

Parks & Public Landscaping Advisory Board Bee City Subcommittee Agenda

**April 1, 2026
Library Community Meeting Room, 1st Floor
951 Spruce Street
5:30pm**

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID # 885 1622 9475
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/pplab

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
- VI. Agenda Items
 - a. Bee City Outreach Activities Budget and Scheduling
 - b. Zoom meeting recordings and AI notes for Bee City meetings
 - c. Request to be aligned with Open Space Department for Educational outreach programs

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303.335.4574 or clerksoffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 or email Clerksoffice@louisvilleco.gov

Parks & Public Landscaping Advisory Board Bee City Subcommittee

Agenda

March 4, 2026

Page 2 of 2

- d. Request for administration of Registration for Bee City Programs through Recreation Center Registration System
 - e. Bee City and PPLAB at City Council Meeting, tentatively scheduled for May 26 Council meeting
- VII. Staff Updates
 - VIII. Board Updates
 - IX. Discussion items for Next Meeting
 - X. Adjourn

Parks & Public Landscaping Advisory Board Bee City Subcommittee Meeting Minutes

**March 4, 2026
Second Floor Board Room
951 Spruce Street
5:30-6:15PM**

Call to Order – Chairperson John Webb called the meeting to order at 5:30PM.

Roll Call

The following board members were present:

Helen Moshak, Secretary
John Webb, Committee Chair

Board Members Absent:

Jody Ash
Josh Cooperman
Susan McEchern, Co-Chair
Jean Morgan, Community member
Amy Yarger

City staff members present:

Adan Blackmore, Director Parks, Open Space, and Recreation
Chris Davis, Superintendent Parks and Cemetery
Erik Switek, Supervisor Parks and Cemetery

Community members attending:

Casey Lyons, Friends of Coal Creek and Lafayette Garden Tour Chair

Note: Bee City USA committee meeting conducted on Louisville City Zoom account for remote attendance.

Approval of Agenda

The agenda was approved by all members.

Approval of Meeting Minutes

The minutes from the February 4, 2026, meeting were approved as written.

Public Comments

Casey Lyons, Executive Director of Friends of Coal Creek and this year's Chair for the Lafayette Garden Tour introduced himself and invited the Louisville Bee City USA committee to jointly participate in the Lafayette 2026 Garden Tour to be conducted on Saturday, June 20, from 9:00 AM to 2:00 PM. Last year, Bee City set up an information and registration table promoting Bee City and offering registration for the Louisville Bee City Pollinator garden tour, to take place the following day.

Agenda Items

1. Introduction of new hire for Superintendent of Louisville Parks and Cemetery. See Staff Updates below.
2. City Outreach and Educational Activities and Budget Proposal for Louisville Parks Department.

Committee members reviewed and discussed preliminary activities and budget that Helen had prepared for the coming year based on prior year's activities. We will need to finalize the activities and forward the budget request to PPLAB for review and approval before sending the proposal to City Council for supplemental budget approval at City Council meetings in April.

Proposed educational and outreach activities include:

Seed Swap at Louisville Library with Wild Ones Native Plant Organization, Front Range Chapter, was conducted on February 7. Approximately 125 people attended the event which was held in the Community Meeting Room from 2:00pm to 4:30pm.

Facilitate a gathering of local landscape architects, native plant advocates, and pollinator conservation groups to increase outreach of Louisville Bee City USA and improve communication between

like-minded pollinator advocates and native plant organizations.
Timing and venue to be arranged.

Student Pollinator Poster Art Project. Committee members Josh Cooperman, Susan McEachern, and Helen Moshak are running this program. Entries will be due Wednesday, May 13, 2026.

Stickers from Art Contest entries or photographs submitted by community members (May-June).

Speaker presentation on regenerative agriculture and soil health in the urban environment (April or May).

Speaker presentation on native plant gardening (May or June).

Earth Day Every Day! Festival information table, Bob L Burger Rec Center, Lafayette, Saturday May 2, from 10:00AM to 2:00PM. Minimal budget impact is anticipated due to having materials previously purchased with private funds.

Speaker presentation/training event for Monarch Larval Monitoring Project, coordinated with Monarch Watch organization and Liz Goering, local Monarch Ambassador (May).

Plant walks, featuring Louisville Pocket Prairie gardens, possibly coordinated with Open Space Department or Parks Department (Summer and Fall).

Louisville Bee City Pollinator Garden Tour, possibly in coordination with Lafayette Garden Club (June 2nd or 3rd weekend).

Participate in up-coming Native Plant Swaps.

Bee City entry in Louisville Labor Day Parade. Can we invite local landscape design companies or pollinator advocates to participate (late August, early September)?

Support Louisville IWMP (Integrated Weed Management Procedures, aka: Integrated Weed (and Pest) Management procedures, IPM) revision, scheduled for next year, emphasizing soil health and reduction in pesticides (on-going).

3. Status of re-integration of Bee City Committee with PPLAB. See Board updates below.

Staff Updates

Adam Blackmore, Director of Parks, Open Space and Recreation introduced Chris Davis, our new Superintendent of Louisville Parks and Cemetery. Chris comes to us from the city of Longmont, where he was Superintendent of Parks. Erik Swiatek will continue to serve as Staff Liaison for Bee City while Chris learns the ropes. Welcome Chris!

No other staff updates.

Board Updates

The City of Louisville has agreed to re-instate the Louisville Bee City USA as a subcommittee within the PPLAB. Bee City Committee meeting times will continue to be from 5:30pm to 6:15PM, first Wednesday of each month, with meeting location changed from the Library second floor Board Room to the Community meeting room on the first floor of the Library. The Louisville city Zoom connection will be available for remote access through the PPLAB meeting computer connection. Adam Blackmore agreed to contact the Rec Center and Library to allow the Rec center to waive room rental fees for Bee City activities at the Rec Center. Bee City will formally request access to the Recreation Registration System for Bee City events in the future.

We are working to complete the supplemental budget request for our proposed program could run between \$1500 and \$2000, which is a very small part of the Parks Department budget, so may have a good chance of approval.

John prepared and distributed Bee City USA information packets to PPLAB members at the March PPLAB meeting.

Elementary Student Pollinator Poster Art Contest: Committee members Josh Cooperman, Susan McEachern, and Helen Moshak are running this program. Preliminary drafts of the Community Outreach Plan, Art Contest Checklist, Contact log, Event Poster and Entry Forms are in preparation. The Art Contest Team has reached out to past Bee City committee member Patricia Rogers for details on past poster contests and to Tiffany Boyd (BVSD retired), for additional contacts at Louisville Elementary schools. Team is looking into cooperating with Louisville Art Center and display of artwork at Louisville Library.

Earth Day Every Day! Festival, Lafayette, Colorado: John has completed registration for this event, which is to be held on Saturday, May 2nd, 2026, from 10:00am to 2:00 pm, at the Bob L. Burger Recreation Center in Lafayette.

Discussion Items for Next Meeting

Fine tuning of schedule and events for proposed Bee City Activities in 2026 and integration with supplementary budget proposal.

Fine-tuning Zoom options for recorded meeting and meeting notes summary

Elementary School student Pollinator Poster art contest updates.

Aspects of possible request to be aligned with OSAB for educational outreach activities.

Bee City request to City Council to administer Bee City Programs through the Recreation Registration System.

Bee City and PPLAB at City Council meeting, April 28, 2026

Adjournment

The meeting was adjourned at 6:15PM.

Request for Council Direction - Authorization to Administer Bee City Programs Through the Recreation Registration System

Subject: Authorization to Offer Bee City USA Programs Through the Louisville Recreation Registration System

Purpose

The Louisville Bee City USA Committee (Bee City) seeks Council direction on using the City's Recreation Registration system to administer select Bee City programs, including the Pollinator Garden Tour and Speaker Series.

Request

Authorize Bee City programs to be listed within the Recreation Registration platform, allowing residents to register online, pay nominal fees through the City's credit-card system, and receive automated confirmations and reminders. All payments would be processed through existing City software and accounts.

Rationale

Using the Recreation Registration system will streamline administration, improve participant communication, and ensure consistent handling of program revenues. Charging small registration fees will help offset direct program costs such as printing, educational materials, water and snacks for tour participants, and speaker expenses. It will also increase participant commitment.

It is a widely recognized best practice in event management that charging a small registration fee increases participant commitment and significantly reduces no-shows. Experienced program coordinators and community-based organizations consistently report that even a nominal fee creates a sense of accountability and helps ensure that individuals who register are prepared to attend. Applying this approach to Bee City USA programs will improve attendance reliability, support smoother event planning, and ensure that limited volunteer and staff time is used effectively.

To ensure quality, consistency, and alignment with City standards, City staff would provide requirements, guidance and review on all Bee City program listings before they are published in the Recreation Registration system. To minimize staff workload, the Bee City Committee will draft all program descriptions, promotional text, and registration content. Staff would only need to upload the Committee-provided/Staff approved materials into the existing platform, ensuring that the administrative burden remains low while allowing the City to maintain consistent

formatting and processing standards. This approach maintains administrative efficiency while ensuring that Bee City programs meet the same standards as other City-supported offerings.

Requested Council Direction

Does Council support allowing Bee City programs to be administered through the Recreation Registration system with nominal participant fees to support program sustainability?

DRAFT

Louisville Bee City USA Committee

Proposed Budget for 2026

Total Request: \$1,600

Executive Summary

The Louisville Bee City USA Committee respectfully requests a 2026 budget of **\$1,600** to continue advancing pollinator conservation, public education, and community engagement in alignment with Bee City USA objectives. This proposal builds directly on the Committee's extensive 2025 accomplishments—including workshops, school partnerships, public events, pollinator garden tours, native plant education, and collaborative work with regional partners—and ensures we can sustain and strengthen these efforts in the coming year. The requested funding supports hands-on programming, educational outreach, pollinator-friendly projects, training for committee members, and modest support for guest presenters who enhance the quality and reach of our community programs.

Background

Louisville became a Bee City USA affiliate to promote healthy pollinator habitat, reduce pesticide exposure, and expand community understanding of native plants and ecological stewardship. In 2025, the Committee:

- Delivered workshops, seed swaps, and educational programs
- Partnered with schools, the library, and regional pollinator organizations
- Conducted a pollinator garden tour and supported native plant initiatives
- Engaged residents on pesticide-free gardening and water-wise landscaping
- Participated in trainings, summits, and collaborative conservation efforts

The 2026 budget supports the continuation and strengthening of these activities.

1. Workshops, Events & Community Programs — \$500

This category funds the materials, logistics, and small-scale support needed to deliver the Committee's public-facing programs. These activities mirror the successful 2025 offerings and are central to Bee City USA's mission of community education and engagement. Expenses in this category will typically include:

- **Native Seed-Sowing Workshops:**
Purchase of native seeds, soil, trays, labels, and educational handouts; small supplies for hands-on demonstrations; and materials to support participation by partner groups such as the Louisville Bloomin' Seniors Garden Club and Wild Ones Front Range.
- **Library Collaborations (Seed Swaps & Educational Displays):**
Printing of informational materials, envelopes and labels for seed packets, signage for tables or displays, and small supplies needed to support community participation.
- **School Poster Art Contest:**
Printing costs, display materials for showcasing student artwork at the library or community venues,

and modest prizes or recognition items for participating students.

- **Pollinator Garden Tour:**
Production of maps, signage, and educational materials for tour participants; outreach materials to promote the event; and small supplies needed for coordination with participating homeowners and partner organizations.
- **Wildflower Walk Promotion:**
Printing of flyers, informational sheets, and small supplies to support guided walks led by naturalists or partner organizations.
- **Educational Presentations and Community Engagement Events:**
Materials to support public presentations, including printed handouts, display boards, and modest support for guest presenters who contribute to community education on pollinator conservation, native plants, and pesticide-free practices.

These expenses ensure that the Committee can continue offering accessible, hands-on, and high-quality programs that engage residents of all ages in pollinator-friendly practices.

Subtotal: \$500

2. Educational Materials & Outreach — \$425

Funds printed materials and outreach tools essential for public education on pesticide-free gardening, native plants, and pollinator habitat creation. Includes:

- Flyers, brochures, and handouts
- Outreach Information Table and display supplies
- Native plant and pollinator reference materials
- Stickers featuring artwork from Elementary Student Posters Contest and Pollinator Photos
- **Subtotal: \$425**

3. Supplies for Pollinator Projects — \$275

This category supports the hands-on habitat initiatives that form a core part of the Committee's work and were prominent throughout 2025. These projects directly advance Bee City USA goals by increasing pollinator-friendly spaces, promoting native plants, and engaging residents in practical conservation activities. These expenses enable the Committee to continue offering practical, accessible, and community-centered pollinator habitat projects that build on the strong foundation established in 2025. Expenses will include:

- **Materials for Bee Hotels:**
Wood, bamboo tubes, nesting blocks, hardware, and weather-resistant mounting materials used to construct bee hotels. These materials allow the Committee to demonstrate pollinator-friendly practices and support solitary native bees.
- **Native Seeds and Seed Mixes:**
Regionally appropriate native plant seeds used for seed swaps, giveaways, and hands-on workshops.

These materials help residents establish pollinator-friendly gardens, support school and library programming, and reinforce the Committee's outreach on pesticide-free, water-wise landscaping.

- **Small Tools and Miscellaneous Supplies:**

Items such as gloves, markers, storage bins, labels, envelopes, and organizational materials needed to support seed sorting, workshop preparation, and community events. These supplies ensure smooth delivery of hands-on activities and allow the Committee to respond to emerging opportunities throughout the year.

Subtotal: \$275

4. Training, Conferences & Memberships — \$150

Ensures committee members can continue participating in the workshops, seminars, and trainings that informed their 2025 work, including:

- Pollinator Summit
- CSU Extension programs
- Webinars and continuing education

Subtotal: \$150

5. Program Support & Guest Presenters — \$150

Provides modest support for guest speakers, program contributors, or specialized presenters who enhance the educational value of Bee City USA events.

Subtotal: \$150

6. Contingency — \$100

A small reserve for unanticipated needs or new opportunities aligned with Bee City USA goals.

Total Budget Request: \$1,600