



## PARKS AND RECREATION DEPARTMENT

Civic Center • 500 East Third Street, Suite 200 • Loveland, Colorado 80537  
(970) 962-2727 • FAX (970) 962-2903 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

### LOVELAND OPEN LANDS ADVISORY COMMISSION APRIL 13, 2016 – 5:30 PM REGULAR MEETING AGENDA Parks & Recreation Conference Room, Suite 200 500 E. Third Street, Loveland, CO 80537

#### Notice of Meeting Posted

#### Call to Order

#### Public Comment

#### Approval of Meeting Minutes (March 9, 2016)

#### City Council Liaison Report – Hugh McKean

#### Larimer County Open Lands Advisory Board Report – Kerri Rollins/Hugh McKean [OLAB Agenda/Minutes](#)

#### 5:30-6:15 pm Reports/Correspondence:

1. Property Acquisition Updates (*verbal*)
2. Open Lands Projects Report (*attached*)

#### 6:15-7:00 pm Discussion/Action:

3. Proposed 2017 Open Lands & Trails Budget Process (*attached*)

#### Executive Session (*if necessary*)

(24-6-402(4)(a) C.R.S.) *For information or discussion of the purchase or acquisition of real property*

#### Reminders/Events:

April 15 – [Arbor Day Tree Planting Ceremony](#), 12:30-1:30 pm at River's Edge Natural Area

April 18 – [Children's Day Celebration](#), Open Lands Booth, 1-4 pm at Civic Center

April 21 – [PEEPs Programs](#), "Are Beavers Really Busy?" 9:30 & 11 am at Namaqua Park

April 23 & 30 – [River Ecology for Anglers](#), 9-10:30 am at Namaqua Park (*register at 962-2643*)

April 30 – [Earth Day Celebration](#), Open Lands Booth, 10 am-3 pm at Civic Center

May 7 – [Featured Site of the Month](#) at River's Edge Natural Area – guided bird walk & family nature walk, volunteer milkweed planting project (*register at 962-2643*), fishing info/demos, children's activities (*schedule and details: [www.CityofLoveland.org/OpenLands](http://www.CityofLoveland.org/OpenLands)*)

#### Commission Member Discussion Topics

#### Adjournment

Next Regular Meeting: May 11, 2016



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### CITY OF LOVELAND OPEN LANDS ADVISORY COMMISSION

Regular Meeting Minutes – March 9, 2016

Parks & Recreation Conference Room, 500 E. Third St., Loveland, CO 80537

**Commissioners Present:** Gale Bernhardt, Andy Hawbaker, Ross Livingston, Darren Pape, Jim Roode, Jean Whittaker, Bill Zawacki, Kerri Rollins (Larimer County Liaison).

**Commissioners Absent:** Rick Brent, Nathan Thompson, Hugh McKean (City Council Liaison).

**Staff Present:** Elizabeth Anderson, Debbie Eley, Brian Hayes, Marilyn Hilgenberg, Janet Meisel-Burns, Jonathan Huey, Scott Sinn, Kelly Smith.

**Guests:** Jim Tolstrup, Denise Bretting, Kathy Hartman, Jim & Cheryl Seigrist.

**The public meeting was called to order at 5:30 pm.**

**Introduction of Jonathan Huey, Open Lands & Trails Crew Supervisor.** Jonathan was previously at Cherry Creek State Park and brings valuable expertise and resources to the field crew.

**Public Comment:** Jim Mudge, 2500 Frances Drive, submitted a letter on behalf of the Lakeside Terrace HOA with regard to the proposed Waters Edge development.

**Approval of February 10, 2016 Meeting Minutes:** Gale Bernhardt made a motion to approve the minutes as written; Jim Roode seconded. The minutes were approved unanimously as written.

**Larimer County Open Lands Advisory Board Report.** Kerri Rollins reported on the following items: 1) Northern Water discussed the Alternative Transfer Mechanism (ATM) process for the county's agricultural acquisition in Berthoud; 2) the 2015 *State of the Resource* report has been released; and 3) the Devil's Backbone construction project is on schedule and the parking lot should reopen next weekend as planned.

#### **Reports/Correspondence:**

**1. 2016 Trails Update.** Janet Meisel-Burns, Senior Park Planner, introduced the rest of the Park Planning team, Scott Sinn and Kelly Smith, and provided a summary of 2015 projects and an update on current trail projects: 1) the North Front Range Trail is a partnership with Fort Collins and Larimer County, near Boyd Lake SP and CR 11C; 2) the Long View Trail at 57<sup>th</sup> & Taft is in the design phase with construction planned for fall/winter; 3) the flood recovery project – trail and pedestrian bridge at Wilson and Taft – is planned for fall/winter construction; 4) the Namaqua Ave. trail and bridge over the Barnes Ditch to the Hwy 34 underpass will be constructed in the fall after the ditch stops running; 5) acquisitions for the South Front Range Trail are being pursued; 6) intersection improvements at Boyd Lake Ave. & Hwy 34 will include a new sidewalk on the west side for connections to Centerra; and 7) Segment 12 to Centerra will be constructed by the developer.

**2. Property Acquisition Updates (verbal).** Brian Hayes provided an update on the status of several acquisitions. The Mihelich property adjacent to Namaqua Skyline is now under contract (pending OLAC approval), with a closing scheduled for May 31. The option to purchase the Nicholson Tract T parcel is being executed, with a contract being reviewed by both parties to close in 90 days. The owner

will retain use of the two structures for 18 months, to make arrangements for personal belongings. The Pfeiff property should be under contract within the week for a late April closing, with the Parks Division and High Plains Environmental Fund as partners.

### **3. Open Lands Project Report.**

Quick Win Projects. The Morey trail reconstruction is nearing completion, the Oxbow trail has been completed and the Old St. Louis and King's Crossing trails and parking lots are nearly complete. Each site will have new entrance kiosks to match the style at River's Edge. The Morey "pond" restoration project is planned for April using a special National Emergency Grant Conservation Corps crew and stewardship volunteers and grant funding from CWCB.

Environmental Education. Many activities, classes, and other programs are planned to promote open lands this spring, including featured "Site of the Month" events that will incorporate guided walks, volunteer stewardship projects, and children's activities.

Legacy Land Trust/Colorado Open Lands Merger. Legacy Land Trust is planning to merge with Colorado Open Lands, to help fulfill its conservation mission and in response to northern Colorado growth and development.

**4. Boards & Commissions Summit Report.** Bill Zawacki and Ross Livingston represented OLAC at the annual summit, where several boards and commissions presented their goals & accomplishments.

**5. The 2015 Open Lands Annual Report** was distributed.

#### **Discussion/Action:**

**6. High Plains Environmental Center Funding Request.** Marilyn Hilgenberg summarized the High Plains partnership request for \$400,000 from the City's Open Lands CEF fund towards the construction of a new environmental center at High Plains. In return, Open Lands will request \$200,000 from the High Plains Open Space Fund towards the Pfeiff property acquisition. The City Council appropriation of CEF funds is scheduled for April and groundbreaking is planned for June 21 with a 120-day construction schedule. The City and High Plains also plan to collaborate on environmental education, natural areas management, community farming, and native plant gardens and restoration throughout Loveland. Jim Tolstrup added that the HPEC is a resource for the entire community.

**7. Final Property Reviews – Namaqua Skyline Additions.** The Mihelich property is zoned Tourist along Hwy 34, and FA-1 Farming above the Louden Ditch. The Olhausen property is zoned FA-1 Farming. Both properties would provide opportunities for trail loops and connections to adjacent sites. The Mihelich contract for \$226,000 is pending OLAC approval and was based on the zoning and recent sales including the Black property. Other adjacent inholding properties include Bruner and Monk. *Gale Bernhardt made a motion that staff pursue moving forward with the four properties under consideration adjacent to Namaqua Skyline. Jean Whittaker seconded the motion and it passed unanimously.*

**Executive Session.** The regular session was suspended and Executive Session convened at 7:14 pm. Executive Session was adjourned at 7:32 pm and regular session reconvened.

#### **Reminders:**

1. PEEPs preschool programs are scheduled for March 17 at Namaqua Park.
2. A Guided Bird Walk will be held at River's Edge on March 19.

**Adjournment:** The meeting was adjourned at 7:35 pm.



## LOVELAND OPEN LANDS ADVISORY COMMISSION

**AGENDA ITEM:** **2**

**MEETING DATE:** April 13, 2016

**DESCRIPTION:** Open Lands Project Report

### **SUMMARY:**

**Quick Win Projects.** Trails at Morey, Oxbow, King's Crossing and Old St. Louis are complete. Parking lots at King's Crossing and Old St. Louis are also finished. Kiosks, animal-proof trash receptacles, and doggie bag stations have been ordered and should be installed by May. Sites will be opened and promoted after signage is installed. The Morey pond restoration project is underway with seeding and wetland/riparian planting by several volunteer groups scheduled in April.

**Arbor Day.** The City's Arbor Day event will be celebrated on April 15 with a ceremonial tree planting at River's Edge. Six additional cottonwood trees will be planted on April 21 by a volunteer group from Constant Contact. Ed Ketterer has also donated trees that will be planted at River's Edge and other park sites.

**River's Edge Improvements.** The Ryan Gulch culvert for the Mineral Addition trail has been installed. The trail, fencing, gates, and signage should be completed by late May, for walk-in access from Carlisle. Grading of the Swisher property has been completed and the plans for a small parking lot and trails connecting into River's Edge are being developed and reviewed for access from 1<sup>st</sup> St. The trail along the east side of Bass Pond has been improved since the flood degraded the area and caused unstable conditions. The local Junior ROTC group has been volunteering to help remove chain link fence between River's Edge and the Recreation Trail, and will also help plant native shrubs on April 18 as part of the City's Arbor Day project.

**Environmental Education/Public Outreach.** The guided bird walk on April 9 from Mehaffey Park to Meadowbrook Natural Area was well-attended, with 18 enthusiastic participants. More than 600 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders are scheduled to attend environmental education programs at River's Edge in April and May, weather permitting. Finishing touches preparing for these students include volunteer field training, assembling the visual aids packs, and installation of the learning stations at River's Edge. When including the PEEPs preschool classes, Scout troop seminar, and booths at Children's Day and Earth Day, educational outreach will extend to over 1,000 youth in the next 5 weeks. Adult outreach may reach into the hundreds as well, in the form of volunteer stewardship projects, activities (guided walks), and events (*Dog Day Afternoon*). In addition to Open Lands trail hosts and educational

volunteers, the Loveland Fishing Club and CPW are providing volunteers to help with *River Ecology for Anglers* classes and *Site of the Month* activities at River's Edge in May.

### Trails Update

- ❖ Front Range Trail – Staff has been working with the landowner in good faith for the past 18 months but has not been successful in reaching an acceptable easement agreement. Loveland is exploring other acquisition opportunities and possible partnership with Fort Collins. A new alignment could increase the time to complete project design and engineering. Staff still hopes to move the project forward for fall construction. The negotiations and new design may delay the project for up to 4 months. Bidding and construction are now postponed until late summer or early fall.
- ❖ Long View Corridor Trail – Loveland is finalizing the full project scope of work and should commence construction documents by the end of June 2016. Complete project engineering for a left turn lane on 57<sup>th</sup> Street will now be included in the construction of the new trailhead parking. The project is behind schedule but staff hopes to make up this time and still plans to bid construction of the full project in January 2017. The project will “repurpose” the Wilson Trail Bridge for the wetland crossing. The County agreed to allow the City’s Development Review Team review the project. Stormwater and Transportation will complete their administrative reviews this fall.
- ❖ Boyd Lake Trail Easement & Construction – The only remaining trail item is the asphalt work, which is delayed until the batch plants open in the spring.
- ❖ Trail Segment 10b – Namaqua to West US 34 Underpass – JUB Engineering has started design of the bridge and should have their work completed by the end of June. Once the plans are complete we will be sending them to GLIC for their review and approval. Staff anticipates trail construction to start this fall, after irrigation season, in preparation for a spring '17 opening.
- ❖ Trail Segment 10a – Wilson to Namaqua – Staff met to discuss the general alignment and the survey work has been ordered. Once survey is complete staff will meet in the field to make sure the alignment will work as noted by the survey and topo information. Conceptual alignment will be completed by the end of April and staff hopes to meet with the landowners in late May to discuss the trail and needs for power.



## OPEN LANDS ADVISORY COMMISSION

**AGENDA ITEM:** **3**

**MEETING DATE:** April 13, 2016

**DESCRIPTION:** Open Lands & Trails 2017 Budget Information

**STAFF PRESENTER:** Marilyn Hilgenberg

### **SUMMARY:**

Staff annually evaluates and analyzes the Open Lands and Trails budget and identifies budget issues for discussion with the Open Lands Commission. Because of the timing of the 2017 Budget Schedule, information presented in this packet is preliminary and will be revised before the June submittal date.

#### **1A. 2017 City Budget Proposed Schedule**

April 1, 2016	Equipment Replacement Schedules due to the Budget Office
April 5, 2016	1 <sup>st</sup> Reading of 2015 Rollovers to 2016 Budget
April 19, 2016	2 <sup>nd</sup> Reading of 2015 Rollovers to 2016 Budget
April 22, 2016	Capital Plans due to Budget Office
May 11, 2016	Budget Presentation to OL Commission (Operations & Capital)
June 8, 2016	Open Lands Advisory Commission – Submitted 2017 Budget Information
June 10, 2016	Department Budgets due to Budget Office
June 14, 2016	Study Session on 2017-2026 Capital Program
July 10, 2016	Budget Conferences with Departments and City Manager
September 13, 2016	Study Session on 2017 Recommended City Budget
October 4, 2016	Public hearing and 1 <sup>st</sup> reading on 2017 Adopted Budget
October 18, 2016	2 <sup>nd</sup> Reading on 2017 Adopted Budget

#### **1B. Open Lands Capital Plans**

Capital Project budget proposals will be submitted by Departments to the Finance Department by April and will be discussed with City Management staff and City Council during the 2017 Budget process. Both Open Lands Sales Tax and Open Lands Capital Expansion Fees were used to meet our capital goals. Provided below are projects identified in the next 5 years for the Department Open Land Funds. Division funding priorities align with the standards set forth in the 2014 Parks & Recreation Master Plan. The timing of projects is dependent upon available fund cash flow and staff resources.

4/13/16

## 3 – Open Lands &amp; Trails 2017 Budget Information

Loveland Parks and Recreation - OPEN LANDS SALES TAX FUND #202 &amp; OPEN LANDS CEF FUND 263

Financial Forecast 2017-2021

Updated 4/6/16

## OPEN LANDS TAX - Fund 202

PROJECTED FUNDS	2016	2017	2018	2019	2020	2021	TOTAL
Total Cash in Fund	12,300,478	6,367,997	5,092,526	3,760,926	4,825,477	3,170,944	
Designated Cash - Future Operation/Mnct <sup>^</sup>	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	
Available Cash Balance	9,300,478	3,367,997	2,092,526	760,926	1,825,477	170,944	
<b>Revenues</b>							
County Open Lands Tax	2,407,827	2,455,984	2,505,103	2,351,205	2,398,229	2,446,194	14,564,542
CE, Leases, Fees & Other	38,800	73,415	74,883	76,381	77,909	79,467	420,855
Interest	184,510	127,360	127,310	22,830	63,890	6,840	532,740
Food Reimbursements/Grants/Partnerships	600,000	382,679					982,679
<b>Total Revenue</b>	3,231,137	3,039,438	2,707,297	2,450,416	2,540,028	2,532,501	15,518,137
<b>Total Revenue &amp; Resources</b>	15,531,615	9,407,435	7,799,822	6,211,342	7,365,505	5,703,445	
<b>Expenditures</b>							
CORE Operating Expenditures	751,854	784,652	859,956	920,713	963,941	1,024,398	5,305,514
New Operational Supplements	9,944	50,257	33,940	15,152	30,620		139,913
<i>Operating Expenditures</i>	761,798	834,909	893,896	935,865	994,561	1,024,398	
<b>Capital Outlay</b>							
Operating Capital Equipment		40,000	25,000	50,000	25,000	50,000	190,000
Acquisitions, Development & Water	6,933,000	840,000	1,100,000		2,975,000	600,000	12,448,000
Restorations/Site Developments	1,468,820	2,400,000	1,820,000	200,000		250,000	6,138,820
Partnerships		200,000	200,000	200,000	200,000	200,000	1,000,000
<i>Capital Sub-Total</i>	8,401,820	3,480,000	3,145,000	450,000	3,200,000	1,100,000	19,776,820
<b>Total Expenditures</b>	9,163,618	4,314,909	4,038,896	1,385,865	4,194,561	2,124,398	25,222,247
<b>Net Change in Working Cash Bal</b>	(5,932,481)	(1,275,471)	(1,331,600)	1,064,551	(1,654,533)	408,103	
<b>Ending Working Cash Balance</b>	6,367,997	5,092,526	3,760,926	4,825,477	3,170,944	3,579,047	
	2016	2017	2018	2019	2020	2021	TOTAL

## OPEN LANDS CEF - Fund 263

PROJECTED FUNDS	2016	2017	2018	2019	2020	2021	TOTAL
Beginning Working Cash Balance	2,139,640	2,001,330	398,038	162,536	540,014	96,512	
<b>Revenues</b>							
Open Lands CEF	320,030	327,710	335,580	343,630	351,880	360,330	2,039,160
Interest/Other Revenues	23,930	68,998	38,918	33,848	47,868	32,828	246,390
<b>Total Revenue</b>	343,960	396,708	374,498	377,478	399,748	393,158	2,285,550
<b>Total Revenue &amp; Resources</b>	2,483,600	2,398,038	772,536	540,014	939,762	489,670	
<b>Expenditures</b>							
Acquisition, Water & Partnerships	400,000	2,000,000	510,000		843,250		3,753,250
Restorations/Site Developments	82,270		100,000			225,555	407,825
<b>Total Expenditures</b>	482,270	2,000,000	610,000	0	843,250	225,555	4,161,075
<b>Net Change in Working Cash Bal</b>	(138,310)	(1,603,292)	(235,502)	377,478	(443,502)	167,603	
<b>Ending Working Cash Balance</b>	2,001,330	398,038	162,536	540,014	96,512	264,115	

^ CEF Revenue Figures provided by Finance Dept

- Interest Rates for Funds Based on 1.5% in 2016, 2% in 2017, 2.5% in 2018, 3% in 2019, 3.5% in 2020, 4% in 2021

- Partnership Policy: Loveland may designate up to 10% of Annual Sales Tax for projects with other agencies.

- Larimer County Open Lands Sales Tax Extension beginning in 2019 Changed % to Cities- Loveland receives \$200K less annually

- Assumes 3% inflation on operating costs annually.

- Although not always projected in cash flow budget estimates, grants will be pursued and will costs associated with some open land projects.

- 2017 Grant from TAP and GOCO for Longview Trail Project \$382,679

## Loveland Parks and Recreation - CONSERVATION TRUST FUND #201

Financial Forecast 2016-2026

Updated 4/4/16

## CONSERVATION TRUST (Lottery)

PROJECTED FUNDS	2016	2017	2018	2019	2020	2021	TOTAL
<b>TOTAL CASH</b>	4,272,289	3,437,274	2,929,480	2,985,150	2,756,875	2,962,452	2012-2022
Designated Cash for Future Operation/Mnct	1,363,245	1,471,995	1,582,995	1,693,995	1,804,995	1,917,495	
Beginning Working Cash Balance	2,909,044	1,965,279	1,346,485	1,291,155	951,880	1,044,957	
<b>Revenues</b>							
Lottery Funds	725,000	740,000	740,000	740,000	750,000	750,000	4,445,000
Grants/Other		388,190					
Interest	65,460	68,750	73,240	89,550	96,490	118,500	511,990
<b>Total Revenue</b>	790,460	1,196,940	813,240	829,550	846,490	868,500	5,345,180
<b>Total Revenue &amp; Resources</b>	5,062,749	4,634,214	3,742,720	3,814,700	3,603,365	3,830,952	
<b>Expenditures</b>							
Recreation Trail Operations & Maintenance	248,029	281,710	321,570	332,825	340,914	352,846	1,877,893
<b>Capital Outlay</b>							
<b>Recreation Trail</b>							
Trail @ Sunset Vista	998,786	199,214					1,198,000
Segment 7- N. Hwy 287 to 57th Louden Ditch (D)		657,750					657,750
Segment 8- 29th St Imprv/43rd & Wilson			336,000				336,000
Segment 10- Wilson to W Hwy 34		416,060					416,060
Namaqua Bridge Oversize for Future UP		150,000		225,000			375,000
Segment 12- Denver to Boyd Lake (D)	50,000						50,000
South Front Range Trail					300,000	1,308,360	1,608,360
Trail Wayward Signage Program	100,000						100,000
<b>Parks</b>							
North Lake Park Renovation (also \$500,000 in Gen Fund)	228,660		100,000	500,000			828,660
<b>Total Expenditures</b>	1,625,475	1,704,734	757,570	1,057,825	640,914	1,661,206	7,447,723
<b>Net Change in Working Cash Bal</b>	(835,015)	(507,794)	55,670	(228,275)	205,576	(792,706)	
<b>Ending Cash Balance</b>	3,437,274	2,929,480	2,985,150	2,756,875	2,962,452	2,169,746	

## TRAILS CEF - Fund 262

PROJECTED FUNDS	2016	2017	2018	2019	2020	2021	Total
Beginning Working Cash Balance	1,492,417	698,197	617,387	256,307	576,117	914,639	1,275,959
<b>Revenues</b>							
Trails CEF	196,520	300,000	306,000	312,120	318,362	324,730	1,757,732
Interest	15,590	13,960	15,430	7,690	20,160	36,590	109,420
Grants and Other Revenues		300,000					300,000
<b>Total Revenue</b>	212,110	613,960	321,430	319,810	338,522	361,320	2,167,152
<b>Total Revenue &amp; Resources</b>	1,704,527	1,312,157	938,817	576,117	914,639	1,275,959	3,443,111
<b>Expenditures</b>							
<b>Rec Trail Development/Acquisition</b>							
Segment 10a- Wilson to Namaqua	118,230						118,230
Segment 10b- Namaqua to W Hwy 34	383,100						383,100
Segment 10c- Rossum to W Hwy 34		380,600					380,600
Segment 12- Denver to Boyd Lake (D)		314,170	682,510				996,680
Front Range Trail System	500,000						500,000
Madison Avenue Rec Trail Underpass	5,000						5,000
<b>Total Expenditures</b>	1,006,330	694,770	682,510	0	0	0	2,383,610
<b>Net Change in Working Cash Bal</b>	(794,220)	(80,810)	(361,080)	319,810	338,522	361,320	(216,458)
<b>Ending Working Cash Balance</b>	698,197	617,387	256,307	576,117	914,639	1,275,959	1,059,501

Designated Maintenance of 15% of Lottery Proceeds annually

Long Term operation and maintenance of recreation trail projected to be funded in Conservation Trust Fund

- Interest Rates for Funds Based on 1.5% in 2016, 2% in 2017, 2.5% in 2018, 3% in 2019, 3.5% in 2020, 4% in 2021

- 2017 Grant from TAP and GOCO for Longview Trail Project \$388,192.60

## COMMISSION ACTION RECOMMENDED: Informational and Budget Discussion