



**Open Space & Recreation Advisory Committee Meeting Agenda
Tuesday, January 7, 2025, 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

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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 THE DECEMBER MINUTES

9:15 a.m. DISCUSSION/ BUSINESS ITEMS

9:15 a.m. (15 min) Committee Officer Elections (Chair, Vice Chair, Committee Coordinator and Secretary)

9:30 a.m. (30 min) 2025 Open Space Budget Presentation

10:00 a.m. (30 min) Open Space Ranger Scope of Services Review

10:30 a.m. (15 min) New Business/ Future Agenda items

10:45 a.m. ADJOURN



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

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OSRAC MEETING ACCESS INFORMATION

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

Call to Order at: 9:01am

Roll Call:

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

Committee members absent: Erinn Hoban

Staff Present: Brian Lieberman, Open Space and Trails Manager

Town Council Present: Ellen Bodenhemier

9:05 a.m. PUBLIC COMMENT

- None.

9:10 a.m. ADOPTION OF AGENDA

Motion to adopt the Agenda as presented by Seager and second by Foulis. Motion passed with a vote of 6 in favor (Seager, Mitchell, Kirkman, Lambert, Kehoe, and Foulis) and 0 opposed.

9:13 a.m. APPROVAL OF OCTOBER MINUTES

MOTION to approve the November OSRAC meeting minutes by Lambert and second by Seager. Motion passed with a vote of 6 in favor (Seager, Mitchell, Kirkman, Lambert, Kehoe, and Foulis) and 0 opposed.

9:15 a.m. DISCUSSION/ BUSINESS ITEMS

Bureau of Land Management E-bike Environmental Assessment Collaboration Discussion

- Staff informed the Committee that the Bureau of Land Management (BLM) Upper Colorado River Valley Field Office intends to evaluate class-1 pedal assist e-bike (e-bike) use on non-motorized bike trails throughout the field office during the 2025 winter.
 - o This includes non-motorized trails on BLM lands in the East Eagle and Hardscrabble areas adjacent to Town.
 - o The BLM prefers to evaluate all trails within the field office this winter. However, they will not open non-motorized trails to e-bikes unless neighboring land managers do so as well and the local community is supportive.
- Staff requested initial thoughts and direction from the Committee on how to proceed.
- The Committee discussed the topic.
- The Committee accepted public comment.
- The Committee would like to learn more information about the process from the BLM.
- The Committee and staff thought additional community input on this topic would be paramount before moving through an e-bike evaluation on open space properties adjacent to the BLM.
- The Committee would like to understand if staff have the capacity to effectively evaluate e-bike use this winter/spring and if a budget item would need to be allocated to assist with the evaluation and community engagement.
- Staff will invite the BLM to attend the February 2025 OSRAC meeting to answer additional questions about the e-bike evaluation process.
- Staff will provide some budget numbers and some options for proceeding with community engagement and local evaluation of open space trails at the February 2025 meeting.

OSRAC Vacancy Evaluation Recommendation

Motion to recommend that the Town Council review the scoring rubric provided by OSRAC when considering committee appointments by Seager and second by Lambert. Motion passed with a vote of 6 in favor (Seager, Mitchell, Kirkman, Lambert, Kehoe, and Foulis) and 0 opposed.

New Business

- Staff said that they will bring the recommendation to enact seasonal use restrictions on tract OS-1 of the Reserve at Hockett Gulch to the Town Council in January 2025. Until that time, the

parcel will remain open. Staff will post educational signage about recreation and wildlife on the property.

- Seasonal wildlife closures for Eagle open space and trails started on December 1. Staff closed the gates, added educational signage about the closures, and posted information on social media.
- Staff continue to work on the proposed Open Space Ranger position. The position is in the final budget proposal, which will be adopted on December 10. Subsequently (and if the position is approved), staff will work on developing funding agreements with the partners, code amendments, and developing the overall program.

Future Agenda Items

- A Committee member requested that staff present the 2025 adopted Open Space budget to the Committee in January.

11:00 a.m. ADJOURN

MOTION to ADJOURN at 10:39 a.m. by Seager and second by Lambert. Motion passed with a vote of 6 in favor (Mitchell, Foulis, Saeger, Owens, Kirkman, and Kehoe) and 0 opposed.



To: Open Space and Recreation Advisory Committee

From: Brian Lieberman, Open Space and Trails Manager

Date: January 7, 2025

Agenda Item: Committee Officer Elections

Request: Staff requests that the Committee nominate and elect the Committee Officers identified in the Committee Bylaws.

Background: The OSRAC Bylaws identify four Committee Officers.

1. Committee Chair: The Chair shall be responsible for scheduling and leading the Committee meetings and activities. The voting members of the Committee shall elect the Chair at the Committee's first meeting of each calendar year.
2. Committee Vice-Chair: The Committee may elect a Vice-Chair through the same method, who shall assume the duties of the Chair in the Chair's absence. This officer is a 2-year appointment.
3. Committee Secretary: The Secretary is responsible for taking meeting minutes and other administrative responsibilities as identified by the Chair and Staff. This officer is a 2-year appointment.
4. Committee Coordinator: The Committee Coordinator shall act as a liaison between the Committee, the Town Council, and Town Manager. So far, this role has been filled by the Town Council representative on the Committee, but it could be designated to a Committee member.

Committee members interested in being elected as Committee Officers shall identify themselves during the agenda item at the meeting. Committee members can also nominate others for the appointment. Votes to determine each officer will be verbal. The Committee Secretary will record the results (staff will complete this in the absence of a secretary). The highest-scoring applicant shall be elected as the Officer. Outside of the term limits for all members, there are no limits on each appointment for elected officers identified in the Bylaws.

Analysis: None.

Community Input: None required.

Budget/ Staff Impact: N/A.

Strategic Plan(s) Alignment: N/A.

Recommend Action or Proposed Motion: Staff requests that the Committee nominate and elect the Committee Officers identified in the Committee Bylaws. After voting for the nominees, staff request that the Committee make a motion to elect the selected members for each Committee Officer.

Attachments: The Committee bylaws can be viewed at this link:

https://www.townofeagle.org/DocumentCenter/View/19059/OSRAC-Bylaws_Updated_91323?bidId=.

More information about the OSRAC can be viewed here: <https://www.townofeagle.org/941/Open-Space-Recreation-Advisory-Committee>.



To: Open Space and Recreation Advisory Committee

From: Brian Lieberman, Open Space and Trails Manager

Date: January 7, 2025

Agenda Item: 2025 Open Space Budget Presentation

Request: None. Staff will provide a high-level presentation of the 2025 Open Space Fund budget.

Background: Below is a summary of the 2025 Capital and Operating expenditures for the Open Space Preservation Fund.

OPEN SPACE PRESERVATION FUND SUMMARY

	ACTUAL 2023	BUDGET 2024	REVISED 2024	BUDGET 2025	% CHANGE FROM PY	\$ CHANGE FROM PY
FUND BALANCES (Beginning):						
COMMITTED FUND BALANCE	\$ 765,933	\$ 813,443	\$ 845,138	\$ 810,943	-4%	\$ (34,195)
TOTAL FUND BALANCES (Beginning)	\$ 765,933	\$ 813,443	\$ 845,138	\$ 810,943	-4%	\$ (34,195)
REVENUES						
81-430-10 Lodging Tax	\$ 275,519	\$ 272,000	\$ 256,000	\$ 254,000	-1%	\$ (2,000)
81-430-15 Penalty & Interest	383	500	300	300	0%	-
81-430-20 Interest on Investments	39,933	25,000	45,000	25,000	-44%	(20,000)
81-431-00 Grants	-	-	9,717	5,283	-46%	(4,434)
81-433-00 Intergovernmental Contributions	-	35,000	35,000	101,755	191%	66,755
81-434-10 Reimbursable Revenue	-	-	-	-	-	-
81-436-70 Miscellaneous	-	-	-	-	-	-
81-437-10 Transfer from General Fund	150,000	150,000	150,000	142,500	-5%	(7,500)
TOTAL REVENUES	\$ 465,835	\$ 482,500	\$ 496,017	\$ 528,838	7%	\$ 32,821
TOTAL SOURCES	\$ 1,231,768	\$ 1,295,943	\$ 1,341,155	\$ 1,339,781	0%	\$ -
EXPENDITURES						
Operating Expenses	\$ 328,151	\$ 316,146	\$ 298,242	\$ 418,316	40%	\$120,074
Capital Expenditures	42,489	305,000	219,744	222,756	1%	3,012
Transfers-Out	15,990	11,159	12,226	16,782	37%	4,556
TOTAL EXPENDITURES	\$ 386,630	\$ 632,305	\$ 530,212	\$ 657,854	24%	\$127,642
NET SOURCE (USE) OF FUNDS	\$ 79,205	\$ (149,805)	\$ (34,195)	\$ (129,016)	277%	\$ (94,821)
FUND BALANCES (Ending):						
COMMITTED FUND BALANCE	\$ 845,138	\$ 663,638	\$ 810,943	\$ 681,927	-16%	\$(129,016)
TOTAL FUND BALANCE (Ending)	\$ 845,138	\$ 663,638	\$ 810,943	\$ 681,927	-16%	\$(129,016)

Figure 1: Revenue and Expenditure summary for the Open Space Preservation Fund.

SUMMARY OF EXPENDITURES	ACTUAL 2023	BUDGET 2024	REVISED 2024	BUDGET 2025	% CHANGE FROM PY	\$ CHANGE FROM PY
PERSONNEL	\$ 178,461	\$ 191,761	\$ 195,567	\$ 281,273	44%	\$ 3,806
MATERIALS & SUPPLIES	9,575	14,475	13,975	31,935	129%	(500)
CHARGES FOR SERVICES	139,021	108,910	87,650	104,008	19%	(21,260)
DISCRETIONARY FUNDING	-	-	-	-	-	-
FIXED CHARGES	1,093	1,000	1,050	1,100	5%	50
CAPITAL EXPENDITURES	42,489	305,000	219,744	222,756	1%	(85,256)
CONTINGENCY	-	-	-	-	0%	-
TRANSFERS TO OTHER FUNDS	15,990	11,159	12,226	16,782	0%	1,067
TOTAL EXPENDITURES	\$ 386,630	\$ 632,305	\$ 530,212	\$ 657,854	24%	\$(102,093)

Figure 2: Summary of Expenditures for the Open Space Preservation Fund.

2025 Capital Projects Summary

- **Brush Creek and Hernage Creek Restoration Projects: \$120,000 in 2025.** Finalize the design, planning, and permitting for a restoration project that will tackle vegetation cover, soil content, and floodplain connectivity in the winter and spring. Implementation will begin in late summer and early fall.
- **Town Contribution for National Environmental Policy Act Assessments for Phase 2 of trail projects identified in the 2022 Open Space and Trails Master Plan on BLM lands: \$30,000 in 2025.** The total cost of assessments is projected to be around \$60,000. The Hardscrabble Trails Coalition (HTC) will pay the remainder. Specific trail alignments are still being determined.
- **Finishing Phase 1 trail improvements on BLM Lands: \$10,300 in 2025.** One trail project on the BLM was not completed last summer: Reroute of Road Gulch. Town contributed a total of \$95,000 in 2024 for this project. \$10,300 was rolled over to 2025 to finish it this summer.
- **Hernage Creek Trailhead Signage: \$7,000 in 2025.** Funds for a new trailhead kiosk and wayfinding signage for OS-1 at the Reserve at Hockett Gulch.
- **Haymaker Trailhead Improvements: \$110,000 in 2025.** This funding is from the Conservation Trust Fund, not the Open Space Fund. Open Space staff will manage the project. Improvements will include purchasing and installing a double vault toilet and a potable water source at the Haymaker Trailhead.
- **Vehicle Purchase: \$55,000 in 2025.** Half ton pick up truck (possibly electric) for the new Open Space Ranger Position.

	2024	2024 Revised 05/14/24	2024 Revised Proposed	2025	2026	2027	2028	2029	TOTAL
Open Space Fund									
Wildlife Interpretive/Multilingual/Educational Signage Projects	\$ 125,000	\$ 125,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Open Space and Trails Master Plan Implementation Phase 1 Planning & Implementation Process	100,000	100,000	95,000	-	-	-	-	-	-
Restoration Project/Habitat Improvements on Open Space Phase 1	80,000	80,000	80,000	-	-	-	-	-	-
Restoration Project/Habitat Improvements on Open Space Phase 2	-	-	-	100,000	-	-	-	-	100,000
Open Space & Trails Master Plan Implementation Phase 2 - Planning & Implementation Process	-	-	-	30,000	150,000	-	-	-	180,000
Hockett Gulch Trailhead Signage Infrastructure	-	-	-	7,500	-	-	-	-	7,500
Open Space Wayfinding Signage and Information project	-	-	-	-	15,000	90,000	-	-	105,000
Haystacker Trailhead (Eagle Ranch TH Access)	-	-	-	-	-	-	30,000	-	30,000
Restoration project/habitat improvements on open space Phase 3	-	-	-	-	-	-	120,000	-	120,000
Fishing is Fun Pond Improvements	-	-	-	-	-	-	-	150,000	150,000
Fleet (Open Space)									
Vehicle Fleet - New for Ranger Position	-	-	-	55,000	-	-	-	-	55,000
Vehicle Fleet Replacements	-	-	-	-	45,000	-	-	-	45,000
Open Space Total	\$ 305,000	\$ 305,000	\$ 250,000	\$ 192,500	\$ 210,000	\$ 90,000	\$ 150,000	\$ 150,000	\$ 792,500
Grand Total	\$ 37,923,960	\$ 40,947,723	\$ 26,972,141	\$ 27,555,194	\$ 17,480,312	\$ 32,036,112	\$ 28,072,754	\$ 30,018,975	\$ 140,905,141

Figure 3: Five-Year Capital Improvements Project Plan for the Open Space Preservation Fund 2024 – 2029.

Since this chart was completed, two changes have been made. First, the Restoration Project/Habitat Improvements on Open Space Phase 1 was reduced by \$20,000 in 2024. That \$20,000 was rolled over to the Restoration Project/Habitat Improvements on Open Space Phase 2, which now has a \$120,000 budget for 2025. Second, the OSTMP Implementation Phase 1 project was reduced by \$10,300 in 2024. That was rolled over to 2025 to complete the last trail reroute project.

Operating Expenditures

The chart below includes the high-level operating costs for 2025. The chart does not include personnel costs.

Item	Cost	Notes
Repair and Maintenance (R&M) supplies	\$7,500	General supplies (signs, posts, hardware, tools, etc.)
Vehicle R&M and Gas	\$3,300	
Ranger Supplies	\$35,650	Supplies, uniforms, office supplies, and subscriptions for the new ranger position
Legal	\$13,000	Code amendments, contracts, and other legal services
R&M Services	\$3,000	Restoration services and Vail Honeywagon
Bike Park Maintenance	\$10,000	New for 2025, contribution to maintaining bike park and skills area features
Trail R&M	\$24,000	Professional trail builder or Trail Conservation Crew trail maintenance work
Weed and Pest Control	\$35,043	\$5,238 from AtB Grant
Training and Travel	\$4,450	Ranger Excellence School, other Ranger training, and Open Space conference
Insurance and Comp Support	\$17,882	

Analysis: None.

Community Input: Input on the 2025 budget was collected during the fall of 2024. Staff utilize long-range planning documents (such as the Open Space and Trails Master Plan and Open Space Management Plans) to develop budget priorities.

Budget/ Staff Impact: Specific budgets have been developed for each project, and staff time is estimated based on annual work plans.

Strategic Plan(s) Alignment: The 2022 Open Space and Trails Master Plan and the 2023 Open Space Management Plans were the primary sources used to develop the Open Space budget.

Recommend Action or Proposed Motion: None- staff is providing an update.

Attachments: None.



To: Open Space and Recreation Advisory Committee

From: Brian Lieberman, Open Space and Trails Manager

Date: January 7, 2025

Agenda Item: Open Space Ranger Scope of Services Review

REQUEST: Staff requests that the Committee review the proposed Scope of Services for the Open Space Ranger position and the program development timeline. Provide any feedback for staff and Council to consider.

BACKGROUND: Staff are developing an Intergovernmental Agreement (IGA) with the three project partners to establish funding responsibilities for the Open Space Ranger Program. The project partners include the Eagle Ranch Wildlife Committee, Eagle Ranch HOA, and the Eagle Ranch Metro District.

Staff have developed a Scope of Services document as an exhibit to the IGA that outlines the high-level goals, roles and responsibilities, and direction for the position and the ranger program. Staff believe this will help establish clear expectations for both the community and funding partners.

The Scope of Services document provides general guidance rather than detailed job descriptions for the new position.

In addition, staff have developed a timeline outlining anticipated deadlines for major milestones in the program's development and onboarding of the new position.

ANALYSIS: The Scope of Services document and position timeline are included in the packet. Included below are some specific areas of interest for feedback.

Scope of Services

The Job Responsibilities and Focus Area section of the Scope of Services details the proposed time allotment for the main focus areas of the position. These include:

- Ranger patrol, education, and training
- Trail and open space maintenance
- Open space planning and capacity support

Staff have outlined the proposed percentage of time the ranger would focus on each area. The amount of time allocated to each focus area is proposed to fluctuate throughout the year according to anticipated program needs.

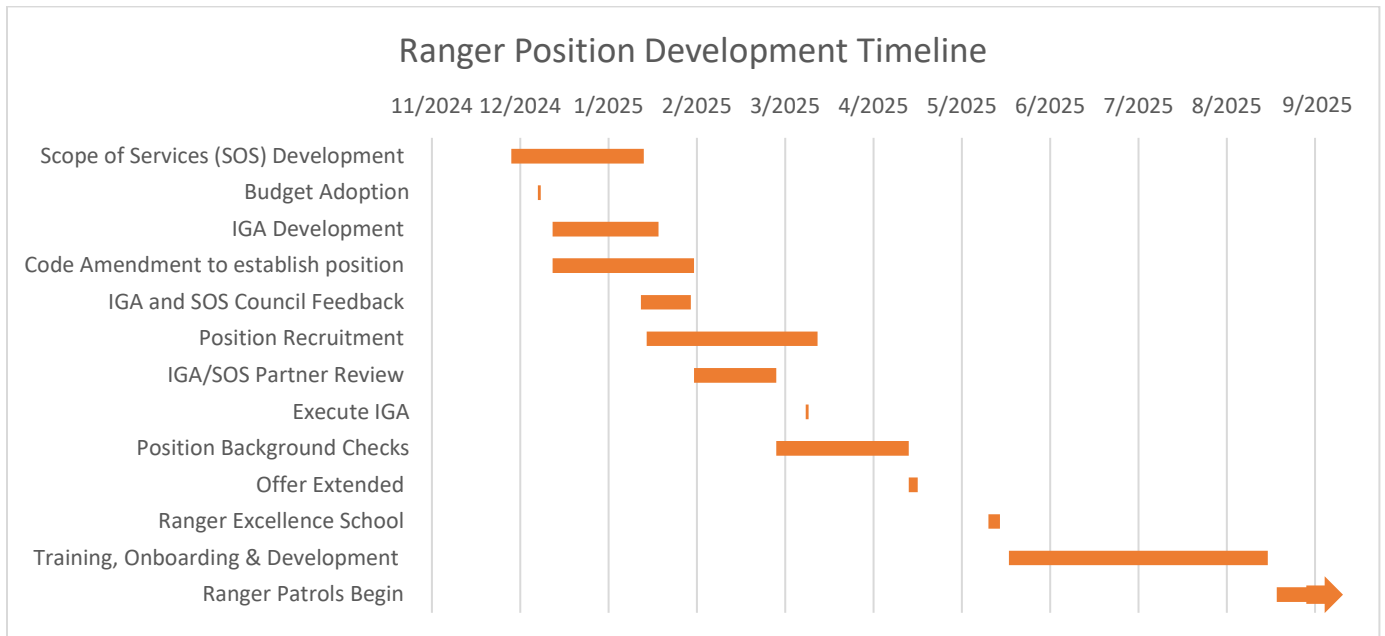
Estimated job responsibilities breakdown according to the time of the year:

- January- March
 - Ranger patrol and education: 60%
 - Open space planning and capacity support 30%
 - Trail and open space maintenance 10%
- April – June
 - Ranger patrol and education: 40%
 - Open space planning and capacity support 10%
 - Trail and open space maintenance 50%
- July – October
 - Ranger patrol and education: 25%
 - Open space planning and capacity support 15%
 - Trail and open space maintenance 60%
- November – December
 - Ranger patrol and education: 60%
 - Open space planning and capacity support 20%
 - Trail and open space maintenance 20%

These are all estimates. Specific duties may fluctuate according to needs. In addition, time allocation will be evaluated regularly and may be adjusted to fit staffing needs and program goals.

Program Development Timeline

Staff developed a timeline to outline the proposed steps for reaching major milestones in the development of the Open Space Ranger and Maintenance Specialist position. Staff believes that the proposed timeline is the quickest timeframe to develop the Ranger Program effectively and legally.



Staff’s goal is to finalize the IGA and Scope of Services by the beginning of March, hire someone for the position by the beginning of May, and have ranger patrols begin by September 2025.

COMMUNITY INPUT: The establishment of the ranger position was, in part, a reaction to stakeholder and community concerns. The 2022 Open Space and Trails Master Plan included increased enforcement abilities on trails and open space properties as a high priority.

Following a review by the Town Council, staff will present the Scope of Services document and the IGA to the funding partners and provide an opportunity for feedback.

BUDGET/ STAFF IMPACT: Developing the position will require significant staff time. Below is the proposed budget based on preliminary commitments from the funding partners.

Year 1 Funding Partners:	Year 1 cost:	Percent:
Town of Eagle	\$110,234.46	52.00%
Eagle Ranch Wildlife Committee	\$81,754.89	38.57%
Eagle Ranch HOA	\$10,000.00	4.72%
Eagle Ranch Metro District	\$10,000.00	4.72%
<u>TOTAL:</u>	\$211,989.35	100%

Year 2 Funding Partners:	Year 2 cost:	Percent:
Town of Eagle	\$64,714.00	52.00%
Eagle Ranch Wildlife Committee	\$59,736.00	48%
Eagle Ranch HOA	\$0	0%
Eagle Ranch Metro District	\$0	0%
<u>TOTAL:</u>	\$124,450.00	100%

Year 3 Funding Partners:	Year 3 cost:	Percent:
Town of Eagle	\$66,170.00	52.00%
Eagle Ranch Wildlife Committee	\$61,080.00	48%
Eagle Ranch HOA	\$0	0%
Eagle Ranch Metro District	\$0	0%
<u>TOTAL:</u>	\$127,250.00	100%

Two of the project partners (Eagle Ranch HOA and Metro District) have only made preliminary commitments for one year of funding. The Eagle Ranch Wildlife Committee has made preliminary commitments to fund up to 48% of the position for three years. The IGA will finalize funding commitments.

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

OS1 – Enforcement Officer/Ranger \$10,000.00 4.72%
 Explore the inclusion of wildlife closure enforcement in Town Code Enforcement officer duties or a dedicated open space ranger. \$9,350.00 100%

OS4 – Dog/Wildlife Conflict
 Work with CPW and public land managers to address dog/wildlife conflict issues and consider enforcement on open space as necessary. The Town of Eagle is currently contracted with Eagle County Animal Control, however, this could be included in the duties of the enforcement officer/ranger recommended in OS1.

Goal OS1 was identified as a high priority in the plan.

RECOMMENDED ACTION OR PROPOSED MOTION: Staff requests that the Committee review the proposed Scope of Services for the Open Space Ranger position and the program development timeline and provide any feedback for staff and Council to consider.

ATTACHMENTS:

1. Scope of Services for the Ranger Position
2. Timeline for the Ranger program and position development

DRAFT Scope of Services
Open Space Ranger and Maintenance Specialist
Town of Eagle
January 7, 2024

Position Title

Open Space Ranger and Maintenance Specialist

Department

Open Space/ Public Works

Enforcement Abilities

This position will be a limited commission officer who is enabled to enforce specific provisions of the Eagle Municipal Code as assigned. This person will not carry a firearm and will not be enabled to conduct arrests. Specific sections of the Code that this position will be enabled to enforce include:

- Title 6 - (Public Parks, Recreation and Open Space Areas)
- Chapter 9.26- (Public Parks, Recreation and Open Space Areas)
- Section 8.12.060 - (Failure to control a pet animal)
- Section 8.12.270. – (Threatening of livestock or wildlife)
- Section 9.28.060. – (Encroachments)

Some additional Code provisions that staff intend to update and enable this position to enforce include:

- Abandonment of personal property in open space properties
- Private improvements in public open space properties

Both of these provisions are proposed to be located in Title 6.

Required Training (Minimum)

- Ranger Excellence School
- Internal Eagle Police Department Training
- Dispatch
- Defense tactics training
 - Use of force
 - Defensive tactics
 - OC (Pepper Spray)
 - De-escalation
- Ticket book
- Body camera
- Report writing

- Testifying
- Others as assigned

Position Summary

Reporting to the Open Space and Trails Manager, the position patrols town-owned open space and trails properties to monitor for compliance with codes and regulations applicable to these properties. The position is also responsible for coordinating and performing maintenance/ stewardship activities on open space properties and overseeing the planning required to execute these projects in an office setting. The position will coordinate with the Eagle Police Department and the Chief for some training, safety, and enforcement direction.

Job Responsibilities and Focus Areas

The Open Space Ranger and Maintenance Specialist will have three main focus areas. Below is an approximate target for year-round breakdown of job responsibilities:

- Ranger patrol, education, and training (40%)
- Trail and open space maintenance (40%)
- Open space planning and capacity support (20%)

The emphasis on each of the focus areas will shift throughout the year depending on needs and conditions. For example, ranger patrols and open space planning will be greater during the winter season. Training for ranger patrol and education duties is captured in the ranger patrol and education focus area.

Estimated job responsibilities breakdown according to the time of the year:

- January- March
 - Ranger patrol and education: 60%
 - Open space planning and capacity support 30%
 - Trail and open space maintenance 10%
- April – June
 - Ranger patrol and education: 40%
 - Open space planning and capacity support 10%
 - Trail and open space maintenance 50%
- July – October
 - Ranger patrol and education: 25%
 - Open space planning and capacity support 15%
 - Trail and open space maintenance 60%
- November – December
 - Ranger patrol and education: 60%
 - Open space planning and capacity support 20%
 - Trail and open space maintenance 20%

These are all estimates. Specific duties may fluctuate according to needs. In addition, time allocation will be evaluated regularly and may be adjusted to fit staffing needs and program goals.

Position Schedule

This position will require flexibility to work non-traditional work hours. The schedule may vary due to business needs, including regular days, evenings, mornings, and weekends. The schedule will also likely change throughout the seasons to address specific program needs.

Geographic Scope

The position will patrol all open-space properties, trails, trail easements, and other natural resource interests owned by the Town. In the winter (generally December – March), the position will also patrol the Eagle Ranch Golf Course for leash law compliance and monitor wildlife movement. Focus areas for patrols will shift depending on the season, recreation patterns, wildlife movement, and other such factors. The position may patrol town owned rights-of-ways, parks, recreation areas, and other similar interests for compliance with natural resource issues within the scope of the position.

Open Space and Trails Maintenance

A significant portion of this position's job responsibilities will be trail and open space maintenance. The position will perform and oversee general maintenance of open space properties, including trail maintenance, noxious weed management, pest control, restoration/reclamation projects, and data collection.

Hunting

This position will be available to answer questions, provide general information, and monitor hunting activities on open space properties. Regulation and enforcement of hunting rules will remain the responsibility of Colorado Parks and Wildlife and the Eagle Police Department (when appropriate).

Dispatch

This position will not be on call for any organization or residents. It will respond to its supervisor and dispatch. If a resident or organization observes an issue, they will need to report it to non-emergent dispatch.

Patrols for Leash Law Compliance

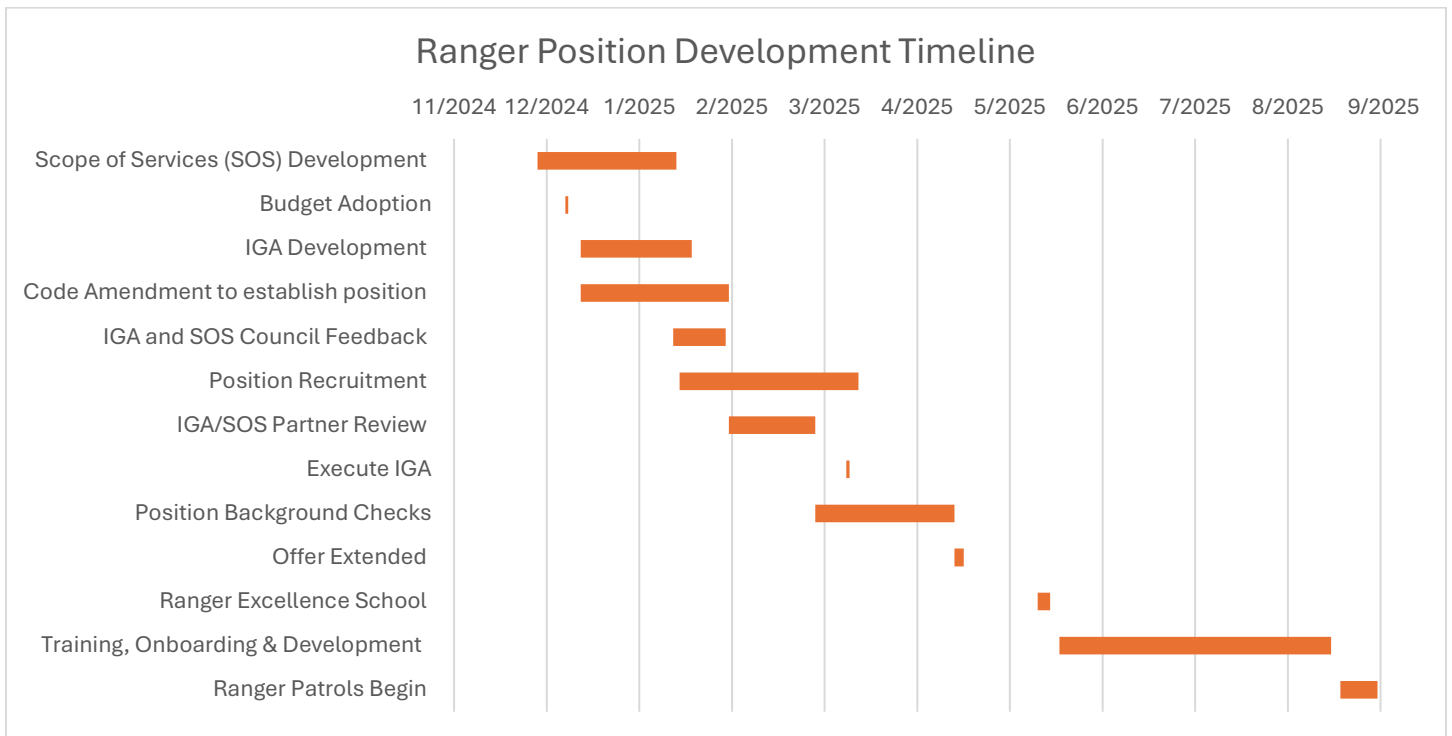
This position will patrol open space properties and trails during times of human-wildlife conflict for leash law compliance. The position will supplement the existing patrols by Eagle County Animal Control for leash law compliance and focus on areas not prioritized for patrolling by the County.

Compliance Goals

Whenever possible, the position will take an education-first approach when working with the Eagle community and visitors to achieve compliance with open space and trail rules and regulations. As a general rule, the ranger will utilize the minimum level of enforcement needed to gain compliance.



Position Development Timeline
Open Space Ranger and Maintenance Specialist
Town of Eagle
January 7, 2025



Task Name	Start Date	End Date	Duration
Scope of Services (SOS) Development	12/1/2024	1/15/2025	45
Budget Adoption	12/10/2024	12/11/2024	1
IGA Development	12/15/2024	1/20/2025	36
Code Amendment to establish position	12/15/2024	2/1/2025	48
IGA and SOS Council Feedback	1/14/2025	1/31/2025	17
Position Recruitment	1/16/2025	3/15/2025	58
IGA/SOS Partner Review	2/1/2025	3/1/2025	28
Execute IGA	3/11/2025	3/12/2025	1
Position Background Checks	3/1/2025	4/15/2025	45
Offer Extended	4/15/2025	4/18/2025	3
Ranger Excellence School	5/12/2025	5/16/2025	4
Training, Onboarding & Development	5/19/2025	8/15/2025	88
Ranger Patrols Begin	8/18/2025	8/30/2025	12

Dates are approximate and may be subject to change