



TOWN COUNCIL STUDY SESSION AGENDA
January 10, 2022
5:00 PM

I. Town Council Items

II. Study Session Items

1. Rules of Procedure and Conduct for the Parker Cultural and Scientific Commission - Glassburn - 15 minutes
2. New Town Council Appointed Commissions (Parks, Recreation, and Open Space Advisory Commission and Youth Commission) - Kivela/Colton - 30 minutes
3. Engineering and Public Works Department Update - Williams - 45 minutes
4. RTD Discussion - Toborg - 30 minutes
5. Review Future Council Agendas - Hoffmann - 30 minutes



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Carrie Glassburn, Cultural Director

DATE: January 10, 2022

SUBJECT: Update on recommended changes to the Rules of Procedure and Conduct for the Parker Cultural and Scientific Commission

ISSUE:

The Parker Cultural and Scientific Commission Rules of Procedure and Conduct serve as the bylaws for the Commission. There are several clarifications, updates and revisions to these rules that the current Commission members and Cultural staff are recommending.

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

The Rules of Procedure and Conduct for the Parker Cultural and Scientific Commission were last amended in January of 2018. Due to changes in the way the PCSC meetings are now conducted, the process for recommending new Commissioners, the dissolution of Town Council liaisons, and other content that no longer applies, the current Commissioners and Cultural staff are recommending amending the Resolution to reflect those changes. During this Study Session, the Cultural Director will review the recommendations in preparation for the upcoming vote on the January 18, 2022 Town Council Consent agenda.

In addition, the Cultural Director will preview the upcoming annual Resolution to re-appoint existing members and the Chair, and appoint new members to the Parker Cultural and Scientific Commission, which will also be on the January 18, 2022 Consent Agenda.

RECOMMENDATION:

For informational purposes only.

REQUESTED DIRECTION:

No action needed at this time.

ATTACHMENT:

1. PCC COMPARE 2021 to 2018

Town of Parker

Parker Cultural and Scientific Commission

Rules of Procedure and Conduct

SECTION 1. AUTHORITY

The Parker Cultural and Scientific Commission (the "Commission") for the Town of Parker was established by the Town Council of the Town of Parker by ordinance (the "Cultural Ordinance"). The Cultural Ordinance, currently codified in Chapter 2.04 of the Parker Municipal Code, may be amended by the Town Council of the Town of Parker, hereinafter referred to as "Council," through its power to enact and amend ordinances.

Any provision of these Rules of Procedure and Conduct (the "bylaws") which is not in conformance with the Cultural Ordinance or other Ordinances enacted by the Council shall be of no effect.

SECTION 2. OFFICE

The business office of the Commission shall be at the Town of Parker's Town Hall, 20120 East Mainstreet, Parker, Colorado 80138.

SECTION 3. POWERS & DUTIES

The Commission shall perform the duties as authorized by the Cultural Ordinance, or as otherwise provided by the Council.

The Cultural Ordinance states in part that, "The duties and responsibilities of the Cultural and Scientific Commission shall be to serve in an advisory capacity to the Town Council." This advisory position is in reference to the Commission's mission to foster, implement, and participate in providing opportunities for cultural and scientific experiences for the community of Parker. In addition to the advisory role of the Commission, the following duties are assigned:

A. The Commission shall work in partnership with staff to prepare a vision and master plan for science, arts and cultural activities in Parker, as well as programs to implement these activities, to be presented to the Council ~~to promote the long term vision and development of these programs in the community and to review and make recommendation for the Town's grant request process for the Scientific and Cultural Facilities District and other grants as assigned by the Council.~~

B. The Commission shall provide advocacy and leadership in the sciences and arts, and make recommendations to Town staff and Council regarding scientific and cultural issues.

C. The Commission shall provide opportunities for public input into scientific and cultural issues and activities.

D. The Commission will encourage public and private partnerships to benefit scientific, arts and cultural activities in the Town of Parker.

E. The Commission will work to facilitate communication and cooperation among local and regional arts groups.

F. The Commission shall, in carrying out its duties and responsibilities, have the authority to conduct open public hearings. Whenever a public hearing is held before the Commission, public notice shall be published in a newspaper of general circulation within the Town at least seven (7) days prior to the scheduled hearing.

SECTION 4. STAFF

A. The Commission works closely with the Town's cultural staff and other assigned Town staff members; however, the Commission does not exercise direction or authority over staff members. These staff members report to the Department Director who reports to the Deputy Town Administrator. Decision making matters of administrative concern shall rest with the Town Administrator and designated staff members.

B. The cultural staff is the Town's primary resource and point people for all scientific, cultural and arts activities, according to the guidelines established by the Town Administrator. It is the responsibility of the cultural staff to carry out the Town's operations and programs in arts, scientific and cultural areas; work with the citizens on the Commission; coordinate public and media relations; implement fundraising activities, including grant proposals; administer the cultural fund budget and conduct all financial transactions, with approval from the Department Director; handle all contracts with outside organizations, agencies and artists; supervise volunteers and any assigned staff; liaise with other Town staff; and give staff reports and updates to the Commission as requested.

SECTION 5. FUNDING AND BUDGET

A. The annual budget prepared by the Town Administrator and approved by the Council shall contain such appropriations as the Council deems necessary and appropriate to fund scientific, arts and cultural activities in the Town of Parker. Commission members are welcome to provide recommendations to the Council regarding the budget.

B. The cultural budget is administrated by and all expenses must be approved by the Department Director. All donations, grants and revenues from scientific and cultural expenses will be deposited into Town accounts in the proper fund and administered as part of the Town's budget.

C. While Commission members may make recommendation on the use of cultural and scientific funds, they do not have the authority to expend funds, make commitments of funding, or enter into contracts on behalf of the Town.

SECTION 6. MEETINGS

A. Regular Meetings

Regular Commission meetings shall be held at least once each quarter at a designated time. If such meeting dates fall on a legal holiday, the Commission shall determine the change of date, and all members will be notified at least seven (7) days prior to the change of meeting.

B. Special Meetings

Special meetings of the Commission shall be held when:

1. Requested by the Chair of the Commission, or
2. Approved by majority vote of the Commission at a regular meeting, or
3. Requested by a majority of Commission members.

All Commission members and representatives will be notified at least seventy-two (72) hours prior to the meeting of the time and place of a special meeting.

C. Public Meetings

All Commission meetings shall be open to the public.

D. Record of Proceedings

~~Meetings shall be recorded. The minutes and recording~~Minutes shall be filed with the cultural staff and Town Clerk after they have been approved by a majority of the Commission. The minutes shall reflect pertinent information, such as members present, motions, actions and other proceedings of the Commission, and will be available for public inspection during regular business hours.

E. Adjournment

Section 2.04.040(d) of the Cultural Ordinance states, "In the event there is no business pending before the Commission, the regular quarterly meeting may be cancelled upon posted notice to the public."

SECTION 7. MEMBERS

A. Commission Members

The Cultural Ordinance provides that the number of Commission members may be expanded or contracted from time to time at the discretion of the Council-, upon recommendation by the Commission and appointed by the Council. The commitment of Commission members includes regular attendance at meetings of the Commission, staying informed about cultural activities both locally and regionally, and fulfilling the duties as outlined above and any additional tasks assigned by the Council.

~~The Commission shall include one member of Council as a liaison and ex-officio member of the Commission. The Council representative will not have voting privileges.~~

Commission members are not required to live within the Town of Parker boundaries. Commission Members are appointed by the Council and serve at its pleasure.

Commission members carry out their duties as a group and do not have individual authority or responsibility to implement action on behalf of the group, authorize the expenditure of Town funds or direct Town staff members. Commission members are encouraged to attend Commission events and may choose to act in volunteer positions at these events. When working in a volunteer position, Commission members work under the direction of the staff member organizing the event.

SECTION 8. OFFICERS OF THE PARKER CULTURAL AND SCIENTIFIC COMMISSION

A. Election of Officers

~~The~~The Commission and the Cultural Director shall recommend the Chair of the Commission, and the Council shall appoint the Chair ~~of the Commission~~ to serve as the Chair for a term which is at the discretion of the Council. The Chair will usually be appointed when Commission members are appointed as provided in Section 2.04.030.020. The Commission, ~~at its regular meeting in November,~~ shall choose one of its members as Vice Chair, Secretary and Art in Public Places Liaison to serve for a term of, ~~but not limited to,~~ one year, until the next election of officers. Any Commission member is eligible to hold office. ~~The Council representative and~~ Staff members are not eligible.

B. Chair

Duties and Responsibilities:

1. Plan and preside at all meetings of the Commission.
2. Facilitate annual planning process.
3. Set meeting agendas in partnership with the cultural staff.
4. Work closely with the cultural staff to stay informed about cultural programming and communicate with other Commission members.
5. Receive reports from all committees and staff.
6. Act as liaison with cultural staff ~~and Council liaison~~ regarding all Commission issues.

C. Vice Chair

The Vice Chair shall preside over meetings in the absence of the Chair, and fulfill the duties of the Chair in the Chair's absence.

D. Secretary

Duties and Responsibilities:

1. In partnership with staff, ensure that accurate minutes are taken at each meeting and distributed to Commission members. Minutes must be filed with the cultural staff and kept on file at Town Hall for public inspection.
2. Advise Council of any vacancies on the Commission.
3. Respond to and distribute written correspondence at request of the Commission.

E. Art in Public Places Liaison.

The Art in Public Places Liaison will serve as a link between the Commission and the Art in Public Places Committee to facilitate information sharing and coordination.

F. Art in Public Places Committee

The Art in Public Places Committee (the “Committee”) is appointed by the Commission. The Committee will serve in an advisory capacity to the Commission and shall make recommendations to the Commission concerning public art to the extent provided herein. Any recommendations to the Town Council regarding public art will be made by the Commission. The Commission may designate the Committee to administer part or all of the Public Art Program that is approved by the Town Council. The Committee ~~will initially consist of six (6) members, which~~ shall include professional artists, community representatives and Parker Cultural Department staff. The Chair for the Committee shall be the Art in Public Places liaison. The Commission ~~may~~ change the size and composition of the Committee ~~by written resolution, which shall be contained in the minutes of the meeting.~~

G. Vacancy of Office

If an officer vacates an office before his/her term is completed, a new officer shall be elected at the next regular meeting.

SECTION 9. CONDUCT OF BUSINESS

A. Quorum

No business of the Commission shall be transacted, except at a regular or special meeting at which a quorum of the Commission shall be present. A majority of Commission members shall constitute a quorum for the transaction of business.

B. Vote Requirements

Any recommendation or action of the Commission shall require the affirmative vote of a majority of the Commission members present and voting. In the event of a dissenting vote by one or more Commission members, a roll call vote shall be recorded.

C. Disqualification

Commission members who believe they have conflicts of interest on any matter on the agenda shall comply with Chapter 2.05 of the Parker Municipal Code.

D. Deadline for Agenda

The deadline for placing any item on the agenda will be 5 days prior to the scheduled meeting, or 30 days if the agenda item requires a public hearing. The agenda will be posted and distributed to Commission members 72 hours prior to the meeting.

E. Public Hearings

The following procedures will normally be observed for public hearings:

1. Staff presents reports and makes recommendation.
2. The Commission may ask questions regarding the staff presentation and report.
3. Proponents of the agenda items make presentation.

4. Any opponents or interested citizens make presentation.
5. Presenter makes rebuttal of any points not previously covered (may not apply).
6. Staff makes additional comments as necessary.
7. Commission asks any questions it may have of the proponents, opponents or staff.
8. The public testimony is closed and the matter returned to the Commission for discussion and action.
9. Commission reserves the right to set a time limit on public testimony.

F. Experts and Advisors

The Commission may, subject to Council approval, utilize competent, disinterested experts and advisors to assist the Commission in the rendering of a decision-, subject to an approved budget and appropriation. The Commission may, if desired, request information from other agencies prior to rendering a decision.

G. Code of Ethics

Commission members are expected to comply with the Town's Code of Ethics as codified in Chapter 2.05 of the Parker Municipal Code, as amended.

SECTION 10. VACANCIES

Commission members shall continue to serve on the Commission, unless they have missed two (2) unexcused consecutive meetings, their terms of office expire, they are removed from the Commission by Council, upon recommendation of the Commission to Council, they resign, or they are incapacitated to an extent which prohibits proper performance of duties. To fill a vacancy, the Commission will solicit applications from the community. ~~Council-The Commission~~ will ~~select~~recommend Commission members from the community applicant pool- to be appointed by Council. Council will have the opportunity to meet new Commission members prior to being appointed by Council if requested.

SECTION 11. ATTENDANCE

- A. Commission members are expected to miss no more than twenty-five percent (25%) of regularly scheduled Commission meetings during their term.
- B. Whenever possible, Commission members must report absences in advance to the Chair or the cultural staff. Absences reported in advance will be considered excused. In case of emergency, Commission members must report their absences as soon as possible. The Chair shall determine if the emergency constitutes an excused absence. This decision may be appealed to a vote of the Commission.
- C. It is the responsibility of absent Commission members to contact the Chair for information that was missed.

D. Any Commission member may request a leave of absence for no more than four (4) meetings by submitting a request in writing with a brief explanation for the reason for the leave to the Commission for approval. No more than two (2) Commission members may be granted a leave of absence at any one time.

E. A Commission member's position is declared vacated if more than two (2) unexcused consecutive meeting absences occur.

SECTION 12. MODIFICATION OF BYLAWS

These rules of procedure and conduct shall only be amended by Council resolution.

Amended and Approved by Town Council Resolution No. ~~15-05522-003~~, on ~~October 5, 2015~~.
January 3, 2021.



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: Michelle Kivela, Town Administrator
Mary Colton, Parks and Recreation Director

DATE: January 10, 2022

SUBJECT: New Town Council Appointed Commissions (Parks, Recreation, and Open Space Advisory Commission and Youth Commission)

ISSUE:

Staff would like to discuss with the Town Council the creation of new Town Council-appointed commissions.

FISCAL/BUDGET IMPACT:

Minimal - staff time

BACKGROUND:

At the Council Retreat, staff received direction to proceed with drafting documents to create a Parker Parks, Recreation and Open Space Advisory Commission and a Parker Youth Commission. Section 6.1 of the Town of Parker Home Rule Charter provides that the Town Council may establish Commissions and Commissions to have such powers and perform such duties as provided by ordinance. If Council determines to move forward with establishing these Commissions, (the Parks, Recreation, and Open Space Advisory Commission and the Youth Commission) they would be established by the Town Council by ordinance. Staff will present and discuss with the Council at the Study Session the attached Bylaws for both Commissions. Staff will be seeking input on several items related to the Bylaws.

RECOMMENDATION:

Staff recommends establishing a Parker Parks, Recreation, and Open Space Advisory Commission and a Parker Youth Commission and approving the ordinances and bylaws at a future Council meeting.

REQUESTED DIRECTION:

Staff is seeking feedback and direction regarding the creation of a Parker Parks, Recreation and Open Space Advisory Commission and a Parker Youth Commission.

ATTACHMENT:

1. Proposed Youth Commission Bylaws
2. Proposed Parks Recreation and Open Space Advisory Commission Bylaws

Town of Parker
Youth Commission Bylaws

SECTION 1. AUTHORITY

Section 6.1 of the Town of Parker Home Rule Charter provides that the Town Council may establish Commissions to have such powers and perform such duties as provided by ordinance. The Youth Commission (“Commission” or “Youth Commission”) for the Town of Parker was established by the Town Council of the Town of Parker by ordinance (the “Youth Commission Ordinance”). The Youth Commission Ordinance may be amended by the Town Council of the Town of Parker, (“Town Council”), through its power to enact and amend ordinances.

Any provision of these Rules of Procedure and Conduct (the "bylaws") which is not in conformance with the Youth Commission Ordinance or other ordinances enacted by the Council shall be of no effect.

SECTION 2. PURPOSE

The purpose of the Youth Commission is to provide a means for youth in the Town of Parker to learn about government, participate in the process and to represent and articulate the needs of the community’s youth. The overall objective of the Commission is to provide an opportunity for the youth of the Town of Parker to:

1. Acquire a greater knowledge and appreciation for the political system through active participation in local government.
2. Learn how municipal government works and how municipal services are provided.
3. Provide a means by which the Town’s youth can be heard and share their perspective on issues affecting the lives of young people in areas of social, educational, recreational, cultural and public safety.
4. Assist the Mayor, Town Council and Town Administrator in policy and decision-making, problem solving, and accomplishing community goals as related to youth by working directly with the representatives of the youth.
5. Provide leadership development and experience that will enable youth to become productive citizens and leaders in the community.

SECTION 3. DUTIES & RESPONSIBILITIES

The Commission shall perform the duties as authorized by the Town Charter, Youth Commission Ordinance, Bylaws, or otherwise provided by the Town Council.

The duties and responsibilities of the Youth Commission shall be to serve in an advisory capacity to the Town Council. In addition to the advisory role of the Commission, the following duties are assigned:

1. Provide an opportunity for the youth of Parker to acquire a greater knowledge of and appreciation for the American political system through active participation.
2. Make recommendations to the Mayor and Town Council on matters affecting youth in Parker and identify opportunities to increase youth participation and involvement in local government.
3. Relay information from the commission to the community; particularly share updates about commission opportunities, activities, events, projects and other important updates relevant to and for Parker's youth.
4. Serve the youth of Parker by:
 - a. Informing the Parker municipal government of the needs and wishes of the youth.
 - b. Planning and implementing social, educational, public safety, cultural and recreational activities for youth, subject to approval by the Town Administrator or designated staff.
 - c. Organizing and performing service projects, events or functions that benefit the Parker community, subject to approval by the Town Administrator or designated staff.
 - d. Creating recognition programs for youth, subject to approval by the Town Administrator or designated staff.
 - e. Working with the Mayor, Council, Department Directors, schools, civic clubs and service organizations to provide service and leadership opportunities for the youth.

Commissioners serve in a volunteer role and are not compensated for their service or their travel to attend Commission meetings or events.

Commissioners carry out their duties as a group and do not have the individual authority or responsibility to implement action on behalf of the group, authorize the expenditure of Town funds, or direct Town staff. Commissioners are encouraged to attend Commission events and may choose to act in volunteer positions at these events.

SECTION 4. STAFF

The Commission works closely with the Town Administrator's Office and other assigned Town staff; however, the Commission does not exercise direction or authority over staff. Decision-making matters of administrative concern shall rest with the Town Administrator and designated staff.

SECTION 5. MEMBERS

The membership of the Commission shall consist of nine (9) members who have been appointed by the Town Council. The number of Commissioners may be expanded or decreased from time to time upon recommendation by the Commission and approval by the Town Council.

A. Criteria to Serve on Youth Commission

1. Must reside within the Town of Parker service area; however, youth with strong ties to Parker (attend school, work, etc.) that reside in Douglas County may also be considered for membership.
2. Must attend a Colorado recognized high school or home school or in study in grades 9-12
3. Must have and maintain a 2.5 GPA in school.
4. Must be willing to regularly attend meetings of the Commission.
5. Must demonstrate community interest and a willingness to serve the youth and community of Parker.
6. May not be currently employed by the Town of Parker.

SECTION 6. FUNDING AND BUDGET

The annual budget prepared by the Town Administrator and approved by the Town Council shall contain such appropriations as the Town Council deems necessary and appropriate to fund the Youth Commission and related programs and activities in the Town of Parker.

The Youth Commission budget is administered by and all expenses must be approved by the Town Administrator. All donations, grants and revenues will be deposited into Town accounts in the proper fund and administered as part of the Town's budget.

Commissioners do not have the authority to expend funds, make funding commitments, or enter into contracts on behalf of the Town.

SECTION 7. MEETINGS

All Commission meetings shall be open to the public.

Regular Commission meetings shall be held at least once a month at a designated time. If such meeting dates fall on a legal holiday, the Commission shall determine the change of date, and all members will be notified at least seven (7) days prior to the change of meeting.

Special meetings of the Commission shall be held when:

1. Requested by the Chair of the Commission, or
2. Approved by a majority vote of the Commission at a regular meeting, or
3. Requested by a majority of Commissioners.

All Commissioners and representatives will be notified at least seventy-two (72) hours prior to the meeting of the time and place of a special meeting.

Minutes shall be filed with the Town Clerk after they have been approved by a majority of the Commission. The minutes shall reflect pertinent information, such as members present, motions, actions and other proceedings of the Commission, and will be available for public inspection during regular business hours.

SECTION 8. OFFICERS

The Commission shall be composed of four officers: Chair, Vice-Chair, Treasurer and Secretary. Each officer may serve one term, except the Vice-Chair who immediately assumes an additional one-year term as Chair. Treasurer and Secretary are limited to two terms. The Vice-Chair is limited to one term as Vice-Chair and one term as Chair.

A. Selection of Officers

The Council will appoint the Vice-Chair of the Commission for a one-year term in September of each year. Upon completion of the Vice-Chair's term, the Vice-Chair will assume the role of Chair.

The Commission will elect officers by majority vote to fill the positions of Treasurer and Secretary on an annual basis in September of each year.

B. Responsibilities of Officers

1. Chair:

- a. The Chair serves a one-year term immediately following their term as Vice-Chair.
- b. The Chair is responsible for the tasks set below.
 - i. Set meeting agendas in partnership with assigned Town staff.
 - ii. Preside at all meetings of the Commission.
 - iii. Act as a spokesperson for the Commission for purposes of communicating to the Town staff or Council.
 - iv. Appoint Committees and Committee Chairs when necessary.
 - v. Call special meetings if needed.
 - vi. Ensure all Commission actions are taken properly.
 - vii. Mentor and assist new members on the Commission.
 - viii. Act as liaison with the Town Administrator and assigned staff regarding all Commission issues.

2. Vice-Chair

- a. The Vice-Chair serves a one-year term.
 - i. This position is filled by appointment by Town Council.
 - ii. The Vice-Chair will immediately assume the role of Chair upon completion of their one-year term as Vice-Chair.
- b. The Vice-Chair must be a Freshman, Sophomore or Junior or equivalent to allow secession to Chair position.
 - i. It is recommended, but not required, that the Vice-Chair have served on the Commission prior to appointment.
- c. The Vice-Chair is responsible for the tasks set below.

- i. Serve as Chair in the absence of the Chair.
- ii. Facilitate the development of meeting agendas.
- iii. Assist the Chair with any additional Commission business.
- iv. Mentor new members on the Commission.
- v. Carry out special assignments as requested by the Chair.

3. Treasurer

- a. The Treasurer serves a one-year term. This position is filled according to voting procedures as defined below.
- b. The Treasurer works closely with the Town Administrator or designated staff and has no budget authority.
- c. The Treasurer is responsible for the tasks set below.
 - i. Create, manage, and submit a proposed annual budget for the Commission subject to approval from the Town Administrator or designated staff.
 - ii. Assure that accurate financial records are maintained.
 - iii. Track budget expenditures.
 - iv. Create project cost estimations.

4. Secretary

- a. The Secretary serves a one-year term. This position is filled according to voting procedures as defined below.
- b. The Secretary is responsible for the tasks set below.
 - i. Notification of meeting times and dates to the Commissioners.
 - ii. Track all motions and votes taken within the meetings.
 - iii. Track meeting attendance.
 - iv. In coordination with all officers, create talking points from meetings to share with the Town Council.
 - v. In partnership with staff, ensure that accurate minutes are taken at each meeting and distributed to Commissioners. Minutes must be filed with the Town Clerk and kept on file at Town Hall for public inspection.

C. Vacancy of Office

If the Secretary or Treasurer vacates an office before his/her term is completed, a new officer shall be elected at the next regular meeting. If the Chair vacates office before his/her term is completed, the Vice Chair shall assume the role of Chair at the next regular meeting. If the Vice-Chair vacates office before his/her term is completed (either to assume the role of Chair or otherwise), the Town Council shall appoint a new Vice-Chair as soon as practicable.

A person elected or appointed to fill vacancies shall hold the office for the unexpired term of his/her predecessor in office. Subsequent terms must be re-appointed or re-elected.

SECTION 9. CONDUCT OF BUSINESS

A. Quorum

No business of the Commission shall be transacted, except at a regular or special meeting at which a quorum of the Commission shall be present. A majority of Commissioners shall constitute a quorum for the transaction of business.

B. Vote Requirements

Any recommendation or action of the Commission shall require the affirmative vote of a majority of the Commissioners present and voting.

C. Deadline for Agenda

The deadline for placing an item on the agenda will be five days prior to the scheduled meeting. The agenda will be posted and distributed to Commissioners 72 hours prior to the meeting.

D. Code of Conduct

1. It is expected of each Commissioner that they conduct themselves in a positive, respectful, polite, and professional manner during all Youth Commission functions and any time representing or speaking on behalf of the Commission.
2. Commissioners will welcome new members and mentor them through the meetings.
3. There will be a dress code in place at every meeting and when representing the Youth Commission. Commissioners are expected to dress appropriately in casual, business casual, smart casual, business attire unless the meeting's tasks require otherwise.
4. There will be no use of cell phone during meetings.
5. Commissioners will be dependable and perform their duties promptly and reliably and will advise the Commission Chair as soon as possible if late or absent to a Commission meeting.
6. Commissioners will sign an acknowledgement of the Code of Conduct

E. Code of Ethics

Commissioners are expected to comply with the Town's Code of Ethics as codified in Chapter 2.05 of the Parker Municipal Code, as amended.

SECTION 10. APPOINTMENT, TERM OF SERVICE AND VACANCIES

All Commissioners are appointed by the Town Council after submitting an application and a letter of recommendation and participating in an interview with Town Council representatives, the Town Administrator and/or designated staff.

Commissioners will serve for a term of two (2) years, with appointments and reappointments to be made in August or as vacancies arise. The terms of service of the Commissioners who are initially appointed shall be staggered so that five (5) of the initial Commissioners are appointed for two-year terms and four (4) of the initial Commissioners are appointed for one-year terms. Thereafter, Commissioners shall be appointed for two-year terms. A Commissioner's final term will end in August following completion of high school or 12th grade. Commissioners can continue to serve additional consecutive terms with input from the Town Administrator and designated staff, and approval of the Town Council.

Commissioners shall continue to serve on the Commission, unless they have missed two (2) consecutive unexcused meetings, their terms expire, they are removed from the Commission by Council, they resign, or they are incapacitated to an extent which prohibits the proper performance of duties. To fill a vacancy, the Town will solicit applications from the community. Town Council representatives, the Town Administrator and designated staff will interview applicants before being approved by Town Council.

SECTION 11. ATTENDANCE

Commissioners are expected to attend all regularly scheduled and special meetings. Commissioners should not miss no more than twenty-five percent (25%) of regularly scheduled Commission meetings during their term. Commissioners must report absences in advance to the Chair or the assigned Town staff. Absences reported in advance will be considered excused. In case of emergency, Commissioners must report their absences as soon as possible. The Chair shall determine if the emergency constitutes an excused absence. This decision may be appealed to a vote of the Commission.

It is the responsibility of absent Commissioners to contact the Chair for information that was missed. Any Commissioner may request a leave of absence for no more than four (4) meetings by submitting a request in writing with a brief explanation for the reason for the leave to the Commission for approval. No more than two (2) Commissioners may be granted a leave of absence at any one time.

Commission member's position is declared vacated if more than two (2) unexcused consecutive meeting absences occur.

SECTION 13. MODIFICATION OF BYLAWS

These rules of procedure and conduct shall only be amended by Town Council resolution.
Approved by Town Council Resolution No. ____

The Commission's business office shall be at Parker's Town Hall, 20120 East Mainstreet, Parker, Colorado 80138.

DRAFT

Town of Parker

Parks, Recreation, and Open Space Advisory Commission Bylaws

SECTION 1. AUTHORITY

Section 6.1 of the Town of Parker Home Rule Charter provides that the Town Council may establish Commissions and Commissions to have such powers and perform such duties as provided by ordinance. The Parks, Recreation, and Open Space Advisory Commission (the "PROS Commission") for the Town of Parker was established by the Town Council of the Town of Parker by ordinance (the "PROS Commission Ordinance"). The PROS Commission Ordinance may be amended by the Town Council of the Town of Parker, hereinafter referred to as "Council," through its power to enact and amend ordinances.

Any provision of these Rules of Procedure and Conduct (the "bylaws") which is not in conformance with the PROS Commission Ordinance or other Ordinances enacted by the Council shall be of no effect.

SECTION 2. OFFICE

The Commission's business office shall be at Parker's Town Hall, 20120 East Mainstreet, Parker, Colorado 80138.

SECTION 3. DUTIES AND RESPONSIBILITIES

The Commission shall perform the duties as authorized by the Town Charter, Commission Ordinance, Bylaws, or otherwise provided by the Council.

The duties and responsibilities of the PROS Advisory Commission shall be to serve in an advisory capacity to the Council for the development, expansion, and operation of parks, recreation, open space, and trail facilities within the Town of Parker. In addition to the advisory role of the Commission, the following duties are assigned:

- A. The Commission shall review updates to the Parks, Recreation & Open Space Master Plan and recommend changes to Staff based on public input gathered by the Commission.
- B. The Commission shall review updates to the Open Space, Trails and Greenways Master Plan and recommend changes to Staff based on public input gathered by the Commission.
- C. The Commission shall serve as voice and provide advocacy recommendations to improve parks, recreation, open space, and trails in the Town of Parker.
- D. The Commission shall provide opportunities for public input on parks, recreation, open space, and trails.
- E. The Commission will encourage public and private partnerships to benefit parks, recreation, open space, and trails in the Town of Parker.

- F. The Commission will facilitate communication and cooperation among local and regional parks, recreation, open space and trails groups.

SECTION 4. STAFF

A. The Commission works closely with the Town's Parks, Recreation and Open Space (PROS) Staff and other assigned Town staff members; however, the Commission does not exercise direction or authority over staff members. Decision-making matters of administrative concern shall rest with the Town Administrator and designated staff members.

SECTION 5. FUNDING AND BUDGET

A. The annual budget prepared by the Town Administrator and approved by the Council shall contain such appropriations as the Council deems necessary and appropriate to fund the Commission and its related activities and programs in the Town of Parker.

B. The PROS budget is administrated by and all expenses must be approved by the Department Director. All donations, grants and revenues from parks, recreation, and open space will be deposited into Town accounts in the proper fund and administered as part of the Town's budget.

C. While Commission members may make recommendations on the use of parks, recreation, open space, and trails funds; they do not have the authority to expend funds, make funding commitments, or enter into contracts on behalf of the Town.

SECTION 6. MEETINGS

A. Regular Meetings

Regular Commission meetings shall be held at least once each quarter at a designated time. If such meeting dates fall on a legal holiday, the Commission shall determine the change of date, and all members will be notified at least seven (7) days prior to the change of meeting.

B. Special Meetings

Special meetings of the Commission shall be held when:

1. Requested by the Chair of the Commission, or
2. Approved by a majority vote of the Commission at a regular meeting, or
3. Requested by a majority of Commission members.

All Commission members and representatives will be notified at least seventy-two (72) hours prior to the meeting of the time and place of a special meeting.

C. Public Meetings

All Commission meetings shall be open to the public.

D. Record of Proceedings

Minutes shall be filed with the Town Clerk after they have been approved by a majority of the Commission. The minutes shall reflect pertinent information, such as members present, motions, actions and other proceedings of the Commission, and will be available for public inspection during regular business hours.

E. Adjournment

If there is no business pending before the Commission, the regular quarterly meeting may be canceled upon posted notice to the public.

SECTION 7. MEMBERS

A. Members

The membership of the Commission shall consist of five (5) members who have been appointed by the Town Council.

The number of Commission members may be expanded or decreased from time to time upon recommendation by the Commission and approved by the Council. The commitment of the Commission members includes regular attendance at meetings of the Commission, staying informed about parks, recreation, open space, and trails activities both locally and regionally, and fulfilling the duties as outlined above and any additional tasks assigned by the Council.

Commission members are required to live within the Town of Parker boundaries. Commission Members are recommended by the Commission and approved by the Council and serve at its pleasure. Commission members will serve a term of three (3) years and can continue to serve additional consecutive terms with the Commission, subject to approval of the Council. The terms of office of the Commissioners who are initially appointed shall be staggered so that one (1) of the initial Commissioners is appointed for a one-year term, two (2) of the initial Commissioners are appointed for two-year terms, and two (2) of the initial Commissioners are appointed for three-year terms. Thereafter, Commissioners shall be appointed for three-year terms.

Commission members carry out their duties as a group and do not have the individual authority or responsibility to implement action on behalf of the group, authorize the expenditure of Town funds, or direct Town staff members. Commission members are encouraged to attend Commission events and may choose to act in volunteer positions at these events. When working in a volunteer position, Commission members work under the direction of the staff member organizing the event.

SECTION 8. OFFICERS

A. Election of Officers

The Commission and the PROS Director shall recommend the Chair of the Commission to the Council. The Chair shall be appointed by the Council and shall serve for a term of one year or until the next Chair is appointed. The Chair will usually be appointed when Commission members are appointed. The Commission shall choose members as Vice-

Chair and Secretary to serve for one year until the next election of officers. Any Commission member is eligible to hold office. Staff members are not eligible.

B. Chair

Duties and Responsibilities:

1. Plan and preside at all meetings of the Commission.
2. Facilitate annual planning process.
3. Set meeting agendas in partnership with the PROS Staff.
4. Work closely with the PROS Staff to stay informed about recreational programming and communicate with other Commission members.
5. Receive reports from all committees and Staff.
6. Act as liaison with PROS Staff regarding all Commission issues.

C. Vice-Chair

The Vice-Chair shall preside over meetings in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence.

D. Secretary

Duties and Responsibilities:

1. In partnership with Staff, ensure that accurate minutes are taken at each meeting and distributed to Commission members. Minutes must be filed with the Town Clerk and kept on file at Town Hall for public inspection.
2. Advise Council of any vacancies on the Commission.

E. Vacancy of Office

If the Vice-Chair or Secretary vacates an office before his/her term is completed, a new officer shall be elected at the next regular meeting. If the Chair leaves before his/her term is completed, Council shall appoint a new Chair as soon as practicable and the Vice-Chair shall preside over meetings until such appointment is made.

SECTION 9. CONDUCT OF BUSINESS

A. Quorum

No business of the Commission shall be transacted, except at a regular or special meeting at which a quorum of the Commission shall be present. A majority of Commission members shall constitute a quorum for the transaction of business.

B. Vote Requirements

Any recommendation or action of the Commission shall require the affirmative vote of a majority of the Commission members present and voting.

C. Deadline for Agenda

The deadline for placing an item on the agenda will be five days prior to the scheduled meeting. The agenda will be posted and distributed to Commission members 72 hours prior to the meeting.

D. Code of Ethics

Commission members are expected to comply with the Town's Code of Ethics as codified in Chapter 2.05 of the Parker Municipal Code, as amended.

SECTION 10. VACANCIES

Commission members shall continue to serve on the Commission, unless they have missed two (2) consecutive unexcused meetings, their terms of office expire, they are removed from the Commission by Council, upon recommendation of the Commission, they resign, or they are incapacitated to an extent which prohibits the proper performance of duties. To fill a vacancy, the Commission will solicit applications from the community. The Commission will recommend members from the community applicant pool to be approved by Council. Council will have the opportunity to meet new Commission members before being approved by Council if requested.

SECTION 11. ATTENDANCE

- A. Commission members are expected to miss no more than twenty-five percent (25%) of regularly scheduled Commission meetings during their term.
- B. Whenever possible, Commission members must report absences in advance to the Chair or the PROS Staff. Absences reported in advance will be considered excused. In case of emergency, Commission members must report their absences as soon as possible. The Chair shall determine if the emergency constitutes an excused absence. This decision may be appealed to a vote of the Commission.
- C. It is the responsibility of absent Commission members to contact the Chair for information that was missed.
- D. Any Commission member may request a leave of absence for no more than four (4) meetings by submitting a request in writing with a brief explanation for the reason for the leave to the Commission for approval. No more than two (2) Commission members may be granted a leave of absence at any one time.
- E. A Commission member's position is declared vacated if more than two (2) unexcused consecutive meeting absences occur.

SECTION 12. MODIFICATION OF BYLAWS

These rules of procedure and conduct shall only be amended by Council resolution.

Approved by Town Council Resolution No.



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Tom Williams, Director Eng/PW
DATE: January 10, 2022
SUBJECT: Engineering and Public Works Department Update

ISSUE:

The Department of Engineering and Public Works will be presenting the following topics:

- 1.) Chase Drain Program
- 2.) Roadway Median Improvements and Maintenance
- 3.) Proposed Contract Renewal for Street Resurfacing (Mill and Overlay)
- 4.) Facility Master Plan Update
- 5.) Proposed Minor Code Amendment - Contracting Procedures for Public Works Projects

FISCAL/BUDGET IMPACT:

None.

BACKGROUND:

The Engineering/Public Works staff will be presenting five (5) different topics. The first topic (Chase Drain Program) will provide some general background information on our program and some proposed policy changes staff would like to implement in 2022.

The second topic (Roadway Median Improvements and Maintenance) will address a staff proposal to improve the aesthetics of our non-irrigated medians. Staff believes this proposal will not only improve aesthetics, but reduce the long-term operations and maintenance costs of these types of medians.

The last three topics will be brief updates on an upcoming contract renewal, ordinance and resolution that will be on Town Council's agenda in the near future.

RECOMMENDATION:

For Informational purposes only.

REQUESTED DIRECTION:

For informational purposes only.

ATTACHMENT:

None

TOWN OF PARKER COUNCIL AGENDA

January 18, 2022

Notes:

Town Council meeting packets are prepared several days prior to the meeting. This information is reviewed and studied by the Councilmembers eliminating lengthy discussions to gain a basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the part of Council.

Ordinances listed for first reading are being approved to introduce them. Public comment will be held upon second reading.

Start times for regular agenda items are tentative; some items may be held earlier than scheduled time.

Public comment for items that are not on the agenda may be made in person, by Zoom or electronically at <http://parkeronline.org/CouncilPublicComment>. For those unable to provide comments in person, electronically through the website or via Zoom, please contact the Clerk's Office to make alternative arrangements. The Town Clerk can be reached at 303-805-3198. Public comments provided electronically through the website that are provided by 5:00 p.m. on the day of the regular or special Town Council meeting will be provided to the Town Council and will be included with the approved minutes of the Town Council meeting.

Virtual Public Participation by Zoom Webinar: Instructions on how to participate in the public comment or public hearing part of the meeting are available by viewing the individual Town Council meeting listings on the Town's online calendar at www.parkeronline.org/calendar.

Public Viewing Only - Facebook Live: Town Council meetings may be viewed through Facebook Live from the Town of Parker website: www.facebook.com/townofparkerco.

PLEASE NOTE: Public participation is NOT available through Facebook Live.

1. TOWN COUNCIL MEETING SCHEDULE

- A. 5:00 P.M. – Call to Order Town Council Meeting and Roll Call**
- B. Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. PUBLIC COMMENTS (No action will be taken on these items.) *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.*

3. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

4. CONSENT AGENDA

Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless Council votes to remove an item for individual discussion. Ordinances on the Consent Agenda are for introduction only and will not be removed for discussion.

- A. *APPROVAL OF MINUTES - January 3, 2022*
- B. *ORDINANCE NO. 3.01.90.1 - First Reading*
A Bill for an Ordinance to Amend Title 13 of the Parker Municipal Code Relating to Family Child-Care Homes
Department: Community Development, Bryce Matthews
Second Reading: February 7, 2022
- C. *RESOLUTION NO. 22-010*
A Resolution to Revise the Investment Advisory Committee Section of the Town of Parker Investment Policy Number 1-2015.
Department: Finance, Rhonda Willey
- D. *RESOLUTION NO. 22-005*
A Resolution Ratifying the Purchase and Binding of Insurance Coverage for the Town of Parker
Department: Risk Management, Steve Bedard
Town Attorney, Kristin Hoffmann
- E. *RESOLUTION NO. 22-003*
A Resolution to Amend Resolution No. 18-003, Series of 2018, to Adopt Revised Rules of Procedure and Conduct for the Parker Cultural and Scientific Commission Dated January 3, 2021
Department: Cultural, Carrie Glassburn
- F. *RESOLUTION NO. 22-004*
A Resolution to Fill a Vacancy, Appoint Regular Members to the Parker Cultural and Scientific Commission, and to Appoint the Chair
Department: Cultural, Carrie Glassburn
- G. *PROCLAMATION - Health for Humanity Yogathon*

5. **TOWN ADMINISTRATOR**

- **2022 Winter Town Administrator's Report**

6. **PUBLIC HEARINGS**

PARKER HILL TOP SQUARE L10 - CAR WASH - Use By Special Review

Applicant: Tim Varley
Location: 11375 S. Parker Road
Department: Community Development, Julia Duncan
TRAKiT No.: Z21-003

7. ORDINANCES

A. ORDINANCE NO. 1.556 - Second Reading

A Bill for an Ordinance to Vacate a Slope Easement on Real Property Previously Owned by Parker Land Associates Limited Partnership, Pursuant to Section 13.07.120(C)(5) of the Parker Municipal Code

Department: Engineering and Public Works, Alex Mestdagh

B. ORDINANCE NO. 1.557 - Second Reading

A Bill for an Ordinance Approving the Conveyance of Certain Real Property by Quit Claim Deed to the State of Colorado for Parker Road (SH 83) South and West of Mainstreet

Department: Engineering and Public Works, Chris Hudson

8. PUBLIC COMMENTS CONTINUED IF NECESSARY

9. ADJOURNMENT

TOWN OF PARKER COUNCIL AGENDA

February 7, 2022

Notes:

Town Council meeting packets are prepared several days prior to the meeting. This information is reviewed and studied by the Councilmembers eliminating lengthy discussions to gain a basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the part of Council.

Ordinances listed for first reading are being approved to introduce them. Public comment will be held upon second reading.

Start times for regular agenda items are tentative; some items may be held earlier than scheduled time.

Public comment for items that are not on the agenda may be made in person, by Zoom or electronically at <http://parkeronline.org/CouncilPublicComment>. For those unable to provide comments in person, electronically through the website or via Zoom, please contact the Clerk's Office to make alternative arrangements. The Town Clerk can be reached at 303-805-3198. Public comments provided electronically through the website that are provided by 5:00 p.m. on the day of the regular or special Town Council meeting will be provided to the Town Council and will be included with the approved minutes of the Town Council meeting.

Virtual Public Participation by Zoom Webinar: Instructions on how to participate in the public comment or public hearing part of the meeting are available by viewing the individual Town Council meeting listings on the Town's online calendar at www.parkeronline.org/calendar.

Public Viewing Only - Facebook Live: Town Council meetings may be viewed through Facebook Live from the Town of Parker website: www.facebook.com/townofparkerco.

PLEASE NOTE: Public participation is NOT available through Facebook Live.

1. TOWN COUNCIL MEETING SCHEDULE

- A. 5:00 P.M. – Call to Order Town Council Meeting and Roll Call**
- B. Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. SPECIAL PRESENTATIONS

- **President Chad Larsen, The Church of Jesus Christ of Latter-Day Saints, Parker Stake**

3. PARKER CHAMBER OF COMMERCE UPDATES

4. DOWNTOWN BUSINESS ALLIANCE UPDATES

- ### **5. PUBLIC COMMENTS (No action will be taken on these items.)** *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment*

period at the end of the meeting, prior to adjourning for those who signed up before the meeting.

6. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

7. CONSENT AGENDA

Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless Council votes to remove an item for individual discussion. Ordinances on the Consent Agenda are for introduction only and will not be removed for discussion.

A. APPROVAL OF MINUTES - January 18, 2022

B. ORDINANCE NO. 4.86.1 – First Reading

A Bill for an Ordinance to Amend Sections 11.13.020 and 11.13.030 of the Parker Municipal Code Concerning Contracting Procedures for Public Works Projects

Department: Engineering and Public Works, Chris Hudson

Second Reading: February 22, 2022

C. ORDINANCE NO. 9.343 - First Reading

A Bill for an Ordinance to Approve the Intergovernmental Agreement Between Douglas County School District RE-1 and the Town of Parker Regarding the Sharing of Costs for Providing Police Officers to Act as School Resource Officers

Department: Town Attorney, Jamie Wynn

Second Reading: February 22, 2022

D. RESOLUTION NO. 22-011

A Resolution Stating the Town's Intent to Participate in the Douglas County Coordinated Election on November 8, 2022

Department: Town Attorney, Jim Maloney

E. RESOLUTION NO. 22-012

A Resolution to Ratify Donations Received From the Greater Parker Foundation (needs a better title)

Department: Finance, Rhonda Willey

F. CONTRACTS OVER \$100,000

1. 2022 Fleet Replacement - Ken Garff Ford

Amount: \$634,805.73

Contractor: Ken Garff Ford

Department: Engineering and Public Works, Jim Gilbert

2. 2022 Fleet Replacement - McCandless International

Amount: \$260,045.52

Contractor: McCandless International

Department: Engineering and Public Works, Jim Gilbert

3. *2022 Fleet Replacement - PB Loader Corporation*

Amount: \$137,628

Contractor: PB Loader Company

Department: Engineering and Public Works, Jim Gilbert

4. *2022 Fleet Replacement - LAWS*

Amount:

Contractor:

Department: Engineering and Public Works, Jim Gilbert

5. *2022 Fleet Replacement - KOIS/OJ Watson*

Amount:

Contractor:

Department: Engineering and Public Works, Jim Gilbert

8. **PUBLIC HEARINGS**

9. **ORDINANCES**

ORDINANCE NO. 3.01.90.1 - Second Reading

A Bill for an Ordinance to Amend Title 13 of the Parker Municipal Code Relating to Family Child-Care Homes

Department: Community Development, Bryce Matthews

10. **PUBLIC COMMENTS CONTINUED IF NECESSARY**

11. **ADJOURNMENT**