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**PARKS, TRAILS, OPEN SPACE COMMITTEE**  
**MEETING AGENDA**  
**MARCH 4<sup>TH</sup>, 2014**  
**5:30 - 7:00 PM**  
**TOWN HALL**

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**TO:** PARKS, TRAILS AND OPEN SPACE COMMITTEE  
**FROM:** JEN COATES

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**Parks, Trails and Open Spaces Committee Members:**

Doug Canright, Rick Weaver, Eric Johnson, Lois Ziemann, Nick Williams, Jen Coates, Stephanie Wallin, Jared Coburn

- I. Call to Order**
- II. Approval of Minutes from February 4<sup>th</sup>, 2014**
- III. Presentation and Discussion of Ridgway Community Garden and Use of Public Property – Robyn Cascade and Eric Johnson - see <http://www.ridgwaygarden.com>**
- IV. Urban Forest Management Plan and State Grant Award for Tree Inventory – Lois Ziemann and Jared Coburn *\*\*Award of grant – congratulations Lois! Thank you\*\** (attached)**
- V. Preliminary Planning and Brainstorming for Adopt a Park Kick off Event – Eric Johnson**
- VI. Other Business**
  - a. Update from Nick Williams:  
*In late March/early April, Nick will be organizing a Cottonwood Creek drainage clean-up. Additionally, Nick will coordinate with Town Staff staining of the two pedestrian bridges over Cottonwood (when weather permits).*
  - b. New Business
- VII. Next Meetings: Dates with Proposed Focus - 1<sup>st</sup> Tuesday of each month 5:30 p.m. in Town Hall**
  - *April 1<sup>st</sup> - Adopt a Park Program (Jared, Doug) Dog Park (Jen, Doug); Cottonwood Park Irrigation (Jen, Doug)*
  - *May 6<sup>th</sup> – Adopt a Park Kick-Off*
  - *June 3<sup>rd</sup> – Banner Poles and Info Kiosk (Jen, Rick)*
  - *July 1<sup>st</sup> - TBD*
  - *August 5<sup>th</sup> - TBD*
  - *September 2<sup>nd</sup> - TBD*
  - *October 7<sup>th</sup> - TBD*
  - *November 4<sup>th</sup> - TBD*
  - *December 2<sup>nd</sup> - TBD*
- VIII. Adjourn**

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**PARKS, TRAILS, OPEN SPACE COMMITTEE**  
**MEETING MINUTES**  
**FEBRUARY 4<sup>TH</sup>, 2014**  
**5:30 - 7:00 PM**  
**TOWN HALL**

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**TO:** PARKS, TRAILS AND OPEN SPACE COMMITTEE  
**FROM:** JEN COATES

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**Parks, Trails and Open Spaces Committee Members:**

*Present: Rick Weaver, Eric Johnson, Lois Ziemann, Nick Williams, Jen Coates, Stephanie Wallin, Doug Canright,*

*Via Phone: Jen Coates*

*Absent: Jared Coburn*

*Public Present: Ellen Hunter, Ned Bosworth, Gale Ingram*

**I. Call to Order**

*The meeting was called to order at 5:35 pm*

**II. Approval of Minutes from January 14, 2014**

*Amendments to the minutes:*

*Rick Weaver requested that the meeting minutes reflect that he was kicked out of the meeting.*

*Ellen Hunter requested that the meeting minutes reference a Climb-a-thon, not a climbing competition.*

*Lois Ziemann moved to approve the minutes as amended. Rick Weaver seconded the motion. All present approved.*

**III. Bouldering Park Plan and recommendation to the Town Council to submit a grant application to Great Outdoors Colorado – Ellen Hunter**

*Ellen reported that she has communicated with a few people and they are not ready enough and together enough for the March deadline to submit a grant application. Ellen is working to find some people to carry baton from this point forward, and target the Fall of 2014 for spring ground-breaking in 2015. Ellen will work to pull the group together this summer. Lois offered to help out, that she couldn't champion the effort but will help out to get going.*

*Nick reported that ROCC discussed allowing a donation jar at spaghetti dinner and inquired about liability issues with climbing; The committee discussed how parks improvements are covered with insurance policies.*

*Jen reported the following to the committee regarding GOCO applications and funding::*

- *Applications due March 5<sup>th</sup>*
- *Staff in –kind and volunteer hours don't count – must be professional services hours, materials and equipment donations*

- *Prioritize shovel ready (funding is in hand, design completed, thorough public planning process)*
- *GOCO staff will review application up to 2 weeks prior*
- *Need Town Council resolution for grant application*
- *Need user group letters, express need and urgency, not a form letter*
- *Need: photos, budget, prelim design,*
- *Provide detailed information regarding the public process, whether a formal master planning process or series of meetings, which established this project a priority for the community. Include attendance numbers at meetings, the information discussed and the feedback that was received. GOCO funds are public dollars and we want to be sure that this is a community driven project that is wanted and needed by the community*
- *Youth and family participation*
- *HIGH % of matching funds and shovel ready*

**IV. Presentation of Master Plan and Gateway Improvement for Heritage Park and Ridgway Visitor's Center – Ned Bosworth and Gale Ingram**

*Jen provided some background on the Sonoran Institute Community Builder's Institute and one outcome of the Institute resulting in gateways planning and a sub-area plan for Heritage Park. The completion of a Heritage Park Plan is presented to the Parks Committee for incorporation into the Town's Parks, Trails and Open Spaces Plan, with a recommendation to the Planning Commission and Town Council to adopt as part of the Town's Master Plan and to develop a budget and strategy to compel some of the improvements.*

*Ned presented the detail of the Heritage Park Plan to the Committee. The committee discussed developing a list of improvements for the park and develop a budget for those improvements.*

*Lois moved to approve the Heritage Park plan as proposed and recommend approval by the Planning Commission for the Master Plan. All present approved the motion.*

*Lois mentioned working with Ned Bosworth on the tree inventory and work to follow up with after the inventory is completed for Heritage Park. Ned offered to survey the trees and will make a recommendation on those trees for the park.*

**V. Urban Forest Management Plan and State Grant Application for Tree Inventory – Lois Ziemann and Jared Coburn**

*Lois reported that she expects to hear from the CTC in February and will report back in March meeting*

**VI. Community Garden in the Green Street Park – Eric Johnson**

*Eric shared there was not much to report but he will be working on this in the coming weeks.*

**VII. Other Business**

- a. Parks Plan for 2014 and meeting with Tyler Schultz – Jen Coates

*Jen reported that she and Danny met with Tyler Schultz in late January to prioritize projects for 2014*

*Hartwell -*

- *Aeration and pull up bulbs- 1/2 day*
- *Maintenance*
- *Hawthorne at PO: prune it and do bike rack around it Re-cabling older tree at Lena Trimming older trees*
- *Danny do trash cans with kids*
- *Volunteers: flower boxes; coordinate with Tyler on aeration to go behind and pull out and transplant bulbs*

*Cottonwood - water*

- *Q60' put irrigation line with a rotor to cover 30' in each direction*
- *Also dump more water from non potable line to c-creek*
- *Wood iron at cottonwood ok Cora St bridge*
- *Thin out dead stuff on creek.*
- *Some aeration and mulching*
- *Lift fencing around planted trees*

*Green St trees - new plantings*

- *Tyler will order and plant Green Street Trees and will connect with Lois.*

b. Update on Dog Park – Jen Coates

*Jen shared with the committee that there is a planned meeting on April 3rd with property owners so the discussion is moving forward to talk about opportunities and “next steps”*

**VIII. Next Meetings: Dates with Proposed Focus - 1<sup>st</sup> Tuesday of each month 5:30 p.m. in Town Hall**

- *March 4<sup>th</sup> – Tree Inventory (Lois); Green Street Park (Eric); Heritage Park Plan (Jen)*
- *April 1<sup>st</sup> - Adopt a Park Program (Jared, Doug)*
- *May 6<sup>th</sup> – Dog Park (Jen, Doug); Cottonwood Park Irrigation (Jen, Doug) Adopt a Park Kick-Off*
- *June 3<sup>rd</sup> – Banner Poles and Info Kiosk (Jen, Rick)*
- *July 1<sup>st</sup> - TBD*
- *August 5<sup>th</sup> - TBD*
- *September 2<sup>nd</sup> - TBD*
- *October 7<sup>th</sup> - TBD*
- *November 4<sup>th</sup> - TBD*
- *December 2<sup>nd</sup> - TBD*

**IX. Adjourn**

*The Committee meeting adjourned at 6:24 pm.*



*LEADING STATEWIDE EFFORTS  
TO PRESERVE, RENEW AND  
ENHANCE COMMUNITY  
FORESTS*

Town of Ridgway  
Jen Coates, Town Manager  
201 N. Railroad Street  
Ridgway, CO 81432

February 10, 2014

Dear Jen,

Congratulations! The application you submitted for the Tree Inventory and Ridgway Community Forest Management Plan Project was approved by the Colorado Tree Coalition (CTC) Grant Review Committee for the amount of \$2,000. Please sign the enclosed agreement and return it as soon as possible to the CTC at:

Colorado Tree Coalition  
P.O. Box 808  
Broomfield, CO 80038-0808

Also enclosed is a check request form and press release. Please sign and return the check request form no sooner than 30 days prior to starting your project. Your check will be mailed within 10 working days. Please distribute the press release to appropriate media outlets in your area.

The Colorado Tree Coalition is a non-profit organization dedicated to leading statewide efforts in preserving, renewing and enhancing community forests. Your support of this organization is appreciated, and we request that you encourage individuals, families, businesses and communities to become members. Without membership support our ability to continue a grant program will dwindle.

We look forward to hearing about the success of your project. **Please remember that any literature or publications produced should include the CTC logo. If you'd like an electronic copy of the CTC logo, just let me know. Also, please submit any digital photos or prints of pictures taken for this project. The Colorado Tree Coalition would like to have as many photos of the project as possible.** If you have any questions regarding your grant, contact me at 303-795-3766 or Keith Wood at 303-438-9338.

Sincerely,

*David W. Flaig*  
Grants Chair



*LEADING STATEWIDE EFFORTS  
TO PRESERVE, RENEW AND  
ENHANCE COMMUNITY  
FORESTS*

## **GRANT AGREEMENT**

**THIS AGREEMENT**, made this 10<sup>th</sup> day of **February 2014**, by and between **Town of Ridgway, Ridgway, CO**, hereinafter referred to as the **GRANTEE**, and the **Colorado Tree Coalition**, hereinafter referred to as the **GRANTOR**. **NOW, THEREFORE**, it is hereby agreed that:

1. The **GRANTEE** agrees that:
  - a. all funds awarded will be used for the sole purposes of implementing the project submitted for a Colorado Tree Coalition grant
  - b. because this grant is funded by federal dollars the guidelines in the following OMB circulars will be followed: A110 Administrative Standards Non-Profits, Educational Institutions, A 122 Cost Principles Non-Profits, A133 Auditing Standards All Entities, 7CFR 3017 Debarment and Suspension Government wide Requirements for Drug-Free Workplace for all Entities, 7 CFR 3018 Restrictions on Lobbying for All Entities, SF-424b Standard Assurances (Non-Construction), and 7 CFR Administrative Standards for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. (As of 2/4/02 all the above can be located at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html)).
  - c. reporting requirements mailed to **GRANTEE** will be completed within 15 days and returned.
  - d. newspaper articles, flyer, and photographs taken of this project will be submitted within 15 days of the completion of the project. These may be used for outreach efforts.
  - e. any brochure, booklet, or educational materials produced will be submitted within 15 days of the completion of the project. The **GRANTOR** has the right to use said material in its outreach efforts.
  - f. any problems or delays with said project will be reported to the **GRANTOR** immediately.
  - g. funding for this project will not be requested sooner than 30 days prior to start-up.
2. **GRANTOR** agrees to:
  - a. Provide cash payment as stated in award letter dated **February 10, 2014**.
3. It is understood between the **GRANTEE** and the **GRANTOR** that this Agreement shall begin on the date first above written, and shall remain in force until **9/30/14**. Should an extension be required it will be requested by **GRANTEE** 60 days in advance of this date.
4. This Agreement may be terminated by either party ten (10) days following written notice to the other party.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the day first above written.

\_\_\_\_\_  
GRANTEE

\_\_\_\_\_  
COLORADO TREE COALITION