



Open Space & Recreation Advisory Committee Meeting Agenda
Tuesday, October 1, 2024, at 9:00 AM
Council Chambers - Eagle Town Hall, 200 Broadway Eagle, CO 81631

This agenda, meetings, and information about the Committee can be viewed at www.Townofeagle.org.

OSRAC MEETING ACCESS INFORMATION

This is an in-person meeting with access via Microsoft Teams. First-time users of Microsoft Teams will need to download the free app before joining the meeting. Teams will not be available for the site visit.

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Meeting ID: 252 517 008 239

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9:00 a.m. CALL TO ORDER AND ROLL CALL

9:05 a.m. PUBLIC COMMENT (Non-Agenda Items; 3-Minute Limit Please)

9:10 a.m. ADOPTION OF THE AGENDA

9:13 a.m. APPROVAL OF SEPTEMBER MINUTES

9:15 a.m. DISCUSSION/ BUSINESS ITEMS

9:15 a.m. (20 min) Open Space Fund Budget preparation and prioritization

9:35 a.m. (5 min) Committee bylaws update

9:40 a.m. (10 min) Joint work session prep

9:50 a.m. (10 min) New Business/ Future Agenda items

10:00 a.m. ADJOURN REGULAR MEETING

10:10 a.m. (50 min) [OSRAC Site Visit to Brush Creek Open Space](#)

- View new interpretive signage
- Learn about fuel mitigation projects from Eagle Valley Wildland

***This site visit will be an information session only. OSRAC will not take any final or official action, vote, or make any motions. The public is invited to attend- no transportation will be provided. ***

****Site Visit ADDRESS: 909 Capitol St, Eagle, CO 81631. Meet by the soccer field. ****



**Open Space & Recreation Advisory Committee
Unapproved Meeting Minutes
Tuesday, September 3, 2024, at 9:00 AM
Council Chambers - Eagle Town Hall
200 Broadway Eagle, CO 81631**

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Phone Conference ID: 870 694 782#

9:00 a.m. CALL TO ORDER and ROLL CALL

Call to Order at: 9:01 a.m.

Roll Call:

Committee members present: Dan Lambert, Ernest Seager, Jessica Foulis, Phil Kirkman, Chris Kehoe, Roger Mitchell, and Erinn Hoban.

Committee members absent: None.

Staff Present: Brian Lieberman, Open Space and Trails Manager

Town Council Present: Ellen Bodenheimer

9:05 a.m. PUBLIC COMMENT

- A member of the public expressed concern that full-size OHVs cannot access public lands from the Town of Eagle. They suggested that the Town play a greater role in determining this solution or revisit the Second Gulch access issue.

- A member of the public thought the Town and the Committee need to make it a higher priority to address the motorized access issue from the Town of Eagle to public lands.

9:10 a.m. ADOPTION OF AGENDA

Motion to adopt the Agenda as presented by Lambert and seconded by Kirkman. Motion passed with a vote of 7 in favor (Kehoe, Seager, Mitchell, Hoban, Kirkman, Lambert, and Foulis) and 0 opposed.

9:13 a.m. APPROVAL OF AUGUST MINUTES

MOTION to approve the August OSRAC meeting minutes by Ernest with removing Owens from the motion to adjourn and adding Lambert, second by Lambert. Motion passed with a vote of 7 in favor (Kehoe, Seager, Mitchell, Hoban, Kirkman, Lambert, and Foulis) and 0 opposed.

9:15 a.m. DISCUSSION/ BUSINESS ITEMS

Rocky Mountain Sport Riders (RMSR) Executive Director Introduction and Discussion

- Jen Swisher, the new Executive Director of the Rocky Mountain Sport Riders, presented to the Committee.
- Jen touched on the larger mission of the organization and how the Committee and RMSR could determine and work towards common goals.
- The Committee discussed and asked questions.
- The Committee accepted public comment.

OSRAC Vacancy and Terms Update

- Staff asked the Committee if the members would like to prioritize filling the vacant position on the Committee or wait until the new term limits are set before advertising the vacancy.
- Staff recommended that the Committee wait until the new term limits are set unless members feel they are struggling to form a quorum.
- The Committee supported staffs approach.
- The Committee accepted public comment.

Bylaws and Topic Preparation for joint OSRAC<>Council Work Session

- Staff requested that the Committee prepare a list of topics that members would like to discuss with the Town Council at the upcoming joint work session.
- Some topics brought up include:
 - o Attendance policy for committee members
 - o Role of the committee in evaluating/ recommending new committee members when there is a vacancy
 - o Proposed Open Space Ranger position
 - o Leash law conversation/ dog park/ enforcement
 - o OS budgeting priorities
 - o How best to communicate and work collaboratively
 - o Code review

- General feeling that OSRAC needs to get better direction from the Council on how the Committee can support the Council and Town goals.
- The Committee accepted public comment.

Hockett Gulch Town Open Space Staff Presentation

- At a former OSRAC meeting, a Committee member requested that staff determine the winter closure restrictions for the new Hockett Gulch open space adjacent to the Pike Development.
- Staff presented the existing regulations, noting that the PUD (nor any other agreement) did not require any seasonal use restrictions.
 - o Therefore, according to the Town Code, a resolution would need to be passed by the Council to enact seasonal use restrictions.
- Brian Woodrich, District Wildlife Manager for Colorado Parks and Wildlife, attended the meeting and recommended that the property and trail be subject to the existing open space closure of December 1 – April 15 annually.
- The Committee expressed interest in considering a seasonal closure on this property.
 - o Staff and the Committee want to check in with the Council first before considering a recommendation from the Committee.
 - o Staff will check in with the Council and return to the Committee.
- The Committee accepted public comment.

New Business

- A Committee member would like to get outside to look at a project or do a site visit. This could be an open house opportunity, and the community and committee would be invited.
- High school race this weekend.
- An RFP has been posted for updates on the Dog Park.
- The Ground Up was on TOE OS properties collecting soil samples, which will help provide information to the Town Staff. An update is coming soon.

Future Agenda Items

- Lambert suggested that the Committee continue to explore motorized access from the Town of Eagle to public lands for full-size OHVs. He suggested that the Town revisit the Second Gulch Issue.
 - o The majority of the Committee did not support revisiting the Second Gulch issue. The Committee cited overwhelming support for keeping the 50-inch rule on Second Gulch and a lack of any new information to justify revisiting the issue.
 - o Town staff is staying engaged in the conversation about alternative methods for full-size OHVs to access public lands from the Town of Eagle and will keep the Committee posted.

11:00 a.m. ADJOURN

MOTION to ADJOURN at 11:10 a.m. by Saeger and second by Foulis. Motion passed with a vote of 7 in favor (Kehoe, Seager, Mitchell, Hoban, Kirkman, Lambert, and Foulis) and 0 opposed.



To: Open Space and Recreation Advisory Committee (OSRAC)

From: Brian Lieberman, Open Space and Trails Manager

Date: October 1, 2024

Agenda Item: Open Space Fund Budget preparation and prioritization

REQUEST: Staff will present updated highlights from the proposed 2025 Open Space Operating and Capital budgets. Staff request that the Committee assist in considering what projects should be prioritized to allocate enough funding to develop the proposed Open Space Ranger Position.

BACKGROUND: Staff continue to prepare the 2025 Open Space budget along with the greater budget for the Town. The budget process requires significant time and dedication from both the Staff and the Council. Town wide, staff are facing a fiscal reality where General Fund expenditures are outpacing revenues. The General Fund is closely interconnected with other vital funds, such as the Capital Improvement Fund and Open Space Fund, with decisions affecting each other.

Since 2021, the Open Space Fund has received a transfer from the General Fund to support increased operation, personnel, and capital costs. In addition to the lodging tax, this transfer has been key to supporting recommendations in the Town's 2022 Open Space and Trails Master Plan and the 2023 Open Space Management Plans.

To help address General Fund expenditures that are outpacing revenues, staff have proposed a 5% decrease from this transfer for the 2025 budget season. This decrease is proposed to impact trail maintenance, repair/maintenance supplies and services, and uniform line items.

In addition, The Town Council has expressed strong support for the development of the proposed Open Space Ranger position. Capital projects and ongoing operating expenditures will need to be reduced to sustain this new position and purchase the necessary equipment to support the program.

Staff and the Council ask that the OSRAC Committee consider this at the October meeting and come prepared to discuss priorities at the subsequent joint work session on October 1, 2024.

ANALYSIS: Table 1 below shows the total cost of the ranger position, including personnel, operating, and capital costs. Sources of funds are split out according to commitments from community partners who have agreed to help support this position.

Year	2025	2026	2027	2028	2029		TOTAL	Precent
Source of Funds								
Town of Eagle	\$107,675.00	\$63,473.80	\$66,073.80	\$132,065.00	\$137,065.00		\$506,352.60	71.48%
Eagle Ranch Wildlife Committee	\$62,400.00	\$58,591.20	\$60,991.20				\$181,982.40	25.69%
Eagle Ranch HOA	\$10,000.00						\$10,000.00	1.41%
Eagle Ranch Metro Distric	\$10,000.00						\$10,000.00	1.41%
Total:	\$190,075.00	\$122,065.00	\$127,065.00	\$132,065.00	\$137,065.00		\$708,335.00	

Table 1: Open Space Ranger Position Cost prior to any cuts. Expenditures are broken out by source.

Table 2 shows the Open Space Fund budget projections, with the ranger position included according to revenues and expenditures from the table above. With the addition of the Ranger program, the Open Space Fund will run out of money in 2029. The table below assumes the continuation of a transfer from the General Fund to the Open Space Fund.

OPEN SPACE FUND BUDGET PROJECTIONS THROUGH 2029 (WITH OPEN SPACE RANGER)

	ACTUAL 2022	ACTUAL 2023	PROJECTION 2024	PROJECTION 2025	PROJECTION 2026	PROJECTION 2027	PROJECTION 2028	PROJECTION 2029
FUND BALANCES (Beginning):								
COMMITTED FUND BALANCE	\$ 694,981	\$ 765,933	\$ 845,139	\$ 765,329	\$ 625,584	\$ 420,522	\$ 320,146	\$ 79,428
TOTAL FUND BALANCE (Beginning)	\$ 694,981	\$ 765,933	\$ 845,139	\$ 765,329	\$ 625,584	\$ 420,522	\$ 320,146	\$ 79,428
REVENUES								
81-430-10 Lodging Tax	\$ 249,551	\$ 275,519	\$ 256,000	\$ 254,000	\$ 254,000	\$ 259,080	\$ 264,262	\$ 269,547
81-430-15 Penalty & Interest	657	383	300	300	-	-	-	-
81-430-20 Interest on Investments	11,708	39,933	45,000	25,000	10,000	10,000	10,000	10,000
81-430-30 Usage Fees	-	-	-	-	-	-	-	-
81-433-00 Other Grants	2,062	-	5,000	10,000	-	-	-	-
81-433-00 Intergovernmental Contribution	-	-	35,000	82,400	58,600	61,000	-	-
81-436-70 Miscellaneous	-	-	-	-	-	-	-	-
81-437-10 Transfer from General Fund	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
TOTAL REVENUES	\$ 413,977	\$ 465,835	\$ 491,300	\$ 521,700	\$ 472,600	\$ 480,080	\$ 424,262	\$ 429,547
TOTAL SOURCES	\$ 1,108,958	\$ 1,231,768	\$ 1,336,439	\$ 1,287,029	\$ 1,098,184	\$ 900,602	\$ 744,407	\$ 508,975
EXPENDITURES								
Operating Expenses	\$ 245,897	\$ 344,140	\$ 321,110	\$ 468,945	\$ 467,662	\$ 490,457	\$ 514,980	\$ 540,728
Capital Expenditures	97,128	42,489	250,000	192,500	210,000	90,000	150,000	150,000
Transfers-Out	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 343,025	\$ 386,629	\$ 571,110	\$ 661,445	\$ 677,662	\$ 580,457	\$ 664,980	\$ 690,728
Net Surplus (Deficit)	\$ 70,952	\$ 79,206	\$ (79,810)	\$ (139,745)	\$ (205,062)	\$ (100,377)	\$ (240,718)	\$ (261,182)
FUND BALANCES (Ending):								
COMMITTED FUND BALANCE	\$ 765,933	\$ 845,139	\$ 765,329	\$ 625,584	\$ 420,522	\$ 320,146	\$ 79,428	\$ (181,754)
TOTAL FUND BALANCE (Ending):	\$ 765,933	\$ 845,139	\$ 765,329	\$ 625,584	\$ 420,522	\$ 320,146	\$ 79,428	\$ (181,754)

Table 2: Open Space Fund budget projections with the inclusion of the ranger position and without any cuts.

In order to support the ranger positions without any new revenues, expenditures will need to be reduced.

Staff plans to find up to 5% savings in the operating budget annually. In addition, using an existing vehicle rather than purchasing a new one could result in some savings from the Ranger position.

Staff is requesting assistance from OSRAC in evaluating the priority, cost, timing, and needs of capital projects to help reduce expenditures to support the ranger position.

Table 3 below is the proposed Capital Improvements Plan Summary for the open space fund over the next five years. All of the projects were identified in either the Open Space Master Plan or Management Plans. Many of the high-priority/immediate-need projects have already been accomplished, leaving more of the medium-need and mid-term projects on this list.

To support the Ranger program, around \$250,000- \$350,000 needs to be cut from capital projects in the next five years.

Capital Improvement Plan Summary for 2025 - 2029										
Department/Fund and Project	2024? In 5 YR CIP?	2024	2024 Revised 05/14/24	2024 Revised Proposed	2025	2026	2027	2028	2029	TOTAL
Open Space Fund										
Wildlife Interpretive/Multilingual/Educational Signage Projects	X	\$ 125,000	\$ 125,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
Open Space and Trails Master Plan Implementation Phase 1 Planning & Implementation Process	X	100,000	100,000	95,000	-	-	-	-	-	295,000
Restoration Project/Habitat Improvements on Open Space Phase 1	X	80,000	80,000	80,000	-	-	-	-	-	240,000
Restoration Project/Habitat Improvements on Open Space Phase 2	X	-	-	-	100,000	-	-	-	-	100,000
Open Space & Trails Master Plan Implementation Phase 2 - Planning & Implementation Process	X	-	-	-	30,000	150,000	-	-	-	180,000
Hockett Gulch Trailhead Signage Infrastructure	X	-	-	-	7,500	-	-	-	-	7,500
Open Space Wayfinding Signage and Information project	X	-	-	-	-	15,000	90,000	-	-	105,000
Haystacker Trailhead (Eagle Ranch TH Access)	X	-	-	-	-	-	-	30,000	-	30,000
Restoration project/habitat improvements on open space Phase 3	X	-	-	-	-	-	-	120,000	-	120,000
Fishing is Fun Pond Improvements	X	-	-	-	-	-	-	-	150,000	150,000
Eagle River Open Space Trail		-	-	-	-	-	-	-	-	-
Trail Connection Over Brush Creek		-	-	-	-	-	-	-	-	-
Interpretive Signage Phase 2 project		-	-	-	-	-	-	-	-	-
Fleet (Open Space)										
Vehicle Fleet - New for Ranger Position	X	-	-	-	55,000	-	-	-	-	55,000
Vehicle Fleet Replacements	X	-	-	-	-	45,000	-	-	-	45,000
Open Space Total		\$ 305,000	\$ 305,000	\$ 250,000	\$ 192,500	\$ 210,000	\$ 90,000	\$ 150,000	\$ 150,000	\$ 1,502,500

Table 3: Open Space Fund Capital Improvements Plan Summary 2025 – 2029 without any cuts.

Staff requests that the Committee help determine which projects can be cut, reduced, or pushed back to support the ranger program.

COMMUNITY INPUT: Community input on the current budget proposal has not yet been received. However, opportunities for public feedback will be available during the upcoming budget hearings scheduled for:

- October 8
- October 22
- November 12, 2024

Community feedback could be collected at the October OSRAC meeting to help the Committee prioritize Open Space projects.

BUDGET/STAFF IMPACT: See Tables 1-3 in the Analysis section above for budget information. The development of the Open Space Ranger program will require significant staff time. Key subjects to address include amending municipal code language, developing program manuals and priorities, coordination with the Eagle Police Department and Eagle County Animal Control, training, and new personnel orientation.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: The 2022 Open Space and Trails Master Plan includes the following goal:

- OS1 – Enforcement Officer/Ranger- Explore the inclusion of wildlife closure enforcement in Town Code Enforcement officer duties or a dedicated open space ranger. This goal was ranked as a high priority in the plan.

In addition, the Master Plan and 2023 Open Space Management Plans assist in prioritizing community-supported projects.

RECOMMENDED ACTION OR PROPOSED MOTION: Staff request that the Committee assist in considering what projects should be prioritized to allocate enough funding to develop the proposed Open Space Ranger Position.

ATTACHMENTS: The Town of Eagle's Open Space and Trails Master Plan and Open Space Management Plans can be viewed on the Town's website at this link: <https://www.townofeagle.org/113/Open-Space>. Once on the webpage, follow the links on the left to access each document.



To: Open Space and Recreation Advisory Committee (OSRAC)

From: Brian Lieberman, Open Space and Trails Manager

Date: October 1, 2024

Agenda Item: Committee bylaws update

REQUEST: Review staff's proposed adjustments to achieve staggered terms on OSRAC. Provide any feedback or concerns with the proposed structure.

BACKGROUND: The OSRAC was established in late 2020, and all appointments to the Committee were four-year terms ending in December 2024 (per the current Committee Bylaws). For the most part, any Committee vacancies were appointed to fulfill the remaining terms of existing Committee members.

With December 2024 approaching, staff, Committee members, and Council members have expressed concern with the vast majority of Committee members' terms ending at the same time and recommended that staff determine ways to stagger the term dates.

At the September 24, 2024, Town Council meeting, the Council passed a resolution permitting them to adjust OSRAC terms to achieve staggered appointments.

Staff will need to prepare a separate resolution proposing the adjustment of actual terms during a future Council meeting. The Council will make final term adjustments at its decision.

Staff seeks feedback on the proposed term modifications outlined in the Analysis section below.

ANALYSIS: Currently, four members of the Committee are original appointments, and three members were appointed when a former member left. There is also a vacancy on the Committee.

To set up staggered term expirations, staff suggests extending four terms to expire in 2026 and keeping four terms that would expire in 2024. This would set up four appointments to conclude every two years.

Staff proposes extending the terms of the three newer members (Kehoe, Mitchell, & Lambert) until 2026. This change would keep the terms of these committee members below four years, except for one (Kehoe) who would serve a five-year term.

The current vacancy on the committee would be advertised to fulfill a term through 2026.

The four original Committee members' (Seager, Foulis, Hoban, and Kirkman) terms will then expire in December 2024, as planned, with all four members serving four-year terms.

All Committee members interested in a second term will need to reapply. The Bylaws limit appointments to no more than two successive four-year terms.

COMMUNITY INPUT: At previous OSRAC meetings, two members of the public expressed concern about extending any committee member terms. However, some terms will need to be modified to achieve the desired staggering of term expiration dates. Staff believes that the proposed approach will successfully stagger term expirations fairly and keep the vast majority of terms at or below four years, which is the intended term for Committee members.

BUDGET/STAFF IMPACT: None.

STRATEGIC PLAN ALIGNMENT / STANDARDS ACHIEVED: OSRAC provides additional expertise to the Town Council and the Town Manager necessary to enhance and facilitate open space and recreation in the Town, and to act as a conduit between the Town, residents, relevant stakeholders, and the broader community to expand and improve the Town's internal and adjacent open space and recreation opportunities within the context of the Town's commitment to conservation, social, and environmental objectives.

RECOMMENDED ACTION OR PROPOSED MOTION: Review staff's proposed adjustments to achieve staggered terms on OSRAC and provide any feedback or concerns with the proposed structure.

ATTACHMENTS: Existing OSRAC members, with their terms, can be viewed on the Town's OSRAC webpage at this link: <https://www.townofeagle.org/941/Open-Space-Recreation-Advisory-Committee>.



To: Open Space and Recreation Advisory Committee (OSRAC)

From: Brian Lieberman, Open Space and Trails Manager

Date: October 1, 2024

Agenda Item: Joint work session prep

REQUEST: Staff requests that the Committee consider any additional topics to discuss at the joint Council/OSRAC work session on October 1, 2024, at 4pm.

BACKGROUND: Staff, in coordination with OSRAC and Council, have proposed the following topics to discuss at the joint work session:

1. Town Council and Open Space and Recreation Advisory (OSRAC) Communication
 - a. Approaches to increase collaboration on potential agenda items/ new business
 - i. EXAMPLE: Should OSRAC evaluate winter use of the Hockett Gulch Open Space property at a future meeting and recommend any necessary changes to the Council?
 - b. Evaluate communication on budget planning
2. Committee appointments
 - a. Solidify the role of OSRAC in evaluating new committee members
3. Touch base on Committee roles and responsibilities

In addition, the Committee and Council will need to discuss the prioritization of open space capital projects to support the proposed Ranger position.

RECOMMENDED ACTION OR PROPOSED MOTION: Staff requests that the Committee consider any additional topics to discuss at the joint Council/OSRAC work session on October 1, 2024, at 4pm.

ATTACHMENTS: The work session packet can be viewed on the Town Website at this link:

<https://www.townofeagle.org/773/Agendas-Minutes-and-Packets>.



Site Visit Details

Directly following the regular OSRAC meeting, the Open Space department will host a field-based open house to learn about the new interpretive signage project and some proposed fuel mitigation projects. This site visit will be an information session only. OSRAC will not take any final or official action, vote, or make any motions. The public is invited to attend, however, no transportation will be provided.

Site Visit ADDRESS: 909 Capitol St, Eagle, CO 81631. Meet by the soccer field.