

**PARKS, RECREATION & CULTURE MEMORANDUM  
#17-2022**

**DATE:** Sept. 12, 2022

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *hmg*

**FROM:** Amanda J. Peterson, Director of Parks, Recreation & Culture *ajp*

**SUBJECT:** CR-138 – Adams County Open Space Grant Acceptance – Rotary Park Pavilion

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**PURPOSE**

To consider CR-138, a resolution authorizing a grant agreement and accepting grant funding in the amount of \$20,000 to help fund the installation of a pavilion at Rotary Park.

**BACKGROUND**

There are two opportunities each year to seek grant funding from Adams County Open Space (ACOS). Funding for these grants comes from the ACOS tax, of which 68% is distributed through a competitive grant process. Adams County Resolution 99-1 and the ACOS Policies and Procedures manual outline eligible uses for these funds.

The Rotary Club of Northglenn-Thornton has volunteered to care for the flowerbed at its namesake park for many years. Club members observed that there is not much shade or a place to gather at the park and approached staff with the possibility of making a donation to construct a pavilion. Although the Rotary Club's \$7,000 donation was generous, it was not enough to fully fund a new pavilion. Funding from this grant, along with the donation from the Rotary Club, would be used to provide a new pavilion and associated amenities at the park.

**UPDATE**

During the spring 2022 ACOS grant cycle, the ACOS Advisory Board recommended the grant request for the Rotary Park pavilion be funded in full. That recommendation was accepted by the Adams County Commissioners, and a grant award of \$20,000 was approved for this project.

The total cost of this project is estimated to be \$31,000. The remaining \$4,000 not covered by the grant or donation would come from the General Fund for 2022.

**BUDGET/TIME IMPLICATIONS**

The grant agreement must be signed and submitted to the ACOS office within 45 days of award.

A supplemental appropriation increasing revenues and the corresponding expenditures in the Capital Projects Fund by \$20,000 would be brought forward later in 2022.

The project is scheduled for Q1 of 2023.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-138, authorizing the Mayor to sign the ACOS Grant Agreement for the Rotary Park Pavilion.

**STAFF REFERENCE**

If Council members have any questions, please contact Amanda Peterson, Director of Parks, Recreation & Culture, at [apeterson@northglenn.org](mailto:apeterson@northglenn.org) or 303.450.8950.

CR-138 – Adams County Open Space Grant Acceptance – Rotary Park Pavilion  
Adams County Open Space Grant Agreement

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER’S RESOLUTION

RESOLUTON NO.

No. CR-138  
Series of 2022

\_\_\_\_\_  
Series of 2022

A RESOLUTION ACCEPTING AN ADAMS COUNTY OPEN SPACE GRANT AND APPROVING THE GRANT AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND THE ADAMS COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS, the City of Northglenn has submitted an application to Adams County to use Adams County Open Space Sales Tax funding for the Rotary Park Pavilion Project to provide additional park amenities, including a pavilion, picnic tables with wheelchair accessibility, trash and recycling containers, and additional trees; and

WHEREAS, the Adams County Board of County Commissioners has approved the grant application and has prepared an Adams County Open Space Grant Agreement, which provides \$20,000 for the Rotary Park Pavilion Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Adams County Open Space Grant in the amount of \$20,000 is hereby accepted and the Adams County Open Space Grant Agreement, attached hereto, between the City of Northglenn and the Adams County Board of County Commissioners for the Rotary Park Pavilion Project is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

## ADAMS COUNTY OPEN SPACE GRANT AGREEMENT

The Grant Agreement (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, between the City of Northglenn (“Applicant”) and the County of Adams, acting through the Board of County Commissioners (“Adams County”).

### RECITALS

WHEREAS, in November 1999, the citizens of Adams County passed a county-wide one-fifth of one percent Open Space Sales Tax (the “Tax”); and

WHEREAS, in November 2004, the citizens of Adams County reauthorized the Tax and increased it to one-fourth of one percent; and

WHEREAS, in November 2020, the citizens of Adams County authorized the permanent extension of the existing county-wide sales tax of one-fourth of one percent for the continuing purpose of preserving open space and creating and maintaining parks and recreation facilities; and

WHEREAS, the majority of the revenues collected are distributed to qualifying jurisdictions through a competitive grant process; and

WHEREAS, on March 31, 2022, Applicant applied for an Adams County Open Space Grant to complete the “Rotary Park Pavilion” (the “Project”); and

WHEREAS, on August 9, 2022, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 64.52% of the total Project costs, not to exceed \$20,000.00.

### AGREEMENT

**NOW, THEREFORE**, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 64.52% of the total Project costs, not to exceed \$20,000.00 (the “Grant”), subject to terms and conditions set forth in this Agreement.
2. Project Scope. Applicant shall complete the Project as described in the grant application, attached as Exhibit 1 (“Project Scope”) and incorporated herein by this reference. Exhibit 1 attachments include the grant application and all application attachments. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy in the Open Space Policies and Procedures, attached as Exhibit 2 and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the

event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. Completion Date. Applicant shall complete the Project no later than August 9, 2024 (“Completion Date”), which is two years after the date of Adams County’s approval of the Project. Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy in the Open Space Policies and Procedures, Exhibit 2, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
4. Compliance with Open Space Sales Tax Resolution and Open Space Policies and Procedures. Applicant shall use the Grant in accordance with Resolution 2020-480, and the Open Space Policies and Procedures, collectively attached hereto as Exhibit 2.
5. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the “Staff”) prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles and be subject to an annual independent audit as set forth in Exhibit 2.
6. Payment of Grant. Adams County agrees to make payments to the Applicant in the following manner:
  - a. Payments. Adams County agrees to disburse grant funds to Applicant to provide reimbursement for the payment of project costs upon successful completion of the Project, or on a quarterly basis. Itemized Reimbursement Requests, as set forth below, are required for reimbursements. Should the Project take two full years to complete, the Reimbursement Request for the final period of the project must be received by August 9, 2024 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 64.25% of project costs incurred during the previous period with cumulative reimbursements totaling no more than \$20,000.00.
  - b. Acceptable Expenditures. Applicant can request payment for 64.25% of all project costs incurred within the previous period with cumulative reimbursements totaling no more than \$20,000.00 that: (1) have already been paid by the Applicant, and (2) are listed in the approved budget attached as Exhibit 1, under Application Attachment A – Project Budget. Applicant may request disbursement of grant funds for costs that have been incurred, but not paid by Applicant. However, Adams County will consider such

requests on a case-by-case basis and distribution of grant funds for these purposes is not guaranteed.

- c. Reimbursement Request. Applicant shall submit via hand delivery, email or regular mail, to Adams County an itemized Reimbursement Request for project costs that have been incurred as of the date of the request. Each Reimbursement Request shall contain the following: (1) copies of invoices and/or employee time sheets complete with a spreadsheet indicating hours worked, wages earned, and taxes and benefits paid for work related specifically to the Project; (2) documentation substantiating that the Applicant has paid for the costs for which it is requesting reimbursement, including but not limited to cancelled checks or proof of a wire transfer; and (3) a brief summary of the work completed to date.
  - d. Approval of Payment of Reimbursement Requests. The Adams County Open Space Program Manager shall approve or disapprove the amount of each Reimbursement Request within fifteen (15) days of receipt of a legible Reimbursement Request. Payment shall be made to Applicant by check or electronic fund transfer.
  - e. Disapproval of Reimbursement Request. If Adams County disapproves any amount or amounts in a Reimbursement Request, Adams County shall promptly notify Applicant of the reason therefore. Upon receipt of disapproval, Applicant and Adams County shall meet within one week to discuss what, if anything, the Applicant can do to obtain payment of the requested amount that was denied.
7. Signage. Applicant shall erect and maintain an Adams County Open Space Sign, which shall be provided by Adams County, in a prominent place on the Project site, unless the Project will not be open to the public.
  8. Publicity. In all press releases regarding this Project, Applicant shall include the following statement: "This Project was funded in part with proceeds from the Adams County Open Space Sales Tax. The Adams County Open Space Sales Tax was originally passed by the Adams County voters in 1999, and reauthorized and permanently extended in November 2020.
  9. Miscellaneous Provisions.
    - A. Good Faith. Both Parties have an obligation to act in good faith, including the obligation to make timely communication of information that may reasonably be believed to be of interest to the other party.
    - B. Applicable Law. Colorado law applies to the interpretation and enforcement of this Agreement. Venue for any dispute shall be in Adams County, Colorado.
    - C. Time is of the essence. Time is of the essence in this Agreement.

- D. Authority. The undersigned represents and warrants that he or she is duly authorized and has legal capacity to execute this agreement on behalf of the Applicant, that the Applicant's obligations in this Grant Agreement have been authorized, and that the Grant Agreement is a valid and legal agreement binding on the Applicant in accordance with its terms.
- E. Survival. The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
- F. Entire Agreement. Except as expressly provided herein, this Agreement constitutes the entire agreement of the parties. No changes to this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

The remainder of this page is left blank intentionally.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ADAMS, STATE OF COLORADO

\_\_\_\_\_  
Chair

ATTEST:  
CLERK AND RECORDER'S OFFICE

\_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney's Office

CITY OF NORTHGLENN, APPLICANT

\_\_\_\_\_  
By (signature)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title



## EXHIBIT 1

[Home](#) » [Adams County Open Space Grant Application - Mini Grant](#) » [Webform results](#)

# Submission #13

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[Resend e-mails](#)

## Submission information

Form: [Adams County Open Space Grant Application - Mini Grant](#)

Submitted by [apeterson\\_13827](#)

Mon, 02/14/2022 - 13:08

50.238.0.238

**Applicant Organization Name:**

City of Northglenn

**Name of Project:**

Rotary Park Pavilion

**Organization/Sponsoring Organization**

City of Northglenn

**Primary Contact Name:**

Amanda Peterson

**Title:**

Director of Parks, Recreation & Culture

**Phone:**

303.450.8950

**Email:**

[apeterson@northglenn.org](mailto:apeterson@northglenn.org)

**Address:**

11701 Community Center Drive

**City:**

Northglenn

**State:**

CO

**Zip:**

80233

**Name:**

Jesse Mestrovic

**Title:**

Parks Project Manager

**Phone:**

303.450.8838

**Email:**

jmestrovic@northglenn.org

**Name:**

Belia Straushein

**Title:**

Administrative Assistant

**Phone:**

303.280.7821

**Email:**

bstraushein@northglenn.org

**Grant Request:**

\$ 20,000

**Matching Funds (cash in-kind):**

\$ 11,000

**Total Project Costs:**

\$ 31,000

**% of Total Project Costs:**

65 %

**Project Site Address:**

11701 N. Pecos St. Northglenn, CO 80234

**Parcel ID# (Required):**

0171909408025

**Include a Location Map and label as Attachment F - Location Map. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.**

[ADCO Grant Rotary Park Pavilions Attachment F.pdf](#)

**Please provide GPS Coordinates, longitude and latitude.**

39°53'27.8"N 105°00'19.9"W

**Is this project located within Adams County?**

Yes

**1. Briefly describe this project (Include explanation of purpose, need, and project components.**

Rotary Park is adjacent to a neighborhood elementary school, and in close proximity to multi-family and single-family housing. The park currently has a baseball field, with a backstop and covered dugouts, as well as a grassy area that extends beyond the outfield. Other than scheduled sports practices or games, there are no amenities in this park that encourage community members to gather and enjoy the park. This project would provide

additional park amenities, including a pavilion on a concrete slab, picnic tables with wheelchair accessibility, trash/recycling containers and several additional trees.

## **2. Describe the goals and objectives of this project.**

With limited amenities, Rotary Park is not as inviting as it could be. There is little to no shade and no formal gathering space. These improvements would provide a place for sports teams to gather before or after a game, for neighboring community members to have birthday parties or other social events or for those walking on the nearby Farmers Highline Canal trail to stop and take a break in the shade. Care will be taken to minimize disruption to any healthy, mature trees throughout construction.

## **3. Please list partners and describe how each partner is contributing to the project. Please DO NOT write any dollar amounts below.**

The Rotary Club of Northglenn and Thornton approached the city with a desire to provide a new amenity at Rotary Park, which was named for the club more than 50 years ago. The Rotary Club has committed to funding approximately 25% of the total project costs, and members have also agreed to provide volunteer service to plant trees and complete other small projects in the park. In the last year, Rotary Club members have also donated time and materials to repaint the wooden bleachers near the baseball field and complete other clean up projects at the park.

[ACOS-Rotary Park-Attachment L-Letters of Support.pdf](#)

[ACOS-Rotary Park-Attachment K-Letters of Commitment.pdf](#)

### **Please upload Attachment A - Project Budget**

[ACOS-Rotary Park-Attachment-A-Project Budget-V202111.pdf](#)

### **Please upload Attachment B - Project Budget Categories**

[ACOS-Rotary Park-Attachment-B-Project Budget Categories-V202111.pdf](#)

### **Please upload Attachment C -Estimated Project Timeline**

[ACOS-Rotary Park-Attachment-C-Estimated-Project-Timeline-V202111.pdf](#)

### **Please upload Attachment D - Source of Funds**

[ACOS-Rotary Park-Attachment-D-Source of Funds-V202111.pdf](#)

### **Please upload Attachment E - Source of Funds Categories**

[ACOS-Rotary Park-Attachment-E-Source of Funds Categories-V202111.pdf](#)

**Attach any additional information you may have.**

### **Applicant Name**

Amanda J. Peterson

### **Title:**

Director of Parks, Recreation & Culture

### **Date:**

Feb. 14, 2022

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