areas:
 - Encroachment treatments and restoration
 - Trail corridor treatments
 - Noxious Weeds: Hoary Cress, Teasel, Canada Thistle, Common Mullein, Leafy Spurge
 - Other Invasives: Russian thistle, Curly Dock, Prickly Lettuce



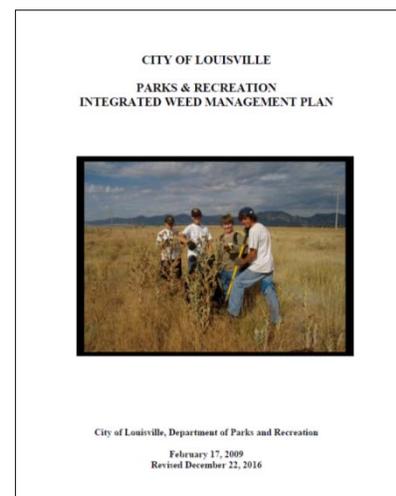
2020 Management Goals

- Hairy Willow-herb
- Prescribed fire on Davidson Mesa
- Hecla Lake reseeded area
- Disturbance Area Restoration
 - County Road and 96th Street
 - Dutch Creek social trails
- Continued noxious weed control efforts using IWM approach
- Quantified monitoring on all properties
- Integration of weed mapping and Open Space GIS



Management Plan Updates

- Currently proposed revisions to text
- Updates from Colorado Department of Agriculture Noxious Weed Species List
- Proposal: Review text and update Integrated Weed Management Plan every 5 years
- City Council will be updating the Integrated Weed Management Plan in 2020. Recommendations by boards and staff will be presented to Council.



CITY OF LOUISVILLE

PARKS, ~~and~~ RECREATION & OPEN SPACE **INTEGRATED WEED MANAGEMENT PLAN**



City of Louisville, Department of Parks ~~and~~, Recreation and Open
Space

February 17, 2009

Revised January 8, 2020 ~~December 17, 2019~~ 22, 2016

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I. Document History

The Integrated Weed Management Plan (IWMP) was originally drafted in 2009 in response to citizen concerns regarding herbicide use. The plan was peer reviewed, revised, and supported by the State Weed Coordinator with Colorado Department of Agriculture, the Weed Coordinator with Boulder County Parks and Open Space, a Professor of Weed Sciences with Colorado State University, the Weed and Pest Management Specialist with Jefferson County Open Space, and the Open Space Superintendent with the City of Lafayette Open Space.

Revisions to the document were made in 2016 with unanimous approval from the Open Space Advisory Board (OSAB). The Parks and Public Landscape Advisory Board supported the IWMP but did not feel review of revisions was necessary. City Advisory Boards and staff will review and revise the IWMP will be reviewed and revised every 5 years. by staff and OSAB Staff will update Appendix A annually.

II. Purpose

Noxious weeds are one of the most serious threats facing City of Louisville public lands. Noxious weeds out-compete native vegetation for resources such as sunlight, water, growing space, and soil nutrients. They are able to do so because they have few natural predators or diseases, are not as palatable to wildlife and livestock as native vegetation, have deep and extensive root systems which more easily sequester water and nutrients, produce thousands of seeds per plant, and/or some weeds have allelopathic capabilities which inhibit the growth of surrounding native plants.

Once established, noxious weeds cause severe ecological and agricultural impacts to our public lands by decreasing biodiversity, diminishing habitat and forage for wildlife, and decreasing crop yield. Additionally, management of weed control efforts requires a considerable amount of funding and time for planning and implementation. For these reasons it is essential that, as land managers, the City develop an integrated weed management plan to establish guidelines that will aid the City in controlling noxious weeds.

The Purpose of this integrated weed management plan is to provide weed management guidelines that:

- Identify weed control options for integrated weed management as mandated by the Colorado Noxious Weed Act.
- Consider the environmental, economic, and social impacts of different control methods.
- Protect visitors and applicators, water quality, non-target vegetation, federally endangered or threatened species, and local species of concern.
- Reduce the spread of weeds from City of Louisville properties to adjacent or down-stream and down-wind properties.

This IWMP is intended to be a dynamic document. It will be reviewed and updated to reflect advancements in professional weed control management and changes to the Colorado Department of Agriculture regulations and species lists.

III. Scope

This integrated weed management plan will be implemented on properties that are managed by the Parks, ~~and~~ Recreation and Open Space Department in which the City of Louisville is the sole owner.

Golf Course, Parks, and Open Space staffs manage approximately 1,435 acres or 2.2 square miles of land. More specifically, the Coal Creek Golf Course manages approximately 210 acres. The Parks Division, which is made up of the sports complex, community and neighborhood parks, parkways, greenbelts, cemetery, and facility grounds manages approximately 538 acres. The Open Space Division manages approximately 687 acres of land (not including properties owned jointly with other municipalities).

Currently, all Open Space parcels have infestations of noxious weeds which vary in species composition, density, and patch size. Latest monitoring efforts indicate that there are at least ~~3027~~ different species of noxious weeds found on Open Space ranging from A, B, and C list species. Please see the appendix for the complete list of noxious weed species.

IV. Definitions

A. Noxious Weed

As written in the Colorado Noxious Weed Act, a noxious weed “means an alien plant or parts of an alien plant that have been designated by rule as being noxious or has been declared a noxious weed by a local advisory board, and meets one or more of the following criteria:

- (i) Aggressively invades or is detrimental to economic crops or native plant communities;
- (ii) Is poisonous to livestock;
- (iii) Is a carrier of detrimental insects, diseases, or parasites;
- (iv) The direct or indirect effect of the presence of this plant is detrimental to the environmentally sound management of natural or agricultural ecosystems” (Colorado Noxious Weed Act, 35-5.5)

B. Integrated Weed Management

According to the Colorado Noxious Weed Act, integrated weed management (IWM) is “the planning and implementation of a coordinated program utilizing a variety of methods for managing noxious weeds, the purpose of which is to achieve desirable plant communities” (Colorado Noxious Weed

Act, 35-5.5). Methods used in integrated weed management include, but are not limited to, preventative measures, education, monitoring, mechanical control, cultural control, biological control, and chemical control. The process of integrated weed management takes into account each method's potential hazard to people, the environment, and property while also taking into consideration limitations of budget and human resources.

C. List A Species

List A species are uncommon noxious weeds that are found in Colorado in small populations or are not yet found in Colorado but are in surrounding states and threaten to become established. These weeds are mandated for eradication by the Colorado Noxious Weed Act. Please see the appendix for List A species occurring within the City of Louisville.

D. List B Species

List B species are so well established and common throughout Colorado that their total eradication in the State is not feasible. However, isolated populations are recommended for eradication. Suppression and containment are the goals for all other populations. Please see the appendix for List B species occurring within the City of Louisville.

E. List C Species

List C species are widespread and well established within Colorado. The State's goals are to provide education, research, and biological controls to local governments. List C species are the lowest priority for control for the City of Louisville Open Space and Parks Divisions. As resources of time, budget, and staff permit, controls will be conducted to help suppress and contain their spread. Please see the appendix for List C species found within the City of Louisville.

F. Watch List Species

Watch List Species were added to the noxious weed list in 2011 to help with early detection of potential noxious weeds. The impact of these species has not been identified yet and they may be present in adjacent states where they could potentially spread to Colorado.

V. Weed Management Strategies

Using a combination of methods for noxious weed control increases the effectiveness and efficiency of control. This is accomplished by continually depleting nutrient reserves and reducing the ability of the weed to reproduce. Being able to use a variety of methods also allows for the flexibility required to control different species of weed infestations in varying locations under varying and unpredictable environmental conditions. The following list of control methods is not exhaustive. Alternative

methods that are not listed below will be evaluated for effectiveness by Open Space and Park staff. Also, some methods may be considered in multiple categories.

A. Prevention

The most effective way to control noxious weeds is to prevent their initial establishment. Once noxious weeds become established, their control is costly and time consuming.

1. Methods

- a. Limit disturbance to landscapes, especially those that create bare ground
- b. Clean boots, clothing, and equipment of seed before entering and leaving City properties
- c. Monitor and amend soil where appropriate
- d. Require dogs to be leashed
- e. Limit social trails
- f. Require contractors and utility maintenance personnel to reseed or plant native vegetation, where appropriate, after creating a disturbance to the soil
- g. Require weed-free restoration materials
- h. Ongoing property monitoring

B. Education

Noxious weed education is an important step in IWM for both the City staff and the public. Weed management is a complex and evolving field of study that requires staff to continually increase their knowledge and understanding so that weed control methods can be used in the most effective means possible. Also, it is important to educate the public about noxious weeds so that they understand the necessity of their control and will support the City's efforts. Furthermore, a more educated public will be able to more effectively control noxious weeds on their own property.

1. Methods to Educate Staff

- a. All applicators will have the oversight of an individual licensed by the Colorado Department of Agriculture as a public pesticide applicator
- b. For licensed public pesticide applicators, obtain continuing education credits as required by the Colorado Department of Agriculture
- c. Attend noxious weed workshops, presentations, and conferences
- d. Network and communicate with other Colorado weed managers
- e. Form collaborative partnerships with stakeholders involved with noxious weed management

2. Methods to Educate the Public

- a. Presentations given by staff and other weed control professionals
- b. Create interpretive signage
- c. Host volunteer weed pull events
- d. Make field contacts
- e. Distribute weed identification and control pamphlets to system users and homeowners adjacent to public lands that have List A species in their private yards
- f. Submitting articles to the local newsletter and newspapers
- g. Provide information through the City's website
- h. Form collaborative partnerships with stakeholders involved with noxious weed management

C. Monitoring

Monitoring is a critical tool in integrated weed management as it helps to detect initial weed infestations before they get out of control and also helps to determine if the current methods of control are effective. A goal of Open Space and Parks is to hand-map weeds and make general observations which will be recorded throughout the season as weed control takes place. All herbicide treatments will be recorded as required through the Colorado Pesticide Applicators' Act.

1. Beneficial Uses

- a. Monitoring restoration sites or newly disturbed sites for weed encroachment and restoration progress
- b. Monitoring locally uncommon weed species populations
- c. Monitoring trail corridors for weed dispersal and establishment
- d. Monitoring pastures for overgrazing and weed encroachment
- e. Monitoring high priority weed infestations

2. Limitations

- a. Difficulty in determining cause and effect of weed control actions
- b. Can become time consuming

3. Methods

- a. Transects and plots
- b. Photopoints
- c. Ocular observations
- d. Mapping by hand or with GPS units

D. Mechanical Control

Mechanical controls are those methods that physically remove all or part of a weed, often using hand tools or machinery.

1. Beneficial Uses

- a. Controls many annual and biennial weed species

- b. Controls smaller infestations or infestations where the use of chemicals may be undesirable-
- c. May prevent seed production and seed spread, if timed correctly
- d. Provides excellent opportunities for volunteer events and work for the Boulder County Youth Corps

2. Limitations

- a. Can cause soil disturbances and leave bare areas
- b. Often ineffective at controlling rhizomatous perennials (Colorado Natural Areas Program, 2000)
- c. Are labor intensive
- d. Are not cost or time effective for larger infestations of weeds
- e. May cause plants to re-sprout seed heads in greater number
- f. Can injure desirable plants

3. Methods

- a. Hand pulling
- b. Clipping seed heads
- c. Using shovels and similar bladed hand tools to sever tap roots below ground
- d. Mowing/weed trimmers
- e. Using weed whips
- f. Using chainsaws
- g. Using a propane torch

E. Cultural Control

Specific to Open Space, cultural controls involve the re-establishment and promotion of desirable, competitive vegetation through revegetation and mimicking natural disturbances by conducting prescribed burns and grazing.

Revegetation of degraded Open Space through reseeding and planting a diverse mix of native grasses, forbs, shrubs, and trees is a long term goal. Many Open Space properties were acquired in a degraded state that is susceptible to noxious weed infestations. Healthy, native flora communities are more able to resist and compete against invasions of noxious weeds, ultimately reducing the costs of weed control.

1. Benefits of Revegetation

- a. Controls noxious weeds in the long term
- b. Changes degraded sites into ecologically healthy lands
- c. Increases native plant diversity
- d. Increases native plant competition against noxious weeds
- e. Increases structural value of habitat
- f. Increasing nutrient value of forage

2. Limitations of Revegetation

- a. Difficulty and length of time necessary to establish native and/or desirable vegetation
- b. Risk of seed mixes or hay/straw mulches containing weed seed
- c. Difficult environmental conditions to seed in

- d. Cost of reseeding can be expensive
- e. Cost of seeding and soil bed preparation equipment

3. Methods of Revegetation

- a. Broadcast seeding
- b. Drill seeding
- c. Direct planting trees and shrubs
- d. Direct planting wetland vegetation plugs

Prescribed burns mimic the natural process of fire that grasslands have adapted to over thousands of years on the Colorado Front Range. Prescribed burns are increasingly used as a tool by land managers to reduce weeds and promote healthy communities of native vegetation.

1. Beneficial Uses of Prescribed Burns

- a. Creates species and stand structure diversity in plant communities
- b. Invigorate root growth of perennial grasses
- c. Reduces infestations of certain weeds

2. Limitations of Prescribed Burns

- a. Difficulty burning in areas surrounded by residential neighborhoods
- b. Availability of experienced fire crews to conduct a prescribed burn
- c. Time it takes to properly plan a prescribed burn that will meet resource objectives
- d. Short windows of time to conduct a prescribed burn due to the need for specific weather conditions to meet resource objectives
- e. Some weeds are favored by fire and may increase in density following a prescribed burn.

3. Methods of Prescribed Burns

- a. Local fire departments/districts, or qualified staff, to write burn plans and conduct prescribed burns
- b. Independent contractors

Grazing by ungulates has historically been a part of the Front Range ecosystem which invigorated root growth and created diverse grassland communities. Grazing by cattle and horses on Open Space helps to simulate this process that was once performed by buffalo. Mowing can also be used to serve as a substitute for grazing. Beneficial uses, limitations, and methods can be found [previously](#) in section [IV.FD](#). Biological Control.

F. Biological Control

Biological controls involve using a weed's natural insect predators or grazing animals to control the weed.

Biocontrol Insects for specific noxious weeds are reared by the Colorado Department of Agriculture's Insectary. Most are available free-of-charge or for a small fee.

1. Beneficial Uses of Insects

- a. Controls infestations that are not easily accessible to people and equipment
- b. Controls very large and dense infestations where other control methods would not be cost effective
- c. Controls low priority List C species in which budget and time may not be available for other control methods

2. Limitations of Insects

- a. May reduce but not eradicate a weed infestation (Colorado Natural Areas Program, 2000)
- b. Limited availability
- c. Lack of biological control insects for all noxious weeds
- d. Variable successes (Colorado Natural Areas Program, 2000)
- e. Difficulty and length of time to establish
- f. Inability to try other methods once insects have been released
- e.g. Predation by other insects
- f-h. Although low, risk of insects attacking native vegetation
- g-i. Difficult to integrate with some other control methods

3. Methods

- a. There are dozens of different insects that specialize in consuming different noxious weeds.

Specific to Open Space, **livestock** can be used to help control noxious weeds by limiting seed production and depleting nutrient reserves. The use of livestock requires the supervision of a knowledgeable herder who can manage the duration and intensity of the grazing so as not to damage the landscape and native vegetation. Associated costs can vary widely depending on the person contracted to manage the grazing and the infrastructure required.

1. Beneficial Uses of Livestock

- a. Controls infestations that are inaccessible to people and equipment
- b. Controls very large and dense infestations where other control methods would not be cost effective
- c. Invigorates root growth of perennial grasses
- d. Creates diverse grassland communities

2. Limitations of Livestock

- a. Limited availability of experienced and knowledgeable herders
- b. Need for infrastructure such as fencing and a water source
- c. Predation of livestock by coyotes, mountain lions, or bears
- d. Some noxious weeds are poisonous to certain livestock
- e. Some noxious weeds are only palatable to certain livestock
- f. Palatability of weeds varies throughout the season

- g. Risk of spreading weed seed through manure or fur
- h. Risk of overgrazing or trampling native vegetation
- i. Will not eradicate a weed infestation (Tu et al., 2001)
- j. Timing must be specific to prevent seed production
- k. Cost

3. Methods

- a. Goats
- b. Sheep
- c. Cattle

G. Chemical Control

Chemical control involves the use of herbicides to kill noxious weeds. The City of Louisville only uses herbicides that are legally registered by the Environmental Protection Agency. The use of herbicides is an effective means of noxious weed control when used by trained professionals in accordance with accompanying labels.

All applicators will have the oversight of an individual licensed by the Colorado Department of Agriculture as a public pesticide applicator. All contractors will be licensed as commercial pesticide applicators. Licensing requires continuing education on pesticide safety and use. Application equipment is also calibrated to ensure accurate delivery rates. Furthermore, herbicide labels, which are legal documents, are followed precisely and are kept with the applicator in the field.

Public concern over herbicide usage is always considered by the City. The City of Louisville refers to the Colorado Pesticide Sensitive Registry to be able to notify landowners adjacent to City owned properties when an herbicide application will be conducted. To reduce public interaction with treated areas, herbicide applications will be conducted when there is minimal impact to visitors. For example, areas adjacent to a school will not be treated during hours when children are walking to and from school. Alternatively, such properties may be treated on weekends or holidays when children are not present. Also, depending on the size and location of the application, properties may be closed to the public in the event that a broadcast application is necessary and will remain closed until the labeled re-entry interval is met.

The City uses herbicides in a responsible manner by doing the following:

- Reducing the amount of herbicides used through the use of IWM.
- Using herbicides that are in the Environmental Protection Agency's Toxicity Category III or IV, indicating low toxicity levels.
- Considering the use of herbicides in a Toxicity Category of I or II only when other methods have been determined to be ineffective, cost prohibitive, or unsafe. Having the ability to use various herbicides with different modes of action is critical to prevent the build up of herbicide resistance by populations of noxious weeds.

- Using herbicides at the lowest recommended rates that are effective to control the targeted weed species. Sometimes using the lowest rate may not control the targeted weed and result in the need for a second herbicide application. Also using low rates that are ineffective may create herbicide resistance in the targeted weed species. For these reasons, the use of higher rates may be recommended.
- Spot spraying weed infestations whenever possible. Broadcast spraying will only be used on large infestations where spot spraying would be ineffective or too time consuming and costly.

1. Beneficial Uses

- Controls large infestations in which other methods would be time consuming and cost prohibitive
- Controls infestations of rhizomatous and perennial weed species (Colorado Natural Areas Program, 2000)
- Eradicate high priority List A species that require a fast response as required by the Colorado Noxious Weed Act
- Clear fields of vegetation in preparation for grassland reseeding
- Prevent weed establishment following a prescribed burn
- Prevent seedling establishment of undesirable species

2. Limitations

- Inability to spray certain herbicides near water
- Public sensitivity to herbicide use
- Formation of herbicide resistance
- Possible damage to non-target vegetation
- Possible bare-ground areas
- Possible tree damage

3. Methods

- Backpack sprayer
- Spray bottles
- Wicks
- Paintbrushes
- ATV or truck mounted hand guns/wands
- ATV or truck mounted booms
- Aerial applications

VI. Priority Weed Infestations

The City of Louisville recognizes that it has limited resources in terms of staff and budget which prevents all weed infestations from being controlled. Thus it is important to prioritize which populations of noxious weeds will be controlled so that these resources can be used efficiently and where they will be most effective.

Priority will be placed on populations of noxious weeds that fulfill one or more of the following criteria:

- Is a List A noxious weed
- Located in environmentally sensitive area such as riparian areas, wetlands, or within populations of rare or imperiled native plant species

- Is small enough where eradication is possible
- Local rarity of weed
- Located along movement corridors such as trails and riparian areas
- Located within a restoration unit or park priority areas
- Located adjacent to private lands
- Weed infestations that cause a profit loss that is greater than the cost of control such as infestations at the Golf Course or other revenue driven properties

References

Boulder County Parks and Open Space. (no date). Weed Management – Policies and Procedures,
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Appendix A: List A, B and C Species

Last updated: December 2019⁶

* - Toxic or injurious to livestock and/or people

List A species occurring within the City of Louisville:

- Cypress Spurge (*Euphorbia cyparissias*) – rhizomatous perennial*
- Hairy Willow-herb (*Epilobium hirsutum*) – perennial
- Myrtle Spurge (*Euphorbia myrsinites*) – rhizomatous perennial*
- Purple Loosestrife (*Lythrum salicaria*) – perennial

List B species occurring within the City of Louisville:

- Absinth Wormwood (*Artemisia absinthium*) – perennial
- Bouncing Bet (*Saponaria officinalis*) – rhizomatous perennial*
- Bull Thistle (*Cirsium vulgare*) – biennial, sometimes annual
- Canada Thistle (*Cirsium arvense*) – rhizomatous perennial
- Common Teasel (*Dipsacus fullonum*) – biennial
- ~~†~~ Cutleaf Teasel (*Dipsacus ~~fullonum~~ laciniatus*) – biennial
- Dalmatian Toadflax (*Linaria dalmatica*) – rhizomatous perennial
- Dame's Rocket (*Hesperis matronalis*) – biennial or short lived perennial
- Diffuse Knapweed (*Centaurea diffusa*) – biennial, sometimes perennial
- Eurasian Watermilfoil (*Myriophyllum spicatum*) – rhizomatous perennial submersed aquatic
- Hoary Cress (*Cardaria draba*) – rhizomatous perennial
- Houndstongue (*Cynoglossum officinale*) – biennial*
- Leafy Spurge (*Euphorbia esula*) – rhizomatous perennial*
- Musk Thistle (*Carduus nutans*) – biennial
- Moth Mullein (*Verbascum blattaria*) – biennial
- Russian Olive (*Elaeagnus angustifolia*) – tree
- Scentless Chamomile (*Tripleurospermum perforatum*) – annual
- Scotch Thistle (*Onopordum acanthium*) – biennial
- Sulfur Cinquefoil (*Potentilla recta*) – perennial

List C species occurring within the City of Louisville:

- Cheatgrass or Downy Brome (*Bromus tectorum*) – winter annual
- Chicory (*Cichorium intybus*) – rhizomatous perennial
- Common Burdock (*Arctium minus*) – biennial
- Common Mullein (*Verbascum Thapsus*) – biennial
- Field Bindweed (*Convolvulus arvensis*) – rhizomatous perennial
- Puncturevine (*Tribulus terrestris*) – annual*
- Redstem Filaree (*Erodium cicutarium*) – winter annual or biennial

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Watch List (these noxious weeds are List A species which have been identified in Boulder County and could appear in Louisville)

- ~~Hairy Willow herb (*Epilobium hirsutum*) – rhizomatous perennial~~
- Giant Reed (*Arundo donax*) – perennial
- Knotweed (*Polygonum x bohemicum*) – perennial
- Mediterranean Sage (*Salvia aethiopsis*) – biennial or perennial
- Orange Hawkweed (*Hieracium auriacum*) – perennial

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Other Nuisance Weed Species within the City of Louisville (sometimes controlled)

- American Pondweed (*Potamogeton epihydrus*) – rhizomatous perennial submersed aquatic
- Common Mallow (*Malva neglecta*) – annual
- Common Ragweed (*Ambrosia artemisiifolia* L.) – annual
- Curly Dock (*Rumex crispus*) – perennial
- Dandelion (*Taraxacum officinale*) – perennial
- Broadleaf Plantain (*Plantago major*) – perennial
- Prickly Lettuce (*Lactuca serriola*) – annual or biennial
- Russian Thistle (*Kali tragus*) – annual
- White Clover (*Trifolium repens*) – perennial

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Memorandum

To: Open Space Advisory Board
From: Nicholas J. Potopchuk, Open Space Maintenance Tech III
Date: January 8, 2020
Re: Discussion Item

Purpose:

The City of Louisville’s Open Space Division will be discussing social trails on open space properties and our action plan for social trail management and mitigation for 2020. Staff is seeking the input of the Open Space Advisory board on the plans, actions, and studies presented at this meeting.

Background:

Throughout the years, social trails have continued to grow and impact the health of Louisville’s ecosystem through vegetation loss, erosion problems, and segmenting habitat and land parcels.

In 2020, staff will be moving forward with a pilot project as a first step in managing social trail use on city properties. The locations for the pilot project will be at Dutch Creek, Warembourg, Hecla Lake, and Aquarius Open Space properties. Staff will be utilizing these projects to study the effectiveness of these common mitigation management practices. Additionally, the Open Space Division plans to educate the public about the subject of social or undesignated trail use. The City will be using barricades, education, and enforcement to understand which tactics are most effective in keeping trail users off undesignated trails. The City will also use the information procured to create next steps to create a strong and effective management plan for social or undesignated trails.

Next Steps

After completing the 2020 social trail action plan, staff will report to the Open Space Advisory Board in the final yearly quarter with the results of the plan.

City of Louisville's Open Space

Social Trail Plan of Action for 2020

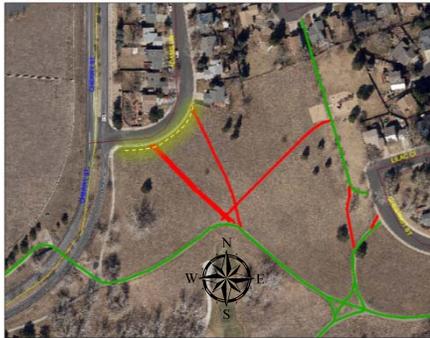
Steps for Trail Closure and Restoration

- To begin the de-construction process, the first step is close the selected social trails. Using a mixture of barricades, and signs educational or enforcement.
- Next use a mixture of human labor (Volunteer Projects) and machinery to de-compact and scarify the compacted trail surface to loosen the soils.
- Lay native grass seed in the soil by hand and rake it in (Volunteer Projects) or use machinery like a tractor with a drill seeder.
- Plant native grass and forbs to promote pollinators and natural habitat.
- Install erosion control if necessary, like erosion control blankets, wattles, and check dams

4 Pilot Project Properties:

- Dutch Creek Open Space
- Hecla Lake Open Space
- Aquarius Open Space
- Warembourg Open Space

Map of Dutch Creek Open Space



- The designated trail is displayed in green.
- The social trails are displayed in red and range in width from 3" to 12"
- The fence line is displayed in yellow

Dutch Creek Open Space

- Citizens access and exit the property via un-official routes, trampling vegetation and creating social trails. Such access is evident at Cherry St, S. Adams Dr., and Elephant Park.
- Project work at this location was suggested by a past City Council member and supported by the Director of Parks, Recreation, and Open Space as a pilot project.
- In December, a permanent fence was installed on the North side of Dutch Creek to prevent the use of social trails.

Map of Hecla Lake Open Space

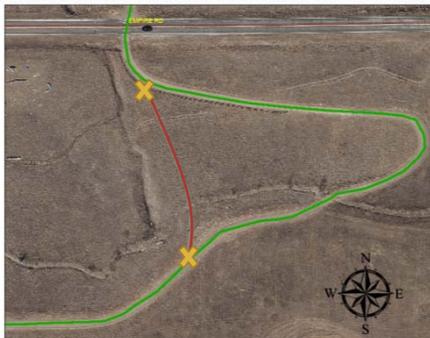


- The red lines represent social trails selected for closure and restoration.
- The barricades are represented by the X's.

Hecla Lake Open Space

- These social trails are representative of typical short cuts which lead to loss of vegetation and erosion issues.
- The northern social trail has been used for several years, is on a small slope, cuts through a patch of weeds, and is near avian habitat.
- The southern social trail cuts through a restoration project implemented in 2017.

Map of Aquarius Open Space



- The red line is a previously restored social trail. A short fence segments was also installed to prevent use in the past. The length of the fence was extended due to users walking around the short segment of fencing.
- The Yellow X's represent barricade locations.

Aquarius Open Space

- This social trail is located on a steep grade and travels across an irrigation ditch with some riparian vegetation. Historically, the soil eroded and deposited onto the designated crusher fines trail.
- Currently, users are reestablishing the original social trail by crawling through and over the fence

Map of Warembourg Open Space



- The red line is a social trail that is being used as a short cut.
- The yellow X's are the barricade and closure sign locations.

Warembourg Open Space

- The social trail goes straight through an area used for irrigation purposes to fill the stock pond and fishing pond with water.
- This social trail has caused flooding and washed out the existing designated trail due to its location and grade of the property.

Mapping and inventory of our trail systems

- Create a map layer that has all of our designated trails and all the data that corresponds to them.
- Create a map layer that inventories all of the social/undesigned trails on our open space properties. Then create a system of data collection to see growth over time, and the effects or maintenance cause by the social trails
- Create a map layer for future possible trail, such as re-alignments, adopted/designated social trails, etc.

OSAB Feedback about the types and use of Surveys

Scientific(Formal) Survey

- Create a time specific data collection format to study social trail use. Such as why people use them and who is using them. Also if they know what a social trail is and their impacts. Set up trail counters and booths at select trails on the same day each week and repeat these actions to get accurate reads of data.

Informal Survey

- Create discussions about social trail use. Such as why people use them and who is using them. Also if they know what a social trail is and what their impacts are. Use these conversations to create outreach and education to the trail users once a month. This will help to inform people about the social trails and why they are bad.

OSAB Feedback about Education and Enforcement Signs in the field

Educational Signs

- Put signs out that provide information to the trail user about the impacts of social trail use on the natural habitats and open space lands.

Enforcement Sign

- Put out assertive signs to let people know of trail closures and that there will be consequences if found using these trails.

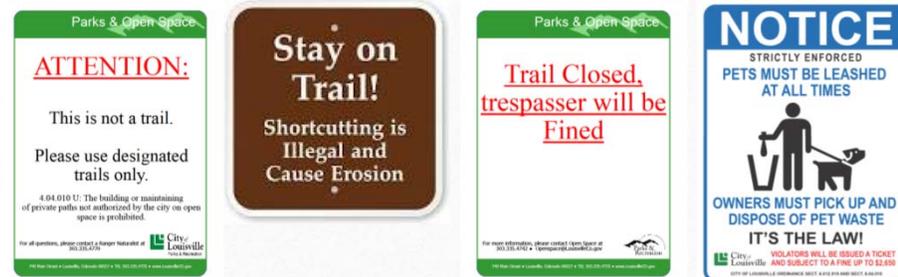
OSAB Feedback of Sign Examples

• Education :



OSAB Feedback of Sign Examples

• Enforcement :



OSAB Feedback on Enforcement

- There will be trail users who aren't willing to stop using the closed trails this could lead to a need to increase enforcement.
- Should we create new municipal code pertaining to "No off trail use" to protect our natural resources and overall health of our trail system.

Memorandum

To: Open Space Advisory Board
From: Ember Brignull, Open Space Superintendent
Date: January 8, 2020
**Re: Discussion Item 11. Approve 2019 OSAB
Accomplishments & Draft 2020 OSAB Goals**

Purpose:

During the January 8, 2020 meeting, board members will vote to approve the 2019 OSAB Accomplishments and identify and draft 2020 OSAB Goals. Individual board members will volunteer to be goal leaders. Board members will also develop specific action items for each goal.

Background:

Annually, OSAB develops a list of goals for the year. In the last several years OSAB has improved the spreadsheet to include specific goals, action items, timelines, and goal leaders. The 2020 OSAB Goals document will be utilized by the OSAB Chair and Staff Liaison to develop the Tentative Board Items Calendar. Timelines may be adjusted to ensure board input is received in time to meet Department and City Council deadlines and to balance board and staff work throughout the year.

Next Steps:

Following the January meeting, the OSAB Chair and Staff Liaison will work to coordinate the timelines for the 2020 OSAB Goals and the Tentative Board Items Calendar which will drive the monthly agendas throughout 2020. New goals and/or action items may be proposed by board members throughout the year and added to the 2020 board work plan pending OSAB majority approval.

OPEN SPACE ADVISORY BOARD - 2019 Accomplishments

Goal Area:	ACQUISITIONS	Lead Person:	Missy
1. Support staff in updating “Opportunities for Preserving Open Space and Improving Connectivity.”			
Specific Actions:	Who	When (Q#)	Status
Action 1: Revisit format and goals of document		1, 2	Feb. - Discuss process; April- Comments on Candidate Parcels Table and Process
Action 2: Property evaluation/site visit field trip(s) to re-rate land for document		2, 3	May - Field tour; June-Field Tour; Aug. -Tiger Team results
2. Serve as resource to Council in assessing properties for Open Space land and trail potential.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Provide input when requested		1, 2, 3	Jan.-Open Space Zoning Recommendations. <i>Same as 1.2.</i>
Action 2: Property evaluation activity/site visit field trip(s)		1, 2, 3	<i>Same as 1.2</i>
3. Advise and advocate for trails and acquisition.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Advise on the City of Louisville Transportation Master Plan		3	July & Sept.-TMP Review & Discussion.
Action 2: Vote on Annual Boulder County Trail & Land Acquisition Recommendations		3	Aug.- Finalized Recommendations
Action 3: Revisit the OSAB New Trails evaluation document		1, 2, 3	Feb.- Strategy for developing & implementing Key Ind. Surveys; April- Letter to CM; July-Results
Action 4: Continue to advocate for Wayfinding Plan projects.		3	July & Sept.- TMP; Sept.-Joint meeting with Superior

Goal Area:	RESOURCE MANAGEMENT	Lead Person:	David
1. Provide recommendations for the new Senior Natural Resource Specialist position.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Brainstorm priorities and responsibilities for the position as a discussion item.		1	Jan-Reviewed qualities and skills desired for the flyer for position
2. Continue to look for solutions to Open Space dog issues.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Support clean up initiatives and events		4	Complete
Action 2: Help the City incorporate the dog Park Siting Study into future plans.		4	Memo Produced 12/2019
Action 3: Work with PPLAB to address dog issues on Park Land.		4	On going. Proposed 2 dates for joint meetings but PPLAB unavailable.
Action 4. Document OSAB’s Position on the DOLA		4	Complete

3. Advocate for management and restoration projects.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Advocate for prescribed fire management		2	Apr. Completed Review of Public Outreach Approach
Action 2: Comment and advise on Warembourg Fishing Pond Master Plan		4	Allan to introduce idea to OSAB and get feedback in Q1 2020
Action 3: Comment and advise on landscaping/weed issues on Open Space		1,2,3,4	Ongoing
Action 4: Participate in review of management/planning work as requested		4	Oct-. Update from MOST. Ongoing work.
Action 5: Follow up on cheatgrass work at Davidson Mesa		4	Oct.- Completed CSU Presentation
Action 6: Updates and comments on work at Harney Lastoka		NA	
Action 7: Review and comment on impacts of Coyote run slump remediation on OS		1, 2	Jan & April-Staff Updates from Nathan

4. Serve as a resource to City Council in assessing properties and trails.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Advise as requested			<i>Benchmark-same as 1.2 and 2.1 and 2.2</i>
Action 2: Monitor the City for changes to advise			<i>Benchmark-same as 1.2 and 2.1 and 2.2</i>

Goal Area:	WAYFINDING	Lead Person:	Helen
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1. Activate the Wayfinding Tiger Team to work on re-scoping for reducing sign costs and implementation.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Select Tiger Team members			Complete
Action 2: Tiger Team meets with each other and with staff to research and design on strategy			Complete
Action 3: Tiger Team reports to the board for discussion of recommendations to staff.			Complete

2. Advocate for Wayfinding Standards and network goals for all projects and development plans.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Adhere to Wayfinding goals at all PUD reviews		4	Nawatny Ridge
Action 2: Work to keep goals in the minds of staff and Council.		3	Jul. & Sept.-TMP trail connectivity review

Goal Area:	EDUCATION & OUTREACH	Lead Person:	Laura
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1. Support education programs.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Review 2019 staff educational plan proposals		NA	Completed Q4 of 2018
Action 2: Review educational programs as they come and their attendance			Ongoing. Shared monthly in Staff Update Memos
Action 3: Advise on marketing for educational events			Ongoing

City of Louisville
Open Space Advisory Board

2. Support community outreach.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Board members attend Open Space booth at Farmer's Market		NA	Staff proposing to host Farmers Markets again in 2020
Action 2: Board members volunteer at events		2	Fishing Frenzy
3. Advocate for Rec. Center/Open Space Division cross-marketing and joint activities.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Coordination with Senior Center—ranger led walks?		4	Review of 2020 Education Schedule in December
Action 2: Coordination with other organizations, e.g., Balfour		4	Review of 2020 Education Schedule in December

Goal Area: **GENERAL BUSINESS** Lead Person: Mike or Peter

1. Coordination with PPLAB			
Specific Actions:	Who	When (Q#)	Status
Action 1: "Pass the baton" to PPLAB for the dog park siting study		4	Not Complete- Oct.- Discuss "Pass the baton"; Director to draft Memo
Action 2: Meeting for PPLAB and OSAB chairs and staff			
Action 3: Joint PPLAB/OSAB meeting		2	Apr.-Joint meeting cancelled due to snow. April (OSAB meeting)-Topics and steps forward with PPLAB discussed and targeting a 2020 joint meeting Q1.
2. Key Indicator Surveys			
Specific Actions:	Who	When (Q#)	Status
Action 1: Revisit Council's goals for the Trail Maintenance Key Indicator survey.		1,2	Feb- discuss purpose; April- Letter to CM
Action 2: Perform a Trail Maintenance survey as requested by staff and City Council		3	OSAB Results
3. Monitor Operations and CIP Open Space budgets			
Specific Actions:	Who	When (Q#)	Status
Action 1: Inspect and review budgets as a meeting discussion item		NA	Completed in Dec. 2018
Action 2: Advise and review budgets as appropriate		NA	Completed in Dec. 2018
4. Monitor Council and staff activity as pertains to Open Space issues			
Specific Actions:	Who	When (Q#)	Status
Action 1: Continue Jeff Lipton's monthly meeting updates		1,2,3,4	Jeff Lipton and Bob Muckle
Action 2: Board members monitor other meetings and local media for Open Space news		1,2,3,4	Ongoing

OPEN SPACE ADVISORY BOARD – 2020 GOALS

DRAFT

Goal Area:	ACQUISITIONS	Lead Person:	
1. Support staff in updating “Opportunities for Preserving Open Space and Improving Connectivity.”			
Specific Actions:	Who	When (Q#)	Status
Action 1: Revisit format and goals of document			
Action 2: Property evaluation/site visit field trip(s) to re-rate land for document			
2. Serve as resource to Council in assessing properties for Open Space land and trail potential.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Provide input when requested			
Action 2: Property evaluation activity/site visit field trip(s)			
3. Advise and advocate for trails and acquisition.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Advise on the City of Louisville Transportation Master Plan			
Action 2: Vote on Annual Boulder County Trail & Land Acquisition Recommendations			
Action 3: Revisit the OSAB New Trails evaluation document			
Action 4: Continue to advocate for Wayfinding Plan projects.			

Goal Area:	RESOURCE MANAGEMENT	Lead Person:	
1. Provide recommendations for the new Senior Natural Resource Specialist position.			
Specific Actions:	Who		
Action 1: Brainstorm priorities and responsibilities for the position as a discussion item.			
2. Continue to look for solutions to Open Space dog issues.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Support clean up initiatives and events			
Action 2: Help the City incorporate the dog Park Siting Study into future plans.			
Action 3: Work with PPLAB to address dog issues on Park Land.			
Action 4. Document OSAB’s Position on the DOLA			
3. Advocate for management and restoration projects.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Advocate for prescribed fire management			
Action 2: Comment and advise on Warembourg Fishing			

City of Louisville
Open Space Advisory Board

Pond Master Plan			
Action 3: Comment and advise on landscaping/weed issues on Open Space			
Action 4: Participate in review of management/planning work as requested			
Action 5: Follow up on cheatgrass work at Davidson Mesa			
Action 6: Updates and comments on work at Harney Lastoka			
Action 7: Review and comment on impacts of Coyote run slump remediation on OS			

4. Serve as a resource to City Council in assessing properties and trails.

Specific Actions:	Who	When (Q#)	Status
Action 1: Advise as requested			
Action 2: Monitor the City for changes to advise			

Goal Area: **WAYFINDING**

Lead Person: Helen

1. Activate the Wayfinding Tiger Team to work on re-scoping for reducing sign costs and implementation.

Specific Actions:	Who	When (Q#)	Status
Action 1: Select Tiger Team members			
Action 2: Tiger Team meets with each other and with staff to research and design on strategy			
Action 3: Tiger Team reports to the board for discussion of recommendations to staff.			

2. Advocate for Wayfinding Standards and network goals for all projects and development plans.

Specific Actions:	Who	When (Q#)	Status
Action 1: Adhere to Wayfinding goals at all PUD reviews			
Action 2: Work to keep goals in the minds of staff and Council.			

Goal Area: **EDUCATION & OUTREACH**

Lead Person: Laura

1. Support education programs.

Specific Actions:	Who	When (Q#)	Status
Action 1: Review 2019 staff educational plan proposals			
Action 2: Review educational programs as they come and their attendance			
Action 3: Advise on marketing for educational events			

2. Support community outreach.

Specific Actions:	Who	When (Q#)	Status
Action 1: Board members attend Open Space booth at Farmer's Market			
Action 2: Board members volunteer at events			

3. Advocate for Rec. Center/Open Space Division cross-marketing and joint activities.			
Specific Actions:	Who	When (Q#)	Status
Action 1: Coordination with Senior Center—ranger led walks?			
Action 2: Coordination with other organizations, e.g., Balfour			

Goal Area: **GENERAL BUSINESS** Lead Person:

1. Coordination with PPLAB			
Specific Actions:	Who	When (Q#)	Status
Action 1: “Pass the baton” to PPLAB for the dog park siting study			
Action 2: Meeting for PPLAB and OSAB chairs and staff			
Action 3: Joint PPLAB/OSAB meeting			
2. Key Indicator Surveys			
Specific Actions:	Who	When (Q#)	Status
Action 1: Revisit Council’s goals for the Trail Maintenance Key Indicator survey.			
Action 2: Perform a Trail Maintenance survey as requested by staff and City Council			
3. Monitor Operations and CIP Open Space budgets			
Specific Actions:	Who	When (Q#)	Status
Action 1: Inspect and review budgets as a meeting discussion item			
Action 2: Advise and review budgets as appropriate			
4. Monitor Council and staff activity as pertains to Open Space issues			
Specific Actions:	Who	When (Q#)	Status
Action 1: Continue Jeff Lipton’s monthly meeting updates			
Action 2: Board members monitor other meetings and local media for Open Space news			