



## WESTMINSTER

### Staff Report

TO: The Mayor and Members of the City Council

DATE: February 24, 2010

SUBJECT: Study Session Agenda for March 1, 2010

PREPARED BY: J. Brent McFall, City Manager

*Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.*

Looking ahead to next Monday night's Study Session, the following schedule has been prepared:

*A light dinner will be served in the Council Family Room* 6:00 P.M.

#### CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

#### PRESENTATIONS

1. 2009 Annual Report from Municipal Court
2. Metzger Farm Master Plan (Attachments)

6:30 P.M.

#### EXECUTIVE SESSION

None at this time

#### INFORMATION ONLY ITEMS – Does not require action by City Council

None at this time

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

J. Brent McFall  
City Manager

Scribe Notes from February 1, 2010 Study Session



**WESTMINSTER**

**MUNICIPAL COURT**

**3030 Turnpike Drive  
Westminster, CO 80030**

**2009 ANNUAL REPORT**



TO: Mayor and City Council

FROM: John A. Stipech, Presiding Judge  
Carol J. Barnhardt, Court Administrator

DATE: March 1, 2010

SUBJECT: Municipal Court 2009 Year-End Report

## **A MESSAGE FROM PRESIDING JUDGE JOHN STIPECH**

This report is a compilation of the state of the Municipal Court and activities from January 1 through December 31, 2009.

Throughout the year, cross-training continued and enabled the Administration to move personnel around to cover vacations, illnesses, and City and outside training. In September, the majority of the Deputy Court Clerks rotated to different positions. This rotation went well primarily due to the fact that staff is continually cross-trained. We have a highly trained and motivated staff that works well together, with the public, and with other City departments and employees. The Court and staff remain sensitive to the concerns of City Council and the City Manager's Office and welcomes any inquiries or suggestions that either may have.

The 2009 year started out with the loss of one of our Court and City family members. On January 2, 2009, Mary Leicester lost her courageous battle to cancer. She was an inspiration to all of us in her work ethic, strong will, and determination. Her spirit remains with all of us. In May 2009, a white lilac tree was planted on the Court property and a plaque was dedicated in memory of Mary. The dedication was on Pride Day which was an event that Mary organized yearly.

The Court is appreciative of the support we receive throughout the year from City Council, Deputy City Manager Matt Lutkus, the staff of the General Services Department, Building Operations, City Manager's Office, City Attorney's Office, the Departments of Police and Fire, Information Technology, Finance, and other City departments and divisions. The Court is ready to meet the challenges 2010 may bring. We are confident that we will have continued success in administering justice for all.

The Municipal Court is prepared to provide continued services to our citizens in a fair and impartial manner, and to provide a fair venue and experience to all litigants, witnesses, jurors, and attorneys, and arrive at decisions based only upon the law and the evidence presented at trial.

# CASELOAD



In 2009, we experienced a 5% increase or 762 more case filings than in 2008 as reflected in the table and information below. Significant increased filings are in the Domestic Violence violations, No Proof of Insurance violations, and traffic payable violations (speeding, passing violations, improper lane usage violations, turn violations, traffic control violations, etc.).

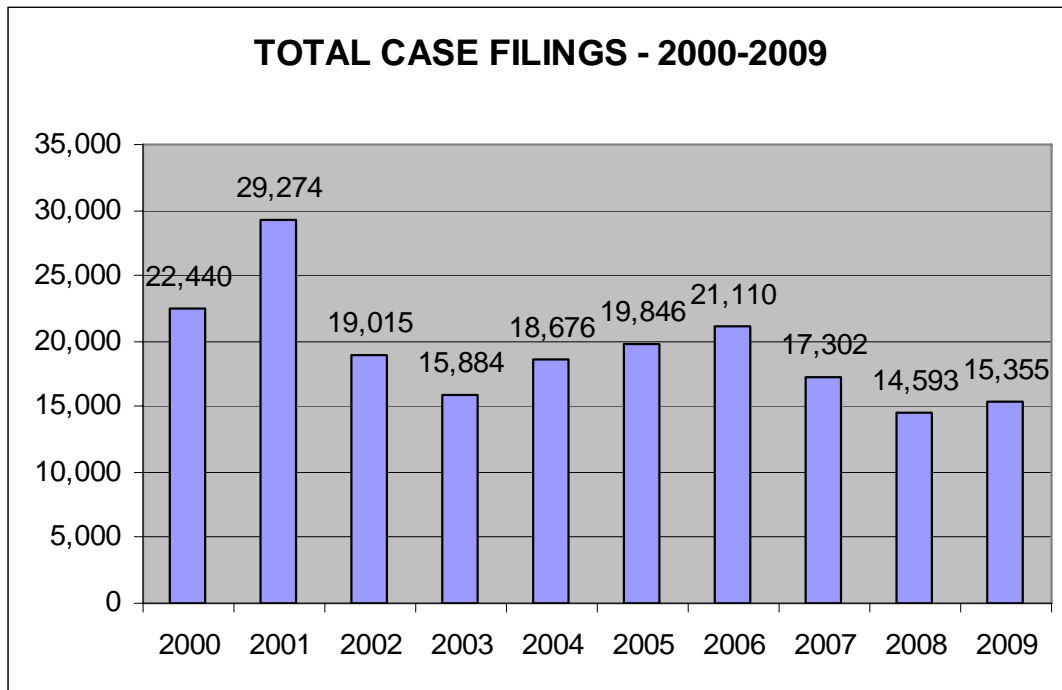
<b>CASES FILED</b>	<b>YTD</b>	<b>YTD</b>	<b>Percent</b>	<b>Number</b>
<b>COURT</b>	<b>Dec-09</b>	<b>Dec-08</b>	<b>Diff</b>	<b>Diff</b>
Municipal Ord (aka Criminal)	3,258	3,298	-1%	(40)
Domestic Violence	373	314	19%	59
<b>Total Criminal</b>	<b>3,631</b>	<b>3,612</b>	<b>1%</b>	<b>19</b>
No Proof of Insurance	1,447	1,224	18%	223
Traffic Mandatory (aka Criminal)	329	375	-12%	(46)
Traffic Payable (aka Infraction)	8,760	8,172	7%	588
<b>Total Traffic without parking</b>	<b>10,536</b>	<b>9,771</b>	<b>8%</b>	<b>765</b>
<b>Total Criminal &amp; Traffic w/o parking</b>	<b>14,167</b>	<b>13,383</b>	<b>6%</b>	<b>784</b>
Parking	1,188	1,210	-2%	(22)
<b>Court Grand Total</b>	<b>15,355</b>	<b>14,593</b>	<b>5%</b>	<b>762</b>

In the table below, for the year 2009, the year-to-date cases disposed of (closed) indicates that we closed 6% or 1,156 more cases than those closed for the same period in 2008. The cases filed measured against the cases disposed help us assess how well cases are being processed from beginning to end. This measure takes into account cases processed and closed from 1998 through 2009. This measures whether we are keeping up with the incoming caseload. If cases are not disposed in a timely manner, a backlog of cases awaiting disposition increases. It is the recommendation of the National Center for State Courts that courts should aspire to clear (dispose of) at least as many cases as have been filed in a period by having a clearance rate of 100 percent or higher.

<b>CASES DISPOSED</b>	<b>YTD</b>	<b>YTD</b>	<b>Percent</b>	<b>Number</b>
<b>COURT</b>	<b>Dec-09</b>	<b>Dec-08</b>	<b>Diff</b>	<b>Diff</b>
Municipal Ord (aka Criminal)	5,405	5,066	7%	339
Domestic Violence	636	648	-2%	(12)
<b>Total Criminal</b>	<b>6,041</b>	<b>5,714</b>	<b>6%</b>	<b>327</b>
No Proof of Insurance	1,647	1,466	12%	181
Traffic Mandatory (aka Criminal)	400	439	-9%	(39)
Traffic Payable (aka Infraction)	9,436	8,486	11%	950
<b>Total Traffic without parking</b>	<b>11,483</b>	<b>10,391</b>	<b>11%</b>	<b>1092</b>
<b>Total Criminal &amp; Traffic w/o parking</b>	<b>17,524</b>	<b>16,105</b>	<b>9%</b>	<b>1419</b>
Parking	1,646	1,909	-14%	(263)
<b>Court Grand Total</b>	<b>19,170</b>	<b>18,014</b>	<b>6%</b>	<b>1,156</b>

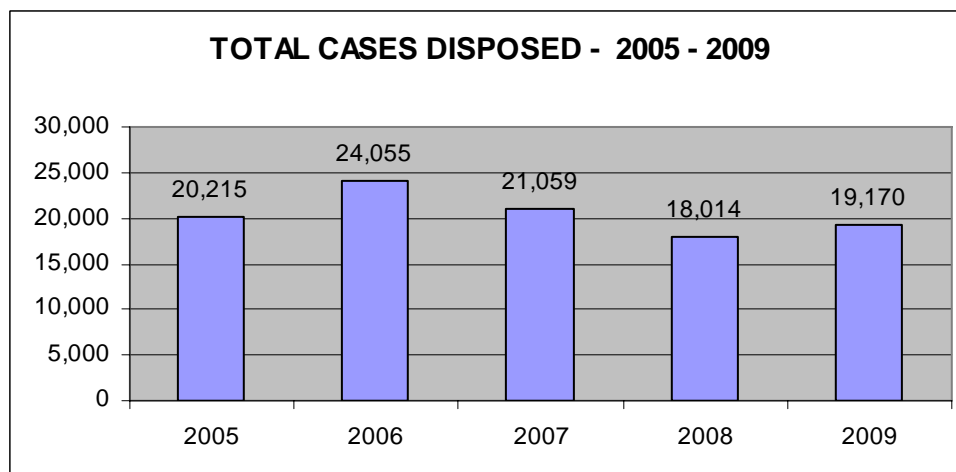
## CASE COMPARISONS OF NEW FILINGS FOR LAST 10 YEARS

For historical purposes, the chart below indicates the number of total new case filings for the last 10 years.



## CASES DISPOSED (CLOSED OR OUTPUTS) FOR LAST FIVE YEARS

The Court has been tracking the number of cases disposed (closed) for the last five years. Cases are disposed (closed) in various ways, such as, pleas or findings of guilty and all requirements being met to close the case, dismissals for various reasons, past retention or administrative reviews.



# COLLECTION EFFORTS



Integrity and public trust depend in part on how well court orders are observed and enforced in cases of non-compliance. In particular, restitution for crime victims and accountability for enforcement of monetary penalties imposed by the judges are issues of concern.

During the year 2006, staff worked diligently setting up and implementing a “collections” software program with the records management vendor and a private collection agency to send overdue cases to a private agency for collection. Procedures were created, modified and monitored to process all cases in a timely and accurate manner.

The Court focuses heavily on the enforcement of its orders by requiring that payment in full is due at the time of sentence. The financial obligation of defendants is monitored closely by staff through the records management system.

Once a case is referred to the private collection agency, the defendant automatically incurs an additional 25% fee based on the amount owed. This additional fee covers the cost of collection with no expense to the City.

Implementing collection software and having the staff actively working delinquent accounts greatly enhances and improves the case flow management and integrity of the Court and its orders, and holds the defendants accountable to pay the judgments imposed by the Court. Consequently, the number of outstanding cases closed is substantially increased.

## Collection Summary

Parking violations were referred to the collection agency after a notice was mailed to the defendant with additional time to pay the original fine with only a late fee assessed. During 2009, 419 new cases were referred to the collection agency for non-payment.

Defaulted traffic cases were referred through a manual process by the Collections Clerk. These cases involved defendants that did not appear for Court and were found guilty by default. No warrants were issued for these cases, however, a hold was placed on the defendant’s license and the full balance due was referred to the collection agency. There were a total of 391 default cases referred to the collection agency.

All other cases were referred automatically after defendants failed to respond to a final notice and warning within the time allotted. There were 566 new cases were referred to the collection agency.

Over the course of the year 2009, over 1,400 cases were resolved after being referred to the collection agency. A portion of these cases were resolved by payment. The remaining cases were resolved by other means such as serving jail time, a judge’s order to remove the case from collections, and cases closed for past retention.

Staff reported for the year that approximately 1,376 cases were exported to the collection agency. Total payments received from collection efforts was approximately \$135,472. Of that amount, approximately \$27,094 was the fee paid to the collection agency. The Court collected approximately \$108,377 in payment of fines, costs, restitution and other fees.

**Collection History**

<b>YEAR</b>	<b>REVENUE RECEIVEDTHRU COLLECTION EFFORTS</b>	<b>NUMBER OF CASES RESOLVED THRU COLLECTION EFFORTS</b>
2007	\$ 84,756	1,100
2008	\$104,983	1,800
2009	\$108,377	1,475

# MISSION STATEMENT

In March 2009, we reviewed our existing Mission Statement and asked staff to submit their ideas for a revised statement. Mission statements from surrounding municipal courts, the Colorado State Judicial Branch, the National Center for State Courts, and the National Association for Court Management were also reviewed. A committee comprised of both judges, the court administrator and the three supervisors reviewed staff suggestions and the other mission statements. The following revised mission statement was developed and implemented in April 2009.



## ***WESTMINSTER MUNICIPAL COURT MISSION STATEMENT***

Our mission is to administer equitable, fair, and impartial justice in a timely and courteous manner; protect fundamental rights; promote public safety; and facilitate community reparation through *SPIRIT*.

April 2009





# JURY TRIALS, WITNESS AND JURY FEES



To accommodate the increased number of requests, Jury Trials are scheduled every Friday in Courtroom B and every other Friday in Courtroom A. This schedule enables the Court to dispose of at least six cases per month. With the increased number of available Jury Trial days, we have been able to process cases in a timely fashion and avoid dismissals as a result of speedy trial timelines.

By ordinance, persons summoned to jury duty are paid a juror fee of three dollars (\$3) per day. Jurors serving on a jury are paid a juror fee of six dollars (\$6) per day. Persons subpoenaed as witnesses are paid a witness fee of five dollars (\$5) per day.

At the conclusion of Jury Trials, jurors are provided with a Jury Exit Questionnaire asking them to voluntarily rate their jury experience in the areas listed below. Jurors may also provide comments. The questionnaires are sent to Deputy City Manager Matt Lutkus and his staff tallies the responses. On a monthly basis the information and any comments are forwarded to the court administrator for review and the summary is then forwarded to the judges and staff for their information.

Below is a table with the cumulative ratings for 2009.

## Westminster Municipal Court - Jury Service Exit Questionnaire Summary January 1 through December 31, 2009

<b>RATINGS ON THE FOLLOWING:</b>	<b>Excellent</b>	<b>Good</b>	<b>Adequate</b>	<b>Poor</b>
Initial Notification Process	63	60	7	1
Jury Information Brochure	64	61	5	1
Orientation (video presentation)	58	60	10	1
Treatment by Court Personnel	104	27		
Overall Jury Trial Experience	61	60	8	2

**JURY STATUS CONFERENCES AND JURY TRIALS**

Every Wednesday Jury Status Conferences are held for all Jury Trials scheduled for Friday. At this scheduled hearing, the defendant and/or his/her attorney are required to attend. Witnesses do not appear at this hearing. The purpose of this hearing is to rule on pending motions, to accept a plea or amended plea, or to continue a case if necessary. The Jury Status Conference eliminates calling in jury panels unnecessarily, and resolves preliminary matters before the Jury Trial date. The total number of potential jurors appearing during the 2009 year for jury services was 952.

**GENERAL INFORMATION ABOUT JURORS**

<b>YEAR</b>	<b>NUMBER OF JURY TRIALS SCHEDULED WITH JURORS APPEARING</b>	<b>ACTUAL JURY TRIALS HELD</b>
2003	28	22
2004	26	17
2005	31	25
2006	45	37
2007	49	37
2008	45	32
2009	48	42

**WITNESS FEES AND JURY TRIAL EXPENSES**

<b>YEAR</b>	<b>PROJECTED EXPENSES</b>	<b>ACTUAL EXPENSES</b>
2004	\$5,300	\$5,454
2005	\$5,406	\$5,884
2006	\$5,568	\$7,045
2007	\$8,068	\$7,121
2008	\$8,068	\$6,600
2009	\$8,068	*\$8,261

\* 2009 budget totals not finalized at the time of this report.

**GENEROUS JUROR INFORMATION**

On July 5, 2002, the Westminster Municipal Court instituted the Generous Juror Program. This program offers jurors the opportunity to donate their jury service fees to a charity. The first part of each month the court administrator authorizes the payment of the prior month's donations to the chosen charity.

On a yearly basis, a new charity is selected by City Council. Organizations chosen have been:

- Have-A-Heart Project (July 2002 to September 2003).
- The Link (October 2003 to December 2004).
- Westminster Burn Fund (January to December 2005).
- Light for Life / Yellow Ribbon Foundation (January to December 2006).

- District 50 Education Foundation (January to December 2007).
- Have-A-Heart Project (January to December 2008).
- Westminster Legacy Foundation for use as scholarship funds for Armed Services Memorial Garden bricks for veterans (January to December 2009). The total donated from the Generous Juror Program for 2009 was \$2,871.

The selected charity for 2010 is the Have-A-Heart Project.

# PROBATION SECTION

Westminster Municipal Court Probation Section provides a myriad of services to individuals, the Court, the City Prosecutor's Office, and defendants from pre-sentence information to supervision of probationers.

A Pre-Sentence Investigation (PSI) is ordered when a judge requests more information about a defendant before imposing sentence. A probation officer interviews the participants in the incident, checks the defendant's prior criminal record and personal background, compiles the information in a report and provides a sentencing recommendation to the judge. A clerk schedules the date the defendant is to attend the pre-sentence interview and the date for the sentencing. During 2009, the Probation Section completed 74 Pre-Sentence Investigations.

The judges have the option of sentencing a defendant to supervised or unsupervised probation. Supervised probation is a more intensive option that requires defendants to report in person to their probation officer a minimum of once a month for adults, or every other week for juveniles. Unsupervised probation requires defendants to attend a 45 day review and if they are in compliance, they are allowed to report via monthly reporting forms that they return to the Probation Section.

The Probation Section has a volunteer program that allows interested citizens to become Volunteers In Probation (VIP) and learn to supervise cases and gain experience in the probation field while giving back to the community. Training for new Volunteers In Probation is held each spring and fall and involves 16 hours of initial training followed by monthly training and staffing.

In addition to imposing fines and costs, the judges often mandate attendance at classes, counseling, or evaluations as a condition of probation. Probation officers provide the probationer with referrals to appropriate agencies and monitor attendance and compliance with the terms and conditions of probation imposed by court order.

To accommodate working parents and school schedules, the staff schedule juvenile probation hearings on the second Wednesday evening of each month. Although the evening sessions impact our staff, the trade-off affords working parents the ability to attend the hearings without missing work and provides a community service. In attendance at Probation Night Court are a judge, a clerk, two probation officers, and a probation clerk. Review hearings and revocation petitions are handled in a very streamlined and efficient manner. We are usually able to complete the evening docket in about three hours.

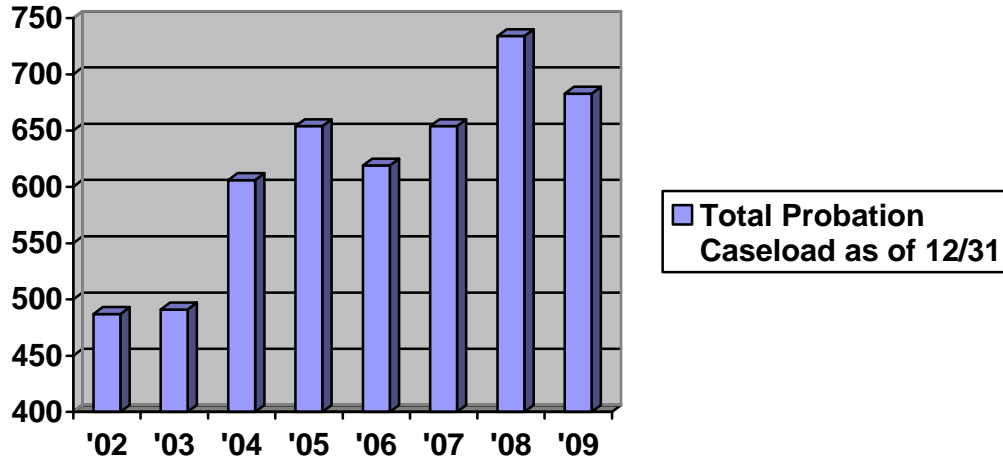
Failure to comply with probation terms and conditions may result in the revocation of probation and the imposition of sentence including the possibility of a jail sentence. Juveniles can receive up to ten days in detention and up to a \$1,000 fine. Adults can receive up to one year in jail and up to a \$1,000 fine. Costs are assessed in addition to fines.

Caseload statistics are tracked on a monthly basis instead of a year-to-date basis to most accurately reflect the current workload of the Probation Section by documenting the number of active probation cases at the end of each month. This number changes daily as new probationers are placed on probation while others completing probation are discharged either successfully or unsuccessfully.

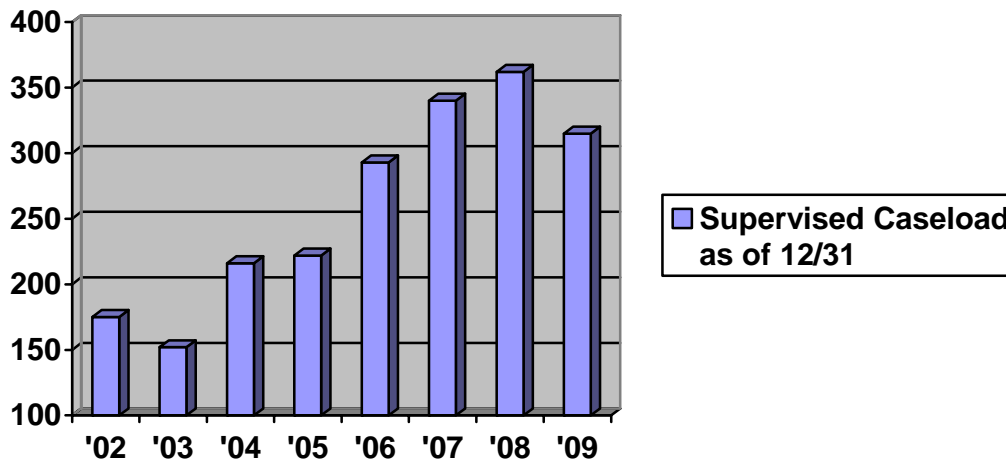
During the month of December 2009, the Probation Section responded to violations of probationers in two days or less, 98% of the time. Their year-end average was 96%, which is slightly higher than the 2008 average. In 2009, the Probation Section had a 61% successful completion rate for cases that closed. This is slightly below their target success rate of 63%, but is an increase from 2008.

The total probation caseload as of December 31, 2009 consisting of both supervised probation and unsupervised probation was 683. This is slightly lower than the same time in 2008; however, it is a 40% increase since 2002. The supervised probation caseload has decreased during the past year, but remains 8% higher than 2006, and 80% higher than 2002.

Graphical and statistical information for the Probation Section follows. The first chart is an historical reflection of the total number of supervised and unsupervised probation cases as of December 31, 2009.



The second chart is an historical reflection of the total number cases that are on supervised probation as of December 31, 2009.



Month end statistical data and a comparison for the Probation Section follow:

<b>PROBATION</b>	<b>MTD Dec-09</b>	<b>MTD Dec-08</b>	<b>Difference</b>
Total active caseload in probation	683	734	-7%
Total active DV on probation	256	237	8%
Number of active VIP	11	9	22%
Cases currently supervised by VIPs	10	11	-9%
Supervised probation caseload	315	351	-10%
Unsupervised probation caseload	358	372	-4%
Total adult caseload	493	534	-8%
Total juvenile caseload	190	200	-5%

# ALTERNATIVE SENTENCING OPTIONS

The Court attempts to consider alternative sentencing options if the situation warrants a punishment lesser than incarceration. Alternative Sentencing Options utilized by the Court are:

- Fines and Costs (may be assessed and then suspended)
- Restitution
- Jail
- Jail with work release
- In-Home Detention for non-aggressive and/or first time offenders
- Probation (supervised, unsupervised, Volunteers in Probation where a citizen volunteer monitors the probation and works with probationer
- Evaluations (Alcohol, Substance Abuse, Mental Health)
- Domestic Violence Counseling (mandatory on pleas and/or convictions. Domestic Violence designations require the defendants to attend a minimum 36 weeks of Domestic Violence counseling or until clinically discharged. For repeat offenders there is a minimum 48 weeks of counseling and intensive one-on-one sessions).
- Substance Abuse Counseling
- Anger Management Counseling
- Mental Health Counseling
- Monitored Sobriety such as: SCRAM (Secure Continuous Remote Alcohol Monitor), which is a 24 hours transdermal alcohol monitoring system, Antabuse (medication to help control alcohol use), BAs (Breathalyzer that tests blood alcohol), UAs (Urinalysis)
- Alive at 25
- Online Traffic School
- ISAE or NCTI offer 1 day (Theft, Conflict Management, Decision Making, Traffic, Animal Management) or 2 day (Theft and Conflict Management) educational classes
  - ISAE is the Institute for Substance Abuse Education at <http://www.isaeonline.com/>
  - NCTI is the National Correctional Training Institute at <http://www.offenderclasses.com/>
- Diversion Programs for defendants under 21 charged with drug and/or alcohol violations – North Metro Diversion Program for Adams County and C.E.T.P for Jefferson County
  - C.E.T.P is Counseling, Evaluation and Treatment Program
- Essays about the class or the crime
- Apology letters
- Community Service (with the City or a Non-Profit agency)
- School or GED requirements
- Job search or employment requirement
- Specific research papers
- Order to Comply (such as with another probation order, possess no graffiti paraphernalia, maintain a specific grade average at school, obey the rules at home, etc.)
- Protection Orders (Domestic Violence and non-Domestic Violence cases)
- Trespass Orders (usually for a retail establishment)

# JAIL TRANSPORTS

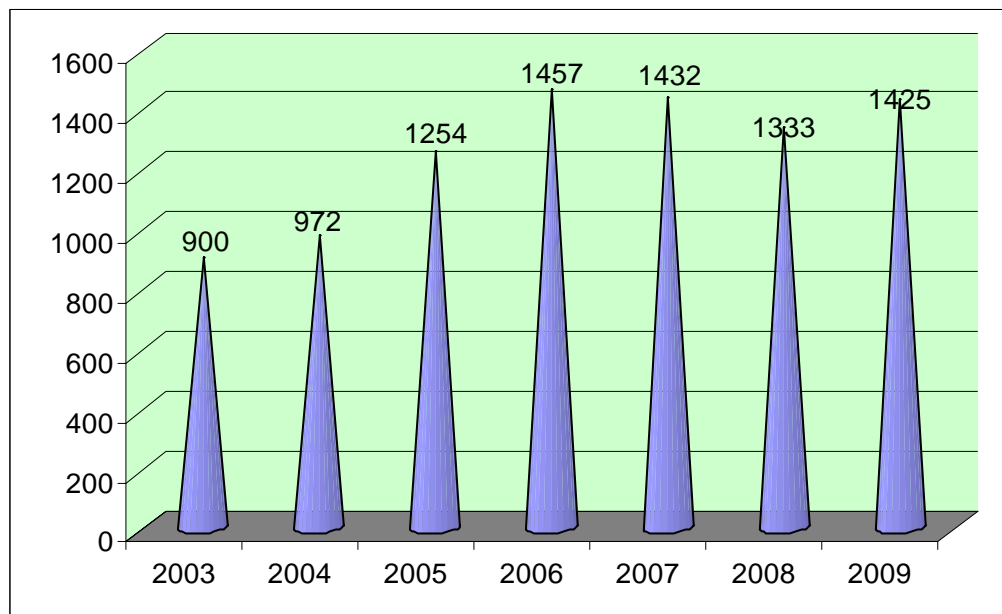


Every business day the three court marshals (Westminster police officers assigned to Court) transport prisoners arrested on original warrants, bench warrants, or that are in-custody from other jurisdictions that have to appear at our Court. During non-transport periods, the marshals serve subpoenas, and assist the Court in various safety and security functions such as arresting defendants that appear at the Court and providing additional security. These are invaluable services to the Court, the City, and the community.

The number of transports has increased substantially since 2003 and stabilized since the peak year of 2006. The total transports for 2009 were 1,425. This statistical information was provided by the court marshals.

The caseload and necessity to transport numerous prisoners impacts every aspect of the Court operation. It also directly impacts the City Prosecutor's Office, the victim advocate, the court marshals, and the docket including interpreter hearings and public defender cases.

## JAIL TRANSPORTS - 7 YEAR COMPARISON





# SECURITY

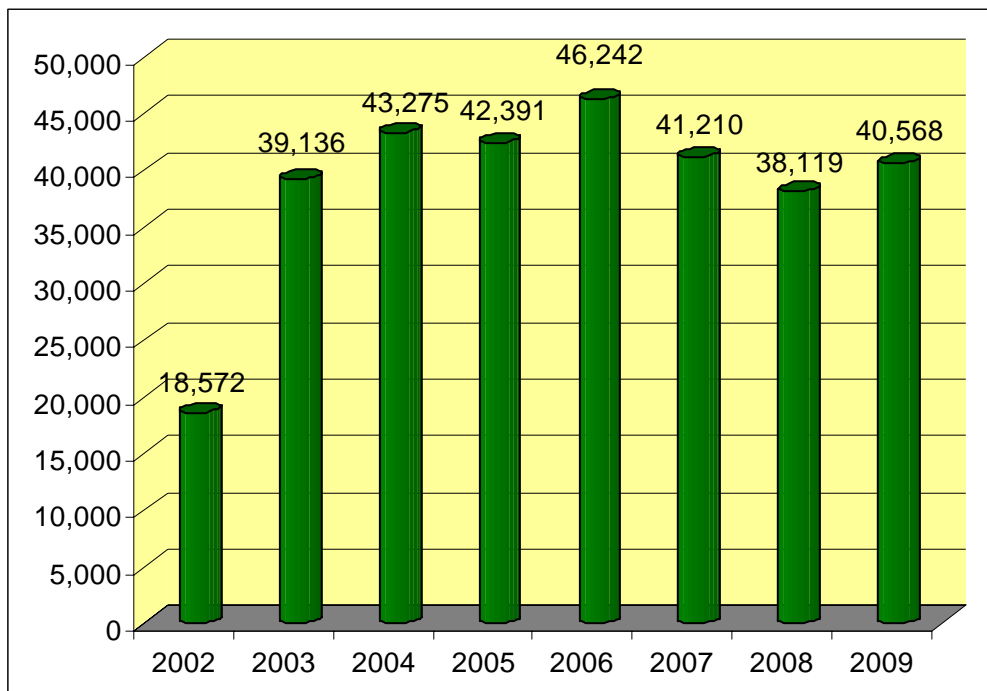
Our customer service includes a security screening process conducted by Wackenhut Security Officers. All individuals seeking entry into the Court facility must pass through a metal detector, have all bags and coats checked, and are hand scanned if necessary. The security guards also check for contraband, weapons and other prohibited items or paraphernalia as part of their screenings.



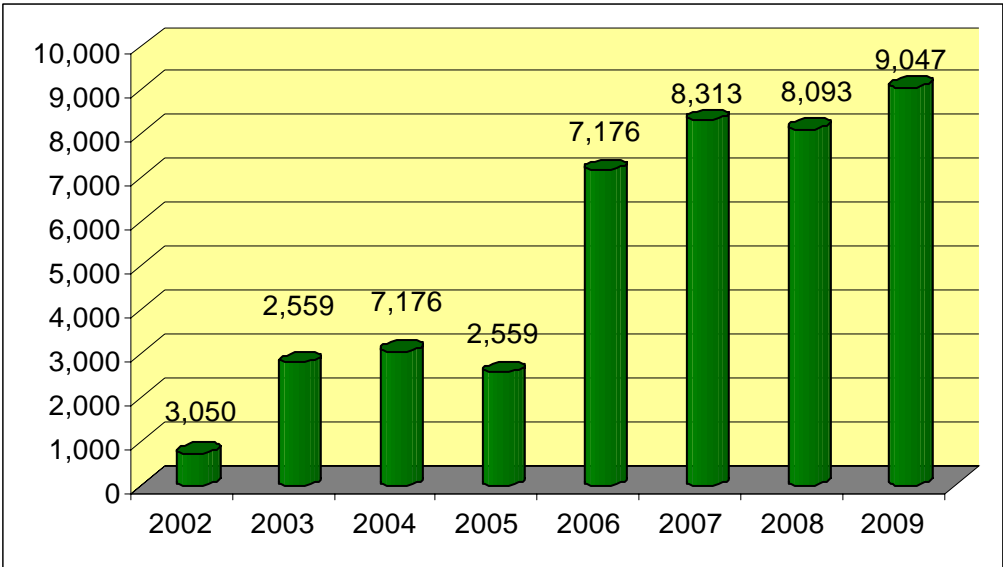
The tracking of customers, the number of hand scans, and the number of confiscated or returned to vehicle items began in late June 2002. Customers are given the option to either return “prohibited items” to their vehicles or the security guards will confiscate the items. The security guards track and count the items even if the customer returns them to their vehicle. For 2009, there was a significant increase in the number of confiscated items and items returned to vehicles as compared to other years. The reason for the increase is that there was a change in the assigned security guards and there was more attention to details and a better tracking system developed.

The three charts below give an historical comparison for the past eight years.

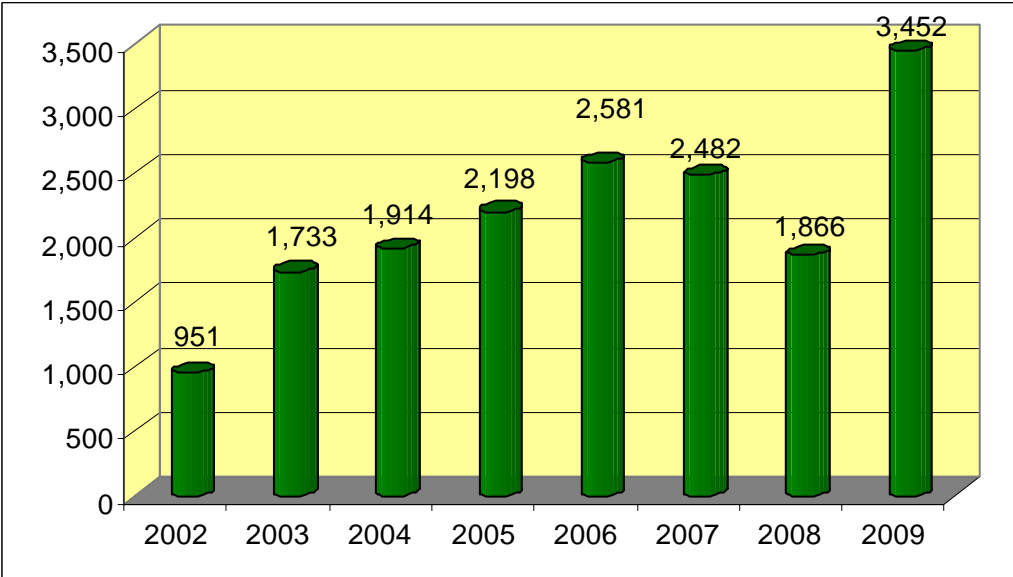
## CUSTOMERS – 8 YEAR COMPARISON



**HAND SCANS – 8 YEAR COMPARISON**



**CONFISCATED ITEMS – 8 YEAR COMPARISON**



## CONFISCATED ITEMS BY CATEGORIES

The following information is a breakdown by category of the different types of items that were confiscated or returned to the customer's vehicle.

Knives	439	Handcuffs	10
Scissors	72	Handcuff keys	91
Screwdrivers	7	Firearms	6
Razors	98	Ammunition	10
Mace Canisters	56	Cameras	401
Tools or clubs	284	Audio / Video Recorders	29
Chains	197	Other prohibited items (nail files, combs, hair picks, sharpies, alcohol, glass, knitting needles, etc.)	1,752

# **CUSTOMER SERVICE**

Our top priority is to service the public in the most professional, efficient, and effective manner possible. The Court is different than other City departments or divisions. Usually, individuals appear at City facilities because they are seeking information or a service. Those appearing at Court have either been issued a summons or a subpoena to appear. We realize that no one wants to go to Court and if we can make the experience tolerable, if not enjoyable, we have reached one of our goals.

Our primary concern is to assure that customers have a fair Court experience. Our customers include the judges and staff, City staff and divisions, defendants, witnesses, victims, jurors, victim advocates, police officers, attorneys, parents, children, various service vendors, volunteers, consulting agencies, and citizens. We strive to have everyone feel they were treated with respect and dignity. Staff does an outstanding job in processing our caseload in an expeditious, courteous and efficient manner.

In order to facilitate the large number of Spanish speaking individuals we utilize the services of two or more interpreters who are available during the arraignments, pre-trial conferences, probation conferences, dispositions, and trials. Interpreters are available for Russian, Chinese, Bulgarian, Hmong, Vietnamese, Laotian and various other languages. The Court also utilizes the services of a telephonic interpreter company that can provide interpreters for numerous languages.

# JUDICIARY

The Court has one full-time judge, one .8 FTE judge, and three pro-tem judges. Judge Jeffrey Cahn, one of our former prosecutors and current Boulder Municipal Judge, heads up our list of pro-tem judges. Judge Randall Davis, former Broomfield County Judge, and Judge Emil Rinaldi, former Adams County Judge, are our other pro-tem judges. The pro-tem judges are available to cover for vacations, illnesses, conferences, meetings, and other situations as needed.

- The Honorable **John A. Stipech** has served as Presiding Judge since 1996. Prior to his appointment as Presiding Judge, he served as Associate Judge from 1979 to 1996.
- The Honorable **Paul Basso** has served as Associate Judge since February 2003. Prior to his appointment as Associate Judge, Judge Basso served as Pro-Tem Judge from 1996 to 2003.



Left to Right –Associate Judge Paul Basso and Presiding Judge John Stipech

## PRO TEM JUDGES

- The Honorable *Jeffrey Cahn* has served as Pro-Tem Judge since April 2003.
- The Honorable *Randall Davis* has served as Pro-Tem Judge since December 2006.
- The Honorable *Emil Rinaldi* has served as Pro-Tem Judge since January 2009.



Associate Judge Jeff Cahn



Associate Judge Randy Davis



Associate Judge Emil Rinaldi

## Administrative and Supervisory Staff

The Court Administrator, the supervisors, the support staff and our volunteers are outstanding individuals who continue to go above their assigned duties to promote customer service and exemplify SPIRIT.

The administration of the Court is led by Court Administrator **Carol Barnhardt** who has been with the Court since December 2001. Her supervisory team includes Deputy Court Administrator **Nevada Torres** who has been with the Court since November 2005, Probation Supervisor **Brian Poggenklass** who has been with the Court since January 2000, and Collection Supervisor **Susan Wooster** who has been with the Court since August 2005. These individuals have done an admirable job in keeping the Court operations running smoothly and efficiently especially under trying and difficult times.

The Court Administrator and her supervisory team continue to develop new and innovative procedures that have and will continue to make the Court more effective and responsive to the needs of the Court and the City. The implementation of an employee job enhancement cross-training schedule has enhanced our capability to function effectively as a result of attrition, illness, trainings or vacations. Each staff member remains in a position for a designated period of time and is then rotated to a different position. Cross-training increases the proficiency of staff and gives each staff member a variegated work experience.

The Court Administrator and the staff have a good working relationship with the IT staff, BO&M staff, Victim Advocate's Office, the Police Department, Prosecuting Attorneys, Finance staff and other City Divisions and Departments. They have an excellent relationship with the judges and have been invaluable in conducting the day-to-day proceedings and operations. They continue to formulate and implement new procedures and methods to more effectively meet the challenges the Court system presents.



Left to Right - Court Administrator Carol Barnhardt, Deputy Court Administrator Nevada Torres, Collection Supervisor Susan Wooster, Probation Supervisor Brian Poggenklass.

## Deputy Court Clerk Staff

The Court is staffed with well trained and skilled employees who work diligently to process the caseload. Our Deputy Court Clerk staff consists of 13.8 clerks. The Deputy Court Clerks are divided into the following positions: Probation Clerk, Cashiers, Data Entry Clerks, Collections Clerk, Motions Clerk, Phone and Jury Clerk, CBI (Colorado Bureau of Investigations) Clerk, Criminal Clerk, and Courtroom Clerks.

The Deputy Court Clerks are listed in alphabetical order:

- **Debbie Clayton** has been with the Court since April 1998.
- **Chuck DiGiacomo** has been with the Court since August 2002.
- **Art Gomez** has been with the City since April 1999 and with the Court since September 2005.
- **Vanessa Hamilton** has been with the Court since November 2004.
- **Mary Leicester** was with the Court from February 2005 until January 2, 2009.
- **Loretta Martinez** has been with the City since June 1993 and with the Court since October 1999.
- **Valerie Medina** has been with the Court since October 2005.
- **Michelle Ramos** has been with the Court since June 2008.
- **Gail Reynolds** has been with the Court since January 2004.
- **Mary Schaefer** has been with the Court since February 1999.
- **Judy Smith** has been with the Court since April 2006.
- **Regina Stephenson** has been with the City since August 2000 and with the Court since September 2004.
- **Bernadette Tedesco** has been with the Court since May 2008.
- **Glenda Thompson** has been with the Court since September 2004.



Left to Right Front – Art Gomez, Michelle Ramos, Glenda Thompson, Gail Reynolds, Chuck DiGiacomo, Bernadette Tedesco, Vanessa Hamilton, Regina Stephenson.  
Left to Right Back – Mary Schaefer, Judy Smith, Debbie Clayton, Valerie Medina, Loretta Martinez.



*IN MEMORY*

*Deputy Court Clerk Mary Leicester  
1956-2009*



# Probation Staff

The Probation Section operates efficiently under the direction of the Probation Supervisor Brian Poggenklass. Tracy Cutshaw and Kimberly Lif are full time probation officers. The probation clerks rotate positions.

- Probation Supervisor **Brian Poggenklass** has been with the Court since January 2000.
- Probation Officer **Tracy Cutshaw** has been with the Court since July 2001.
- Probation Officer **Kimberly Lif** has been with the Court since February 2006.
- Probation Clerk **Bernadette Tedesco** was Probation Clerk until she rotated from this position in September 2009.
- Probation Clerk **Glenda Thompson** rotated from the Clerk's Office into this position in September 2009.



Left to Right – Probation Clerk Bernadette Tedesco, Probation Clerk Glenda Thompson, Probation Officer Tracy Cutshaw, Probation Supervisor Brian Poggenklass. Not pictured – Probation Officer Kimberly Lif.

## Length of Service Awards

The City hosts lunches on an annual basis to recognize employees who have reached 5, 10, 15+ years of service with the City. At the luncheon, each department head recognizes employees in their department with a short recap of what they have accomplished at the City and the individuals' hobbies and interests outside of work. All employees receive a certificate and a pin designating the number of years they have been with the City. Employees with 20+ years of employment with the City are recognized at a City Council meeting with a framed certificate and pin presented by the Mayor and/or City Councillors.

**5 years: Gail Reynolds, Vanessa Hamilton, Glenda Thompson**



**10 years: Mary Schaefer and Art Gomez**



**30 years: Judge John Stipech**



**Mayor Pro Tem Chris Dittman and Judge John Stipech**

## **Court Volunteers**

We are very appreciative of the volunteers and the hours they donate. The Court has two volunteers. Doree McCall has been with the Court since 1992 and comes in once a week to help pull dockets. Trefor Roberts has been with the Court since November 2006, and comes in two or three times per week to help with our scanning project. For 2009, these two volunteers donated **334.25** hours.

## **Volunteers In Probation (VIP)**

For 2009, the Probation Section had 15 Volunteers in Probation who donated a total of **374.8** hours. These volunteers help enforce Court orders and provide limited mentoring to probationers, and monitor compliance with the terms and conditions of probation by meeting with probationers twice per month at the Court. The volunteers also write brief reports, and attend monthly hearings and trainings. We again are very appreciative of the time, effort and energy expended by these individuals.



# STRATEGIC PLAN

In the fall of 2008, a Strategic and Vision Plan for the years 2009-2013 was developed. The purpose of establishing the plan was to provide a comprehensive and clear document to effectively communicate the Court's priorities, strategies, directions and plans and intended to guide the Court through the planning and implementation process throughout this timeframe. This plan has been very beneficial to the Court Administrator and her team in keeping focus on the Court's direction and plans.

Some of the projects have been completed this year and some are on-going multi-year projects. Some of the information below is incorporated in our year-end accomplishments at the end of this report.

YEAR(S)	PROJECT	PROPOSED PARTNERS	Approximate % completed for designated year
2009	Review possibility of increased parking fees and possible revision of parking summonses	Judges, Court Administrator, WPD	10%
2009	Review current Mission Statement	Judges, Court Administrator, supervisors, staff	100%
2009	Research possibility of making reminder calls to defendants	Supervisors, staff, volunteers	100%
2009	Research placement of an ATM in Court Building	Court Administrator, Collection Supervisor, FIN, vendor	100%
2009-10	Review possible summons revisions	Court Administrator, WPD, CPA	2009 - 95%
2009-10	Research implementing E-payment via the internet	Court Administrator, Purchasing Agent, FIN, IT, vendor	2009 - 5%
2009-11	Research electronic summons entry	Court Administrator, supervisors, WPD, IT, vendor	2009 - 50%
2009-13	Maintain staffing and continue cross-training and rotation	Court Administrator, supervisors, staff	2009 - 99%
2009-13	Continue with yearly Disaster Recovery Drills in conjunction with the IT Department	Court Administrator, supervisors, IT	2009 - 0%
2009-13	Review possible ordinance revisions for Municipal Court 1-22-1 et al	Court Administrator, CAO, CMO, CC, WPD	2009 - 1%
2009-13	Continue the Laserfiche Project scanning and auditing records	Court Administrator, supervisors, staff, IT	2009 - 100%
2009-13	Process Court record destruction in compliance with State Record Retention Schedules	Court Administrator, supervisors, staff, IT, vendor	2009 - 20%
2009-13	Continue to conduct on-going audits of cases to ensure accuracy and accountability	Court Administrator, supervisors, staff, WPD	2009 - 100%
2009-13	Participate in "going green" by eliminating Styrofoam cups and plastic water bottles, possible reduction in mailings, printing duplex, electronic probation forms, etc.	Judges, Court Administrator, supervisors, staff	2009 - 90%
2009-13	Research and implement CourTools surveys/audits	Court Administrator, supervisors, Records Management System vendor	2009 - 5%
2009-13	Discuss judicial succession planning	Judges, Court Administrator, DH	2009 - 5%
2009-13	Develop a management and training plan	Court Administrator, supervisors, HR, vendor	2009 - 10%

2009-13	Research and possibly develop an annual staff retreat or team building exercises, schedule field trips to observe other courts, schedule brown bag lunch trainings ex: Generations in the Workplace	Court Administrator, supervisors, staff, vendor for venue, DH, HR	2009 - 10%
2009-13	Research and develop a technology master plan	Court Administrator, supervisors, IT, vendor	2009 – 15%
2009-13	Develop workforce planning, increased opportunities and challenges for high potential, most talented staff	Court Administrator, supervisors	2009 – 90%

# REVENUES AND OPERATING EXPENSES

The revenues and operating expenses for 2005 through 2009 are listed below.

## REVENUES

	2005	2006	2007	2008	2009
Projected Revenue	\$1,800,000	\$1,900,000	\$2,101,250	\$2,143,275	\$2,000,000
Actual Revenue	\$2,009,116	\$2,297,940	\$1,947,776	\$1,784,340	\$1,855,673

## OPERATING EXPENSES

	2005	2006	2007	2008	2009
Original Budget	\$1,267,848	\$1,288,287	\$1,346,686	\$1,434,346	\$1,528,598
Revised Budget	\$1,281,848	\$1,305,107	\$1,357,672	\$1,452,046	\$1,517,098
Actual Budget	\$1,148,691	\$1,252,652	\$1,333,999	\$1,419,000	*\$1,445,968

\* 2009 totals not finalized at the time of this report.



# 2010 OUTLOOK

We will approach and proceed into 2010 with a positive and pro-active outlook. We will utilize our Strategic and Vision Plan as a guide, and we will accept and face the unforeseen challenges that lie ahead of us.

Some of the projects we will be working on in 2010 are:

- Maintaining staffing and continuing cross-training and rotation
- Continued Disaster Recover Drills with the IT Department
- Continue Laserfiche Project scanning and auditing records
- Continue on-going audits to ensure accuracy and accountability
- Continue to “go green” wherever possible
- Discuss judicial succession planning
- Research and possibly develop a staff retreat or team building exercise
- Research possible additional volunteer opportunities
- Develop and monitor customer service surveys or feedback forms
- Research an in-house education or therapeutic groups for juveniles

# PROJECTS AND ACCOMPLISHMENTS

## 2009 ADMINISTRATIVE PROJECTS AND ACCOMPLISHMENTS

- **Annual Report** – Prepared and presented a comprehensive 2008 Annual Report to City Council.
- **ATM in the building** – Researched and discussed if this would benefit us, decision was to not put an ATM in the building.
- **Carpet in Foyer of Round Room** – The Court Administrator worked with BO&M to coordinate putting carpet in the round room foyer.
- **Cross -Training and Rotation** – One FTE position was frozen early 2009. The duties of this desk were distributed and reassigned among the staff. Supervisors and staff continued to cross-train. Nine clerks rotated desks in September.
- **Court Marshals** – WPD Officer Mark Lindberg began working with the Court Marshals in April of 2009. In December, WPD Officer Bob Maxeiner completed his three year term as a Court Marshal and transferred back to the WPD. WPD Officer Vaughn Pepper will replace Officer Maxeiner in January 2010.
- **Electronic Summonses** – The Court Administrator, Deputy Court Administrator, several WPD staff, IT staff and Finance staff observed two demonstrations on electronic summons issuance. The decision was to not move forward at this time with electronic summonses.
- **Go Green** – The Court made several operational changes to “go green.” Some changes were to double side the annual report, double side the monthly reports to Finance, phase out use of Styrofoam cups, discontinue use of bottled water, revised some forms to reduce the number of copies needed, email staff meeting agendas and monthly reports.
- **Laserfiche Project** –The Deputy Court Administrator continued to supervise the imaging project and assure all court documents are scanned and quality control procedures are in place. Over 18,000 files were scanned in 2009 for a total of 219,227 pages. This completed scanning of the last four months of 2008 closed files and the first nine months of 2009 closed files. Since inception of the project in 2006, a total of 101,592 files have been scanned that contain 1,270,884 pages. New HP-500 scanners were purchased in November 2009 to replace the heavily used Fujitsu models purchased in 2006.
- **Mission Statement** – The Court’s mission statement was updated (see details in this report).
- **Open Collection Accounts Audit** – The collection supervisor and collection clerk audited 3,656 cases that are in the collection status. The audit helped correct balances, typos and matched court information with that of the collection agency.
- **Open File Audit** – In January 2009, seven staff volunteered to complete a review of all the open files from 1997 through 2008, and compare them to information in the record management system. The project was completed within six weeks with staff reviewing 6,382 open files for accuracy.
- **Open Protection Order Audit** – In July 2009, the Collection Supervisor and CBI (Colorado Bureau of Investigation) clerk completed an open protection order audit verifying open protection orders in the record management system against those entered in CBI. The project was completed within 30 days with a review of 309 open protection orders.
- **Open Warrant Audit** – In August 2009, the Collection Supervisor, CBI clerk, and a Westminster Police Records Clerk conducted an open warrant audit of 1,607 open warrants. This audit helps ensure that warrants entered in CBI match those authorized in the record management system. This project was completed within six weeks.
- **Pro Tem Judges** – In January 2009 Pro-Tem Judge Tammy Greene was appointed as a full time judge for Jefferson County and resigned her position with the Court. Retired Adams County Judge Emil Rinaldi was appointed to fill this vacancy.
- **Reminder Calls To Defendants** – The Deputy Court Administrator and some of the staff experimented with calling the defendants to remind them of their upcoming court dates. This was an attempt to see if the calls would reduce the number of defendants failing to appear. It was

determined that this process was too time consuming for the staff to make these calls. We will continue to work with IT staff during the next year to utilize the existing phone system as a source of making automated calls.

- **Request for Services** – Two Requests for Services were sent out for security services and public defender services. Finalization of the agreements will be in early 2010.
- **Roof Replacement** – The Court’s roof replacement project began in late September and was nearly completed by year’s end. The remaining project will be completed in the spring.
- **Strategic Plan for 2009-2013** –A five-year strategic plan was developed and presented it to City Council with its 2008 Annual Report. A summary of the 2009 accomplishments are in this report for reference.
- **Summons Revisions** – The Court Administrator worked with the WPD Records Supervisor on revisions to the existing summons. Revised summonses will be in place in early 2010.
- **WPD Evidence Report** – The Court Administrator worked with IT staff and the WPD Evidence Staff to develop a report to increase the accuracy of information sent to WPD and to eliminate one of the copies of the summons.



# WESTMINSTER

## Staff Report

City Council Study Session Meeting  
March 1, 2010



SUBJECT: Metzger Farm Master Plan

PREPARED BY: Heather Cronenberg, Open Space Coordinator

### Recommended City Council Action:

Review the Master Plan and provide comments and direction to City Staff. Staff will attend the Study Session meeting to make a brief presentation explaining the current master plan as described below, and will be available to answer questions.

### Summary Statement:

- In a joint purchase, the City of Westminster and the City and County of Broomfield acquired the Metzger Farm, a 152-acre open space property on May 1, 2006.
- From February 2007 to November 2008, the following work was completed: 1) an evaluation of the site's natural resources; 2) an analysis of the condition of the buildings and repair costs; 3) an historical summary, including interviews with Bill and Karen Metzger; 4) refinements of the master plan showing proposed improvements and concepts for interpretation of the property; and 5) a project budget. Agreement on a proposed master plan and budget was reached in November of 2008 by both Cities.
- On March 25, 2009, both communities hosted a joint open house for the public to view the draft master plan and provide comments. The open house was attended by approximately 50 citizens. The citizens were supportive of the plan and eager to see the property opened to the public.
- In January 2010, the Broomfield and Westminster Open Space committees both unanimously recommended approval of the Metzger Farm Master Plan.
- On February 26, 2010, the Broomfield-Westminster Open Space Foundation will consider a resolution to approve the Metzger Farm Master Plan.
- The total estimated budget for the Metzger Farm Master Plan is \$779,670. The amount that would be funded if Adams County grant funds are awarded is \$691,800.

**Expenditure Required:** \$691,800 including:  
\$172,950 Broomfield Cash Match  
\$172,950 Westminster Cash Match  
\$345,900 Adams County Grant

**Source of Funds:** POST Bond Funds

## **Policy Issue**

Should the City approve the Metzger Farm Master Plan?

## **Alternative**

Do not approve the Metzger Farm Master Plan. This is not recommended as approving this master plan would allow improvements to the farm to be constructed so that the site can be opened to the public.

## **Background Information**

The Metzger Farm is located at the northeast corner of the intersection of 120<sup>th</sup> Avenue and Lowell Boulevard in the City of Westminster. In October and November of 2005, the City of Westminster and the City and County of Broomfield approved an Intergovernmental Agreement (IGA) to create a foundation for the acquisition, financing, management and maintenance of the Metzger Farm. On December 15, 2005, the foundation approved the purchase and sale agreement with the Metzger family for purchase of the 152-acre Metzger Farm. The total purchase price for the property and water rights was \$11 million, plus costs of issuance for the certificates of participation. Grants received from Adams County for \$1,502,500 and Great Outdoors Colorado (GOCO) for \$500,000 contributed toward the purchase of the property. The City of Westminster's share was approximately \$5,004,850, plus costs of issuance and due diligence investigation costs.

In September 2006, the Foundation hired Wenk Associates to assist in the development of a Master Plan for the property. On January 24, 2007, the Broomfield and Westminster Open Space committees evaluated three concept plans and through a voting process, agreed upon a plan that represents the recommended preferred level of public use and improvements for each zone of the Metzger Farm.

From February 2007 to November 2008, the following work was completed:

- an evaluation of the site's natural resources
- an analysis of the condition of the buildings and repair costs
- a historical summary, including interviews with Bill and Karen Metzger
- a project budget

During this time, the master plan was refined by both communities' Open Space Boards and Councils. Agreement on a proposed master plan and budget was reached in November of 2008.

The estimated total budget for the Metzger Farm Master Plan is \$779,670. The improvements include:

- Two miles of trails including a bridge over Big Dry Creek to connect to the Big Dry Creek Trail
- Trailhead parking and sanolet
- Stabilization of the farmstead buildings
- Signage

- Fishing dock
- Picnic/shade structure
- Benches and trash cans
- Wildlife viewing deck
- Fencing
- Landscaping around the farmstead/trailhead
- Irrigation re-use water line

On March 25, 2009, both communities hosted a joint open house for the public to view the draft master plan and provide comments. Attachment 1 lists the comments received from meeting attendees. The open house was attended by approximately 50 citizens. The citizens were supportive of the plan and eager to see the property opened to the public.

In January 2010, the Broomfield and Westminster Open Space committees both recommended unanimous approval of the Metzger Farm Master Plan. On February 1<sup>st</sup>, Westminster submitted an Adams County Open Space grant request for \$345,900 to assist with the implementation of the master plan. Adams County Commissioners plan to make a final decision on the grant awards by the end of April. **If the grant is received, Westminster and Broomfield would each provide a cash match of \$172,950.** Adams County requires that the project improvements funded by the grant be completed before any grant money is released. Westminster has agreed to provide \$172,950 (cash match) and the grant award amount of \$345,900 up front to accommodate construction. Once the project is completed, Westminster will be reimbursed the amount of the grant award (\$345,900) from Adams County. If the grant is not awarded, staff will seek Council direction on an alternative plan. Building stabilization costs (\$87,870) were not included in the grant request as Adams County has not typically funded historical projects in the past through the open space grant process. Staff will continue to look at potential State Historical grant opportunities.

On February 26, 2010, the Broomfield-Westminster Open Space Foundation will consider a resolution to approve the Metzger Farm Master Plan.

Respectfully submitted,

J. Brent McFall  
City Manager

#### Attachments

- Pubic comments from Metzger Farm master plan open house
- Metzger Farm Draft Master Plan

## ATTACHMENT 1

### Verbatim Comments from the Metzger Farm Open House March 25, 2009

Please note that (Broomfield) and (Westminster) indicate where the person making the comment lives.

My family would like to see some agricultural education at the farm. Now more than ever it's important to educate people, especially children, about where our food comes from. Consider working with schools to plant gardens and teach about how food gets to our refrigerators. Please include farm animals and education about them as well. If there is space, please consider holding farmers markets there. Better yet—develop it into a small working farm. Another idea is to convert one of the buildings into a farm/agriculture-centered children's museum. Thank you! I look forward to this addition to our community and hope to be able to volunteer time to this valuable project. (Unknown)

Great project! Like to know time line for project and in particular, when trail access under Federal Blvd. via the existing underpass, will happen. (Westminster)

Great project! Very excited—can't wait to enjoy the facilities. It adds so much to the quality of life for Broomfield and Westminster. It will be a charming gateway to Broomfield. My pride in my new town is going up! Hurry! Hurry! (Broomfield)

Love the trails that would allow access from Crofton Park. Any chance of incorporating the undeveloped property at the northeast corner of 124th & Lowell-- Making it part of this open space? (Broomfield)

I hope there will be ongoing efforts to mitigate prairie dogs from the farm site. The Big Dry Creek Trail is "scorched earth" because of prairie dogs. I would hate to see this beautiful site become the same. We suggest an area be established for a community vegetable garden. We commend Broomfield and Westminster for making this possible. (Broomfield)

Thank you for buying this property and saving it for open space. My ancestor moved to Broomfield in 1894. From 1905 to 1953, her family farmed 80 acres east of 120<sup>th</sup> and Sheridan. She had close ties to the Metzger family and babysat the Metzger children. I drove past the farm for years and prayed someone would save it. Now, I can hardly wait to be able to hike the trails. We have six generations that have lived in Broomfield as my daughter and her family still live there. The project is so special to me! (Broomfield)

I think the plan looks great and believe that it will be extremely well received and appreciated by the community. I very much like the trails as mapped and the interconnections with the Dry Creek and Broomfield trails. I ask that existing wildlife be permitted to coexist in this haven, including coyotes. Sign 124<sup>th</sup> Avenue as a no parking area. I strongly favor this project. (Broomfield)

Being a homeowner next to the space, I am very happy to see this project take off. The only thing at the moment that comes to mind would be a community garden area with spots available for rent. (Unknown)

Love the concept and the plan! I can hardly wait until this is up and going strong. I also appreciate that this is a joint venture between Westminster and Broomfield. Thank you. (Broomfield)

Having the Metzger family at the meeting was a nice touch. (Broomfield)

Love the concept and the plan! I can hardly wait until this is up and going strong. I also appreciate that this is a joint venture between Westminster and Broomfield. Thank you.

Following suggestions: Suggest "no parking" signs along 124<sup>th</sup> Avenue. I wonder if local Westminster and Broomfield artists would donate artwork. Proposed sidewalk along Lowell. . .would like to see it meander rather than follow the straight line of Lowell. Can shrubs or trees be planted to mask the

sidewalk from Lowell? (Broomfield) Like the idea of 4' trails near fishing dock as opposed to 3'. Might accommodate groups of children or wheelchairs better. Any plans to accommodate weddings? How about a bench or two and shade tree along Trail marked "17" for seniors? I would love to contribute to the success of Metzger Farm by acting as a docent. I'd like to relate historical stories and explain unique parts of the landscape and wildlife. How fun! (Broomfield)

This appears to be a wonderful proposal. We'll look forward to seeing it happen—hopefully sooner than later. Thank you for only the Lowell vehicle access. (Unknown)

Please, no public parking on 124<sup>th</sup>! I live at 124<sup>th</sup> & Irving Drive. With Broomfield Public Works on 124<sup>th</sup>, there is quite a lot of traffic already. The street does not seem designed for heavy traffic. Plan looks good overall! (Broomfield)

We are delighted with your plans! We are excited to see it go forward! (Broomfield)

Looks great—sounds like a great addition. (Unknown)

I would suggest a strong effort to eliminate parking on 124<sup>th</sup> Avenue. If parking is necessary, have it inside the Metzger Farm, unless you plan/establish a parking lot, I'm afraid there will be safety problems encountered. Let us know when future meetings are held so we can support you and the Plan. (Broomfield)

Now that the City of Broomfield has voted to delay the expansion of Lowell Blvd., I am concerned that there will be no sidewalk installed along the west side of the property. This will make access to the farm dangerous since Lowell is narrow and traffic runs fast there. (Unknown)

I wanted to let the Open Space Advisory Board know about an organization that may be able to provide support to the Master Plan should the option to host special events such as "an autumn harvest celebration,...temporary demonstrations of farm life activities such as...farm animals" (from the Metzger Farm Open House Brochure) occur in the future. The Colorado Draft Horse Association (CDA) has many members that would be an excellent source for informational support as well as possibly bringing animals to special events. The Colorado Draft Horse Association's purpose is to: (A) To promote appreciation and interest in draft horses by participation in civic affairs, and demonstrating use of draft horses. (B) To encourage wholesome individual and group activities relating to draft horses. (C) To increase knowledge of the use of, and the care for draft horses.

I spoke with the organization's president, Dennis Kuehl, about this possibility and will provide the organization with a copy of the brochure handed out at the recent open house along with a copy of this letter. I explained that such activities are on the long-range option list, however the CDA will be meeting in May to discuss the direction the organization wants to go and this possibility will be included in their discussion. (Westminster)

It would be great to include some sort of community vegetable garden near the farm house in remembrance of the historical Metzger family vegetable garden. This could be available to local residents or adopted by local schools (or charter/private schools) to teach the whole idea of growing healthy vegetables and eating food grown locally which seem to be a popular trend today. If the budget doesn't allow this in the short term a space near the farm house should be reserved in the master plan for it in the future. Is the windmill operational? Can it be used to generate power, again another opportunity to teach the community about harnessing wind power, and possibly help offset the cost of electrical expenses associated with the farm. Again this may be out of the budget for now but something to consider for the future. I don't believe the sidewalk along 120th Avenue is included in this master plan but it would sure be nice to see it meander a little. (Westminster)

The idea of using stimulus money to retrofit the windmill to show how wind energy can be harnessed would be an interesting idea to investigate. (Denver)





# M E T Z G E R F A R M

M A S T E R P L A N  
W I N T E R 2 0 1 0

# METZGER FARM MASTER PLAN

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**ACKNOWLEDGEMENTS**

**BROOMFIELD WESTMINSTER OPEN SPACE FOUNDATION**

Nancy McNally, Co-President, City of Westminster  
 Patrick Quinn, Co-President, City and County of Broomfield  
 Linda Reynolds, Secretary, City and County of Broomfield  
 Mary Lindsey, Treasurer, City of Westminster  
 Ray Printz, Board Member at Large  
 Bob Briggs, City of Westminster  
 Bob Gaiser, Alternate, City and County of Broomfield  
 J. Brent McFall, City of Westminster  
 George DiCiero, City and County of Broomfield

**CITY AND COUNTY OF BROOMFIELD**

Patrick Quinn, Mayor

CITY COUNCIL MEMBERS

Bob Gaiser, Ward 1	Todd Schumacher, Ward 1
Lori Cox, Ward 2	Dennis McCloskey, Ward 2
Kevin Jacobs, Ward 3	Sam Taylor, Ward 3
Walt Spader, <i>Mayor pro tem</i> , Ward 4	Greg Stokes, Ward 4
Martha Derda, Ward 5	Linda Reynolds, Ward 5

OPEN SPACE AND TRAILS ADVISORY COMMITTEE

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Judy Enderle	Pascale Fried
Patrick Tennyson	Dan Wilkie
Walt Spader, Ex Officio	Kevin Jacobs, Ex Officio Alternate

**CITY OF WESTMINSTER**

Nancy McNally, Mayor

CITY COUNCIL MEMBERS

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Mark Kaiser	Mary Lindsey
Scott Major	Faith Winter

OPEN SPACE ADVISORY BOARD

Randal Whorton, Chair	Ed Getsch, Vice Chair
Ben Beaty	Sarada Krishnan
JoAnn Price	Randal Tucker
Marley Steele-Inama	

**THE METZGER FAMILY**

Bill Metzger	Karen Metzger Keithley
--------------	------------------------

*PREPARED BY:*

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Metzger Farm is located at the northeast corner of the intersection of 120th Avenue and Lowell Boulevard in the City of Westminster, and contiguous to the City and County of Broomfield. The farm preserves an important piece of local history, and a unique open space that adds intrinsic value to both communities.

This 152-acre property encompasses two parcels that were originally settled in the late 1800s by members of the Gay family. John Metzger, a former Colorado Attorney General, purchased the property in 1943 and it functioned as a working farm through the 1950s.

The farmstead includes the family home and nine outbuildings, oriented in two east-west lines. The buildings and their spatial arrangement are significantly intact and represent what has been characterized as a “model farm” of the mid-twentieth century. The two man-made ponds, which were originally used for irrigation, stock-watering and firefighting, have matured into a nature preserve and are among the property’s most distinctive natural features.



Metzger Farm is an important addition to the regional open space system



## A COLLABORATIVE OPEN SPACE INITIATIVE

In 2005, the City of Westminster and the City and County of Broomfield approved an Intergovernmental Agreement to create a foundation for the acquisition, financing, management and maintenance of Metzger Farm. On December 15, 2005, the Broomfield-Westminster Open Space Foundation (hereafter, the Foundation) approved the agreement with the Metzger family for purchase of Metzger Farm as community open space. The total purchase price for the property and water rights was \$11 million. Grants received from Adams County and Great Outdoors Colorado funded approximately \$2 million, with the cities sharing in funding the balance.



*An urban oasis: the farmstead complex, looking north across the lower pond*

Metzger Farm offers the opportunity to significantly enhance open space, wildlife habitat, and regional trail connections through Broomfield and Westminster. The unique farmstead complex provides additional recreational and educational opportunities.

The master plan was crafted in 2007-09 through a highly collaborative process between Broomfield and Westminster, and involving both communities' Open Space Advisory Boards and City Councils, City staff, the Metzger family, and members of the general public, who participated actively in a well-attended community meeting in March 2009.

The purpose of the Metzger Master Plan is:

- 1:** to provide for an overall vision that emphasizes compatible public use and preservation of the property's special natural and historical features so that visitors' enjoyment and appreciation of the open space is maximized;
- 2:** to provide visitors, particularly school children with fun educational opportunities such as self-guided tours of the farm, nature/wildlife programs, demonstrations of daily "activities of farm life," and seasonal events like a community harvest celebration;
- 3:** to provide open space amenities that increase visitors' opportunities to enjoy passive recreation such as hiking, fishing, and wildlife viewing to increase their health and refresh their spirits;



- 4:** to coordinate proposed amenities with future Urban Drainage and Flood Control District projects in partnership with Broomfield and Westminster so that funding and implementation are completed efficiently to minimize any site impacts; and
- 5:** to provide recommendations for restoration and management of natural and historic features that will result in high quality stewardship that will protect Metzger Farm for generations to come.

Additional work completed as part of the planning effort included an assessment of the site's vegetation, wildlife, and habitat; an evaluation of the structural integrity of buildings on the site, including prioritization of repair and restoration efforts; and research and documentation of the site's history, through a review of background documents and interviews with the Metzger family.

The planning process also involved coordination with Urban Drainage and Flood Control District projects, in partnership with Broomfield and Westminster. One project involves the installation of an underpass beneath Lowell Boulevard to convey a drainage channel as well as provide a future trail connection to Broomfield's Southeast Community Loop Trail and Westminster's Big Dry Creek Trail.

A second Urban Drainage and Flood Control District project creates the pedestrian connection in the Lowell underpass, and includes repairs to the dam embankment at the east side of the lower pond, and reconstruction of the dam's spillway, which conveys water to Big Dry Creek during a major storm. Plan proposals were carefully coordinated with both projects to ensure compatibility and potential synergy in funding.

## KEY MASTER PLAN FEATURES

The total estimated capital cost of master plan improvements is estimated at \$779,670, in 2009 dollars, excluding costs to fully restore the historic structures. Highlights of the plan include:

- Stabilization of the historic structures
- Construction of a new entry drive, parking, school bus drop-off area for field trips, portable restroom, and trailhead north of the farmhouse
- A regional trail connection to the Big Dry Creek Trail, which will eventually connect to Broomfield's Southeast Community Loop Trail under Lowell Boulevard

## DESIGN PRINCIPLES

Eight core principles guide the development of the master plan.

- Preserve the historical integrity of the farmstead, including buildings and site organization.
- Preserve and protect existing wildlife habitat areas along Big Dry Creek and the ponds.
- Preserve agricultural use of pastures for grazing or dry land crops.
- Develop a public use program that is compatible with site character, regarding proposed activities and intensity of uses.
- Provide a system of long and short trail loops and make connections to the Big Dry Creek and the Southeast Community Corridor Trails.
- Coordinate Urban Drainage and Flood Control District improvements in adjacent areas to complement Foundation funding for elements of the Master Plan.
- Phase proposed uses and improvements to facilitate implementation in a timely manner.
- Create a plan that is fiscally sustainable, from the standpoint of capital construction as well as ongoing maintenance costs.

- Two miles of trails through the site
- An overlook/fishing pier and picnic area at the edge of the lower pond
- Interpretive signage at the farmstead, barns, and sheds, for self-guided tours
- An overlook providing views into the Big Dry Creek riparian area for wildlife watching
- Opportunities to experience “activities of daily farm life” or seasonal community events
- Recommendations for future management of the historic buildings and landscape, to ensure that they are preserved as unique amenities for future generations of area residents
- Public art, if joint funding can be obtained to enhance the historic and natural features of the site

## SECTION 2: EXISTING CONDITIONS AND ORGANIZING FRAMEWORK

This section describes the farm's natural resources, summarizes the history of the farmstead and salient features of the Metzger family's life on the farm, assesses the current condition of the farm structures, and concludes with the definition of five character zones and public use and restoration activities compatible with each zone.

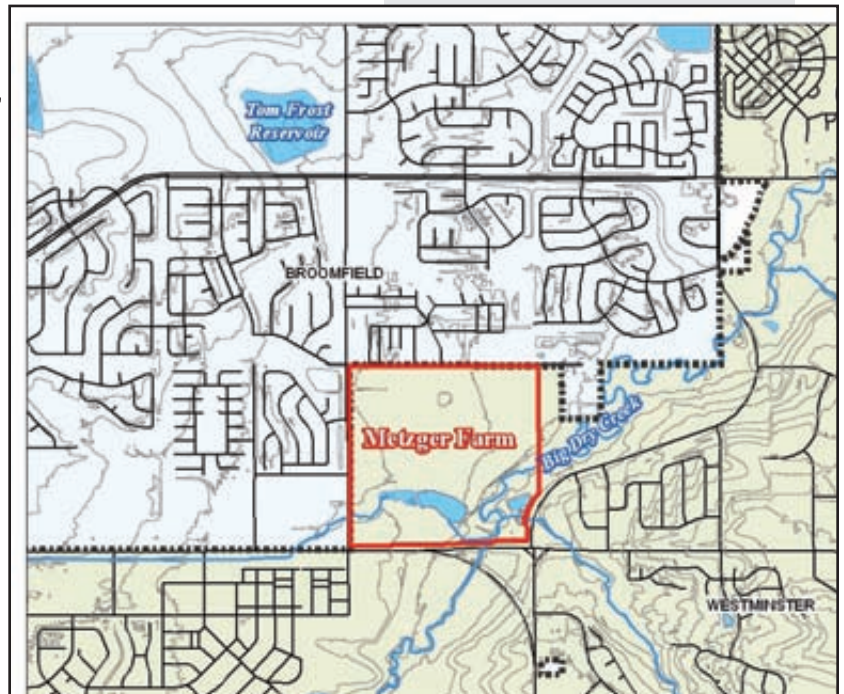
### NATURAL FEATURES AND RESOURCES

Metzger Farm is located in western Adams County in the City of Westminster, and contiguous to the City and County of Broomfield, at the northeast corner of the intersection of 120th Avenue and Lowell Boulevard. The property generally comprises the SW¼ of Section 32 in Township 1 South, Range 68 West of the 6th P.M. Metzger Farm encompasses approximately 152 acres, about one-third of which is comprised of riparian vegetation and two-thirds of which are grasslands. Figure 1 illustrates significant natural features on the property.

#### *Waterways, Riparian Corridors And Ponds*

As shown in the USGS 7.5 minute quadrangle map to the right, Big Dry Creek, the most significant surface drainage in the area (USGS 1965, photo revised 1994), flows through the southeast quadrant of the property, in a northeasterly direction to its confluence with the South Platte River. The Nissen Reservoir Channel, an intermittent drainage to Big Dry Creek, traverses the lower portion of the parcel and connects the two man-made ponds that are on the site.

Riparian vegetation is the most established along Big Dry Creek and Nissen Reservoir Channel, and primarily includes mixed shrubs and non-native grasses. Native shrubs and trees include snowberry, Wood's Rose, cottonwood, and peachleaf willow. The riparian corridor also includes stands of non-native trees and shrubs, including Russian Olive and crack willow. Wetlands along Big Dry Creek are limited because of severe channel incision and actively eroding banks. Where present, wetlands occur in narrow margins along the creek banks and are dominated by dense reed canarygrass (*Phalaroides arundinacea*), a non-native species, and sandbar willow.



*Metzger Farm location and context*



*The riparian corridor along Big Dry Creek provides rich habitat for a variety of species*

Wetlands on the Nissen Reservoir Channel and around the east and west ponds, especially those at the upstream end of the west pond, are dominated by cattail, a native species. Other native species present include softstem bulrush (*Scirpus validus*), sandbar willow, and Baltic rush (*Juncus balticus*).

A large wetland is also present east of Big Dry Creek near Federal Boulevard. This wetland is dominated by cattails and is likely supported by ground water and surface flows in Ranch Creek,

a small tributary flowing northwest under Federal Boulevard toward Big Dry Creek.



*The north pasture, once a shortgrass prairie, has been grazed for many years*

As indicated above, two man-made ponds are located on the property. Measurements taken during water quality sampling by the City and County of Broomfield indicate that the upper pond is shallow (maximum depth about 9 inches) and has gently sloping banks that support wetlands, especially at the upstream end; cattails are encroaching into the open water areas. The lower pond is larger and deeper (maximum depth about 6 feet) and has a steep shoreline that limits wetlands to narrow margins in most places.

Both ponds likely support a variety of aquatic species such as crawfish, minnows, and insects. Common carp (*Cyprinus carpio*) were observed in both ponds. Because it is larger and deeper, in addition to carp, the lower pond likely supports other larger fish, such as longnose sucker (*Catostomus Catostomus*) and green sunfish (*Lepomis cyanellus*). Water quality data indicate that sport fish (fish large enough and with appropriate behaviors for angling) such as bluegill and bass, could be supported in the lower pond with appropriate management efforts.

***Upland Vegetation***

Most of the vegetation on Metzger Farm is grassland habitat, the predominant habitat type in the Broomfield/Westminster area. Originally a shortgrass prairie, the site was characterized by native species such as yucca, buffalograss, sideoats grama, and little bluestem. Remnant species of this vegetation community persist in the south pasture and in other pockets.

**INSERT FIGURE I  
NATURAL RESOURCES MAP  
11x17**

# METZGER FARM MASTER PLAN

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The former crop fields to the north of buildings and ponds were heavily grazed, and now include a mix of native and non-native vegetation. Native species found in these areas include western wheatgrass, blue grama, and sideoats grama. Non-native species include crested wheatgrass, smooth brome, and downy brome. Opportunities exist to remove these non-natives and restore the prairie ecosystem.

### **Wildlife**

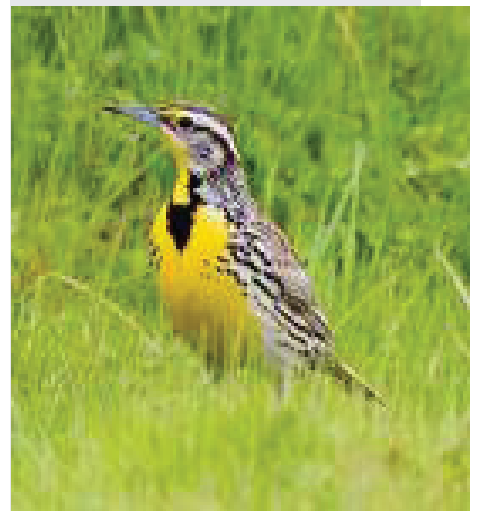
During pre-settlement times, shortgrass prairie dominated the open space and probably supported bison during some seasons of the year. As the urban area along the Front Range has grown, wildlife habitat and many wildlife species have been displaced. This makes the remnant habitat found on Metzger Farm an important component of the larger Big Dry Creek riparian corridor.

Species most likely found on Metzger Farm, such as striped skunk (*Mephitis mephitis*), spotted skunk (*Spilogale putorius*), raccoon (*Procyon lotor*), red fox (*Vulpes vulpes*), and coyote (*Canis latrans*), have adapted well and actually thrive in and near urban areas. These species are often referred to as human “commensal” species or those species that derive some benefit directly from humans and human-altered habitats. A number of potential coyote or red fox trails were observed during the site visits and a fox den is located along the east side of Caulkins Ditch near Big Dry Creek (see Figure 1, natural resources inventory map).

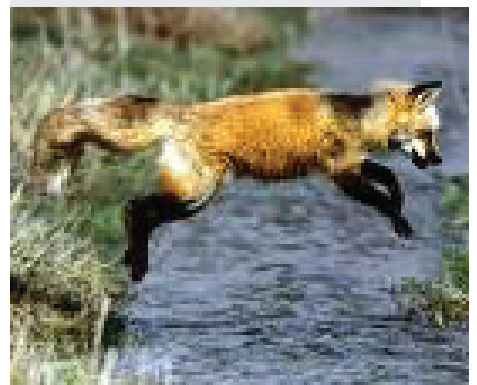
Small rodents that most likely occur along Big Dry Creek and the tributary include deer mouse (*Peromyscus maniculatus*), prairie vole (*Microtus ochrogaster*), meadow vole (*Microtus pennsylvanicus*), house mouse (*Mus musculus*), and western harvest mouse (*Reithrodontomys megalotis*).



*Snowy Egret*



*Western Meadowlark*



*Red Fox*





*Two Great Blue Herons perch on their nest (center of photo)*

Bird species observed during fieldwork included western meadowlark (*Sturnella neglecta*), European starling (*Sturnus vulgaris*), redwing blackbird (*Agelaius phoeniceus*), American robin (*Turdus migratorius*), black-billed magpie (*Pica pica*), mourning dove (*Zenaida macroura*), great blue heron (*Ardea herodias*), double-crested cormorant (*Phalacrocorax auritus*), red-tailed hawk (*Buteo jamaicensis*), and American kestrel (*Falco sparverius*). The western meadowlark, American robin, and black-billed magpie may nest on Metzger Farm. The European starling is commonly associated with urban or suburban areas and likely nests in adjacent residential areas.

A large stick nest is present along Big Dry Creek. Based on its characteristics, it is likely a red-tailed hawk or other raptor nest. During a June 12, 2007 site visit, a red-tail hawk was observed flying in the vicinity of the nest. A second large stick nest is present in the windmill in the north half of the farm.

At various times, Black-tailed prairie dogs have established scattered burrows on the property. Black-tailed prairie dogs have a significant effect on the pastures because they influence plant and animal communities. Black-tailed prairie dogs are social animals that occur in colonies or "towns" formed by a series of burrows. Species such as black-footed ferret (*Mustela nigripes*), burrowing owl (*Athene cunicularia*), prairie rattlesnake (*Crotalus viridis*), and mountain plover (*Charadrius montanus*) are closely linked to prairie dog burrow systems for food and/or cover. Prairie dogs provide a prey resource for numerous predators including badger, coyote, fox, golden eagle, ferruginous hawk, and other raptors.

The agricultural areas on the north and south sides of the Metzger Farm have been used for farming or grazing for many years. Prairie dogs have encroached in the agricultural areas at times and have been periodically removed over the years when required: 1) to preserve the farming use and grasses 2) to preserve the agricultural character of the land and 3) to prevent conflicts with adjacent property use. Metzger Farm will be managed as an agricultural site and is not intended for prairie dog colonization.



## FARMSTEAD HISTORY AND ORGANIZATION

An in-depth historical report covering the Metzger family and development of the farm was an important step in the master planning process because this history helped to shape the master plan. The historical information is summarized below and focuses primarily on the development of the farm for the purposes of the physical master plan.

Metzger Farm once consisted of two side-by-side parcels, owned by relatives Albert and Susan Gay, who homesteaded in the 1880s. One of these, formerly Albert Gay's parcel, included a home that was constructed originally in the late 1800s and modified and expanded in the middle of the next century as the Metzger farmhouse. The other, formerly Susan Gay's parcel, was located along what is now the southeast edge of the farm, at a spot marked by a grove of mature trees just north of 120th Avenue. The Susan Gay house was removed in the 1940s. No foundations or other remnants of her former home were found in this area. In 1935, the Gay family sold the property to James Burke. Burke served as Denver's District Attorney throughout the 1940s. In 1943, Burke sold the farm to John Metzger, who renovated the main farmhouse in the 1950s.

The property is entered by a driveway leading from Lowell Boulevard, which was originally an unpaved county road. From the entry gate along the road, an eastbound driveway leads to the farmstead. The section of driveway running from Lowell Boulevard to the farmstead was finished with crushed red flagstone in the 1940s by John Metzger. In the early 1960s, he had this length of driveway paved. The remainder of the road from the house to the barn, which essentially forms the wider farmyard, was covered with gravel and has never been paved.

Figure 2 illustrates the organization of the farmstead. Its buildings were mostly oriented toward the south and east to take advantage of the winter sun and to face away from the prevailing northern and western winter winds and weather. For the same reason, few windows, doors or other openings face toward the north and west. The primary exception to this is the main house, which faces toward the west and the property's entrance along Lowell Boulevard.



*The farmstead entry drive, viewed from Lowell Blvd., was originally finished with crushed red flagstone*



*The farm buildings are arranged in two east-west lines, according to use*



*The main entry of Metzger farmhouse, where a circular drive was once located*



*The large room along the south elevation of the farmhouse was used as John Metzger's study*



*A portrait of John Metzger, circa 1948.*

The farm buildings were arranged in two east-west lines that run along the northern and southern edges of the farm yard. The north line holds the main house, caretakers' house, garage/shop, vegetable garden, a root cellar no longer present on the site, granary, and milk house. All of these are residential, tool storage/repair, and food-related uses. The south line holds the machine shed, fuel pumps, chicken house, brooder house, barn, loafing shed, and corrals. These are all animal and equipment uses.

The distinction of these building types and their placement within the farmstead show evidence of planning, even if informal, that likely was related to the idea of how a model farm of the middle decades of the 1900s should be constructed. These concepts would have been accessible to John Metzger through agricultural literature of the period that advised rural residents on the many scientific and engineering aspects of operating a modern farm.

The Metzger farmhouse is a rectangular wood frame building with an overall footprint that measures approximately 32' x 60'. When John Metzger purchased the property in 1943, the house was much smaller than it is today. During the mid-1950s, the family expanded the house to the north and south with additions designed to provide extra living, office, and bedroom space. This expansion was completed by 1957.

Color schemes are not usually associated with farm operations, although many farmers painted their buildings white, a sign of cleanliness, efficiency, and conservative values. However, John Metzger's favorite color was green. He used the color in his home, farm buildings, equipment, and even used green ink in his law practice. This color was offset through the addition of white and red; the buildings were predominantly white with green trim work and roofs, and the main entry road, as noted earlier, was finished with crushed red sandstone.

**INSERT FIGURE 2  
FARMSTEAD ENLARGEMENT PLAN  
11x17**

# METZGER FARM MASTER PLAN

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### *Farmstead Landscape And Gardens*

Landscaped grounds surround the farmstead.

The western, front yard of the main house was originally occupied by a circular drive of crushed red flagstone that entered from a gate near the yard's southwest corner. Flagstone pavers ran from the front porch and circular drive to a gate in the fence along the south edge of the yard at the main road. Eventually, the circular drive was replaced with the sod found there today.

All of the trees on the Metzger Farm were planted by John Metzger. The row of deciduous trees along the west and north edges of the house's front yard are crabapples that produce alternating white and red blossoms. Several years later, John decided to make a windbreak; behind the crabapple trees, he planted a row of 6 foot tall pine trees that have now matured. The landscaping around the house was watered by a pump and piping system from the ponds. The grove of piñon pine trees south of the house and north of the upper pond was also planted by John Metzger, who fancied the idea of selling pine nuts. However, these plans were never realized because wild animals ate too many of them.

The large open fenced rectangular area that runs from east of the caretakers' house to the fence line beyond the granary on the east held the Metzger family's vegetable garden. The western area contained row vegetables, and the central portion was planted with corn. The eastern area of the garden held vine plants growing produce such as pumpkins and squashes. The entire garden was planted for family consumption.

The garden was irrigated with water from the ponds. The piping system was buried underground for watering the grounds around the houses, but emerged above ground for the garden. Before the irrigation piping was installed, they would flood irrigate the garden when the adjacent alfalfa field to the north was flooded.



*The piñon pine grove, planted by John Metzger, produced nuts that were intended to be sold as a crop*



*The former site of the Metzger family's vegetable garden, located on the north side of the shop and garage*



*The upper pond, looking south, is shallow and includes a large wetland*

**Ranching, Grazing, And Irrigation**

John Metzger kept his herd of prized Scottish Shorthorn cattle in the barn and corrals and the adjacent loafing shed until he sold them in the early 1950s. His veterinarian for these very expensive animals was from Brighton and was affiliated with Colorado Agricultural College (later renamed Colorado State University) and later became head of the state veterinary board.

The open fields have been planted with a variety of crops since the late 1800s. During the late 1800s and early 1900s, the property included water rights to Tom Frost Reservoir, located at the intersection of Midway and Lowell Boulevards in Broomfield, along with rights to water from the Golden Ralston Church Ditch Company, Equity Ditch Company, and the Farmers Reservoir and Irrigation Company. These rights were transferred every time the property was sold. In addition, an 1899 map of the site shows that the eastern acreage on the farm was bisected from southwest to northeast by the Wilbur Ditch, which ran along the west side of Big Dry Creek.

While these various surface water rights were developed and exercised as an early source of irrigation for crops and livestock, the availability of adequate water for the farm became increasingly problematic during the post-WWII years of suburban development. It was becoming increasingly difficult by the 1950s to bring irrigation water to the northern alfalfa and corn fields from the Tom Frost Reservoir.



*The lower pond, looking west, is deeper; a dam and land bridge with many large cottonwoods, separates the two ponds*

In the 1940s and 50s, two man-made ponds were created for irrigation purposes as well as fire-fighting and stock-watering. The west, or upper, pond is shallower than the east and used to freeze so solidly that the Metzger children ice skated on it in the winter months.



In the 1940s and early 1950s, the east, or lower, pond was just a small pond located in what is now the eastern portion of the current body of water. The area between the west pond's dam and the pond was occupied by a low swale, or marsh, filled with cattails. John Metzger launched a project to enlarge the east pond. He brought in earth-moving equipment to build up the dam wall for the east pond and made it sturdy enough to hold a sizable amount of water. The swale, or marsh, was excavated to bring the pond to its current size. The spillway from this pond transports its water to the east into Big Dry Creek.

A well was dug in the north crop field to provide livestock with a source of drinking water. A Dempster No. 12 windmill, manufactured in Beatrice, Nebraska, marks this location. Water was pumped from the ground by the windmill into the adjacent stock tank.

John Metzger worked with the Colorado Agricultural College to plant test crops on the property and staff from the school would periodically visit the farm. This may be what led to the property being described as, or possibly designated, as a "model farm" in the late 1940s. President Eisenhower visited the farm in the 1950s and walked through the corn field where test varieties were being grown. The southern 16 acres south of the ponds were used to grow wheat. This area was supplied with water from a well in the southwest corner of the property.

The crop fields were plowed under in 1955 and planted with several types of grass so they could be used for grazing horses and cattle. Since then, the fields were good for one or two cuttings of dryland (non-irrigated) grass hay each growing season and the family leased the land to a cow-calf operation.

One of the most beloved caretakers for the Metzger Farm was Gip Wilson. Gip and Betty Wilson lived in the caretaker's house just east of the main farmhouse for several years in the early 1950's. Gip also was the first Broomfield Public Works Department employee and was very knowledgeable about the complex system of irrigation ditches and water rights throughout the area. Gip along with the Metzger children, Karen and Bill were instrumental in teaching the two city staffs about the farm's maintenance needs. One of Gip's dreams was to see the preservation of Metzger Farm. And sure enough, Gip was able to attend the community celebration held to commemorate the purchase of the farm on May 19, 2006. Gip passed away on June 18th, 2006.



*The windmill in the north pasture was used to pump water from a well into the adjacent stock tank*



*Gip Wilson on the International Harvester tractor*



*Betty Metzger, Karen Metzger Keithley, Bill Metzger and his daughter Julia, with Broomfield Open Space and Trails Advisory Committee and Council at a presentation at the Metzger Farm House Lawn*



*Images top to bottom: the caretaker's house, shop and garage, pump house, granary, and storage shed*

Every task John Metzger took on for the remainder of his life was pursued with vigor, enthusiasm, and a passion for self-education. John Metzger's esteemed legal career is an example of his robust energy and work ethic in action. John Metzger became a "people's attorney" who based his general legal practice upon the varied needs of his clients, many of whom were common people. His attitudes about the law and politics were clearly shaped by his experience as an orphaned child, his struggle to survive as a young adult, and his coming of age during the difficult years of the Depression. A very notable accomplishment was his service as Colorado's Attorney General from 1948 to 1958.

The Metzger family continued to live at the farm, John Metzger until he died in 1984 and his wife Betty until 2005; she passed away in 2008. John Metzger was energetically involved in numerous pursuits throughout his adult life. Their father's and mother's varied interests encouraged Bill and Karen to involve themselves in many activities during their school years. Betty made sure that throughout John's pursuits in law, politics, cattle raising, dairy farming, mining, and other activities, the domestic life of the family ran smoothly. In addition to caring for her husband and two children, Betty was an accomplished pianist and organist, acting as church organist at St. Catherine's parish in Denver and St. Mark's parish in Westminster. She also owned and ran the Trianon Museum & Art Gallery in downtown Denver for many years. John was a powerful force and he brought the family into every one of his adventures.

The Metzger children mirror their parents' devotion to family, work, and community service. Karen Metzger pursued a career in law and served a total of 25 years as a judge on the Denver County and District Courts and the Colorado Court of Appeals. Bill Metzger works in the film and education industries. During the 1970's Karen married and moved to Denver and Bill moved to New York, then Los Angeles and now Florida, but both children have continued to be involved with the Metzger Farm throughout their lives and they maintain the pioneer spirit learned on the Metzger Farm with their own families. Karen and Bill attended the public open house on the project in March 2009 so that citizens could learn more about the farm's history directly from them, which added a personal touch to the presentation. In the coming years, Karen and Bill plan to continue their involvement through their much-appreciated participation in the Metzger Farm Preservation Committee.

### **HISTORIC BUILDING SURVEY**

As part of this planning effort, an Historic Building Survey was completed for the ten buildings on the Metzger Farm. An architectural and structural engineering



team visited the site three times to survey, measure and photograph the buildings between February and April 2007. The attached survey provides brief descriptions, conditions, and stabilization recommendations for the ten buildings. It does not cover the interiors of the buildings, nor does it address costs associated with building renovations that might be necessary to support interpretation.

Needed improvements are commonly categorized into three levels — high, medium, and low priority — as described by the Colorado State Historical Fund. Additional guidelines in the restoration and stabilization of buildings and structures are delineated in the Secretary of Interior's Standards for Historic Buildings. These guidelines can be found at <http://www.coloradohistory-oahp.org/publications/guide.htm>. These guidelines and standards were adhered to in completing these preliminary assessments.

Building code evaluations for this property were preliminary in nature and did not include evaluation of the structures for wind and snow loads. The probable cost of construction is based on year 2007 costs and should be updated for subsequent years to reflect changes in prices of materials and the changing condition of the buildings.

### ***Highest Priority Improvement***

These improvements are imperative in the sustainability of the buildings. They are of the highest priority because the item has either caused or will quickly cause deterioration of the historic fabric, cause structural damage or weakness, or create life safety issues. Most of these items are identified as serious or critical deficiencies. These items should be completed as soon as is practicable to prevent further damage to the building.

Examples of work items classified under this category are the following:

- Repair of structural elements, including foundation stabilization, roof structure stabilization, and wall framing stabilization.
- Roof replacement necessitated by deteriorated roofing materials.
- Life safety issues. Normally these do not include accessibility issues, as in most cases the owner may choose to provide an alternate method for visitors to experience the site and any associated interpretive programming.

The buildings that are in the most threatened state and should be of the highest priority are the brooder house, implement shed, and the pump house. These work items should be completed as soon as is practicable and financially feasible, to prevent further deterioration or possible collapse. As an alternative, the Foundation may choose to complete temporary stabilization until funding for more permanent stabilization measures is available.



*Images top to bottom: the implement shed, brooder house with barn beyond, chicken house, barn and corral, stock standing shed,*

## 2 DESIGN PRINCIPLES

Eight core principles guide the development of the master plan.

- Preserve the historical integrity of the farmstead, including buildings and site organization.
- Preserve and protect existing wildlife habitat areas along Big Dry Creek and the ponds.
- Preserve agricultural use of pastures for grazing or dry land crops.
- Develop a public use program that is compatible with site character, in activities and intensity of uses.
- Provide a system of long and short trail loops and make connections to the Big Dry Creek and the Southeast Community Corridor Trails.
- Coordinate Urban Drainage and Flood Control District improvements in adjacent areas to complement Foundation funding for elements of the Master Plan.
- Phase proposed uses and improvements to facilitate implementation in a timely manner.
- Create a plan that is fiscally sustainable, from the standpoint of capital construction as well as ongoing maintenance costs.

### *Medium Priority Improvements*

Although these repairs are important, they may not result in damage to the structural elements of the building or the associated building features are not in as poor a condition as those of the highest priority. Most of these items are identified by poor condition with minor deficiencies. Examples of work items classified under this category are the following:

- Door restoration
- Window restoration
- Concrete refinishing
- Painting of exterior of buildings
- Minor structural stabilization
- Assessment of potential lead paint and asbestos hazards, and implementation of appropriate mitigation measures

The priority items in this section include the structural stabilization of the implement shed, brooder house and dairy barn. It is difficult to place a time table on this type of work because deterioration will continue to occur until the deficiency is reversed.

### *Lowest Priority Improvements*

These improvements are not required to prevent damage to the structure. They are listed to provide improvements to return the building to its original appearance or are minor repair items. Most of these items are identified by fair condition descriptions. These items may be completed at the convenience of the Foundation or could be included in the controlled maintenance budget or as existing materials or finishes wear out or become damaged.

When a more detailed interpretive plan is prepared and associated building uses are identified, cost estimates should be further refined to incorporate any associated rehabilitation, restoration and adaptive reuse costs. It is recommended that an architectural and structural consultant experienced in the restoration and rehabilitation of historic farm structures be utilized to complete the next phase of work, which might include an interpretive master plan, a full-scale State Historical Fund Historic Structures Assessment, and restoration/rehabilitation drawings.

## **USE ZONES, POTENTIAL OPPORTUNITIES AND CONSIDERATIONS**

Based on the historic organization and function of the farmstead and the natural resources present on the property, Metzger Farm can be organized into five “use zones” that can help guide development of a program for compatible public use as

**INSERT FIGURE 3  
ISSUES AND OPPORTUNITIES  
MAP  
11x17**

# METZGER FARM MASTER PLAN

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well as a plan for managing the farm's resources. These are described below and illustrated in Figure 3. Eight design principles, described earlier in this section, were also formulated to guide the plan.

### ***The Farmstead Core (Buildings, Gardens and Entry Drive)***

This area includes the farmhouse and nine outbuildings, as well as the associated entry drive, landscapes, and gardens, representing approximately two acres. The landscapes and buildings create wonderful spaces that are anticipated to be one of the most visited parts of the farm, due to its interpretive and educational potential and the relatively easy accessibility of buildings and gardens.

One of these spaces, at the front of the home where the circular entry drive once was, now functions as an intimate scale "outdoor room." Conceivably, the lawn area could serve as a focal area for interpretive presentations and docent talks.

A second "outdoor room" is located at the rear of the farmhouse, where Betty Metzger's circular rose garden once flourished. The garden had a birdbath in the middle surrounded by rose bushes, with irises around the perimeter. The roses are gone, but some of the irises still remain. This area could also function as a gathering space for interpretive activities.

A row of mature Siberian Elms frames the northern edge of this zone, providing long views of the pastures beyond. The driveway between the two rows of outbuildings provides long, expansive views across the pasture and to the Big Dry Creek valley to the east.

Activities potentially compatible with the character of this area include:

- Self- or docent-guided interpretive tours
- Seasonal displays of livestock near the dairy barn or loafing shed
- Demonstration activities (spinning, soapmaking, etc.)
- Small community events
- Reintroduction of garden areas

### ***The Upper Pond***

The upper (west) pond is shallow and sheltered by mature trees and a vigorous shrub understory on the north, west, and south sides. The shallowness of the pond and its gently sloping banks have supported the establishment of a significant cattail marsh. The pond provides valuable habitat that should be preserved and protected. As budget allows, Russian Olive trees



*The upper pond*



*The lower pond, looking northwest toward farmstead*



*Bill and Karen Metzger's dock on the upper pond*



*Looking east, toward the Big Dry Creek Open Space*



*The north pasture in summer*

in this zone should be removed and replaced with native trees such as cottonwoods and willows.

Accordingly, physical access to this area should be limited; trails should be routed around this area with a significant buffer, and “cues” provided to the public, such as boulders or other fencing, that will minimize the incidence of “social” trails. Opportunities for wildlife and bird watching may be provided along the trails at selected vantage points.

Incompatible activities that should be avoided at the upper pond include fishing, as the pond is too shallow to support most species, and any form of access at the water’s edge, given the sensitive nature of the habitat.

***The Lower Pond***

By contrast, the lower (east) pond has a more open, expansive quality and in some areas, farm uses have extended to the water’s edge. Because this pond is significantly deeper, uses such as small-scale warm water fishing could be compatible. Overlooks and a small picnic area would also be appropriate. Because this edge is already accessible, trails might be routed closer to the water’s edge, providing that natural barriers or signs are placed to prevent people and dogs from getting into the water, thus avoiding safety and water quality impacts.

As budget allows, Russian Olive trees in this zone should be removed and replaced with native trees such as cottonwoods and willows. Incompatible activities might include boating or other recreational uses of the water surface, or large scale events held close to the water’s edge.

***The Big Dry Creek Corridor***

Activities compatible with existing landscape character include a trail connection from Lowell Boulevard to the existing Big Dry Creek regional trail, preferably through the already-disturbed area near the existing spillway. Trails, overlooks, and wildlife-watching areas could also be provided along the embankment, on the west side of the creek, along with suitable interpretive displays.

As budget allows, Russian Olive trees in this zone should be removed and replaced with native trees such as cottonwoods and willows. In addition, the existing spillway, which is in poor condition, should be replaced for safety reasons.



Incompatible uses would include:

- Extensive public access to the Creek, given its relative isolation and high quality wildlife habitat, and the presence of the existing Big Dry Creek trail on the east side.
- Gathering spaces near the creek, which could raise maintenance and security concerns as well as disrupt habitat.

### ***The North and South Pastures***

The north and south pastures constitute the fifth character and use zone. The south pasture contains fairly high quality native grassland, and provides a nice visual buffer/seperator from I20th Avenue. This area should remain undeveloped to preserve the long views into the farmstead from I20th Avenue. Selective restoration and landscape management efforts might be undertaken to enhance the quality of the grassland.



*Bill Metzger walking with a Broomfield citizens' group through the south pasture*

The north pasture is more expansive and provides long views to the east. A farm road extends north through the pasture to the windmill. Near views are of residential development to the north and west, and to Broomfield's wastewater treatment plant. The open character of this zone should be preserved, but compatible activities such as grazing or dryland farming could be undertaken. A small number of cows — to provide for sustainable grazing — or horses might be kept in the north pasture. A loop trail around this zone, with a connection to the historic windmill and the Crofton Park neighborhood to the north, could be provided. More extensive development, and new uses and structures that would affect the visual quality of this zone, are discouraged.



*Mature cottonwoods along the lower pond dam edge; plans for reconstruction of the dam should be sensitive to their preservation*

### ***Additional Considerations***

An evaluation of the structural stability of the pond embankments, and the capacity of the existing spillway, was completed by GEI Consultants in 2006. Their report indicated that the embankments had suffered damage from wave action, overtopping, and rodent activity. The emergency spillway channel for the lower pond also displayed significant vegetation and debris, which hinders outflow and may contribute to dam overtopping. The report recommended the reconstruction of the dam embankment and spillway to address these issues, and provided a schematic concept for each area.

As part of the planning effort for Metzger Farm, the team evaluated a variety of options with the participating cities' engineering departments, the Urban Drainage and Flood Control District, and State Engineers' Office. Options exist

for constructing a new, improved spillway that would provide the needed capacity and conveyance, while causing fewer impacts to the site. Options also exist for reconstructing the dam embankment so as to preserve the large cottonwoods at the east edge of the lower pond; one such option would entail constructing a new embankment within the footprint of the pond, outside the drip line of the existing trees. Similar approaches were implemented successfully at the McKay Lake dam in Westminster and at Broomfield's Plaster Reservoir.

In implementing future improvements to the dam and spillway, this plan encourages solutions that minimize impacts to the site and landscape, while providing necessary levels of protection from flood events.



## SECTION 3: MASTER PLAN AND ESTIMATED CAPITAL AND MAINTENANCE COSTS

The Metzger Farm master plan was crafted in 2007-09 through a highly collaborative effort between Broomfield and Westminster, and involved both communities' Open Space Advisory Boards, City Councils, City staff, the Metzger family, and the public. Major elements of the master plan are described below and illustrated graphically in Figure 4. The total estimated capital cost of master plan improvements is estimated at \$779,670, in 2009 dollars, excluding costs to fully restore the historic structures.

### MASTER PLAN AND ESTIMATED CAPITAL CONSTRUCTION COSTS

#### *Farmstead Core Improvements*

The farmstead core will serve as an important venue for education and interpretation of Metzger Farm's cultural and historic significance. Improvements have been planned to facilitate use of the site for school groups, demonstrations of farm life, small-scale events, and self- or docent-guided tours. Improvements within the farmstead core, and associated costs in 2009 dollars, include the following elements.



*View of farmstead across lower pond*

- Creation of a 40-space gravel parking lot and trailhead west of the existing farmstead, with the potential for a future 40-space expansion. The parking area includes a bus drop-off to accommodate visiting student groups, a san-o-let enclosure and landscaping. A new vehicular entry drive serving the parking area would be created and aligned with 121st Place. The existing entry drive would be converted to pedestrian use, with emergency and service access retained. *[Item #1, estimated capital cost \$97,492]*
- A connection to an existing reuse water line running along Lowell Boulevard, to irrigate and preserve the historic landscapes within the farmstead. This will allow for restoration of the turf areas and Betty Metzger's gardens, as well as provide supplemental irrigation for the trees. *[Item #2, estimated capital cost \$45,188]*
- Site amenities, including benches and trash receptacles. *[Item #5, estimated capital cost \$5,843]*
- First level (high priority) building stabilization on all structures except the pumphouse. This would address structural or life safety issues including foundations, building framing, and roofing, and would allow the structures to be viewed from a short distance, though not occupied at this time. Interpretive displays and demonstrations would be provided at the entrances to the structures. *[Item #6, estimated capital cost \$143,315]*



Winter view of pond and fence

- Entry, regulatory, and some interpretive signage. Entry markers would be placed at the entrance to the farmstead, and interpretive signage placed along the trails. [Item #7, estimated capital cost \$5,194]
- Interpretive displays at the farmstead (plaques on structures) to facilitate self-guided tours. [Item #8, estimated capital cost \$3,246]
- Perimeter decorative fencing, such as wrought iron fencing, around the farmstead. The farmstead is envisioned as being open to the public from dawn to dusk, with a lockable gate that can prevent unauthorized access during hours of closure. [Item #16, estimated capital cost \$42,851]

**Subtotal: \$343,129**

### **Lower Pond Improvements**

The lower (east) pond area is deep enough to support a warm water fishery that would be targeted toward families with young children. Improvements could be supported by a “Fishing is Fun” grant from the Division of Wildlife. In conjunction with fishing, a small picnic area could be provided. Motorized uses at the pond (such as remote controlled boats), as well as nonmotorized boating (canoes, kayaks, paddle boats) would be prohibited. Improvements proposed at the lower pond include the following elements.



Geese on the lower pond

- A fishing dock that also serves as a small overlook structure at the lower pond, with benches and trash receptacles. [Item #13, estimated capital cost \$40,124]
- A small picnic structure, picnic tables, benches, and trash receptacles. [Item #15, estimated capital cost \$26,100]

**Subtotal: \$66,224**

**INSERT MASTER PLAN MAP  
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# METZGER FARM MASTER PLAN

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**Trail Improvements**

Over two miles of trails will be constructed at Metzger Farm. Improvements will include a regional trail connection to the Big Dry Creek Trail, which will eventually connect to Broomfield's Southeast Community Loop Trail under Lowell Boulevard, and two miles of walking trails throughout the farmstead. Key segments of the trail system include the following.

- A crusher fines trail from Lowell Boulevard and the main trailhead parking lot to Big Dry Creek. Improvements include a bridge at Big Dry Creek and wetland restoration at Lowell Boulevard and along the Big Dry Creek Trail. *[Item #3, estimated capital cost \$185,206]*
- A crusher fines trail connection from Lowell Boulevard to the east side of the lower pond. A future underpass at Lowell Boulevard, provided through a separate Urban Drainage and Flood Control District project, will provide a link to Broomfield's Southeast Community Loop. *[Item #4, estimated capital cost \$27,242, trail only]*
- A crusher fines trail connection from the farmstead to Crofton Park on the existing historic farm access road to the windmill. *[Item #10, estimated capital cost \$2,118]*
- A crusher fines trail from the farmstead to Caulkins Ditch Overlook. Improvements include an overlook, benches, and trash receptacles. *[Item #11, estimated capital cost \$67,878]*
- A crusher fines trail from Big Dry Creek to the existing Federal Boulevard underpass. *[Item #12, estimated capital cost \$2,370]*
- Fencing along the north pasture. This will be installed to prevent unauthorized access and to contain animals in the event that grazing is reintroduced to the site. *[Item #14, estimated capital cost \$30,155]*
- A "North Loop Trail" along the perimeter of the site. *[Item #17, estimated capital cost \$55,348]*

**Subtotal: \$370,317**

As noted earlier, the master planning process has also coordinated its design with two future Urban Drainage and Flood Control District projects that will carry water through the proposed underpass beneath Lowell Boulevard and through the two ponds to Big Dry Creek. Both projects are sponsored and partially funded by Broomfield and Westminster. A part of the Urban Drainage project will be to analyze how to minimize as much as possible any potential impacts to the wetlands adjacent to the upper or west pond.



*A regional trail connection will be made to the Big Dry Creek Regional Trail*

**SUMMARY OF IMPROVEMENTS**

**Farmstead core: \$343,129**  
**Lower pond: \$66,224**  
**Trails: \$370,317**  
**TOTAL: \$779,670**

A trail connection from the corner of Lowell Boulevard and 120th Avenue that extends north to the Metzger Farm trailhead entry is incorporated into the Lowell underpass construction project and budget. In addition, sidewalks along the east side of Lowell Boulevard and the north side of 120th Avenue will be incorporated into street improvement projects for both corridors.

**PUBLIC ART**

If joint funding can be obtained by both Westminster and Broomfield, a public art project may also be incorporated into the site that will respect and enhance the open space and historic qualities of the property.

**ESTIMATED ANNUAL MAINTENANCE COSTS**

Annual maintenance costs were also estimated in support of the planning effort. Maintenance costs will be shared by Broomfield and Westminster. The types of maintenance activities that are anticipated on an as needed basis include:

- Annual grading of the parking lot to remove ruts
- Weekly san-o-let servicing
- Annual flushing of the irrigation system
- Pruning and trimming of all plantings, as needed to maintain health
- Trail maintenance and grooming, replacement of crusher fines
- Mowing at the edge of the trail and within the farmstead core
- Trash removal, assumed at twice per week
- Snow removal at the entry drive and steps
- Opening and closing of the entrance gate to the farmstead
- Miscellaneous repairs (distinct from stabilization) to the structures
- Minor repairs to signage, graffiti removal
- Prairie dog management
- Noxious weed control
- Minor repairs to the gates and fencing
- Minor repairs to the fishing dock

Estimated annual maintenance costs	\$26,900
Estimated annual operating costs, including water usage and utilities	\$ 7,323
<b>TOTAL</b>	<b>\$34,223</b>

## SUMMARY OF PRIORITIES AND PHASING

If the timing of the preliminary design for the two proposed Urban Drainage and Flood Control projects will be completed before the project is constructed, the entire Metzger Farm project may be possible to complete in one construction phase. The preliminary design work may show that the entire trail system can be built in such a way that it will not be impacted by the construction of the future drainage improvements. However, if the flood control projects are not designed before the Metzger Farm improvements, the project could still proceed by phasing the construction in the following manner:

### *Phase 1 Improvements:*

Farmstead Core \$343,129

Trail Improvements\* \$117,234

Lower Pond \$66,224

TOTAL: \$526,587

\*Excludes the trail on the dam embankment and trail on the south side of the ponds from Lowell Boulevard to Big Dry Creek/Federal Boulevard

### *Phase 2 Improvements:*

Phase 2 improvements could occur once the preliminary design work for the Urban Drainage and Flood Control District improvements has been completed so that Phase 2 trail alignments can be finalized to avoid the proposed flood control project construction. However, the Phase 2 Trail construction may need to occur at the same time that the Urban Drainage and Flood Control District improvements are constructed to minimize disturbance to the site and to make sure that significant portions of the Phase 2 trails will not be impacted. For example, until the spillway is designed and constructed, it may not be feasible to construct the trail from the lower pond to Big Dry Creek and Federal Boulevard.

Trail on the dam embankment: \$67,878

Trail from Lowell Boulevard to Big Dry Creek/Federal Boulevard: \$185,205

TOTAL: \$253,083

# METZGER FARM MASTER PLAN

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In addition to the physical plan for public use improvements, management goals and action steps were also developed for interpretation and education, building stabilization and preservation of the site's historic fabric, and management of the site's landscape, with an emphasis on noxious weed control.

**CREATING A MORE DETAILED INTERPRETIVE PLAN**

The Metzger Farm planning process has identified a number of themes and strategies that could form the foundation for a more detailed interpretive and educational program, that could be further developed with participation of project partners that might manage or supply program content. Examples of such partners might include area historical societies, 4-H or agricultural organizations, area nature/naturalist programs, Colorado State University, local government historical committees, and/or the Colorado Division of Wildlife.

This section summarizes preliminary interpretive themes and strategies, and identifies next steps.

**Potential Themes**

Five core themes were identified as potentially suitable for interpretation.

- The physical organization of the farm, including the unique color pattern for the buildings and entry drive; the spatial organization of buildings according to use and function; experimental and scientific research undertaken by John Metzger, in conjunction with CSU (for example, his test crops); the "model farm" concept; the reuse of materials to be thrifty and creative.
- The importance of water in sustaining farm and ranch activities; the numerous agricultural uses on the site; the irrigation features, including the pump house, lakes, wells, and Caulkins Ditch; and the cessation of farming as water was needed to support other uses.
- Elements of daily farm and ranch life, including the garden, care and feeding of the animals, seasonal activities, weed management, and unique stories.
- John Metzger as a farmer and entrepreneur: his experiments with test crops; the Scottish Shorthorn cattle; his efforts to establish a hunting club on the farm; milk and egg production; piñon nut production; and mining.
- John Metzger's legal and political career: this is not as central a theme as aspects of life on the farm, but might be explored in relation to Broomfield/



*Farm tractor and brooder house*



*Long view of stock standing shed and barn in summer*



*The weed burner (top photo) along with other farm equipment (lower photo) could be featured in a self-guided interpretive tour*

Westminster history and Colorado history.

### **Potential Interpretive Strategies**

Potential strategies for interpretive displays and other media were also identified.

- Interpretive panels or plaques might be placed near the exterior of farmstead buildings, describing their function, orientation, and possibly illustrating activities undertaken within.
- A brochure could be developed that numbered and described activities around a perimeter trail in the farmyard for a self guided tour. This brochure could also point out other significant locations on the property outside of the immediate farmstead.
- Another strategy might include allowing visitors to view the interiors of selected buildings from a Plexiglas-covered window, or through an open Dutch door, but visitors would not be allowed to enter the structures until required building restoration has been completed and public health and safety issues have been addressed. Corral gates would remain locked around structures like the loafing shed or equipment shed, until public health/safety issues have been addressed.
- Once public health and life safety issues have been addressed, selected buildings could be opened for self-guided or guided tours. The best opportunities include the loafing shed and dairy barn, which are both spacious enough to accommodate a tour. The brooder house, chicken house and granary may not need to be opened, as they could be viewed/experienced from a window, and in some cases (e.g. brooder house) are too small to accommodate groups of visitors.

### **Potential Interpretive Program**

Structures and features suitable for interpretation include the following.

- Loafing shed – this large, open area would be suitable for demonstrations, and could house picnic tables. It would likely need an accessible path and pad to accommodate a wheelchair.
- Barn – visitors could pass through the central corridor, allowing viewing of unique barn features without having to open all areas to the public.
- Chicken house and brooder house – these are best viewed from outside as they are too small to accommodate groups of visitors.
- Granary – this could also be viewed from outside.
- Site of milk house, the root cellar – while it would be cost prohibitive to reconstruct these features, their location and function could be noted through a display
- Pump house – this feature would be very expensive to stabilize, but its

function and significance could be noted through a display.

- Kitchen garden – this feature could be reconstructed subject to available funding and someone to maintain the garden.
- Main farmhouse – exterior displays could describe the architectural evolution of the house, the function and significance of key rooms. Subject to the two City Councils' approval, funding availability and staffing, the first floor of the house could be made accessible for guided or self-guided tours. ADA access could be provided by wrapping a ramp around the north side of the house and entering on the east side.
- Foundations for the original Gay family homes – these elements could be indicated with displays.
- Caulkins Ditch, the windmill, wells, and other irrigation features could be interpreted.

### ***Next Steps in Refining the Interpretive Strategy***

Action steps necessary to realize this interpretive vision include the following:

- Reaching agreement on specific themes and the uses and facilities needed to support these themes. These could include formal programs developed in conjunction with partners, like Colorado State University Extension, 4H, and cultural heritage organizations.
- Formal identification of programming partners. Because it is not envisioned at this time that the Foundation would hire dedicated staff to operate programs, providers should be identified as part of the interpretive plan, and potential financial and/or in kind arrangements structured.
- Prototypical exhibit design, identity elements (including logos and graphic design), and communications tools (such as a website) should also be covered in the interpretive master plan.

### ***Potential Operating Partnerships***

The principal assumption is that interpretive activities will likely need to be operated by a partner agency – like an agricultural organization, or a to-be-formed “Friends of...” group, or local historic groups. Boulder County is a good model as it operates a very solid docent program. Opportunities also exist for partnering with other historic preservation organizations, or to involve student interns, perhaps from CSU or neighboring schools such as Front Range Community College, CU-Boulder or Denver, or local high schools.



*The site of former kitchen garden could be restored as part of the interpretive program*



*Wells on the property could also be featured in a self-guided tour*



*Priority stabilization measures would address structural integrity of the farm buildings, like the brooder house, above*



*Stabilization measures would also address necessary roof repairs to structures, such as the implement shed, above*

An on-site caretaker is recommended for the property. It would be advisable to look for a caretaker that has background in agriculture, environmental issues, historic preservation, and/or educational/interpretive skills. For example, Boulder County was able to find a caretaker with interpretive skills that now works at one of their historic farm sites, MacIntosh Farm in Longmont.

## **IMPLEMENTATION OF BUILDING STABILIZATION MEASURES**

The recommendations below provide some action steps that can facilitate implementation of building stabilization measures, including funding of preservation and rehabilitation projects.

### ***Implement Historic Structures Assessment***

It is recommended that a full Historic Structures Assessment be completed because it will allow for more detailed investigation of some of the structural and preservation issues at the farm buildings, as well as allow the Foundation to subsequently apply for larger grants. There are several options in completing this task.

- Apply for a State Historical Fund (SHF) Historic Structures Assessment. These grants have no cash match requirement and can be applied for at anytime during the year. It takes approximately thirty days to get approval and another thirty days to get a contract in place with SHF. The maximum amount of the grant is \$10,000, is non-competitive and the building does not need to be landmarked or designated. The scope of work for historic structure assessments is at: <http://www.coloradohistory-oahp.org/publications/pubs/1424Scope.pdf>.
- Since there are multiple buildings that require assessment, it is likely that a \$10,000 grant would be insufficient to assess all of the buildings. These assessments could be phased over time or a larger competitive grant could be requested as described below.
- Apply for State Historical Fund Acquisition and Development grants to assist with critical preservation and rehabilitation projects. This type of grant is only offered twice a year in April and October and requires a 25% cash match. It takes approximately four months for approval and two months for contracting. This grant is a competitive grant and the property/building must be landmarked or designated. Designation can be through Westminster, state, or national procedures. Grants can pay for construction plans and preservation planning as well as improvements to the structures. A



recommended approach is to prepare construction plans before applying for construction funding for a particular project.

- In order to obtain competitive grants, the Foundation should consider either local landmarking through the City of Westminster or an application to the State Register of Historic Properties. Either designation would make the property eligible for grant funding and both procedures are faster and less costly than seeking a listing on the National Register of Historic Places.



*Second-level repairs would include restoring or replacing windows and doors*

It is recommended that the partner cities obtain a consultant estimate and apply for a non-competitive Historic Structures Assessment grant for the highest priority buildings, including the main house and the caretaker's house, as well as the pump house.

### ***Reconstruction and Alteration of Historic Buildings and Site Features***

In order to protect the historical integrity of the Metzger Farm site and grant eligibility to plan for and preserve the site and structures, professional advice should be sought prior to making decisions such as exterior alterations, demolition, reproduction of structures, moving existing structures and adding new structures to the site. Examples of actions that could potentially have an adverse effect on the historical integrity of the site and should not be undertaken without a full understanding of the potential financial consequences. Examples of this type of action might include:

- Building a new building on-site to look like an old building.
- Moving a building into the historic farm configuration. However, building a new modern building or bringing a building in from another site may be acceptable if the new or relocated building is placed at some distance away from the existing farm structures so as to not imply that it was part of the historic farm configuration. This could be a visitors' center or interpretive pavilion. Denver's Four Mile House is an example of how this was handled successfully.



*Repair and replacement of corral and property fencing would also be completed*

Preservation decisions should be guided by the federal Secretary of Interior Standards (<http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm>), which include concepts that have been well-developed and applied across the country for fifty years. A historic preservation architect should be engaged to assist with planning, so that major decisions are made in a manner that preserves the Foundation's future options concerning historical designation and grant funding.

## LANDSCAPE, HABITAT AND WEED MANAGEMENT

Landscape, habitat and weed management considerations at Metzger Farm include:

- Restoring degraded plant communities (e.g., south pasture grasslands).
- Active and consistent management of noxious weeds
- Maintaining habitat for populations of targeted animal species (e.g., waterfowl and sport fish).

The sections below summarize strategies and action steps. A more detailed series of recommendations is presented in a companion document, titled *Natural Resource Assessment — Metzger Farm Open Space* (September 2007), prepared by ERO Resources Corporation as part of this planning effort.

### *Landscape Restoration*

Because at least some desirable species are present in both the north and south pastures, the best approach to restoration would be to control noxious weeds, mow remaining vegetation, and then seed into bare areas and areas of mowed vegetation. It is not necessary to completely remove existing vegetation. Although it would have to be carefully planned and executed by experienced staff, using a controlled burn in the south pasture would be a very effective method to control weeds, encourage native species, and clear litter prior to interseeding.

### *Active And Consistent Management Of Noxious Weeds and Invasive Trees and Shrubs*

An Integrated Weed Management (IWM) plan should be developed and implemented for Metzger Farm by the open space maintenance staffs of Broomfield and Westminster. IWM plans include specified annual activities such as mapping weed and invasive tree/shrub infestations, choosing control methods, and documenting the success for control methods. Having a plan will allow resource managers to prioritize control activities, document success, and track costs. Typically, the first several years of implementing an IWM plan require the most effort. It takes time to map, prioritize, and effectively control infestations. Once effective site-specific control methods are identified, activities become more routine.

The following goal and objectives are recommended to address noxious weeds and invasive species at Metzger Farm.

*Goal: Protect and enhance native vegetative communities and habitat for wildlife through noxious weed management.*

#### *Management Action Recommendations*

##### ***Objective 1: Control noxious weeds and invasive tree/shrub species on Metzger Farm.***

*Action:* Implement a weed and invasive tree/shrub management plan for Metzger Farm.

*Action:* Ensure weed management plan complies with State Weed Management Act, as well as County weed management objectives.

*Action:* Ensure chemical control is undertaken by state-licensed applicators and is done in strict accordance to product labels.

##### ***Objective 2: Plan trails to minimize the risk of weed introduction and spread.***

*Action:* Control weeds prior to constructing new trails in the north and south pastures.

*Action:* Avoid creating a trail corridor that travels from a weed-infested area into an area with little or no weed infestation, if possible.

*Action:* Keep trails out of wet areas and away from wetlands on Metzger Farm.

##### ***Objective 3: Implement trail construction and maintenance with weed strategy in mind.***

*Action:* Use weed-free materials in trail construction and maintenance.

*Action:* Clean all equipment used in trail construction and maintenance before it is used on a new project.

*Action:* Minimize ground disturbance and soil compaction resulting from construction and maintenance activities by limiting trips by equipment across an area and turnaround sites for equipment.

*Action:* Reclaim disturbed areas as soon as possible to reduce the chance of weed infestation.

*Action:* Control noxious weeds in a mowed buffer along roads and trails to reduce spreading during mowing operations.

##### ***Objective 4: Educate staff and visitors about noxious weed control, so that weeds are not spread throughout the site.***

*Action:* Require the use of weed-free forage or pelletized feed for livestock before and during visits to Metzger Farm.



*Removal of invasives, such as Russian Olive, shown at the upper pond, is a priority*



A snag on the south side of the upper pond provides habitat for raptors.

***Objective 5: Implement noxious weed management with a regional perspective.***

*Action:* Apply for a grant through the Colorado Noxious Weed Management Fund (if available) for control efforts on Metzger Farm.

*Action:* Explore additional funding options through the Colorado Division of Wildlife (CDOW) and the Natural Resources Conservation Service for weed management.

***Habitat Management***

The following goal and objectives focus on wildlife habitat in and near riparian and wetland areas and the ponds.

***Goal: Protect and enhance native vegetation communities and wildlife habitat.***

***Management Action Recommendation***

***Objective 1: Protect and/or enhance important specified wildlife habitat in the wetlands, riparian areas, and the ponds.***

*Action:* Implement habitat enhancement programs such as removal of invasive species such as Russian Olive trees, restoring native plant communities, improving wetlands, or enhancing cottonwood regeneration.

*Action:* Maintain standing dead (snags) and down cottonwood trees on Metzger Farm.

*Action:* Identify and project aesthetically valuable trees from beaver.

***Objective 2: Consider the protection or enhancement of wildlife habitat in all management actions on Metzger Farm.***

*Action:* Identify how management actions could negatively impact wildlife habitat. Avoid or mitigate these impacts whenever possible.

*Action:* Identify management actions that can provide opportunities to support or improve wildlife habitat or the migration corridor, such as developing a native vegetation planting program in areas of the site that have adequate water.



***Objective 3: Integrate wildlife population and habitat protection into other resource management objectives and actions.***

*Action:* Conduct prairie dog management to protect agricultural use and character of the farm and to prevent conflicts with adjacent properties. Management will be carried out in accordance with applicable state and local regulations and guidelines.

*Action:* Locate trails at the edges of plant communities where possible to minimize habitat fragmentation.

*Action:* Locate trail 30-50 feet away from the south edge of the lower pond and 225-250 feet way from the south edge of the upper pond.

*Action:* Limit access to the land bridge between the ponds.

*Action:* Locate the western crossing of the Nissen Reservoir Channel as far to the west as possible to avoid fragmenting wetlands and to reduce visibility of the trail to waterfowl in the west pond. If possible, incorporate trail into new Lowell Boulevard crossing of Nissen Reservoir Channel.

*Action:* Continue Broomfield Open Space Foundation and Westminster Open Space Volunteer Program quarterly trash pickup volunteer work days; identify other needs that could be met by volunteer groups.



*Broomfield Open Space Foundation  
Clean-Up Day at Metzger Farm,  
January 31, 2009*

# METZGER FARM MASTER PLAN

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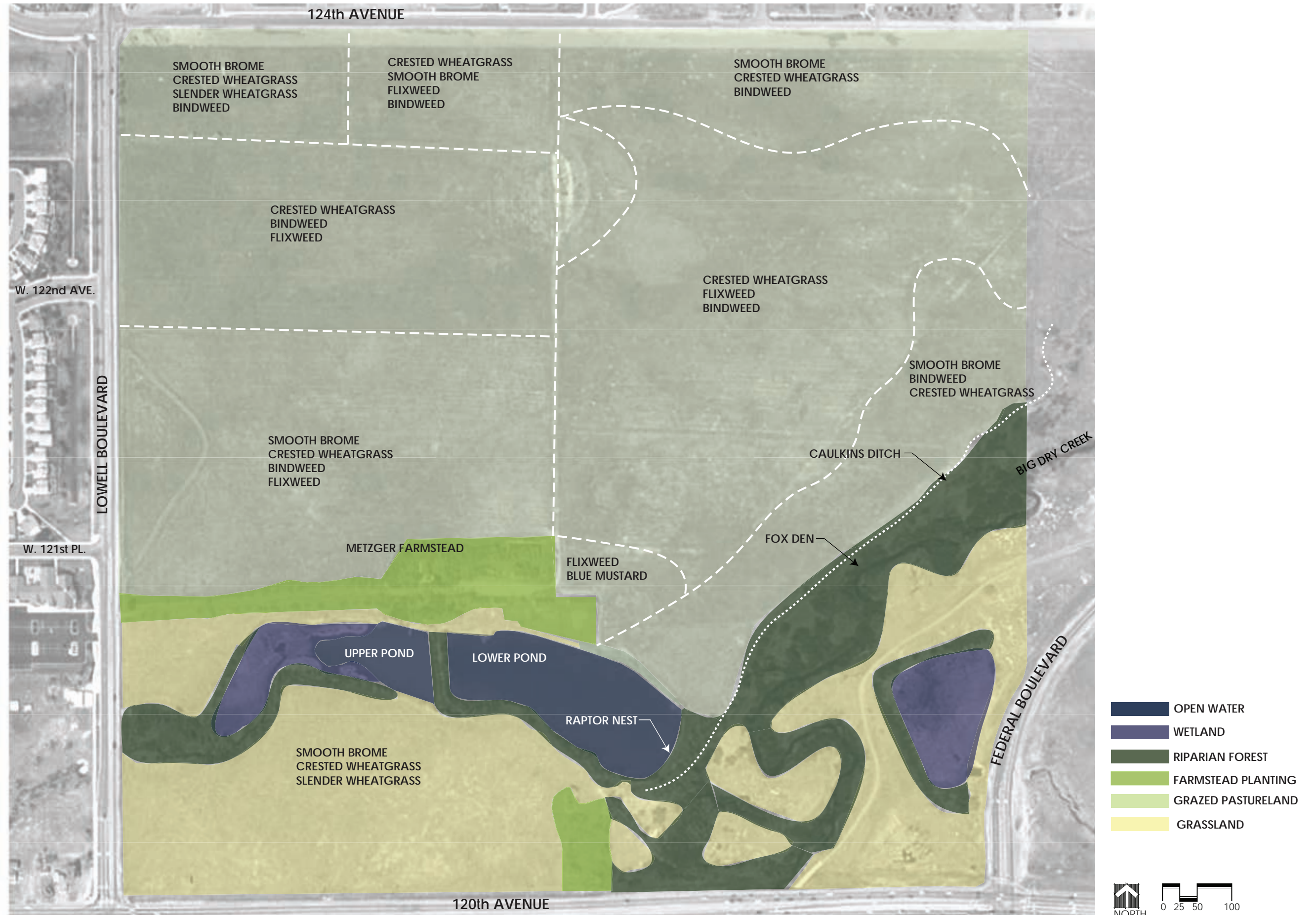
Below are a number of key next steps that are intended to facilitate public enjoyment of Metzger Farm:

- 1) Investigate and submit the following grant proposals:
  - a. Adams County Open Space grant for construction of improvements
  - b. A "Fishing is Fun" grant for construction of the dock/overlook
  - c. State Historical Society grant for Historic Building Assessment and rehabilitation of the structures
  - d. Grants for weed management
- 2) Complete design drawings for the proposed improvements and incorporate phasing in the construction plan if required by the timing of preliminary design for the Urban Drainage and Flood Control District improvements.
- 3) Select a caretaker prior to the opening of the site to the public, ideally as soon as the appropriate individual can be identified.
- 4) Develop an interpretive plan for self-guided tours of the property, and create an accompanying website that can provide background information, as well as information on tours and activities.
- 5) Develop the Integrated Weed Management Plan, establish maintenance responsibilities between Broomfield and Westminster Open Space maintenance staff, and initiate maintenance activities.
- 6) Once the property is open to the public, host at least one community event/celebration per year to showcase the history and natural resources of the site.
- 7) Continue working in a coordinated manner with the Broomfield Open Space and Trails Advisory Committee and Westminster Open Space Advisory Board to discuss the on-going use and other issues related to Metzger Farm that may arise over time.
- 8) Continue to support the Broomfield Open Space Foundation and Westminster Open Space Volunteer Program quarterly clean-up at Metzger Farm, and identify new opportunities for volunteers to support Metzger Farm.



*Full moon over Metzger Farm*

**FIGURE 1: NATURAL RESOURCES**







- ① METZGER HOUSE
- ② CARETAKER HOUSE
- ③ SHOP AND GARAGE
- ④ STORAGE BUILDING
- ⑤ GRANARY
- ⑥ APPROXIMATE LOCATION OF FORMER MILK HOUSE, ROOT CELLAR, AND PUMP HOUSE
- ⑦ IMPLEMENT SHED
- ⑧ CHICKEN HOUSE
- ⑨ BROODER HOUSE
- ⑩ BARN AND HORSE STALLS
- ⑪ STOCK STANDING SHED
- ⑫ UPPER POND
- ⑬ LOWER POND



FIGURE 3: OPPORTUNITIES AND CONSIDERATIONS





# FIGURE 4: MASTER PLAN



- 1 GRAVEL PARKING LOT AND TRAILHEAD**  
Forty space gravel parking lot with potential for future 40 space expansion. Includes bus drop-off, san-o-let enclosure and landscaping \$97,492
- 2 IRRIGATION REUSE LINE**  
Irrigation tap/meter at reuse line, irrigation mainline to farmstead entry, and drip irrigation at farmhouse planting \$45,188
- 3 TRAIL - TRAILHEAD TO BIG DRY CREEK**  
Crusher fines trail from trailhead at parking lot to Big Dry Creek. Includes bridge at Big Dry Creek and wetland work at Lowell Blvd. and along Big Dry Creek Trail; wetland permitting \$185,206
- 4 TRAIL - LOWELL BOULEVARD TO LOWER POND (SOUTH SIDE)**  
Connection to Lowell Blvd. by underpass and trail along south side of ponds \$27,242
- 5 SITE AMENITIES**  
Benches and trash receptacles \$5,843
- 6 FARMSTEAD CORE**  
First level building stabilization on all structures except pumphouse. Includes decorative fencing and pedestrian and maintenance gates \$143,315
- 7 SITE SIGNAGE**  
Entry, regulatory, and some interpretive signage \$5,194
- 8 INTERPRETIVE SIGNAGE AT FARMSTEAD**  
Signs at farmstead (plaques on structures) for self-guided tours \$3,246
- 9 DRYLAND FARMING AT NORTH PASTURE**  
The north pasture may remain as grassland or could be converted to dryland farming with some grazing on the eastern portion of the site *No cost*
- 10 TRAIL TO CROFTON PARK**  
Crusher fines trail on the existing historic farm access road to the windmill \$2,118
- 11 TRAIL AND OVERLOOK AT CAULKINS DITCH**  
Crusher fines trail from farmstead to Caulkins Ditch Overlook. Includes structure at overlook, benches, and trash receptacles \$67,878
- 12 TRAIL TO FEDERAL BOULEVARD UNDERPASS**  
Crusher fines trail from Big Dry Creek to existing Federal Blvd underpass \$2,370
- 13 FISHING DOCK AND OVERLOOK**  
Fishing dock/small overlook structure at lower pond. Includes trash receptacles \$40,124
- 14 NORTH PASTURE FENCING**  
Includes interior site fencing at the north pasture and livestock gate \$30,155
- 15 PICNIC AREA**  
Small picnic structure, picnic tables, benches, and trash receptacles \$26,100
- 16 PERIMETER FENCING AT FARMSTEAD** \$42,851
- 17 NORTH LOOP TRAIL**  
Trail along the perimeter of the site \$55,348
- 18 PUBLIC ART IF JOINT FUNDING CAN BE OBTAINED IN THE FUTURE**

**ESTIMATED COST (AUGUST 2009) - \$779,670**

\* DENOTES IMPROVEMENTS TO BE COMPLETED IN THE FUTURE WITH SEPARATE FUNDING





**City of Westminster City Council Study Session Notes**  
**February 1, 2010**

Mayor Nancy McNally called the Study Session to order at 6:36 PM. All Councillors were in attendance.

City Staff in attendance included: Acting City Manager Steve Smithers; City Attorney Marty McCullough; Budget and Special Projects Manager Barbara Opie; Deputy City Manager Matt Lutkus, Public Information Officer Katie Harberg; Environmental & Administration Services Officer Rachel Harlow-Schalk; Economic Development Manager Susan Grafton; Economic Development Specialist Becky Nelson; Management Analyst Phil Jones; and Administrative Secretary Melissa Salazar.

The guests in attendance were June Younger with the Westminster Window, Danny Tomlinson and Bob Ferm of Tomlinson & Associates.

**Legislative Update with Danny Tomlinson**

The City of Westminster's lobbyists, Danny Tomlinson & Bob Ferm of Tomlinson and Associates, provided a verbal update of activities at the State legislature. They discussed bills that have the potential to impact the City of Westminster and its residents. This presentation was informational in nature and no action was necessary from City Council. Staff will continue to post any official positions City Council takes in the City's website.

**2009 Business Retention Visits Report**

Over 45 businesses were visited during the 2009 retention visits. The businesses interviewed include Westminster's primary employers, major employers, and non-retail businesses, and those businesses considering relocation.

Economic Development staff prepared a report that identifies the goals and objectives of the City's Business Retention Visit Program, reviews the trends and issues that were recognized during the visits, and makes recommendations based on those results. Economic Development staff has also utilized information gathered from the visits to further develop services offered to businesses and to assist in recruitment and retention efforts. Overall, the City of Westminster is seen as having a very positive business environment.

Susan Grafton and Becky Nelson were on-hand to present the business retention visit Report to Council. The presentation was informational in nature and no action was necessary from City Council.

Mayor McNally adjourned the Study Session at 7:46 PM.