TOWN OF FREDERICK
PARKS, OPEN SPACE, AND
TRAILS COMMISSION
Wednesday, July 6th, 2022
6:30 P.M. at Town Hall

Built On What Matters

Agenda

Call to Order

Roll Call

Approval of Minutes from June 1, 2022 Meeting

1. Board of Trustees Update – Mayor Tracie Crites – 6:30pm
2. POST Department Update – Colby Johnson – 7:00pm
3. Community Parks RFQ Update/Discussion – Colby Johnson – 7:10pm
4. POST Commission Bylaws and Schedule Discussion – Colby Johnson – 7:20pm
5. Nature Moment – Colby Johnson – 7:50pm
6. General Discussion – 8:00pm

* Items are tentative

Adjourn

Zoom Meeting Information

https://zoom.us/j/9550375939

Meeting ID: 955 037 5939

+1 312 626 6799 US

TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Wednesday, June 1, 2022 Minutes
6:30 P.M.
Frederick Town Hall and via Zoom

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CALL TO ORDER

ROLL CALL:

- Present: Commissioners Beehler, Davis, Fosdick, Gill, Pilon, Schlais
- Absent: None
- Staff: POST Director Colby Johnson, Town Manager Bryan Ostler

APPROVAL OF AGENDA: There were no changes to the agenda as presented.

APPROVAL OF APRIL 2022 and MAY 2022 MINUTES

TOWN MANAGER REPORT:

Town Manager Bryan Ostler updated the Commission on recent Board of Trustee discussions relating to Commissions and Committees. Those discussions have focused on how to better utilize volunteer time, advertise vacancies, creation of organizational structures like bylaws and the reassignment of a Board of Trustee Liaison to Commissions every two years. Trustee Lamach was selected as the liaison to the POST Commission. Commissioners commented that other routes for recruitment should be pursued, such as print & digital media, as opposed to digital media only. POST Director Johnson will email them the link to sign up for the Frederick Flash, which is used by the Town to communicate information.

POST DEPARTMENT UPDATE:

POST Director Johnson updated the Board on recent Department projects including ongoing maintenance, administrative re-organization update and capital improvements.

DISCUSSION OF CYANOBACTERIA MONITORING, MANAGEMENT AND TREATMENT AT MILEVAC RESERVOIR:

POST Director Johnson presented an updated presentation from the May meeting on Cyanobacteria monitoring, management and treatment at Milavec Reservoir. The POST Department will be posting CDPHE signage once a visual bloom has occurred.

PRESENTATION OF DRAFT POST COMMISSION SCHEDULE OF EVENTS:

POST Director Johnson presented a sample Schedule of Events to the Commission to begin the conversation of better organizing operations, as directed by the Board of Trustees. He will present a sample set of bylaws at the July meeting and obtain comments for a draft version to be reviewed in August.

Approved by the POST Commission: Attest:

_____ _____

Chuck Beehler, Chairperson Colby Johnson, Staff Liason

POST Department Update

Colby Johnson – Parks and Open Space Director

Parks, Open Space and Trails Commission – July 6, 2022

BUILT ON WHAT MATTERS

FREDERICK COLORADO

Irrigation
The Never-ending Story

Project Scope: Irrigation systems in most parks have extensive replacement needs. Are continuing to work, with what staff we have trained for irrigation, to get them to operational levels.

Golf Course Volunteer Project
The OtterCares Foundation

Project Scope: Irrigation systems in most parks have extensive replacement needs. Are continuing to work, with what staff we have trained for irrigation, to get them to operational levels.

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Johnson Farm Volunteer Project
Life Fellowship Church

Project Scope: Began re-landscaping beds at The Farm Park. Removed gravel and replaced with mulch and granite/mulch.

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Administration

- **Finalized initial Parks and Open Space Division Re-Organization**
  - Added Parks Maintenance Supervisor
  - Created and Filled - Parks and Open Space Superintendent
    - Will be filled by Sarah Troy – More Administrative Oversight and Project Planning
  - Created and Unfilled – Open Space Supervisor (2023 Request)
  - Advancement Procedures for Technician Series
    - Creates various “tracks” for Technicians to obtain training and promotions
      - All tracks include Pesticide Applicator Certifications
      - Irrigation, Exterior Technician, Arborist, Playground Safety Inspector, Turf Care, Prescribed Fire
- **Working on Golf and Recreation Division Organization for 2023 Budget**
- **Considering 2023 Request for a Park Planning and Project Manager**

2022 Capital Equipment
Items Procured Under Current Budget

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Frederick Recreation Area
“Big Fred” Shelter Replacement

Current Status: Under Construction

Expected Completion: Early July

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Summit View Estates Park
Playground Project

Current Status: Under Construction

Expected Completion: Early July

Thank You

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TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Master Calendar

2023

January	Elect Officers and Points-of-Contact to other Town Commissions and Committees Review Bylaws, Mission and Vision Statements and Propose Changes
February	Staff Presentation of Parks and Open Space 2022 Annual Report Staff Presentation of 2023 Park & Open Space Annual Work Plans
March	Carbon Valley Parks and Recreation District Update Communications and Engagement Update
April	Engineering Department Update
May	Town Manager Update
June	Annual Commission and Staff Parks Tour to Discuss Capital Improvement Planning *Saturday All-Day
July	Staff Presentation of Draft 2024 Capital Improvement Plan, Update to 5 Year Capital Improvement Plan and 2024 Operation and Maintenance Budget
August	Mayor/Board of Trustees Update Staff Presentation of 2023 Capital Improvement Project Status
September	Staff Presentation of Budget Documents for Presentation to Board of Trustees
October	Community and Economic Development Department Update
November	Staff Presentation of Adopted Budget Documents
December	Police Department Update Staff Presentation on Draft 2023 Park and Open Space Annual Work Plans

SAMPLE

EXISTING MUNICIPAL CODE – June 29, 2022

Article XI
Commission Charters
Derived from Ordinance 1251 – February 2017

Sec. 2-246 – PURPOSE OF A COMMISSION

a) To act in an advisory capacity to the Board of Trustees.

Sec. 2-247 - MEMBERSHIP

a) Commissions shall consist of seven (7) voting members.
    1. Trustees may serve on a commission as ex officio voting members. If more than two (2) trustees serve on any commission, those meetings must be posted according to the current municipal code.
    2. The trustee's tenure on a commission ends at the end of the term in office.
b) Each commission must have a chair and vice chair. These positions are determined at the discretion of the commission except as designated by the Board for individual commissions.
c) A staff representative may be assigned to each commission.

Sec. 2-248 – DUTIES OF THE MEMBERSHIP

a) The Board, at its discretion, shall appoint the chair.
b) The chair shall be the first line of communication with the Board and will be responsible for ensuring the commission meets the goals and quarterly or other reporting requirements as may be set by the Board.
c) The chair shall set the agenda.
d) The vice chair shall fulfill the duties of the chair if the chair is unable to do so.
e) The chair or vice chair shall do an orientation session with incoming members.
f) The commission shall pursue outside funding (grants, sponsorships, etc.) as appropriate for their activities.
g) Members shall adhere to the conflict of interest standards as set by state statute and municipal code.
h) Three (3) unexcused absences from meetings by regular members or alternates will results in automatic removal from a commission.

Sec. 2-249 - TERMS

a) Every commission except the Planning Commission shall serve three (3) year terms. Terms shall be staggered to prevent a majority of the commission membership being renewed at one time. There will be no limit to the number of terms a commissioner may serve. At the first meeting after the passage of the ordinance codified in this Article, commission members shall draw for staggered terms.
b) Commissioners appointed due to a resignation shall fulfill the term of the seat to which they are appointed.

Sec. 2-250 - MEETINGS

a) Bob's Rules will be followed at all commission meetings.
b) Written action minutes will be kept, either by the staff representative or the chair or their designee.

DRAFT

Sec. 2-251 – STAFF REPRESENTATIVE ROLES AND RESPONSIBILITIES

1. Shall be determined by the Town Manager except as directed by the Board and the ordinance codified in this Article.
2. Unless specifically defined otherwise, shall serve as an informational resource and as coordinator for interactions with staff and commission.

Sec. 2-252 – CONFLICT RESOLUTION

a) The commission chair or vice chair shall contact the Town Attorney in the event of a conflict.

Sec. 2-252 – BOARD

a) The Board shall set reporting requirements for the commissions.
b) The Board may, at its discretion, set goals for the commissions.
c) The Board may, at its discretion, set minimum qualifications or desirable attributes for membership in each commission, to be outlined in applications tailored for each commission.
d) The Board shall approve major projects undertaken by the commissions, as well as expenditures of funds under its purview.

Article XII
Parks, Open Space and Trails Commission
Derived from Ordinance 1251 – February 2017

Sec. 2-261 - PURPOSE

a) To review and recommend to the Board of Trustees in all matters concerning the acquisition, development and maintenance of municipally owned parks, open space and trails.

Sec. 2-262 - RESPONSIBILITIES

a) Attend monthly meetings.
b) Attend other meetings or public events as needed.
c) To recommend to the Board of Trustees as to all matters concerning the acquisition, care, use, management, control and planning of all Town park and open space properties and trails.
d) To prepare, revise, and continually update the Parks, Open Space and Trails Master Plan for the acquisition, development and maintenance of parks, open space and trails.
e) Provide input on the parks, open space and trails budget requests.
f) Work with public and private agencies on matters relating to park, open space and trails matters.
g) Evaluate parks at regular intervals and report the findings to the Board of Trustees, making recommendations on how to make improvements.
h) To research all available grant opportunities for park, open space or trail programs and to report their findings to the Board of Trustees.
i) To devise and execute a ratings system for the level of service and visitor experience (“star rating”) for each park, open space, and trail and advise the Board on how those ratings can be continuously improved.
j) Work with Planning Department to review large scale development park plans and on-street or off-street trails, at Planning Director discretion.
k) Serve as the Tree Board and fulfill the requirements of Tree City USA.

DRAFT

RESOLUTION 15-20

A RESOLUTION APPROVING THE ESTES PARK PLANNING COMMISSION BYLAWS

WHEREAS, the Town is currently in the process of forming and appointing a new Planning Commission; and

WHEREAS, it is necessary and appropriate for Town of Estes Park Boards and Commissions to have an approved set of bylaws for conduct of business; and

WHEREAS, under section 2.1(C) of the Estes Park Development Code, effective April 1, 2020, bylaws for the Planning Commission must be approved by the Board of Trustees; and

WHEREAS, Town Board approval of a standardized set of bylaws in accordance with Town Governance Policy 102 will meet the goal of an orderly meeting process:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ESTES PARK, COLORADO:

The Estes Park Planning Commission Bylaws [adopted Spring 2020] now before the Board are hereby approved.

DATED this 24 day of MARCH, 2020.

TOWN OF ESTES PARK

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

ESTES PARK PLANNING COMMISSION
BYLAWS
[Adopted Spring 2020]

I. ROLE

The Estes Park Planning Commission ("Commission") is established under section 2.1(C) of the Estes Park Development Code. The Commission exercises the authority given to it by the Town Board as outlined below:

1. Perform all of the duties and responsibilities of a municipal planning commission pursuant to Colorado law;
2. Perform all of the duties and responsibilities of the Planning Commission as described in the Estes Park Development Code; and
3. Make recommendations to Town Board regarding the Town's Comprehensive Plan, provided that final adoption of the Comprehensive Plan shall be at the discretion of the Town Board.

II. MEETINGS

A. Regular Meetings. Regular meetings shall be held the third Tuesday of each month, beginning at 1:30 PM. At meetings, the Commission shall consider all matters properly brought before the Commission as scheduled items. If any change is made to the starting time of a Commission meeting, either by the Community Development Director or by the Commission at a previous meeting, Commission members shall be notified of such change at least five days prior to the meeting.

B. Study Sessions. Study sessions of the Commission may be scheduled by the Commission or the Community Development Director as needed. No official action shall be taken and no quorum shall be required for the study session. The study session shall be open to the public. Unless requested by the Chair, no public comment shall be taken in a study session.

C. Special Meetings. Special meetings may be held at any time upon call by the Chair, the Commission, or the Community Development Director. Notice of at least three (3) calendar days shall be given to each member of the Commission. The time, place, and purpose of the special meeting shall be specified in the notice to the Commissioners. Public notice of the meeting shall be given in accordance with Colorado Revised Statutes Sec. 24-6-402(2)(c).

D. Open Meetings. All meetings are open to the public. Action of the Commission shall be in full compliance with Colorado statutes governing open meetings.

III. MEMBERS AND QUORUM

A. Membership. The Commission consists of five (5) voting members, as provided in the Development Code.

B. Quorum. A quorum for transaction of business shall consist of three (3) members. In a meeting where a quorum is not present, no action shall be taken, and all scheduled matters shall be rescheduled for hearing at the next regularly scheduled Commission meeting, or at a special meeting.

C. Action. Action by the Commission shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided by law or ordinance.

D. Liaison. The Town Board may appoint one of its members as a liaison to the Commission, who shall receive copies of all notices, documents, and records of proceedings of the Commission which any Commissioner would also receive.

IV. OFFICERS

A. Officers. There shall be a Chair and a Vice Chair for the Commission. Each shall serve for a one-year term. The Chair and Vice-Chair shall be chosen by majority vote of members of the Commission. The Community Development Department Planning Division Administrative Assistant, or his or her designee, shall serve as Recording Secretary.

B. Elections. Officers shall be elected by the members annually, at the first regularly scheduled meeting of each year or as soon thereafter as practicable. Notification of who is elected Chair and Vice Chair will be sent to the Town Clerk.

C. Chairperson responsibilities:

1. Shall preside at all meetings at which (s)he is present;
2. Shall ensure that all meetings are conducted with decorum and efficiency;
3. May call special meetings in accordance with the Bylaws;
4. Shall sign any documents on behalf of the Commission;
5. Shall see that decisions of the Commission are properly taken;
6. As any other member of the Commission, shall vote on matters before the Commission, may make or second motions, and may speak for or against proposals.

D. Vice-Chairperson responsibilities:

Preside over meetings and perform the other duties of the Chair in the event the Chair is absent or unable to act.

E. Recording Secretary responsibilities:

1. Attest the signature of the Chair or Vice Chair on the documents of the Commission;
2. Prepare and keep the minutes of all meetings of the Commission in an appropriate and designated file;
3. Give and serve all notices required by law or these Bylaws;
4. Prepare the agenda in consultation with the Chair for all meetings of the Commission;
5. Be custodian of Commission records;

6. Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence.

V. MEETING PROCEDURES

A. Parliamentary Procedure. The Chair shall preside in accordance with generally accepted norms for the conduct of parliamentary procedure. The Commission may overturn a parliamentary determination of the Chair by majority vote. Robert's Rules of Order may be considered as a parliamentary guide. The Town Attorney shall serve as a parliamentary procedure resource.

B. Public Invited to be Heard. The Chair may allow personal appearances at the beginning of each regular meeting by any person desiring to speak on a matter not on the agenda. The Commission shall not take action on items presented under such personal appearances. Any statement made shall be relevant to land use matters and shall be not more than three minutes per person in duration. The Chair shall request that all persons so appearing identify themselves by name and address.

C. Consent Agenda. Items on the consent agenda may be approved in the aggregate by a single motion. Any Commissioner may remove any item from the consent agenda. Removed items shall be heard following the disposition of the remaining consent agenda, and shall be discussed and voted on separately.

D. Formal Action. Each formal action required by law or ordinance shall be embodied in a formal motion or resolution.

E. Review Criteria. Those items to be considered which require review pursuant to adopted criteria shall be considered in the context of such criteria. The Commission shall state findings based on the criteria when taking action on such an item.

F. Chair Pro Tem. In the event the Chair and the Vice Chair are both absent or unable to act in a regular or special meeting where a quorum has been met, another member of the Commission shall be chosen by the Commission to perform the responsibilities of the Chair for the meeting.

G. Timely Conclusion of Meetings. Regular meetings shall end no later than 5:00 PM unless the Commission approves an extension to the meeting by a two-thirds (2/3) majority vote. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may, as provided by the Development Code, be continued until and heard at the next regularly scheduled meeting, or a special meeting, and shall have priority over any other matters to be heard and considered.

H. Cancellation of Meetings. Regularly scheduled meetings of the Commission may be canceled or rescheduled upon determination by the Chair. In the event no application has been received for hearing by the Commission at any regularly scheduled meeting, and in the absence of other pressing business, the Community Development Director may cancel the meeting.

VI. ATTENDANCE

All members shall attend all meetings, including special meetings, of the Commission, if possible. In the event any member misses three (3) consecutive regular meetings or a total of four (4) regular meetings in a calendar year, the Commission may report such absenteeism to the Town Board.

VII. COMPLIANCE WITH TOWN POLICIES

A. Compliance with Town Policies. In addition to these Bylaws, the Commission operates under the terms of the Town of Estes Park Governance Policy 102, as amended from time to time. The Policy terms are incorporated into these Bylaws by this reference. A copy of that Policy, along with these Bylaws, shall be provided to each member at the time of their appointment.

B. Volunteer Classification. Participation as a member of the Commission is done of one's own free will in the context of volunteerism. Volunteers appointed by the Town Board will act in accordance to any adopted Town volunteer manual or policy.

VIII. CONFLICT OF INTEREST

All members of the Commission are subject to the standards of conduct under the State of Colorado Code of Ethics, Sections 24-18-101 et seq., C.R.S., and Article XXIX of the Colorado Constitution (Amendment 41). At the time of introduction of an individual item on the Commission agenda in which the member has a conflict of interest, the member shall state that he or she has a conflict of interest and then abstain from participating and voting on the matter. A member having a conflict of interest on any matter shall not attempt to influence other members of the Commission at any time with regard to said matter.

Adopted this ___ day of _____, 2020

ESTES PARK BOARD OF TRUSTEES

By: _____
Todd Jirsa, Mayor

BYLAWS OF THE
PARKS AND RECREATION ADVISORY COMMITTEE
BROOMFIELD, COLORADO

ARTICLE 1 – OFFICERS

1. The Parks and Recreation Advisory Committee (Committee) shall organize and elect a chair and vice-chair from among the appointed members annually. The chair shall be eligible for re-election. The recording secretary to the Committee shall be provided by the Director of Recreation Services.

2. The chair shall preside at all meetings and public hearings of the Committee and shall decide all points of order or procedure and shall transmit reports and recommendations of the Committee.

3. The vice-chair shall assume the duties of the chair in the chair's absence.

4. The recording secretary shall keep the minutes of the Committee, shall send out mail notice of regular meetings of the Committee, shall give two days notice of all meetings, carry on routine correspondence, and maintain files of the Committee.

5. The chair shall be a voting member.

ARTICLE II – MEETINGS

1. The regular meetings of the Committee shall be held on an "as needed" basis and will meet at a designated place with due notice. The Committee will hold a regular meeting at least twice annually. Meeting dates will be determined at each meeting in accordance with the needs of the Committee and the schedules of the members. Regular meetings shall normally start at 6:30 p.m. and adjourn at or before 10:00 p.m.

2. The Committee shall hold a joint meeting at least once annually with the Open Space and Trails Advisory Committee for purposes of coordination.

3. Any request for a special meeting of the Committee shall be first cleared through the chair of the Committee. If the chair considers any such requested special meeting essential, the chair will notify in writing, the other members of the Committee no less than seven days prior to the date of said requested special meeting. In the event the chair cannot be contacted, the mayor or city manager will have the option of calling a special meeting of the Committee subject to the aforementioned seven day notice in writing. No action may be taken at any special meeting except as is otherwise provided for by city ordinances.

4. A quorum shall consist of five members of the Committee.

5. Reports and recommendations of the Committee submitted to the City Council must be approved by a majority of the members of the Committee present and voting.

6. No change shall be made to the Bylaws of the Committee without the affirmative vote of two-thirds of all members of the Committee.

7. The order of business at all regular meetings shall be as follows:

    a) Roll Call
    b) Citizens' Comments
    c) Staff Reports
    d) Approval of Minutes
    e) Unfinished Business
    f) New Business, unless change agreed to by majority vote.

8. All meetings of the Committee are open to the public.
9. Where no provisions are specifically made in these Bylaws, *Roberts Rules of Order Newly Revised* shall be used.

10. Members with a conflict of interest should petition to abstain from voting. The chair may request a vote on an abstention.

ARTICLE III – COMMITTEE AND SUB-COMMITTEES

1. The Committee may establish such sub-committees as it deems advisable and assign each sub-committee specific duties or functions.

2. The chair of the Committee shall designate the members of each sub-committee and shall name the chair of each committee. The chair shall fill vacancies on committees as they are created.

ARTICLE IV – RECORDS

1. The recording secretary shall maintain a file of all studies, plans, reports, and recommendations made by the Committee in the discharge of its duties and responsibilities.

2. All records of the Committee shall be a public record.

Approved: 10/25/99 – by unanimous vote of all committee members
Amended: 2/14/00 – by unanimous vote of all committee members
Amended: 11/17/04 – by unanimous vote of all committee members