
PARKS, TRAILS, OPEN SPACE COMMITTEE AND TOWN COUNCIL
MEETING AGENDA
NOVEMBER 10RD, 2015
5:30 – 7:00 PM
TOWN HALL



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

- I. Call to Order
- II. Approval of Minutes from September 1st, 2015
- III. Review Community Garden Agreement and Preliminary Plan
- IV. Discuss Memorial Bench Policy
- V. 2016 Budget and Priorities
- VI. Other Business
 - a. Urban Forest Management and Tree Inventory– *Lois and Jen*
 - b. Adopt a Park Program – *Jared and Nick*
- VII. Next Meetings: 2016 Dates with Proposed Focus
- VIII. Adjourn



TOWN OF RIDGWAY MEMORIAL DONATION & GIFT PROGRAM POLICY

201 N. Railroad St. - P.O. Box 10, Ridgway, CO 81432 Ph: 970-626-5308

Purpose

To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in Town-owned facilities, parks, rights-of-way, natural areas and trail system.

Background

Memorials and gifts have augmented Ridgway's properties and facilities. Historically, the Town has accepted these donations without a formal written policy. Although the Town has policies that outline the criteria and conditions for the naming of parks and facilities and the donation of real property, these policies do not apply to memorial donations on Town-owned properties.

Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual aesthetics of the surrounding natural environment or place an undue burden on the Town.

Management Philosophy

The protection of the natural environment is a high priority. To this end, the Town of Ridgway may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Final decision on the acceptance and placement of memorials will be made by the Ridgway Town Council, upon recommendation of the Ridgway Parks and Trails Committee.

Approval Criteria

All proposals will be evaluated by the Parks & Trails Committee according to the following:

- Memorials cannot have a commercial appearance or corporate label.
- Design specifications and placement of enhancements on Town-owned properties must be compatible with the existing Ridgway Parks & Trails Master Plan and the Town of Ridgway Master Plan
- Preliminary decision as to location will be approved by the Ridgway Parks & Trails Committee.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.

- All memorials will be constructed of materials that meet the design and maintenance considerations of the Town of Ridgway and the Ridgway Public Works Department.
- If the donation is a living tree, planting location and species must be identified and approved.
- Memorial donations which are large in scale will be considered on a case-by-case basis, as they relate to park planning processes and the Master Plans.
- Non-designated monetary memorial donations will be used to meet the needs of the Town of Ridgway as recommended by Town Staff.

Procedures

- The Donor talks/meets with the Ridgway Parks & Trails Committee to share ideas, then submits a completed Memorial Donation & Gift Agreement Form to the Committee.
- The Committee will review and determine the appropriateness of the proposal as measured by approval criteria and will notify the Donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.
- With a positive review decision, the Committee will finalize the Memorial Donation Agreement Form with the Donor and submit it to the Ridgway Town Council for final approval.
- The Town does not guarantee permanency of the memorial. If a memorial must be relocated, the Committee will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The Town takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees that are not watered by an automated irrigation system, and/or where a Donor has agreed to accept responsibility for watering the tree.
- Town Council’s approval must be received before installation of the memorial may proceed. The Town shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the memorial becomes Town property.

Review and Update

This policy may be reviewed from time-to-time by the Ridgway Parks & Trails Committee and updated as needed.

Issued & Approved: Ridgway Parks & Trails Committee.

Chairperson

Date



TOWN OF RIDGWAY
MEMORIAL DONATION & GIFT
AGREEMENT FORM

Donor Name: _____

Donor Organization (if applicable) _____

Address: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

E-mail: _____

Park/Site for Donation: _____

Proposed Location: _____

Bench or Table type or Tree desired species (if applicable): _____

Other item description (e.g.: bust; drawing or photo is helpful): _____

Plaque: _____ YES _____ NO (benches and tables include plaque)

Inscription: 3 lines - 45 characters per line maximum. (Please illustrate on separate sheet).

Memorial gifts to the Town are considered outright and unrestricted donations. The Town does not guarantee permanency of the accepted donation. If a memorial must be relocated, the Parks & Trails Committee will notify the Donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The Donor declares to have read the Memorial Donation & Gift Program Policy. The Donor understands and agrees with the conditions set forth in this policy and agrees to pay the Town any donation funds within 1 month of notification of Memorial Agreement approval.

___ I have read and understand the Donation Policy

Signature: Donor _____

Date _____

Mail, fax or email completed form to:
Town of Ridgway Parks & Trails Committee
P.O. Box 10, Ridgway, CO 81432

email: jcoates@town.ridgway.co.us

FAX: 970-626-3962

Accepted By P&T Committee: _____ Date _____

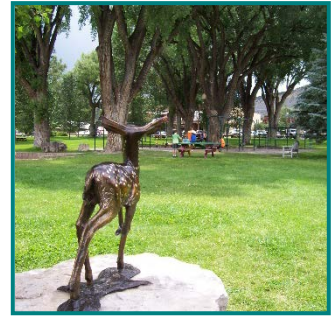
Town Council: _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Exact Location verified _____

Inscription Proof reviewed by donor _____

**PARKS, TRAILS, OPEN SPACE COMMITTEE AND TOWN COUNCIL
MEETING MINUTES
SEPTEMBER 1ST, 2015
5:30 – 7:00 PM
TOWN HALL**



Committee Present: Council Member Rick Weaver, Doug Canright, Jen Coates, Jared Coburn, Council Member Nick Williams. Council Member Eric Johnson joined the meeting at 5:48 pm.

Committee Absent: Lois Ziemann, Stephanie Wallin

Public Present: Jake Coulter

I. Call to Order

The meeting was called to order at 5:35 PM.

II. Approval of Minutes from July 7th, 2015

Nick motioned to approve the minutes from July 7th, 2015. Rick 2nd Jen and Doug

III. Request to consider basketball court in Hartwell Park – Jake Coulter

Jake asked if the parking planned for the RAMP project near Railroad Street could be changed to develop a basketball court instead of parking; The committee indicated that the parking is included in the RAMP project and recreational improvements would need to be funded and prioritized by the Town;

Jake proposed a 50' x 80' court without fencing in Hartwell Park with another option being just west of the parking and sidewalk at Highway 62;

Jake described concerns with having the basketball court at Athletic Field is primarily visibility for the players, and Jake indicated the desire to have increased visibility from Sherman Street;

The committee discussed the need for broad-based community support for organizing around a public investment and planning for this improvement and suggested that Jake begin organizing community support for the purpose of demonstrating the need and demand for public support and investment in a basketball court and the location can be determined at that time.

IV. 2015 Budget and Priorities for Year End

Jen look at irrigation for Cottonwood Park

V. 2016 Budget and Priorities

The Committee discussed 2016 priorities and recommended the following:

Advance cottonwood creek irrigation system as appropriate from the Tree Inventory

Remove Bouldering Park, Dog Park and Frisbee golf course entirely from CIP plan

Adopt a Park Program - \$2500

Request bear proof containers for around town

Request move DWMP vault toilet to 5 year plan, from 10 year plan;

Including request to budget for additional picnic table in the DWMP, est. \$700 – Rusty Weaver

VI. Other Business

- a. Urban Forest Management and Tree Inventory– *Lois and Jen*
Jen reported the following from Jodi Rist on August 31st:

The Athletic park and the small park at the intersection of Hwy 550 and 62 remain to be inventoried. A general write up is recommended for both Green Street and Industrial Park instead of an individual inventory because they are all the same species (roughly) and have the same issues and concerns. Jodi spent a few hours removing support wires and webbing from all the saplings at Rollans Park. At least 30 trees are estimated to have been compromised by next year, which really brought attention to the need for someone to have the responsibility to check these simple things on a yearly basis.

Vince and Jodi plan to start the Athletic Park on September 9th and they are about 1/3 through the \$4000 in funding for this year, it is looking good for possibly getting this all done this year!

- b. Memorial Bench Policy – *Stephanie and Rick*
TBD
- c. Green Street Park and Community Garden – *Jen, Eric and Doug*
TBD
- d. Adopt a Park Program – *Jared and Nick*

Rick asked for a letter of support from the Committee and a request for \$3500 from the Town Council for the sculpting of a Cottonwood Tree stump by the Post Office in Hartwell Park. The Committee expressed concerns about the longevity of the tree and investment and the opportunity to invest in new / replacement trees in the park.

VII. Next Meetings: 2015 Dates with Proposed Focus

November – Urban Forest Management Plan and Tree Inventory, Year End Debrief

VIII. Adjourn

The meeting adjourned at 7:39 pm.