

## **Town of Parker Youth Commission Agenda**

Tuesday, September 20, 2022, 6:30 p.m.  
Parker Town Hall, Pikes Peak Community Room  
20120 Mainstreet, Parker CO 80138

1. Call to Order
2. Roll Call
  - a. Ice Breaker – Bri Rock
3. Approval of Minutes
4. Public Comment
5. Old Business
6. New Business
  - a. Election of Treasurer
  - b. Election of Secretary
7. Staff Updates
  - a. Town Volunteer Opportunities – Errin Koon
  - b. Orientation – Cheri Sullivan
  - c. Town of Parker Government Training – Cheri Sullivan
  - d. Topics for Consideration – Cheri Sullivan
8. Committee Updates
9. Adjourn

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Next Meeting: Tuesday, October 18 at 6:30 p.m.

**Minutes from the Parker Youth Commission  
September 20, 2022, 6:30pm**

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**Meeting Location:** Parker Town Hall, Pikes Peak Community Room, 20120 Mainstreet, Parker CO 80138

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**Roll Call**

**Attendees**

Joey Jung  
Brayden Parsons  
Iris Pixler  
Landon Schnell  
Amara Fantl  
Carson Flowers  
Noor Reslan  
Sarah Goudjil  
Aarav Varma

**Not Present**

None

**Staff Present**

Bri Rock  
Errin Koon  
Cheri Sullivan

**Call to Order**

At 6:37 pm, Iris called the meeting to order.

**Public Comment**

No public comment. Public comment closed at 6:54 pm.

**Approval of Minutes**

No minutes to be approved.

**Old Business**

No old business to be covered.

**New Business**

**Election of Treasure**

Aarav was elected to be Treasurer of the Parker Youth Commission. Joey moved this motion. The motion was seconded by Brayden. The final vote was 9-0.

### **Election of Secretary**

Brayden, Carson, and Sarah ran to be secretary. Sarah was elected to be Secretary of the Parker Youth Commission. Amara moved this motion. The motion was seconded by Carson. The final vote was 9-0.

### **Staff Updates**

#### **Town Volunteer Opportunities**

Errin Koon discussed the possibility of having an updated website or creating a new one. The Youth Commission agreed. Landon was asked to help with advertising on the website with Legend High School once the Commissioners decide what to do for the website. The Commissioners agreed to discuss this more during the next meeting.

#### **Orientation and Government Training**

Cheri Sullivan created a presentation on the Parker Youth Commission and our duties. The Commissioners discussed more and asked questions on our different responsibilities. The commission discussed the possibility of having Committees. The staff approved of this decision. Government training and background knowledge of our government was discussed in this presentation. The Commissioners completed an activity in groups of two to three for our government training.

### **Committee Updates**

#### **Youth Congress**

Brayden invited us to the Youth Congress on October 7th, 2022, from 9am to 3:30pm.

#### **Group Reminders**

The Commissioners discussed possible means of communication. The Commission decided on creating a remind and possibly a Group Me. Sarah was established in the role of creating the remind.

### **Gavel**

The Commissioners agreed on getting a gavel for our meetings. Joey moved this motion. The motion was seconded by Aarav. The final vote was 9-0.

### **Adjournment**

Chair Iris Pixler motioned to adjourn this meeting at 8:31 pm.

<sup>18th</sup>  
**Next Meeting- October 15th**

### **Approval of Meeting Minutes**

  
Secretary

  
Chair

# Parker Youth Commission

## Get to Know Your Town Government



TOWN OF PARKER



PARKER  
COLORADO

# Tonight's Topics

- Orientation
- Town of Parker Government
- Topics for Consideration

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# ORIENTATION

# Meetings

- Open to the public
- Open Meetings Law
- Open Records Act
- Agenda Protocol

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### **Open Meetings (Colorado Statute C.R.S. § 24-6-402(2)(b)(c))**

- 2(b) All meetings of a quorum or three or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are **declared to be public meetings open to the public at all times.**
- 2(c) Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, **shall be held only after full and timely notice to the public.** In addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting. **The public place or places for posting such notice shall be designated annually** at the local public body's first regular meeting of each calendar year. **The posting shall include specific agenda information** where possible.



## Colorado Open Records Act

As with the Open Meetings Law, the purpose of the Open Records Act is to facilitate open government. The Act provide that “all public records are open for inspection by any person at reasonable times”: unless otherwise provided by the Act itself, or other law. This includes, writings, correspondence and work product. The agenda and meeting minutes are available for inspection during

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# **MUNICIPAL GOVERNMENT 101**

FEDERAL

STATE

LOCAL

County Government

Districts

Municipal Government  
(cities/towns)

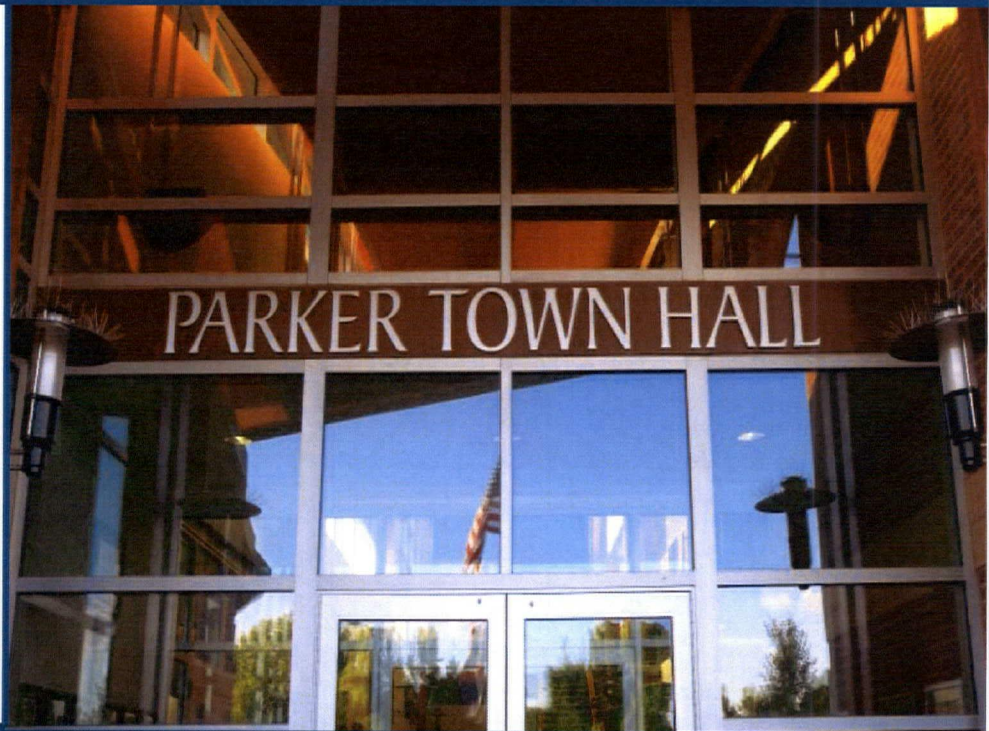
Statutory

Home Rule



# Home Rule Municipality

- Autonomy – collect own sales tax
- Laws on local matters supersede the state (generally)
- Broader authority on how to function
- Can levy own taxes to fund municipal services
- Not all cities and towns are the same,...what works for Boulder, might not work for Parker

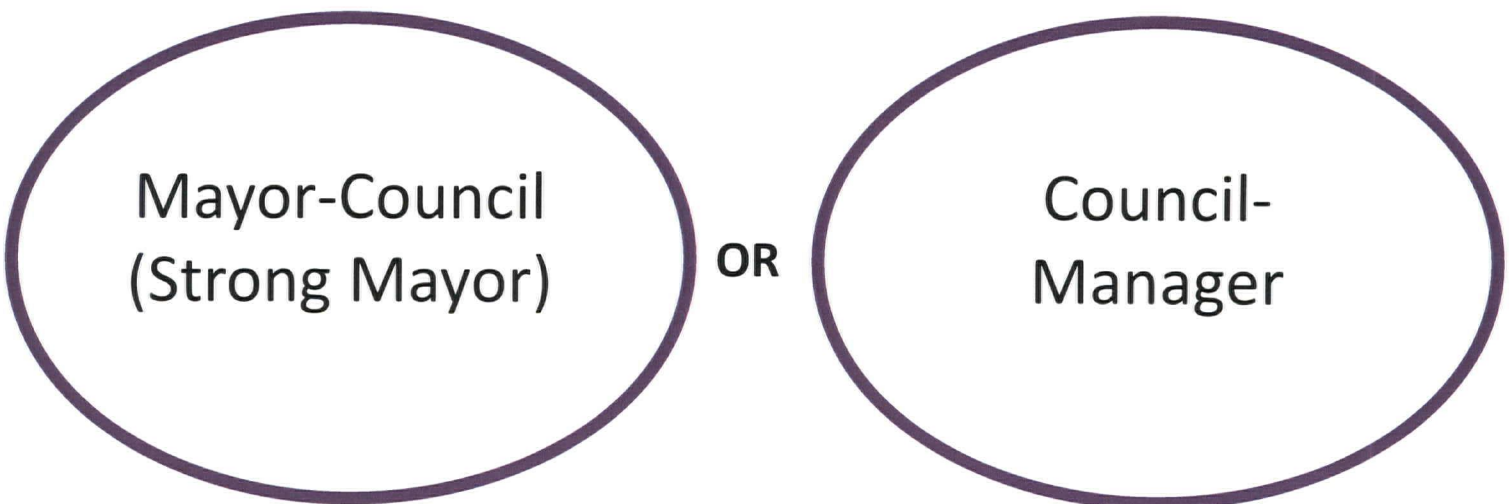


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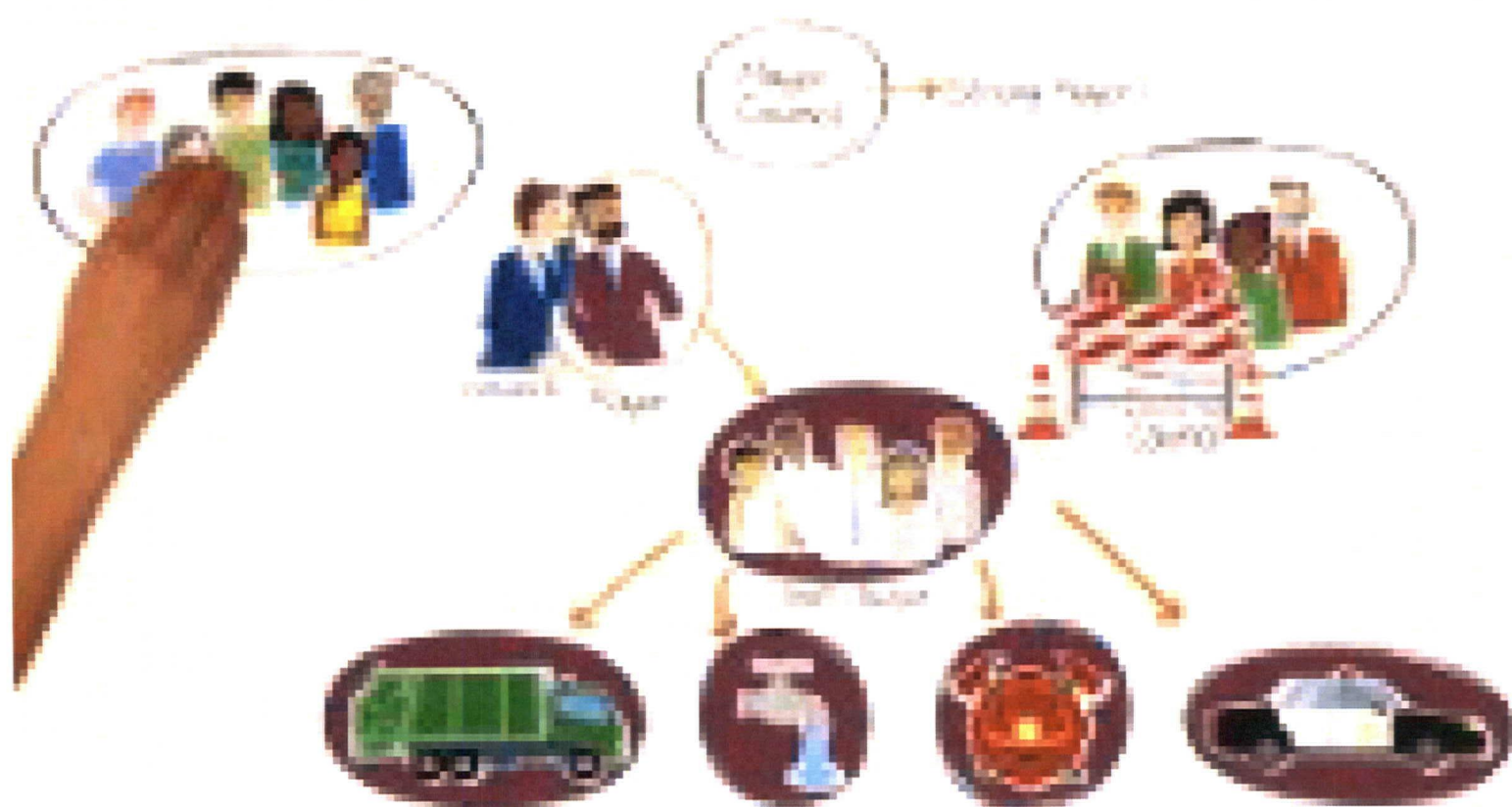
# FORM OF MUNICIPAL GOVERNMENT



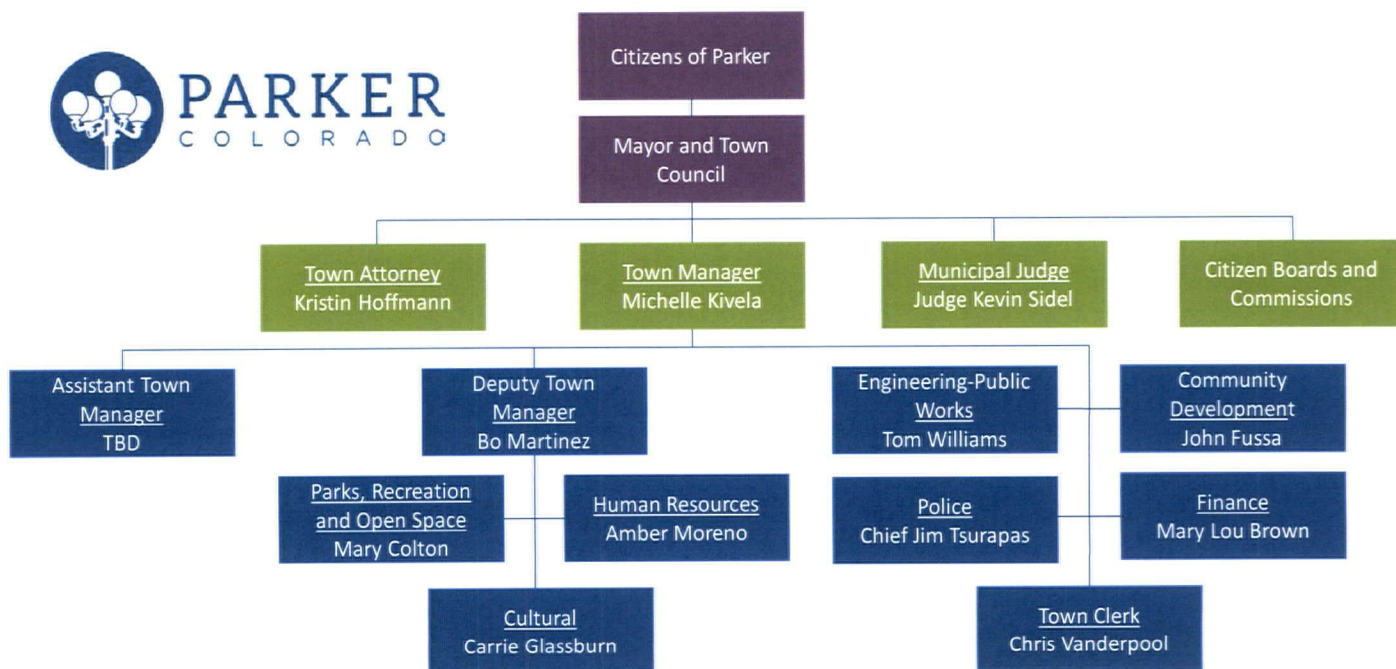
Mayor-Council  
(Strong Mayor)

OR

Council-  
Manager



# **ROLES IN PARKER TOWN GOVERNMENT**



August 2022





# Town Manager

- Professional manager
- Advanced education – typically Masters in Public Administration (MPA)
- Extensive government experience – 10+ Years
- Trained in the business of managing government and its resources
- Politically neutral

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# Role of Town Manager

- Ensures government runs transparently
- Includes community members and interests in the decision-making process
- Bring a commitment to excellence that sets the tone for employees
- Adheres to ICMA code of ethics
- Reports directly to Mayor and Town Council

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# Role of Town Manager

- Work with elected officials to develop policies and programs
- Manage government staff, budgets, programs and projects
- Oversee service delivery – police, street repairs, upkeep of parks
- Ensure laws and policies enforced fairly throughout the community
- Role defined in Town Charter

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# Professional Town Staff

- Subject matter experts in their fields
- Specialized degrees, certifications and experience
- Well-versed in federal regulations, state statutes and ordinances impacting their fields
- Recommend policies and ordinances
- Oversee service delivery, programs and operations within their field of expertise

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# **MUNICIPAL SERVICES**

Which of the following does the Town of Parker Municipal Government provide?

|                            |                      |                                   |
|----------------------------|----------------------|-----------------------------------|
| Wastewater/sanitary sewer  | Parker Senior Center | Library services                  |
| Street sweeping            | Drinking Water       | Ambulance services                |
| Issuing building permits   | Fire Department      | Build roads                       |
| Court                      | Police Department    | Stop sign maintenance             |
| Electric service           | Business licenses    | Street paving                     |
| Gas service                | Driver's licenses    | Liquor licensing                  |
| Snow plowing streets       | Marriage licenses    | Postal services                   |
| Traffic signal maintenance | Peddler's licenses   | PACE Center                       |
| Trash service              | O'Brien Park         | Parker Chamber of Commerce        |
| Stormwater management      | Pothole patching     | Parker Downtown Business Alliance |
| Sales tax collection       | Parker Days          | Parker Farmer's Market            |

# Town of Parker Services

## Internal Service Departments

Communications

Facilities

Finance

Fleet

Human Resources

Information Technology

## External Service Departments

Communications

Community Development

Cultural

Engineering/Public Works

Facilities

Municipal Court

Parks, Recreation & Open Space

Police

Town Clerk

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The Town of Parker's vision is to be a pre-eminent destination community of the Denver metro area for innovative services with a hometown feel. We will be an area leader in economic and community development, and strive to be at the forefront of services, civic engagement, and quality of life.



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# STRATEGIC GOALS



Support an  
Active  
Community



Promote a Safe  
and Healthy  
Community



Foster  
Community  
Creativity and  
Engagement



Innovate with  
Collaborative  
Governance



Enhance  
Economic  
Vitality



Develop a  
Visionary  
Community  
Through Balanced  
Growth

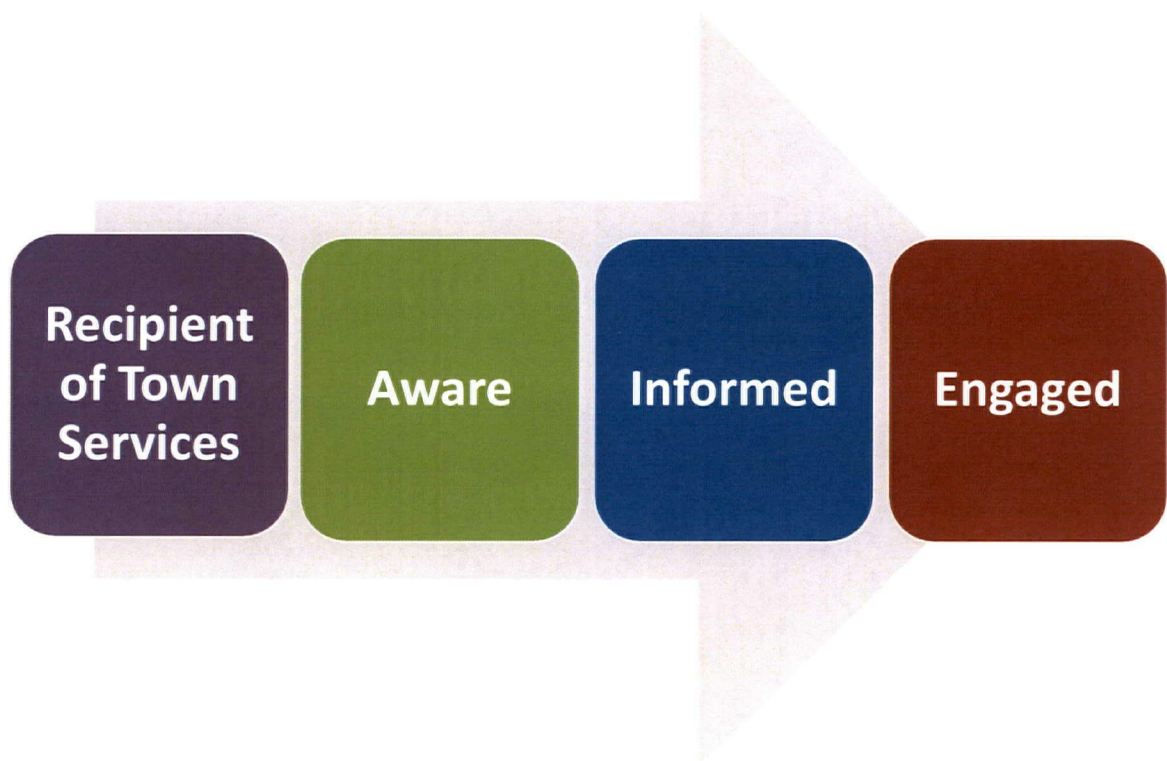
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# ROLES OF ELECTED OFFICIALS: Council-Manager Form of Government

## Elected Officials

- Mayor and (6) Councilmembers
- Must be 18 years of age, a registered voter of the Town and resident for 1 year
- Elected at-large
- 4-year terms
- Can serve four, 4-year terms, whether as Mayor or Councilmember

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# Mayor – Executive Powers

- Presiding officer of the Council
- Head of Town government for legal and ceremonial purposes
- Votes in case of a tie
- May veto any ordinance, resolution or motion
- Signs all conveyances involving real property of the Town and certain contracts



# Town Councilmembers – Legislative and Quasi-Judicial Powers

- Enact laws and policies for the Town
- Approve Town budget
- Appoint and retain full power of removal over the Town Manager, Municipal Judge and Town Attorney
- Appointment of members to boards and commissions
- Delegate all administrative powers to the Town Manager
- Approval of zoning, rezoning and subdivision or site plan



## Elected Officials – Other Duties

- Serve on regional boards, commissions and committees
- Attend ceremonial events
- Attend Town and community events
- Meet with constituents, neighborhood groups, businesses owners

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## Meeting Types

### Town Council Meeting

- Defined as a regular meeting
- Open to the public
- Take official action

### Study Session

- Open to the public
- No official action taken
- Review proposed bills for ordinance; receive information from staff

### Executive Session

- Not open to the public
- Topics limited to confidential or privileged information

# ITEMS FOR CONSIDERATION

- Commission Formation
  - Create a mission statement
  - Create a vision statement
  - Create a logo & design a shirt
  - Create a social media policy & guidelines
  - Create a code of conduct/ethics
- Education/Outreach to the Community
  - Field trip – Douglas County Voter Center
- Community Service Project
- Advisory
  - Periodic reporting to Town Council
  - Periodic input to Town departments

