

TOWN OF PARKER COUNCIL AGENDA
April 20, 2026
PARKER WATER & SANITATION DISTRICT OFFICES
13939 ANCESTRY DRIVE, PARKER, CO

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 do 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.

Public comment for items that are not on the agenda may be made in person or electronically at <http://parkerCO.gov/CouncilPublicComment>. For those unable to provide comments in person or electronically through the website, please contact the Clerk's Office to make alternative arrangements. The Town Clerk can be reached at 303-805-3198. Public comments submitted electronically through the website that are received 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.

Public Viewing Only - YouTube: Town Council meetings may be viewed live on YouTube at www.youtube.com/townofparkerco.

PLEASE NOTE: Public participation is NOT available through YouTube.

1. TOWN COUNCIL MEETING SCHEDULE

- A. **5:30 P.M. or as soon thereafter as possible – Call to Order Town Council Meeting and Roll Call**
- B. **Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. **Council Updates/Work Session - Immediately following Executive Session, if time allows.**
- D. **Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. SPECIAL PRESENTATIONS

- ***PROCLAMATION - National Crime Victims' Rights Week - Covered Colorado***

- 3. 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. As any matters raised by individuals during public comment are not on the agenda and other potentially interested parties would not, therefore, be aware of the discussion of these matters, the Town Council will not engage in dialogue regarding any items raised during public comment.*

4. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

5. **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 - April 6, 2026*

B. *ORDINANCE NO. 1.61.2 - First Reading*

A Bill for an Ordinance Repealing and Replacing Chapter 2.05 of the Parker Municipal Code Concerning the Code of Ethics for the Mayor, Town Council, and Boards and Commissions of the Town of Parker

Department: Town Attorney, Kelsey Hall

Second Reading: May 4, 2026

C. *ORDINANCE NO. 5.06.42.4 - First Reading*

A Bill for an Ordinance to Amend Chapter 7.03 of the Parker Municipal Code Concerning Restrictions on the Use of Certain Vehicles

Department: Town Attorney, Jamie Wynn

Second Reading: May 4, 2026

D. *RESOLUTION NO. 26-033*

A Resolution Accepting a Drainage Easement from Plaza Street Fund 106, LLC for a Portion of Lot 2, Lincoln Professional Park Filing No. 1

Department: Engineering and Public Works, Charles Kudlauskas

E. *CONTRACTS OVER \$100,000*

1. *Microsoft Enterprise Agreement Renewal*

Amount: \$252,943.54

Contractor: Dell Technology

Department: Information Technology, Matt Lynch

2. *Development Construction Inspection Services*

Amount: \$184,660

Contractor: Alfred Benesch & Company

Department: Engineering & Public Works, Alex Mestdagh

6. **TOWN MANAGER**

- **Spring 2026 Town Manager Report**

7. **ORDINANCES**

A. **Newlin Crossing Filing No. 3 Tracts Ownership Clarification**

Department: Engineering and Public Works, Alex Mestdagh

1. **ORDINANCE NO. 1.670 - Second Reading**

A Bill for an Ordinance Conveying Certain Real Property by Quitclaim Deed for Tracts G and H, Newlin Crossing Filing No. 3 to 98 W. Parker, LLLP

2. **RESOLUTION NO. 26-031**

A Resolution Accepting a Quitclaim Deed from 98 W. Parker, LLLP, Conveying Tract P, Newlin Crossing Filing No. 3

3. **RESOLUTION NO. 26-032**

A Resolution Accepting a Quitclaim Deed from Millrose Properties Colorado, LLC, Conveying Tracts D, J, and P, Newlin Crossing Filing No. 3

B. **ORDINANCE NO. 1.672 - Second Reading**

A Bill for an Ordinance Conveying a Water Pipeline Easement to the Parker Water and Sanitation District Over a Portion of Lot 1, Enclave Property Filing No. 2

Department: Engineering and Public Works, Alex Mestdagh

8. **PUBLIC COMMENTS CONTINUED IF NECESSARY**

9. **ADJOURNMENT**

Parker Town Council

Executive Session Agenda

April 20, 2026

“To hold a conference with the Town’s attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).”

1. Discussion Regarding Thornton and Northglenn Lawsuit re: State Land Use Bills and Legal Considerations for Parker re: Joining in Litigation



Your kind of place.

PROCLAMATION
National Crime Victims' Rights Week
April 19-25, 2026

WHEREAS, crime victims and survivors in our community deserve dignity, respect, and access to justice; and

WHEREAS, National Crime Victims' Rights Week is observed annually to honor victims, recognize those who advocate for them, and reaffirm our commitment to supporting their rights; and

WHEREAS, this observance emphasizes the importance of collaboration and empowerment for all victims of crime; and

WHEREAS, local organizations, including nonprofits such as Covered Colorado, law enforcement, and service providers work tirelessly to assist victims of sex trafficking and other crimes, providing resources for healing, justice, and prevention, and

WHEREAS, raising awareness about victims' rights strengthens our community and ensures that all individuals affected by crime receive the support they need;

NOW, THEREFORE, I, Joshua Rivero, Mayor of the Town of Parker, do hereby proclaim April 19–25, 2026, as

National Crime Victims' Rights Week

in the Town of Parker, Colorado, and encourage all residents to join in activities that promote justice, healing, and hope for victims of crime.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Parker, Colorado, to be affixed on this 20th day of April 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

**TOWN OF PARKER COUNCIL
MINUTES
APRIL 6, 2026**

Mayor Joshua Rivero called the meeting to order at 4:30 p.m. All Councilmembers were present.

Town Attorney Jamie Wynn announced that there were three topics for discussion in the Executive Session to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b) and to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e). The first topic was a discussion regarding a potential parking lot license agreement for public parking in Downtown. The second topic was updates to Council regarding a pending Police Department lawsuit related to status, upcoming trial dates, and settlement demand. The third topic was an update to Council regarding use tax litigation involving Parker Valley Hope, including the appeal of the trial court's order and next steps.

There was a fourth topic for discussion in the Executive Session to consider personnel matters, pursuant to C.R.S. § 24-6-402(4)(f). This topic was a discussion regarding a potential 360 review process for current Town Council appointee positions.

EXECUTIVE SESSION

Brandi Wilks moved and Erik Frandsen seconded to enter into Executive Session at 4:31 p.m. to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b); to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e); and to consider personnel matters, pursuant to C.R.S. § 24-6-402(4)(f).

The motion carried unanimously.

Erik Frandsen moved and Brandi Wilks seconded to come out of the Executive Session at 6:43 p.m.

The motion carried unanimously.

COUNCIL UPDATES/WORK SESSION

The following topics were discussed during the Work Session:

- Joshua Rivero will be up for reelection for his position on the CML Executive Committee.
- Various upcoming meetings and scheduling were reviewed.
- A launch for Link on Demand will take place at O'brien Park on Wednesday, April 8 at 1:30 p.m.
- An update to the land use bill will come back to Council on April 20.
- 40 students will be attending tonight's Council meeting.

Brandi Wilks moved and Erik Frandsen seconded to recess the regular meeting until 7:00 p.m.

The motion carried unanimously.

REGULAR MEETING

Mayor Joshua Rivero reconvened the regular meeting at 7:00 p.m.

Mayor Rivero led the Council and audience in the Pledge of Allegiance.

PUBLIC COMMENTS

None.

REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

Each Councilmember reported on meetings and activities they attended since the last Town Council meeting.

CONSENT AGENDA

- A. *APPROVAL OF MINUTES - March 23, 2026*

- B. *ORDINANCE NO. 1.670 - First Reading*
A Bill for an Ordinance Conveying Certain Real Property by Quit Claim Deed for Tracts G and H, Newlin Crossing Filing No. 3 to 98 W. Parker, LLLP
Department: Engineering and Public Works, Alex Mestdagh
Second Reading: April 20, 2026

- C. *ORDINANCE NO. 1.672 - First Reading*
A Bill for an Ordinance Conveying a Water Pipeline Easement to the Parker Water and Sanitation District Over a Portion of Lot 1, Enclave Property Filing No. 2
Department: Engineering and Public Works, Alex Mestdagh
Second Reading: April 20, 2026

- D. *RESOLUTION NO. 26-028*
A Resolution Approving the Intergovernmental Agreement Between the Douglas County Clerk and Recorder and the Town of Parker Regarding the Conduct and Administration of the November 3, 2026 Coordinated Election
Department: Town Clerk, Chris Vanderpool

- E. *RESOLUTION NO. 26-029*
A Resolution Accepting the Charge Ahead Colorado Grant Award and Authorizing Installation of Electric Vehicle Charging Stations at Town Facilities
Department: Engineering and Public Works, Tom Williams

- F. *CONTRACTS OVER \$100,000*
 - 1. *Annual Median Maintenance Contract*
Amount: \$209,307.49
Contractor: Denver Commercial Property Services, Inc (DCPS)
Department: Parks, Recreation and Open Space, Jared Musil

2. *Town Hall Network Hardware Replacement*

Amount: \$136,140.76

Contractor: ePlus Technology, Inc.

Department: Information Technology, Matt Lynch

G. *PROCLAMATION - Arbor Day 2026*

Brandi Wilks moved and Todd Hendreks seconded to approve Consent Agenda Items 4A through 4G.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

RESOLUTIONS

RESOLUTION NO. 26-030

A Resolution Approving the Intergovernmental Agreement Among the Town of Parker, Douglas County, and the Parker Area Historical Society, d/b/a Parker History, for the Renovation of the Parker Heritage Center

Department: Cultural, Carrie Glassburn

Parker Arts, Douglas County Historic Preservation, and Parker History (formerly the Parker Area Historical Society) are embarking on a renovation project of the Parker Heritage Center. Approval of this resolution authorized an Intergovernmental Agreement between the Town of Parker, Douglas County, and Parker History, which outlines the goals, responsibilities, expectations, and timelines of the project.

Public Comments: None.

Brandi Wilks moved and Laura Hefta seconded to approve Resolution No. 26-030, as part of the regular agenda.

A roll call vote was taken:

Todd Hendreks - yes

Anne Barrington - yes

Brandi Wilks - yes

John Diak - yes

Erik Frandsen - yes

Laura Hefta - yes

The motion was approved unanimously.

ADJOURNMENT

Mayor Rivero adjourned the meeting at 7:19 p.m.

Susan L. Irvine, Deputy Town Clerk

Joshua Rivero, Mayor



Request for Town Council Action

Date: April 20, 2026

Submitted By: Kelsey Hall, Assistant Town Attorney

Reviewed By: Michelle Kivela, Town Manager

Title: **ORDINANCE NO. 1.61.2 - First Reading**
A Bill for an Ordinance Repealing and Replacing Chapter 2.05 of the Parker Municipal Code Concerning the Code of Ethics for the Mayor, Town Council, and Boards and Commissions of the Town of Parker
Department: Town Attorney, Kelsey Hall
Second May 4, 2026
Reading:

EXECUTIVE SUMMARY

This ordinance, if passed, would repeal and readopt Chapter 2.05 of the Parker Municipal Code, which contains the Code of Ethics. Additionally, it would adopt a Code of Conduct and Ethics that is applicable to the Mayor, Town Councilmembers, and the Town's boards and commissions.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town's Code of Ethics is contained in Chapter 2.05 of the Parker Municipal Code. It was originally drafted in 1994 and has not been updated since then, with the exception of the adoption of Resolution No. 06-101 pertaining to gifts. The current Code language is not as specific as it could be; therefore, in order to provide additional guidance to the Mayor, Councilmembers, and individuals serving on the Town's boards and commissions (collectively, "officials"), staff recommends revising this Chapter. The proposed updates include the following:

1. Updated definitions and legislative intent.

Chapter 2.05 currently has limited definitions and does not frame its legislative intent for the reader. This has created ambiguities, such as whether the Mayor is subject to the Code of Ethics. The updated language provides clarity about who is subject to the Code of Ethics (all Councilmembers, the Mayor, and individuals serving on boards and commissions), as well as other phrases like "direct official action," "conflict of interest," "ownership interest," and "matters pending before the Town." It further provides the framing that officials must comply with both the letter and spirit of the Code of Ethics to ensure that individuals exercise the highest degree of integrity.

2. Regulations concerning gifts to officials.

Elected officials are currently prohibited from accepting gifts or any item of value that would tend to influence a reasonable person in their position. The new language continues that prohibition and specifically incorporates relevant provisions of Resolution No. 06-101, while superseding any provisions that are not contained in the ordinance. For example, the Resolution includes a list of examples that are not considered to be an improper gift, but some categories (like sports tickets) may present ethical issues if accepted by an official. The ordinance, therefore, attempts to harmonize the two documents to 1) ensure that all the relevant regulations are in one place, and 2) modernize the regulations so that they promote strong ethics in the modern context.

3. Deceptive use of the Town's name and logo.

There is no prohibition in the existing Code against the deceptive use of the Town's name and logo. The new language would prohibit officials from using the Town's name and logo for non-official purposes, such as campaign-related or political activities. There is an exception if the individual is using the Town's name to describe the office for which they are a candidate. Additionally, the new language prohibits the use of the Town's name and logo in a way that conveys the false impression that the Town or the Town Council approves or sponsors a particular business, activity, political issue, etc. The intention here is to create a clear separation between an official's individual activities and opinions and their official activities and opinions.

4. Conflicts of interest.

Officials continue to be prohibited from engaging in matters in which they have a conflict of interest. There is no change to the process by which an official must disclose that they have an actual or potential conflict and the remaining members of Council or the applicable board or commission vote to determine if there is a conflict. If a conflict is found to exist, the official may not vote on the matter or attempt to influence the decisions of the remaining members of the body.

5. Advisory opinions.

Under the new language, before engaging in any conduct that may violate the provisions of the Code of Ethics, an official may seek an advisory opinion regarding the proposed conduct. The official would contact the Town Manager and the Town Attorney about this, and the Town Attorney may refer the question to outside legal counsel to create the opinion. The involvement of outside counsel enables the official to receive a third-party opinion in an event when the Town Attorney may have a conflict due to their representation of Town Council as a whole. If the elected official relies on the opinion in good faith, they cannot be found to have violated the Code of Ethics.

6. Independent ethics counsel.

In the event that an official is accused of violating the Code of Ethics, the complaint would be investigated by an independent ethics counsel who is retained by the Town. Upon conclusion of the investigation, the independent ethics counsel would render their written recommendations to the Town Council as to whether to proceed to a hearing or dismiss the complaint. The independent ethics counsel would be a contractor with a five-year term and

would not be the same individual who renders advisory opinions.

7. Complaint process.

Under the current Code, the Town Council has the authority to investigate complaints, retain a special prosecutor, and conduct a public hearing on allegations that an individual has violated the Code of Ethics. The new language proposes a more detailed process to ensure that all complaints are treated equally.

The Town would set up a complaint submission form to receive complaints. The form would be kept confidential throughout the entirety of the investigatory process. Complaints must be made within 180 days of an ethics violation, or 180 days from when the complainant became aware of such violation. Complaints would go directly to the Town Attorney or to the independent ethics counsel. Complaints may be dismissed if they meet any of the listed reasons in the Code.

Upon receipt of a complaint, the independent ethics counsel would investigate and make written findings within 14 days of concluding their investigation. They shall then issue a confidential written recommendation to the remaining Town Councilmembers that includes specific findings of fact and a recommendation as to whether a violation of the Code of Ethics appears to have occurred. If there are no Code violations, the independent ethics counsel may dismiss the complaint in whole or in part. If there are potential Code violations, the independent ethics counsel may recommend to Town Council that they proceed to a hearing, or may: a) stay the proceedings if necessary to allow law enforcement or other authorities to work through any actions in progress; b) dismiss the complaint if there is insufficient evidence or there is no substantial likelihood that the official will be found guilty of violating the Code; or c) dismiss the complaint in the interests of justice.

Finally, if the independent ethics counsel does recommend that a violation has occurred, the Town Council may choose to schedule a hearing, which would be presided over by an independent hearing officer. The hearing officer shall make findings of fact, and the Town Council shall ultimately determine if a violation occurred. The accused individual shall be notified of the complaint and given an opportunity to respond in writing. If the accused individual is a member of Town Council, they will automatically be recused from any vote concerning the matter. The Code provides detailed hearing procedures, including the burden of proof, limited discovery, and the conduct of the hearing.

8. Penalties for violations.

In the event that an official is found by the Town Council to have violated the Code of Ethics, they may be subject to the following penalties:

- a. Censure by formal resolution of the Town Council.
- b. Monetary fine (if the ethical violation involved a financial benefit to the individual).
- c. Removal from internal or external boards, committees, commissions, and prohibition against representing the Town at community functions.
- d. Refusal to pay for optional memberships, affiliations, and conferences.

9. Adoption of the Code of Conduct and Ethics.

This ordinance would also adopt a Code of Conduct and Ethics for Elected Officials, which is intended as a handbook to complement the Elected Official Guidelines adopted in 2025. The Code of Conduct provides greater context on common situations that can give rise to ethical issues. Specifically, it addresses the following topics:

- a. Roles and responsibilities of the Mayor and Town Councilmembers.
- b. General conduct standards.
- c. Conflicts of interest.
- d. Participation in events with outside entities.
- e. Support for commercial enterprises.
- f. Gifts.
- g. Travel expenses.
- h. Campaign activity.
- i. Conduct of elected officials in a variety of settings.
- j. Interactions with Town staff.

Staff believes that this would be a useful resource when onboarding new Councilmembers or Mayors, and as a quick-reference guide for common situations. Additionally, this will enable the Town to treat ethical issues consistently by following the guidance set forth in Chapter 2.05 and the Code of Conduct and Ethics.

FINANCIAL IMPACT

None. However, if an official requests an advisory opinion or if an investigation of a complaint is necessary, the Town will be required to pay the costs for that opinion and investigation.

STRATEGIC GOAL(S)



FOSTER COMMUNITY
CREATIVITY AND
ENGAGEMENT

ATTACHMENTS

1. Ordinance No. 1.61.2

RECOMMENDED MOTION

I move to introduce Ordinance No. 1.61.2 on first reading, as part of the consent agenda, and to schedule second reading for May 4, 2026.

ORDINANCE NO. 1.61.2, Series of 2026

TITLE: A BILL FOR AN ORDINANCE REPEALING AND REPLACING CHAPTER 2.05 OF THE PARKER MUNICIPAL CODE CONCERNING THE CODE OF ETHICS FOR THE MAYOR, TOWN COUNCIL, AND BOARDS AND COMMISSIONS OF THE TOWN OF PARKER

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, ORDAINS:

Section 1. Amendment. Chapter 2.05 of the Parker Municipal Code is hereby amended to read as follows:

2.05.010 Legislative Intent.

- (a) The purpose of this Chapter is to establish a Code of Ethics to ensure that all Town officials adhere to the highest levels of ethical conduct, honesty, integrity, and accountability. Officials should comply with both the letter and spirit of this Code of Ethics and strive to avoid situations that create impropriety or the appearance of impropriety.
- (b) This Chapter is intended to establish the procedure for officials to obtain advisory opinions regarding whether any conduct by that person would constitute a violation of this Code of Ethics prior to engaging in such conduct.
- (c) This Chapter is also intended to establish procedures for the initiation, review, investigation, and determination of complaints against Town officials.
- (d) This Chapter codifies the provisions of Resolution No. 06-101, Series of 2006, and expressly supersedes and repeals any provisions of that resolution not contained herein.
- (e) The various provisions of this Chapter are cumulative, and not exclusive, and shall not be construed to limit any administrative, civil or criminal action or proceeding which may be instituted by the Town pursuant to Colorado statutes.

2.05.020 Definitions.

For the purpose of this Chapter the terms listed below shall have the following meaning:

Commission Member means any person appointed to a Town board or commission by the Town Council or the Mayor under authority of the Charter, ordinance or State law, including regular and alternate members, or the Mayor or Councilmembers when acting in their capacity as Parker Authority for Reinvestment board members (collectively referred to as *Commission*).

Commission means any board or commission or other appointive body or authority of the Town created pursuant to the Town Code or Charter.

Confidential or privileged information means information and materials not available to the general public under applicable laws, ordinances, and regulations, which information is obtained by reason of the official's position with the Town. "Confidential or privileged information" specifically includes, without limitation, matters required by state or federal law

or regulation to be kept confidential, attorney-client communications, information or materials subject to any common law or statutory privilege, and other matters which may be discussed in executive session.

Conflict of interest means an interest held by an official or their relative, which interest interferes with or influence of which may reasonably be perceived as interfering with or influencing the conduct of the duties or exercise of the powers of the official on behalf of the Town. “Conflict of interest” also means any conflict of interest specifically designated by this Chapter.

Councilmember means a member of the Town Council, not including the Mayor, (collectively referred to as *Council*).

Day means a calendar day.

Direct official action is any action that an official could take that involves any of the following, but does not include acts that are purely ministerial (e.g., pro forma signing of documents, approval as to form, attestation, etc.) or any excusal from voting:

- (1) Negotiating, approving, disapproving, administering, enforcing, or recommending for or against a contract, purchase order, lease, concession, franchise, grant, vendor, or other formal agreement to which the Town is a party. Direct official action occurs only if the person making the recommendation is in the formal line of decision making; and
- (2) Selecting or recommending vendors, concessionaires, or other types of entities to do business with the Town.

Matters pending before the Town means a matter currently under formal review or consideration over which the Town has authority to review, regulate, decide, or adjudicate, including, without limitation, a contract, gift, sale of property, legislation, inspections, permitting, land use matters, licensing, administrative approvals, and any related processing, review, approval, appeal, deliberation, solicitation, implementation, revocation, suspension, or similar action relating thereto.

Mayor means the Mayor of the Town of Parker.

Official means the Mayor, any Commission Member, or Town Councilmember.

Ownership interest means the ownership of any part of a business entity by an official, by an official’s relative, or by any of their ownership in a fiduciary capacity of any securities or of any beneficial interest in securities of a business entity, where the aggregate amount of ownership by the official or their relative(s), in any capacity, amounts to ten percent (10%) or more of any class of the securities of the business entity then outstanding or constitutes a controlling interest in the business entity.

Person means any individual, corporation, business trust, estate, trust, limited liability company, partnership, labor organization, association, political party, committee, joint venture, institution, foundation, or other legal entity, whether organized for profit or not.

Quasi-judicial hearing process means any public hearing related to a quasi-judicial matter and includes, without limitation, preparations necessary for such hearing, including

review of written staff reports, agendas, proposed resolutions and ordinances, scheduling, posting or publishing notice, and requesting and receiving legal advice.

Relative means a spouse, domestic partner, partner in a civil union, child, parent, sibling, in-law, grandparent, step parent, step-child, step-sibling, grandchild, and other familial relationships that are sufficiently close to be of a similar nature to those listed herein. “Relative” shall include all relationships listed herein as they relate to domestic partners or partners in a civil union.

Thing of value means any tangible or intangible benefit, including, without limitation, a gift, favor, compensation, payment of expense, reward, discount, gratuity, loan, reduced interest rate, or forbearance of a loan.

2.05.030 Restrictions generally.

- (a) No official shall take any direct action, receive any confidential information, or influence any other Town official or employee to take or abstain from any direct official action relating to any matter pending before the Town in which the official has a conflict of interest.
- (b) Officials shall not vote or render a final decision on an issue that directly affects a business or project in which the official either has a financial interest or is engaged as counsel, consultant, representative or agent.
- (c) Officials shall not assist any person for a fee or other compensation in obtaining any contract, claim, license, permit, permission, approval or other economic benefit from the Town.
- (d) Officials shall not hold a substantial financial interest in any business or enterprise which is a party to a Town contract made by the Town Council or commission upon which the official has been appointed or elected, except that this Subsection shall not apply to a Town sponsorship or scholarship program that benefits the Town.
- (e) Officials shall not accept a fee, contingent fee or any other compensation for promoting or opposing passage of legislation, except the official’s official compensation as provided by the Town Charter, ordinance or contract.
- (f) Officials shall not appear on behalf of any private person, business or entity before the Council or board upon which the official has been appointed or elected.
- (g) Officials shall not use any Town resources for electioneering purposes, including the use of an official Town email account, phone number, webpage, social media page, office space, or other resources that are available to the official only due to their status as an official.
- (h) Officials shall adhere to the Town of Parker Code of Conduct and Ethics, which is hereby adopted by this ordinance, and which may be modified by resolution.

2.05.040 Gifts to Officials.

- (a) Officials shall not solicit or accept any gift, compensation, reward, gratuity or any item of value (collectively, a “gift”) which would tend to influence a reasonable person in the official’s position to depart from the faithful and impartial discharge of their public duties; or which the official knows or which a reasonable person in a similar position should know is primarily for the purpose of influencing public action. For purposes of this section, a gift shall include any payment, entertainment, subscription, forbearance, service or any other

thing of value, rendering or deposit of money, compensation received for private services rendered at a rate substantially exceeding the fair market value of such services, or a loan at a rate of interest substantially lower than the commercial rate then currently prevalent for similar loans, which is transferred to an official directly or in trust for their benefit without the official giving adequate and lawful consideration in exchange.

- (b) The receipt of any of the following shall not be a violation of this Code of Ethics, provided that the gift is 1) not connected to any Town business or the official's position within the Town; and 2) cannot reasonably be considered to be a bribe or means of improper influence on a direct, official action taken by the official:
 - (1) A campaign contribution, as defined by law;
 - (2) An unsolicited item of trivial value less than fifty dollars (\$50.00), such as a pen, calendar, plant, book, notepad, or similar item.
 - (3) An unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - (4) Unsolicited informational material, publications, or subscriptions related to the recipient's performance of official duties;
 - (5) Admission to, necessary expenditures for travel to, and the cost of food or beverages consumed at, a reception, meal, or meeting by an organization before which the recipient appears to speak or to answer questions as part of a scheduled program;
 - (6) A gift from an individual who is a relative or personal friend of the recipient;
 - (7) Waiver or reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is offered to such official, which is not extraordinary when viewed in light of the position held by such official; and
 - (8) Payment for speeches, appearances, or publications reported pursuant to C.R.S. §24-6-203.

2.05.050 Appearances by officials.

- (a) Officials shall not appear in their personal capacity, including on behalf of a third party, before the Council or commission upon which they are a member. If the official is affiliated with a person or organization appearing before the Council or commission, it is conclusively presumed that there is a conflict of interest, and the official must comply with Sections 2.05.080 and 2.05.090, below.
- (b) No official shall appear on behalf of another person concerning any matter before the Municipal Court, unless ordered to do so by subpoena of the Court.
- (c) Nothing in this Section shall be construed as prohibiting official from addressing a Council or commission of which they are not a member.

2.05.060 Participation in civil lawsuits.

Officials who are attorneys shall not represent or affiliate with law firms that represent persons in their transactions with the Town, unless the Town Council permits otherwise.

2.05.070 Deceptive use of Town name and logo.

- (a) Officials shall not, in their individual capacity, including for campaign or political purposes, use the words “Town of Parker,” “Town Council,” “Mayor of the Town of Parker,” or similar combinations of words on any letterhead or envelope. Provided, however, that these words may be used if it is clearly in the context of the official describing the office for which the official is running.
- (b) Officials shall not use the words “Town of Parker,” “Town Council,” “Mayor of the Town of Parker,” or similar combinations of those words, or the Town’s trademarks or logo for the purpose of conveying a false impression of sponsorship or approval by the Town Council, or the Town or any of its departments or employees.
- (c) Any solicitation by an official or any entity or committee controlled by the official that reasonably could be interpreted as implying any Town connection, approval, or endorsement must carry a disclaimer on both internal documents and on the envelope, conspicuously stating that it is not an official mailing of the Town of Parker. This includes solicitations that include the Town’s logo, or citation to an official Town department or program. Additionally, the solicitation may not include a false representation that Town benefits or services will be affected by any contribution or failure to contribute.

2.05.080 Disclosure of conflict of interest.

- (a) Officials who have any personal or property interest, or any other kind of interest which may conflict or interfere with, influence or be perceived by the public as influencing the official’s conduct shall prior to acting or voting disclose the nature of the conflict.
- (b) The remaining members of the Council or commission shall establish by a majority vote whether the interest does in fact constitute a conflict of interest. In deciding whether there is a conflict of interest, Town Council or the commission shall consider, among other criteria, the following:
 - (1) Whether the conflict of interest impedes independence of judgment;
 - (2) The effect of the official’s participation on the public confidence in the integrity of the governing body;
 - (3) Whether the official’s participation is likely to have any significant effect on the ultimate disposition of the matter; and
 - (4) The official’s fiduciary obligations to the Town.
- (c) If the majority concludes that there is no conflict, then the official may perform the official act involved. However, the official shall state for the record the nature of the interest at the time of performing the act. Such disclosure shall constitute an affirmative defense to a violation of this Chapter.

2.05.090 Disqualification from voting and influencing.

- (a) If a majority of the Town Council or the commission concludes there is a conflict, the official shall be disqualified from acting or voting on the matter or any related business. In addition, the disqualified official shall refrain from attempting to influence the decisions of other

members of the Council or commission in voting on the matter, and refrain from participating in any manner in the deliberations of the Town Council or commission.

- (b) The disqualification of the official shall not preclude the existence of a quorum, nor result in the loss of a quorum, of the Town Council or the commission. However, the disqualification of an official from voting on an issue that requires the affirmative vote of a specific number of votes shall automatically be reduced by the number of officials disqualified, except for matters before the Town Council.

2.05.100 Advisory opinions.

Before engaging in any conduct that may violate the Code of Ethics, officials may request in writing an advisory opinion as to the application of this Chapter to any anticipated or proposed conduct. The request shall be submitted to the Town Attorney's Office and the Town Manager's Office, and referred to outside legal counsel of the Town Attorney's choosing. Provided that all pertinent facts and circumstances are fully disclosed in the written request for an advisory opinion, such official shall be entitled to rely upon the advisory opinion issued for purposes of determining compliance with this Code of Ethics. No official shall be found to have violated the Code of Ethics if, in good faith, the person has acted in accordance with an advisory opinion issued pursuant to this section. A copy of the advisory opinion, with the official's personal or identifying information removed, shall be provided to the Town Attorney's office as well as to Council or the commission on which the official sits.

2.05.110 Independent ethics counsel.

- (a) Town Council shall contract with an independent ethics counsel, whose purpose shall be to oversee the complaint, investigation, and enforcement process in response to ethics complaints against officials submitted pursuant to this section, and to render written recommendations to Town Council regarding the same. The independent ethics counsel's contract shall be for a term of five (5) years unless mutually amended by the Town and the counsel.
- (b) The independent ethics counsel shall be approved by resolution. The independent ethics counsel shall be an attorney licensed to practice law in Colorado, and in good standing.
- (c) The independent ethics counsel shall not be the same attorney that provides advisory opinions pursuant to Section 2.05.100 of this Chapter.

2.05.120 Filing of complaints against officials.

- (a) *Complaints generally.* Complaints against an official must be filed in good faith using the Town's complaint submission form, and shall be kept confidential throughout the investigatory process. A complaint may only be considered for matters occurring within the last one hundred eighty (180) days, or within one hundred eighty (180) days of discovery of the alleged violation, and shall be filed with the Town Attorney or the independent ethics counsel. For purposes of clarity, complaints may be made for allegations of conduct occurring more than one hundred eighty (180) days prior to the complaint, so long as the complainant became aware of such conduct within one hundred eighty (180) days of making the complaint.

- (b) *Complaint requirements.* A complaint shall set forth the following to the best of the complainant's ability.
- (1) The name of the person, either individually or on behalf of an organization, submitting the complaint and such person's contact information, including the mailing address, telephone number, and email address. A complaint submitted anonymously may be dismissed by the independent ethics counsel;
 - (2) The identity of the individual(s) alleged to have committed a violation of the Code of Ethics;
 - (3) A full description of the facts known to the person filing the complaint which are alleged to constitute a violation of the Code of Ethics, including reference to the applicable Code of Ethics provisions at issue;
 - (4) The identities and contact information, if known, of other persons who have knowledge of such facts; and
 - (5) The signature of the person submitting the complaint with the following statement:
"The undersigned hereby certifies that the information contained within this complaint is true to the best of my knowledge, information, and belief. I have not filed this complaint for the purpose of harassment or to falsely disparage the individual(s) claimed to have committed violations of the Code of Ethics."

2.05.130 Dismissals of frivolous complaints against officials.

The independent ethics counsel may dismiss frivolous claims without further action for any of the following reasons:

- (a) The independent ethics counsel has no jurisdiction over the person(s) named in the complaint (i.e., the person is not a Town official);
- (b) The alleged violation, even if true, would not constitute a violation of the Code of Ethics;
- (c) The allegations were previously asserted in another complaint that is already being considered or was resolved by the independent ethics counsel;
- (d) The alleged violation, even if true, is minor in nature and fails to justify the use of public resources to prosecute;
- (e) The allegations involve actions or events that occurred more than one hundred eighty (180) days prior to the date of the filing of the complaint;
- (f) The complainant became aware of the conduct giving rise to the complaint more than one hundred eighty (180) days prior to the date of the filing of the complaint;
- (g) The complaint is, on its face, groundless, or in bad faith;
- (h) The individual who is the subject of the complaint previously obtained an advisory opinion pursuant to Section 2.05.100 that identifies the conduct as not being in violation of the Code of Ethics;
- (i) The complaint does not include the required factual information or signature affirming the complaint's veracity as required by this Chapter; or

- (j) The complaint was filed anonymously.

2.05.140 Review of complaints against officials.

- (a) *Investigation.* The independent ethics counsel shall take such steps as are necessary to investigate complaints not dismissed as frivolous pursuant to this Chapter. During the investigation, if potential violations of the Code of Ethics not raised in the original complaint are discovered, the independent ethics counsel may amend the scope of the investigation and the subject(s) of the investigation shall be notified of the additional potential violations as soon as practicable.
- (b) *Findings.* Within fourteen (14) days of the conclusion of their investigation of a complaint, the independent ethics counsel shall issue a confidential written recommendation to the Town Council containing the investigative findings. The independent ethics counsel's recommendation shall include specific findings of fact and a recommendation, with citation to specific provisions of the Code of Ethics, regarding whether or not, by a preponderance of the evidence, one (1) or more violations of the Code of Ethics appear to have occurred. The written recommendation to Town Council is work product prepared for elected officials and therefore is not subject to disclosure under the Colorado Open Records Act.
- (c) *Follow-up actions.* The independent ethics counsel, after their investigation, may find that there are no violations of the Code of Ethics and dismiss the complaint, or may recommend to Town Council that they proceed to a hearing. The independent ethics counsel may:
 - (1) Dismiss the complaint due to insufficient evidence to proceed if the standard of proof cannot be met;
 - (2) Dismiss all or any part of the complaint because there is no substantial likelihood of success on the merits through an adversarial hearing;
 - (3) Stay proceedings after referring the matter for action by law enforcement, regulatory, or other authorities with jurisdiction over the matter; or
 - 4) Dismiss the complaint in the interests of justice where proceeding with the matter would be contrary to the interests of the Town or its residents.The issuance of findings and dismissal of the complaint by the independent ethics counsel are a final action.
- (d) *Hearing.* Following the receipt of the independent ethics counsel's investigative findings, Town Council may choose to schedule a hearing whereby a pre-selected hearing officer, licensed to practice law in the State of Colorado and in good standing, shall preside over the hearing and make penalty and sanction recommendations to the Town Council. The hearing officer's findings of fact shall be final. In all cases the determination of the Council as to whether there has been a violation shall be final.

2.05.150 Notice of allegations of ethics violations; mandatory recusal.

- (a) The independent ethics counsel shall notify the accused official, the complainant, and the Town Attorney of the ethics charges in writing within fourteen (14) days after an independent hearing officer is appointed. Such notice shall be sent by physical and electronic mail to the accused official's last-known physical and electronic mail addresses. Notices shall be deemed received as follows: (i) for electronic mail, when transmitted, if transmitted on a

business day and during normal business hours, and otherwise on the next business day following transmission; and (ii) for regular mail, three (3) days after being deposited in the U.S. mail.

- (b) The accused official shall be given fourteen (14) days from the date the notice is sent to respond in writing to the independent ethics counsel and the hearing officer, either admitting the violation(s) or requesting a public hearing. The hearing officer shall consider the accused official's failure to respond within fourteen (14) days to be an admission of guilt and may then move to recommend that Town Council impose sanctions. The time for response may be extended or the matter may be reconsidered upon a showing of good cause for failure to timely respond.
- (c) If the accused official is a member of Town Council, such person is automatically recused from the vote to appoint the hearing officer and is required to refrain from voting on or taking any direct, official action concerning the matter, or from interfering or attempting to interfere with the investigation or proceedings.
- (d) If the accused official is subject to a criminal investigation or a criminal charge is pending against the accused official and the investigation or charge is related to the conduct underlying the allegations of ethics violations, the accused official may submit a request to stay the proceedings until the conclusion of the criminal investigation or charges. The hearing officer has sole discretion to stay the proceedings pursuant to a request under this subsection.

2.05.160 Hearing procedures.

- (a) *Legal representation.* The independent ethics counsel will prosecute the charges. The accused official or official is entitled to be represented by legal counsel at their own expense.
- (b) *Burden of proof.* The prosecution bears the burden to establish, by clear and convincing evidence, the existence of a violation of the Code of Ethics.
- (c) *Hearing date.* Within fourteen (14) days after the accused official has requested a hearing, the hearing officer, accused official or their attorney and the prosecution shall confer and select a hearing date. The hearing shall be held no later than sixty (60) days from the date the accused official requested the hearing. The hearing officer may continue the hearing in their sole discretion and may grant a request for continuance by the accused party or the prosecution for good cause.
- (d) *Discovery.* Within ten (10) days of requesting a hearing, the accused official shall be entitled to a copy of the summary of the investigation and the confidential written recommendation to Town Council, which copy shall be provided upon written request. At least ten (10) days before the hearing, the accused party and the prosecution shall exchange copies of any other relevant documents and other tangible things within their possession, and a list, including any known contact information, of all persons who have relevant information or knowledge about the matter with a short statement regarding the relevant facts or opinions about which they have information or knowledge. Each party has an ongoing duty to supplement disclosures in a timely manner when additional information is received.
- (e) *Subpoenas.* At the request of the accused party, the prosecution, or in the hearing officer's discretion, the hearing officer, shall have the power to issue subpoenas for documents and

witnesses to make statements and produce documents. Requests for subpoenas by the accused party or the prosecution must be submitted to the hearing officer no later than twenty (20) days prior to the hearing. Subpoenas must be served in accordance with the rules governing service followed by courts of general jurisdiction within the state.

- (f) *Witnesses and exhibits.* At least five (5) days before the hearing, the parties shall exchange and submit to the hearing officer a proposed list of witnesses and a list of proposed exhibits to be introduced at the hearing. The hearing officer shall have the sole discretion to exclude any witness or exhibit disclosed to the opposing party fewer than five (5) days prior to the hearing.
- (g) *Hearing presentation.* The hearing officer shall have sole discretion to determine the hearing procedures. However, at a minimum, the hearing procedures shall include affording each side the opportunity to make opening statements and closing arguments, to call and cross-examine witnesses, and to introduce evidence. Testimony by telephone or video may be permitted at the discretion of the hearing officer.
- (h) *Hearing matters and evidence.* The hearing officer shall determine all pre-hearing matters; preside over the hearing; administer oaths; and decide all points of order, procedure, and evidence. The hearing is an administrative hearing and, as such, need not be conducted according to the Colorado Rules of Civil Procedure or the Colorado Rules of Evidence. The hearing officer may admit any relevant evidence of probative value, including hearsay or unauthenticated documents, and may exclude or strike evidence that is incompetent, immaterial, irrelevant, cumulative, or unduly repetitious.
- (i) *Record.* A record of the hearing shall be made by the Town as the official record of proceedings, and retained with all exhibits admitted into the hearing with the Town Clerk for no less than the time required by the applicable records retention schedule.
- (j) *Hearing officer decision.* The hearing officer will render a decision with findings of fact, a summary of the evidence supporting each finding, conclusions of law, a determination of whether or not the accused party violated the Code of Ethics, and may recommend any sanction(s) pursuant to Section 2.05.170 of this Chapter. In recommending a sanction, the hearing officer's decision may consider the severity of the offense; the credibility of the witnesses and reliability of the evidence; the presence or absence of any intention to conceal, deceive, or mislead; whether the violation was deliberate, negligent, or inadvertent; and whether the incident was isolated or part of a pattern.
- (k) *Formal council action.* As soon as practicable after receipt of the hearing officer's decision, the Town Council shall, in a public meeting, adopt the hearing officer's findings of fact and determination whether a Code of Ethics violation occurred. Town Council may affirm, reject, or modify the hearing officer's recommended sanctions. Adoption of the hearing officer's findings of fact and determination as to whether a violation occurred, as well as the imposition of any sanctions shall be expressed in a written resolution passed by Town Council. Town Council's resolution shall be the final agency action.

2.05.170 Violations and penalties.

- (a) Officials who violate any of the provisions of this Chapter may be subject to the following penalties:

- (1) *Censure.* Censure is a formal official reprimand by Town Council of one of its members or the Mayor, or an individual appointed to a Commission. This penalty carries no fine or suspension of the rights of the official. The censure shall be in the form of a formal resolution approved by Town Council.
- (2) *Monetary fine.* A monetary fine is appropriate if the official who committed an ethics violation financially benefitted from their action(s) or a relative or other third party financially benefitted from the action(s) of the individual who committed the violation. The monetary fine shall be no more than double the amount of the financial equivalent of any benefits obtained by the unethical action(s).
- (3) *Removal from committees or other duties.* The Town Council may remove the official from serving on internal or external boards, committees, or commissions, if such position is held due to the individual's status as a Councilmember or the Mayor. Additionally, the Town Council may choose to prohibit the individual from representing Town Council at community functions, such as ribbon cuttings, that Councilmembers normally attend in their official capacity.
- (4) *Refusal to pay for conferences and memberships.* The Town Council may refuse to pay for optional memberships, affiliations, and conferences, including conference fees and, event fees, or other travel expenses related to attending conferences or membership events for an official that has violated the Code of Ethics.

Section 2. Code of Conduct and Ethics. The Town Council hereby adopts the Code of Conduct and Ethics for Elected Officials, which is attached hereto as **Exhibit A**.

Section 3. Safety Clause. The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Parker, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained. The Town Council further finds that the title to this Ordinance was posted in two public places two days before the Town Council meeting, as provided by Section 7.5e. of the Town of Parker Home Rule Charter.

Section 4. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

CODE OF CONDUCT AND ETHICS FOR ELECTED OFFICIALS

I. Introduction

Articles III and IV of the Town Charter and Chapter 2.02 of the Town of Parker Municipal Code (the “Code”) describe the roles and responsibilities of the Mayor and Councilmembers. Additionally, Chapter 2.05 of the Code (the “Code of Ethics”) explains the ethical responsibilities of the Mayor, Town Councilmembers, and individuals appointed to Town boards and commissions (collectively, “Officials”) when acting in their official roles. This Code of Conduct and Ethics is intended to supplement the Town Code, Charter, and [Elected Official Guidelines](#) by describing the manner in which Officials should treat one another, Town staff, constituents, and anyone else they interact with while serving in their official capacity. It further defines the roles and responsibilities of the Officials and clarifies the Code of Ethics.

II. General Provisions

Officials shall comply with both the letter and the spirit of the standards contained in the Code of Ethics and this Code of Conduct and Ethics. This means that Officials may not do indirectly what they cannot do directly. Officials should therefore interpret these standards broadly.

Among other things, Officials shall:

- Adhere to the highest ethical principles, including adherence to the standards set forth in this Code of Conduct and Ethics;
- Never discriminate or engage in preferential treatment, including by dispensing special favors;
- Never vote or render a final decision on any manner in which the Official has a conflict of interest, as determined by a vote of the remaining Officials when a potential conflict is disclosed;
- Never accept gifts, favors, or benefits that might reasonably be construed as influencing the performance of governmental duties or as a reward for official actions taken;
- Not extend promises binding on the duties of office;
- Refrain from assisting any person or entity for compensation in obtaining any contract or benefit from the Town;
- Refrain from engaging in activities that would create a conflict of interest, or that would prevent, or be perceived as preventing, the Officer’s effective discharge of their official duties;
- Never use information received confidentially in the performance of official duties for making private profit; and
- Uphold the State and Federal Constitutions, laws, ordinances, and regulations.

III. Roles and Responsibilities

Please also refer to the Code, Charter, and the Handbook for Municipal Elected Officials, published by the Colorado Municipal League (“CML”) for additional resources regarding the roles and responsibilities of elected officials.

1. Mayor

- Recognized as the head of the Town government for legal and ceremonial purposes.
- Presides over meetings of the Town Council.
- Executes and authenticates legal instruments, such as ordinances, resolutions, and contracts, on behalf of the Town Council.
- Casts tie-breaking vote but otherwise has no voting authority.
- Has veto authority, subject to an override vote of Town Council.
- Serves as the spokesperson for Town Council on matters and taking positions as approved by Town Council.
- Represents the Town on the Metro Mayor’s Caucus, committees, and may serve as liaison to boards, commissions, and community groups to foster positive working relationships and communication between the Town and external agencies.
- Act as a representative of the citizens and act as an information conduit to citizens.

2. Mayor Pro-Tem

- Elected by the Town Council as soon as practicable after a general election.
- Performs the duties of the Mayor if the Mayor is absent or disabled.

3. Town Councilmembers

- Retain all powers not otherwise conferred by Charter provision or ordinance.
- Enact and provide for the enforcement of ordinances.
- Appoint the Town Attorney, Town Manager, Municipal Judge, and direct and evaluate these positions.
- Approve the Town budget and make policy-level decisions.
- Appoint all members to Town boards and commissions.
- Represent the Town on committees, and serve as liaisons to boards, commissions, and/or community groups to foster positive working relationships and communication between the Town and external agencies.
- Act as a representative of the citizens and act as an information conduit to citizens.
- Represent the Town at ceremonial functions if the Mayor is not able to do so and/or upon approval by Town Council.

4. All Councilmembers and the Mayor

- Fully participate in Town Council meetings and other official meetings and duties while demonstrating respect, kindness, consideration, and courtesy to others.
- Prepare in advance of meetings and be familiar with issues on the agenda, including by reading the packet.

- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in the Town government.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities.

IV. Conflicts of Interest

The Mayor and Councilmembers must disclose all actual and potential conflicts of interest to Town Council. Officials serving on a board or commission must disclose all actual and potential conflicts of interest to the commission on which they sit. Upon disclosure, the remaining Officials shall vote on the disclosed conflict to determine if there is an actual conflict that disqualifies the Official from voting. Officials are not authorized to recuse themselves from a vote; instead, the responsibility for disqualifying an Official from a vote lies solely with Town Council or the commission on which the Official sits, as applicable.

Due to the significant contacts and work conducted with other governmental entities, Pursuant to Section 3.11 of the Charter, no Official may serve in any other elected office or position, including the appointment to fill a vacancy in an elected office/position. Additionally, since the Mayor and Councilmembers are non-partisan pursuant to Section 2.5 of the Charter, those Officials may not serve in any partisan position in order to protect the non-partisan character of Town Council and the Mayor's office.

V. Political/Election-Related Events with Outside Entities

A private entity may wish to involve an Official or group of Officials in a political or election-related event that it is hosting. An Official may cooperate and appear at the event by, for example, speaking, serving as an honorary chair, or signing letters of invitation on behalf of (and on the stationary of) the private entity or event organizer, so long as the identity of the actual host is made clear. Officials may only be involved in their private and individual capacity, and must make clear that they are acting in this capacity and not as a Town Official. Town Councilmembers and the Mayor may such attend events in their official capacity if approved by the remaining Councilmembers and upon review of the Town Manager and the Town Attorney to advise on any potential conflicts. Officials may not use any Town resources for the event, including attempting to assign employees to assist with the event; using official letterhead or other expressions or symbols of official Town sponsorship; or using Town resources to create or send invitations. The separate identity of the event sponsor should be made clear to all participants, and no Official should take personal credit for an activity actually sponsored or hosted by another individual or organization. Instead, invitations and other event materials should make it clear that the private individual or entity is conducting the activity "in cooperation with" or "in conjunction with" the Official. When in doubt, the Official should discuss the event with the Town Manager and Town Attorney to determine if their presence in their official capacity would be appropriate.

VI. Support for Commercial Enterprises

Officials should take care to never discriminate by dispensing special favors. Thus, Officials should not attempt to do more for one individual or business than they would be willing to do for other, similarly situated individuals or businesses. Officials should avoid becoming too closely affiliated with a particular enterprise, to prevent any appearance that they are accruing benefits by virtue of influence improperly exerted from their position as an elected or appointed official of the Town.

VII. Gifts

Pursuant to Article XXIX of the Colorado Constitution, C.R.S. §24-18-104, as amended, and Section 2.05.040 of the Code, Officials shall not accept a gift of substantial value or a substantial economic benefit that would tend to improperly influence a reasonable person in their position to depart from the faithful and impartial discharge of their public duties, and which the Official knows or should know is primarily for the purpose of rewarding the Official for official action taken by the Official. In general, no Official shall accept, either directly or indirectly, any gift or thing of value having either a fair market value or aggregate actual cost of \$50 or greater in a calendar year. This amount is adjusted every four years based on CPI, however \$50 remains a good rule of thumb.

Officials may accept trivial items; however, all gifts or items accepted should be reported to the Town on the designated form, no matter the value.

VIII. Travel

The Mayor and Town Councilmembers shall abide by the Elected Official Travel Policy.

IX. Campaign Activity

Elected Officials are subject to the Fair Campaign Practices Act when engaging in campaign activities for elected office or when advocating for or against ballot issues or other candidates. Officials must also abide by the Code of Ethics and this Code of Conduct and Ethics when engaging in campaigning/elections activities since those activities may have a bearing on their official duties. General rules include:

- Officials are prohibited from using any official Town resources for campaign or political purposes, even if it is de minimis;
- Campaign work must be done on the Official's own time and outside of their Town office, and without the use of any Town resources;
- Officials are prohibited from using images of staff members in campaign materials, as staff may not make endorsements in their official capacity;
- Officials may not solicit, receive, or accept campaign contributions or other consideration of any kind in exchange for actions taken in the Official's official capacity, or on the basis of other political considerations.

Under this Code of Conduct and Ethics, Officials must take reasonable steps to ensure that any outside organization over which the Official exercises control – including the Official’s own authorized campaign committee, an issue committee, or other committee – operates in compliance with applicable law.

1. Use of Town Resources

Official resources of the Town must be used for the performance of official business of the Town and not used for personal, campaign, or political purposes. Town resources include office equipment, office space, telephones (including phones paid for or provided by the Town), Town email accounts, technology paid for or provided by the Town, office supplies, and Town staff time.

Prohibited activities under this section include, but are not limited to, the solicitation of contributions; the drafting of campaign materials such as speeches, statements, and press releases; the creation or issuance of correspondence related to the campaign; the holding of a meeting on campaign business; contact with citizens for campaign purposes. The misuse of funds and other Town resources is a very serious matter. Depending on the circumstances, such conduct may result in disciplinary action, or civil or criminal liability.

The standards in this section apply not only to Official campaigns for re-election, but also to any campaign or political undertaking, including if the Official is a candidate or is merely seeking to support or assist (or oppose) a candidate or ballot issue.

2. Letters, News Releases, Other Printed Materials, and Emails

No documents may be printed on official Town letterhead or from a Town email account unless the document is an official Town document. No campaign materials or emails may be printed on Town letterhead, or use the Town logo, or be sent from an official Town email address. Further, Town email addresses and phone numbers should not be listed as contact information for the public on a campaign website, social media page, flyer, etc.

Officials must also avoid engaging in any conduct that creates an impression that the Town, including Town Council or the Mayor, is sponsoring or approving any of the Official’s political activities, such as the use of the Town’s name or logo in campaign materials or solicitations. The words “Town of Parker,” “Town Council,” or “Mayor of the Town of Parker” or any similar combination may be used only when the context is clear that the Official is seeking the office of Town Councilmember or the Mayor. The letterhead and envelope of campaign or political materials may use personal titles such as “Councilmember” or “Mayor” or the Official’s title. Communications may not be sent on letterhead that resembles official Town letterhead, even if it is not official Town letterhead and contains a disclaimer to that effect.

3. Elected Official Social Media Pages and Websites

Elected Officials must abide by the Elected Official Social Media Policy.

4. Use of Images of Town Staff

Town staff are prohibited from engaging in political activity while on duty, on Town property, or while acting in their official capacity. Officials must therefore avoid using images of Town staff in their campaign materials, except when staff are appearing in their individual capacity and with the staff member's permission. Officials should avoid giving the impression that they have been "endorsed" by a Town Department or Town staff member.

5. Contributions Linked to Official Actions

No solicitation or acceptance of a campaign or political contribution may be linked to any action taken or to be taken by an Official in their official capacity. A corollary of this rule is that Officials must not take or withhold any official action on the basis of the campaign contributions or support of the involved individuals, or their partisan affiliation. Officials are likewise prohibited from threatening punitive action on the basis of such considerations.

X. General Policies and Protocol Related to Conduct

1. Ceremonial Events.

Town staff will handle requests for a Town representative at ceremonial events. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if the event organizers would like a Councilmember to attend instead. If so, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to individual Councilmembers at their homes are presumed to be for unofficial, personal consideration.

2. Endorsement of Candidates.

Officials individually have the right to endorse candidates for elected office; however, Town Council as a whole may not make such endorsements as an official action, nor may Officials make endorsements in their official capacity. It is inappropriate to mention endorsements during Town Council meetings or at other official Town meetings or functions.

3. Intergovernmental Relations.

The Town values intergovernmental relations with neighboring communities and other governmental entities. As a result, Officials should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations with the full Council's approval.

XI. Conduct Standards Specifically

1. Official Conduct with Other Officials. The Town, including Town Council and its various boards and commissions, is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office in order to promote the best interests of the community. In all cases, this common goal should be acknowledged, even as Officials may not always come to consensus on issues presented to Town Council or Town boards and commissions for consideration. Officials must adhere to the

Elected Official Meeting Protocol Policy. That policy should be read in conjunction with this section.

A. In Public Meetings

- i. Practice civility, professionalism, and decorum in discussions and debate. It is the responsibility of the Mayor to keep Councilmembers on track during public meetings. Likewise, it is the Chair's responsibility to keep commission members on track during public meetings. Councilmembers and commission members should honor efforts by the Mayor and Chair, respectively, to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's or Chair's actions, those objections should be voiced politely and with reason.
- ii. Demonstrate effective problem-solving approaches. Officials have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Officials should therefore strive to effectively work as a team to achieve a common goal by acting professionally in resolving disagreements and avoiding personal attacks when engaging in official Town business.
- iii. Be punctual and keep comments relevant to the topics discussed. Officials have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Officials be punctual and start meetings on time in order to respect the time of the other Officials, members of the public, staff, and others invited to attend the meeting such as applicants and experts. It is equally important to focus discussions on the issues relevant to the topic at hand, allowing for adequate time to fully discuss scheduled issues. To help effectively manage time, Officials should avoid repeating themselves or points made by other Officials.

B. In Private Encounters and Executive Sessions

- i. Continue respectful behavior in private. The same level of respect and consideration on differing viewpoints that is deemed appropriate for public discussions should be maintained in private conversations and executive sessions.
- ii. Be aware of the insecurity of writings and recordings. Technology allows words written or spoken without much forethought to be distributed widely. This includes text messages, written notes, emails, voicemails, instant messages, and other forms of communication. Consider if you would be comfortable with words in those messages being read or heard by members of the public before you write or say them, because all of these methods of communication will likely be considered public records subject to disclosure to the public, if requested via an Open Records Request.
- iii. Even private conversations can have a public presence. Elected and appointed officials are always on display; people around them who they may or may not know may monitor their actions, mannerisms, and language. People may eavesdrop on conversations held in public settings, like a restaurant or coffee shop; parking lot

debates will be watched; and casual comments between individuals before and after public meetings noted.

2. Official Conduct with Town Staff. Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer the Town Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

A. Treat staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

B. Limit contact to specific Town staff. Officials must follow the Staff Contact by Elected Officials Policy and related procedures. Questions for Town staff and/or requests for additional background information should be directed to the Town Manager or Town Attorney. The Town Manager should be copied on or informed of any request.

Requests for follow-up or directions to staff should be made only through the Town Manager or Town Attorney when appropriate. When in doubt about whether staff contact is appropriate, Officials should ask the Town Manager for direction. Materials supplied to an Official in response to a request will generally be made available to all Officials in the same body (Town Council, commission, etc.) so that all have equal access to information.

When assisting members of the public in response to requests for information, Officials should direct the individual to the Town Manager, rather than any specific staff member or department director.

C. Do not disrupt Town staff from their jobs. Officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

D. Never publicly criticize an individual employee. Officials should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

E. Do not get involved in administrative or operational functions. Officials must not attempt to influence Town staff on the making of appointments, the award of contracts, the selection of consultants, processing of development applications, granting of Town licenses and permits, etc. Such Officials should only consider those matters brought to the Town Council at an official meeting.

F. Do not attend meetings with Town staff unless requested by staff. Even if the Official does not say anything, the Official's presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do their job objectively.

G. Limit requests for staff support. Requests for additional staff support – even in high-priority or emergency situations – should be made to the Town Manager, who is responsible

for allocating Town resources in order to maintain a professional, well-run Town government.

H. Do not solicit political support from staff. Officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens, support political candidates but all such activities must be done outside of the workplace.

3. Official Conduct with the Public.

A. In Public Meetings. Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Officials towards an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- i. Be welcoming to speakers and treat them with respect. Speaking in front of Town Council or a commission can be a difficult experience for some people. Some issues the Council and the commissions consider may affect peoples' daily lives and homes. Some decisions may be emotional. The way Officials treat people during public hearings can affect their stress level and how they react at the hearing.
- ii. Actively listen. Officials should strive to be active listeners when people are giving testimony during a public hearing. It is fine to look down at documents or make notes, but attention should generally be focused on the speaker. Officials should be aware of facial expressions and body language when listening to public testimony so that they can avoid giving the impression that they are not actively listening or are not impartial.
- iii. Ask for clarification, but avoid debate and argument with the public. Only the Mayor or Chair, not individual Councilmembers or commission members, can interrupt a speaker during a presentation. However, if a speaker is off-topic, Councilmembers or commission members may request that the Mayor or Chair redirect the speaker.

If a speaker behaves inappropriately or goes off-topic, it is the Mayor's or Chair's responsibility to try to focus the speaker and to maintain the order and decorum of the meeting. Questions by Officials should seek to clarify and expand information. Officials should not belittle the speaker. Personal opinions and inclinations about upcoming votes should not be revealed until the public hearing is closed.

- iv. No personal attacks of any kind, under any circumstances. Officials should always strive to maintain professionalism, even in the face of negative comments or criticisms by members of the public. Officials should avoid making personal attacks on the speaker. If Officials choose to respond to topics they heard during public comment during the updates and comments section of the agenda, they should attempt to keep their comments general and professional rather than singling out particular speakers.

B. In Unofficial Settings

- i. Make no promises on behalf of Town Council. Officials will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise that Town staff will do something specific (e.g. fix a pothole, plant flowers in a median, etc.).
 - ii. Make no personal comments about other Officials. It is acceptable to publicly disagree about an issue. It is unacceptable to make derogatory comments about other Officials, their opinions, or actions. Remember that as Officials, you serve as models for community members. Honesty and respect for the dignity of each individual should be reflected in Officials' words and actions. Officials should adhere to the Elected Official Meeting Protocol Policy, including directly discussing personal conflicts outside of a meeting.
 - iii. Make no insinuation that your office entitles you to special power or privilege. Officials must always refrain from insinuating that they hold special authority or privilege as a result of their status as an elected or appointed official. Examples of prohibited actions include, but are not limited to, attempting to avoid receiving a traffic ticket or citation for another Code violation by referencing their official position (i.e., "do you know who I am?"); attempting to intimidate or sway members of the public ("I have a lot of power in this Town, so you would do best to respect me."); or attempting to receive perks like free drinks, concert tickets, etc. at a local or Town-owned bar or venue.
4. Official Conduct with Other Public Entities.

A. Be clear about representing the Town or personal interests. If an Official appears before another governmental agency or organization to give a statement on an issue, the Official should clearly state if their statement reflects a personal opinion or is the official stance of the Town. Even if the Official is representing their own personal opinion, they should keep in mind that this may still reflect upon the Town as an organization.

If the Official is representing the Town, the Official must support and advocate for the official Town position on the issue, not the Official's personal viewpoint.

If the Official is representing another organization with a position that is different from the Town's official position, the Official should disclose this conflict of interest to the Town Council so that they can vote on whether there is an actual conflict of interest that would prevent the Official from voting on the issue. Officials should be clear about which organizations they represent and inform the Mayor and Town Council of their involvement.

B. Correspondence also should be equally clear about representation. Town letterhead and Town email addresses may be used when an Official is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record. Town letterhead and email

addresses should not be used for correspondence when an Official is expressing a personal point of view.

5. Mayor and Councilmember Conduct with Other Boards and Commissions. The Town has established several boards and commissions as a means of gathering additional community input. Citizens who serve on boards and commissions become more involved in the Town and serve as advisors to Town Council. They are a valuable resource for the Town's leadership and should be treated with appreciation and respect.

- A. **The Mayor and Councilmembers must express only personal opinions at board or commission meetings.** The Mayor and Councilmembers may attend any board or commission meeting, which are always open to the public. However, if the board or commission is conducting a public hearing, the Mayor and Councilmembers are strongly encouraged to remove themselves from the proceedings in order to avoid a perception that they are influencing the outcome of the proceedings. Any public comments made by the Mayor or a Councilmember at a board or commission meeting should be clearly expressed as an individual opinion and not as the Town Council's official position. However, the Mayor and Town Councilmembers are discouraged from making public comments at board and commission meetings, even in their individual capacity, as this may create the perception that the Official is unfairly affecting the process.
- B. **Limit contact with board and commission members.** It is inappropriate for the Mayor or a Councilmember to contact a board or commission member to lobby on behalf of an individual or entity that has business before the board or commission. Officials should contact staff if they desire to clarify a position or action taken by the board or commission.
- C. **Remember that boards and commissions serve the community, not individuals.** The Town Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Town Council. However, board and commission members do not report to individual Councilmembers or the Mayor, nor does any individual Councilmember or the Mayor have the authority to remove a board or commission member if they disagree about an issue. Appointment to a board or commission is based on criteria such as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should never be used as a political "reward."
- D. **Be respectful of diverse opinions.** One of the primary roles of boards and commissions is to represent the many points of view in the community and to provide the Town Council with advice based on a full spectrum of concerns and perspectives. Officials must be fair to and respectful of all citizens serving on the Town's boards and commissions.
- E. **Keep political support away from public forums.** Board and commission members may offer political support to an Official in their individual capacity, but not while acting in their official capacity, such as during an official meeting or while conducting official duties. Conversely, Officials may support board and commission members who are running for office in their individual capacity, but not while acting in their official capacity.

- F. Inappropriate behavior can lead to removal.** Inappropriate behavior by a board or commission member should be noted to the Mayor, and the Mayor should counsel the offending Official. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Town Council and the individual may be subject to removal from the board or commission.

6. Official Conduct with the Media.

Officials may be contacted by the media for background, interviews, and quotes.

The Mayor is the official spokesperson for the Town Council and is the designated representative to present and speak on the Town's official positions. If the media contacts an individual Official, the Official should contact the Town Manager for next steps.

When speaking to the media, it is advised that an Official never go "off the record." While most members of the media represent the highest levels of journalistic integrity and ethics, it isn't worth the risk to have words disseminated in the media that were not intended to be official quotes. Additionally, Officials should be intentional about the words they use when speaking to the media. Comments can be taken out of context or misconstrued. Officials should be cautious about using humor, sarcasm, or wordplay, and should always refrain from using personal slurs, curse, words, or other inappropriate language when conducting interviews.

XII. Sanctions

1. Public Disruption. Members of the public whose conduct disrupts a public meeting, who do not cease the disruptive behavior after a warning, may be removed from the meeting and barred from further participation at that meeting.
2. Inappropriate Staff Behavior. Officials should notify the Town Manager when any staff member does not engage in appropriate conduct in their dealings with Officials, other Town staff, or the public. These employees may be disciplined in accordance with the Town's policies and procedures.
3. Official Behavior and Conduct. Officials who intentionally and repeatedly engage in improper conduct, including violations of this Code of Ethics and Conduct may be subject to the sanctions described in Chapter 2.05 of the Parker Municipal Code.



Request for Town Council Action

Date: April 20, 2026
Submitted By: Jamie Wynn, Town Attorney
Reviewed By: Michelle Kivela, Town Manager
Title: **ORDINANCE NO. 5.06.42.4 - First Reading**
A Bill for an Ordinance to Amend Chapter 7.03 of the Parker
Municipal Code Concerning Restrictions on the Use of Certain Vehicles
Department: Town Attorney, Jamie Wynn
Second May 4, 2026
Reading:

EXECUTIVE SUMMARY

Based upon a review of the Municipal Code, various sections were determined to need amendments, for clarification purposes, to come into compliance with State law requirements, to update outdated language, and for needed additions. Chapter 7.03 was determined appropriate for proposed amendments for purposes of clarification and to update language.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town has been conducting a review of various provisions of the Parker Municipal Code ("Code") to propose amendments that will assist with clarity, bring the Code into compliance with State law where necessary, to update provisions that are outdated, and for other needed and appropriate amendments. One such Chapter where amendments are being proposed is Chapter 7.03.

With respect to Chapter 7.03, it was determined that the Code had multiple definitions for the term "recreational vehicle." To clarify the intent for the Code provisions in Chapter 7.03, it is being proposed to amend the term "recreational vehicle" to "off-road vehicle." In addition, there has been confusion about whether this Chapter applies to certain types of vehicles. Therefore, the definition is being clarified to list additional specific types of vehicles. Additional clarifications and updates are being recommended with respect to the title of Town Manager and clarifications about areas where the use of certain motor vehicles and/or "off-road vehicles" are prohibited.

FINANCIAL IMPACT

No financial impacts are anticipated.

STRATEGIC GOAL(S)



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

1. Ordinance 5.06.42.4

RECOMMENDED MOTION

I move to introduce Ordinance No. 5.06.42.4 on first reading, as part of the consent agenda, and to schedule second reading for May 4, 2026.

ORDINANCE NO. 5.06.42.4, Series of 2026

TITLE: A BILL FOR AN ORDINANCE TO AMEND CHAPTER 7.03 OF THE PARKER MUNICIPAL CODE CONCERNING RESTRICTIONS ON THE USE OF CERTAIN VEHICLES

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, ORDAINS:

Section 1. Amendment. Chapter 7.03, Sections 7.03.010, 7.03.020, and 7.03.040, of the Parker Municipal Code is hereby amended to read as follows:

7.03.010 Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

~~Recreational~~ **Off-road** vehicle means any self-propelled wheeled or tracked vehicle primarily designed to be operated for recreational purposes on land, or on land and water, other than roads; **which includes, but is not limited to,** motor scooters, motor bicycles, **trail motorcycles, dirt bikes – whether electric or gas powered,** trail bikes, mini bikes, tote-goats, dune buggies, go-carts, snowmobiles and all-terrain vehicles. **For purposes of this Chapter, 7.03, this does not include electrical assisted bicycles (“e-bikes”) as specifically defined in Section 12.02.020 of this Code, where such defined e-bikes are otherwise specifically allowed by this Code.**

7.03.020 Restrictions on use.

(a) It is unlawful for any person to operate any licensed or unlicensed motor vehicle or ~~recreational~~ **off-road** vehicle, whether registered or unregistered, in any of the following places, unless the property is posted for the specific use of motor vehicles and ~~or recreational~~ **off-road** vehicles:

(1) On any public property within the corporate limits of the Town, **to include all Town-owned or operated parking areas and parking structures,** unless such operation is specifically authorized by the Town ~~Administrator~~ **Manager** or designee, as part of a community event under Chapter 10.08 of this Code, or by the Town Council by resolution. This provision is not intended to prevent the operation of motorized vehicles on these properties by the Town or a contractor acting on behalf of the Town; or by a special district, metropolitan district or homeowners/business owners association, including an employee or agent for any of the herein listed entities, for the purpose of maintaining, repairing or patrolling the properties if as authorized by the Town Council by resolution and with an appropriate permit issued by the Chief of the Parker Police Department or the Parks, Recreation and Open Space Director, or their designee; or for the limited use of golf cars traveling across a Town roadway at a designated crossing to proceed from one hole on the

Black Bear golf course to the next where such crossings were in effect prior to the Town roadway being completed;

- (4) On any property or other property located within the Town and owned or maintained by a school district or any college or university, except upon roadways specifically designated for the operation of motor vehicles **though off-road vehicles remain prohibited on such property**, except where such operation is specifically authorized by the superintendent or chief executive officer of the school or school district or his or her designee and a permit has been obtained therefor. This prohibition shall not apply to the movement of school buses or other vehicles duly authorized to be operated or moved in or upon any school grounds;

- (6) On any private property within the Town, except by the property owner only, unless the property is conspicuously posted at least every two hundred fifty (250) feet designating the property as a motor vehicle and recreational vehicle area or park. The Town ~~Administrator~~ **Manager** or designee may issue a permit for such use and may set out rules and regulations for the usage that may be in the best interest of the health, safety and welfare of the users and the citizens of the Town. The permit shall set forth the effective date of the use, hours of the use, the name of the property owner or his or her agent, and any specific conditions attached to the permit. A copy of the order is to be delivered to the Police Department prior to the effective date of the authorization, together with a telephone number where the property owner or his or her agent may be reached on a twenty-four-hour basis;

- (b) Nothing in this Section is intended to prevent the lawful operation of any motor vehicle ~~or recreational vehicle~~ on any public street, highway or alley in accordance with other applicable ordinances of the Town or statutes of the State. **The use of any off-road vehicles on any public street, highway or alley is prohibited.**

7.03.040 Penalties.

Any person who is convicted of, or pleads guilty or no contest to, a violation of this Chapter shall be punished by a fine **determined by the Municipal Court schedule, as authorized by the Town Council** ~~not to exceed four hundred ninety-nine dollars (\$499.00).~~

Section 2. Safety Clause. The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Parker, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained. The Town Council further finds that the title to this

Ordinance was posted in two public places two days before the Town Council meeting, as provided by Section 7.5e. of the Town of Parker Home Rule Charter.

Section 3. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney



Request for Town Council Action

Date: April 20, 2026

Submitted By: Charles Kudlauskas, Senior Development Review Engineer

Reviewed By: Michelle Kivela, Town Manager

Title: **RESOLUTION NO. 26-033**
A Resolution Accepting a Drainage Easement from Plaza Street Fund 106, LLC for a Portion of Lot 2, Lincoln Professional Park Filing No. 1
Department: Engineering and Public Works, Charles Kudlauskas

EXECUTIVE SUMMARY

This item accompanies a resolution accepting the conveyance of a drainage easement covering drainage improvements proposed with the site plan for a 25-foot strip of land across Lot 2, Lincoln Professional Park Filing No. 1.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town's Stormwater criteria require that drainage easements be dedicated for all public storm drainage facilities located on private property. The drainage easements are necessary to ensure the long-term operation and maintenance of drainage infrastructure to minimize flooding and protect the quality of stormwater runoff.

The Engineering Department has reviewed and approved the construction drawings for the drainage facilities associated with an approved site plan for a portion of Lot 2, Lincoln Professional Park Filing No. 1. Since the drainage facilities are being constructed as part of a site plan process, and not a plat, the easement needs to be dedicated by a separate instrument.

FINANCIAL IMPACT

The drainage improvements proposed with the easement will be the maintenance responsibility of the property owner. There is no financial impact to the Town.

STRATEGIC GOAL(S)



ATTACHMENTS

1. Vicinity Map
2. Resolution No. 26-033

RECOMMENDED MOTION

I move to approve Resolution No. 26-033, as part of the consent agenda.

Drainage Easement
(To Be Accepted)

Private Drive

LOT 2

Private Drive

Private Drive

Lincoln Professional Park Filing No. 1, Lot 2
Drainage Easement
Vicinity Map



RESOLUTION NO. 26-033, Series of 2026

TITLE: A RESOLUTION ACCEPTING A DRAINAGE EASEMENT FROM PLAZA STREET FUND 106, LLC FOR A PORTION OF LOT 2, LINCOLN PROFESSIONAL PARK FILING NO. 1

WHEREAS, Plaza Fund 106, LLC (“Grantor”) is the owner of certain real property located within a portion of Lot 2, Lincoln Professional Park Filing No. 1 Town of Parker, County of Douglas, State of Colorado;

WHEREAS, the owner constructed drainage pipe and appurtenant drainage facilities on the property;

WHEREAS, pursuant to Section 4.08.090(b) of the Parker Municipal Code, the owner is responsible for maintenance of the drainage facilities, but the Town may elect to maintain such facilities if the owner fails to do so in order to protect the public health, safety, and welfare from stormwater runoff damage;

WHEREAS, the Drainage Easement Agreement grants to the Town of Parker (“the Town”) an easement under and through the easement property for maintenance of the drainage facilities, together with rights of ingress and egress, and the right to remove impediments to operation and maintenance, subject to coordination with the owner to minimize disruption;

WHEREAS, the Town Council finds that acceptance of the Drainage Easement Agreement is in the best interest of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, AS FOLLOWS:

Section 1. Acceptance. The Town Council hereby accepts the Drainage Easement Agreement from Plaza Street Fund 106, LLC, granting a drainage easement for the purpose of access, operation, and maintenance of drainage facilities over a portion of Lot 2, Lincoln Professional Park Filing No. 1, as more particularly described in the Drainage Easement Agreement attached hereto as **Exhibit 1** and incorporated herein by this reference.

RESOLVED AND PASSED this ____ day of _____, 2026.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

DRAINAGE EASEMENT AGREEMENT

THIS DRAINAGE EASEMENT AGREEMENT (the “Easement Agreement”) is made this ____ day of _____, 2026, by and between Plaza Street Fund 106, LLC, having an address of 3400 College Blvd, Suite 200, Leawood, Kansas 66211 (“Grantor”), and the Town of Parker, a Colorado home rule municipality, having an address of 20120 East Mainstreet, Parker, Colorado 80138 (“Grantee”).

RECITALS

A. Grantor constructed a drainage pipe and appurtenant drainage facilities (the “Drainage Facilities”) within its privately owned property.

B. Pursuant to Section 4.08.090(b) of the Parker Municipal Code, the Grantor is responsible for the maintenance of the Drainage Facilities. However, the Grantee may choose to maintain the Drainage Facilities if the Grantor fails to do so in order to protect the public health, safety, and welfare from stormwater runoff damage.

C. Grantee desires to acquire an easement for the purpose of the maintenance of the Drainage Facilities on and through the property more particularly described and depicted in **Exhibit A** (“Easement Property”), attached hereto and incorporated herein by this reference; and

D. Grantor is willing to grant an easement to Grantee for the aforesaid purposes on the terms and conditions set forth hereinbelow.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration by Grantee to Grantor, the covenants of Grantee herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Grant of Easement.** Grantor does hereby grant and convey unto Grantee, its successors, assigns, lessees, licensees and agents, an easement under and through the Easement Property, for the purpose of providing the maintenance of the Drainage Facilities. Subject to the terms of this Easement Agreement, Grantee shall also have the specific rights of ingress and egress for the construction, reconstruction, operation and maintenance of a drainage pipe and appurtenant drainage facilities; additionally, Grantee shall have the right to remove impediments to operation and maintenance of the Easement Property such as trees, asphalt and sidewalks. Grantee further agrees to coordinate all construction, reconstruction, operation, maintenance, removal and any other activities which disturb the Easement Property with Grantor so as to minimize any disruption to Grantor's property. Grantor and Grantee agree that this Easement Agreement may be released in writing by the Town of Parker’s Engineering/Public Works Director or designee, subject to the Grantor providing a suitable replacement for the drainage easement described herein, as determined in the sole discretion of the Town of Parker’s Engineering/Public Works Director or designee.

2. Unencumbered Title. Grantor warrants that the Easement Property is free and clear of all liens and encumbrances that could have any impact on the easement granted to the Grantee by this Agreement.

3. Operation and Maintenance.

a. The operation and maintenance of the Drainage Facilities described herein and located within the Easement Property shall be the responsibility of the Grantor; provided, however, that Grantee shall have the right to maintain the Drainage Facilities in the event Grantee, in its sole discretion, determines to enter the Easement Property for the operation and/or maintenance of the Drainage Facilities as set forth in subsection b. hereinbelow. The Grantor acknowledges and agrees that the Grantee has the right to enter the Easement Property to maintain and operate the Drainage Facilities covered by Chapter 4.08 of the Parker Municipal Code or to maintain and operate the Drainage Facilities in the manner described herein.

b. If Grantor fails to adequately maintain the Drainage Facilities located within the Easement Property, and the Grantor (i) fails to correct the maintenance problem within fourteen (14) days after the date of written notice from Grantee (the "Correction Period"); or (ii) fails to begin to clean, cure or correct such problem within fourteen (14) days after receipt of notice if such problem cannot be reasonably cleaned, cured or corrected within the Correction Period, and fails to diligently prosecute such cleaning, cure or correction to completion, then Grantee may correct the maintenance problem as provided herein. Notwithstanding the foregoing, Grantee may, in the event of an emergency, as determined by Grantee in its sole discretion, clean, cure or correct any damage caused by Grantor's failure to adequately maintain the Drainage Facilities located within the Easement Property. The Grantor shall reimburse the Grantee for the cost of such maintenance to the extent that (i) the Drainage Facilities and/or the type of maintenance performed by Grantee are not covered by Chapter 4.08 of the Parker Municipal Code, as amended, or (ii) if the Drainage Facilities and/or the type of maintenance performed by the Grantee is covered by Chapter 4.08 of the Parker Municipal Code, as amended, and the Grantee determines in its sole discretion that there are not sufficient funds available for such maintenance. If Grantor fails to reimburse Grantee for the cost of such maintenance, within thirty (30) days after receipt of an invoice from Grantee describing the corrective or maintenance action taken, the unpaid amount shall constitute a lien on the Easement Property until paid in full, with priority over all other liens, except general tax liens, which liens shall be certified to the Douglas County Treasurer and collected in the same manner as other taxes are collected. Grantor further agrees that Grantee may also pursue any and all other remedies available at law or in equity.

4. Grantor Defined. The word "Grantor" as used herein, whenever the context requires or permits, shall include the heirs, personal representatives, beneficiaries, successors, grantees and assigns of the owners of the land through which the easement runs, or the respective owners from time to time of portions thereof. The burdens and benefits of this Easement Agreement shall be deemed covenants running with the real property identified on **Exhibit A**. Notwithstanding any contrary provision in this Easement Agreement, however, any obligation under this Easement Agreement which is to be performed by the owner of any land which is burdened by this Easement Agreement shall be enforceable only against the then owner of such land, and not against any such owner's predecessors in interest.

5. Covenants of Grantee. Grantee hereby represents, covenants and warrants in favor of Grantor, and its successors and assigns, as follows:

a. Grantee shall protect the Easement Property, and the adjacent lands of Grantor over which Grantee has rights of ingress and egress, from damage caused, in whole or in part, by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, licensees and agents.

b. Grantee shall not cause or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA"), including, but not limited to, asbestos and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act, and any amendments thereto, to be dumped, spilled, released, permanently stored or deposited on, over or beneath the Easement Property or any other lands owned by Grantor.

6. Retained Rights. Grantor shall have all rights to the Easement Property not granted hereby.

7. Miscellaneous.

a. Except as otherwise expressly provided herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

b. This easement constitutes all of the agreements, understandings and promises between the parties hereto, with respect to the subject matter hereof.

c. This easement shall be of no force and effect until this easement is duly and validly executed by all parties hereto.

[Remainder of page intentionally left blank. Signatures on following page.]

EXHIBIT A

PARCEL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF LOT 2, LINCOLN PROFESSIONAL PARK FILING NO. 1, AS RECORDED AT RECEPTION NO. 2023025447, IN THE OFFICE OF THE DOUGLAS COUNTY CLERK AND RECORDER, SITUATED IN THE NORTHWEST QUARTER OF SECTION 15, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6TH P.M., TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BASIS OF BEARINGS: BEARINGS ARE BASED ON THE NORTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 15, MEASURED TO BEAR SOUTH 89°29'00" WEST, A DISTANCE OF 2643.60 FEET, AS SHOWN ON SAID LINCOLN PROFESSIONAL PARK FILING NO. 1, AND AS MONUMENTED AT THE EAST END BY A RECOVERED 3.25" ALUMINUM CAP STAMPED "JR ENG 2002 PLS 30109 T6S R66W 1/4 S10 S15", AND AT THE WEST END BY A RECOVERED 3.25" ALUMINUM CAP STAMPED "1999 LS 19003 T6S SC R66W S9 S10 S15 S16"

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 15;
THENCE SOUTH 74°02'29" EAST, A DISTANCE OF 1192.00 FEET TO THE WEST LINE OF SAID LOT 2, AND THE NORTH LINE OF A MULTI-USE UTILITY EASEMENT, AS RECORDED AT RECEPTION NO. 2023035447, IN SAID RECORDS, AND THE **POINT OF BEGINNING**;
THENCE COINCIDENT WITH SAID WEST LINE, NORTH 01°21'53" WEST, A DISTANCE OF 6.06 FEET;
THENCE NORTH 19°43'28" EAST, A DISTANCE OF 110.47 FEET;
THENCE NORTH 83°45'52" EAST, A DISTANCE OF 126.22 FEET;
THENCE SOUTH 06°14'08" EAST, A DISTANCE OF 25.00 FEET;
THENCE SOUTH 83°45'52" WEST, A DISTANCE OF 110.58 FEET;
THENCE SOUTH 19°43'28" WEST, A DISTANCE OF 91.73 FEET TO THE NORTH LINE OF SAID MULTI-USE UTILITY EASEMENT;
THENCE COINCIDENT WITH SAID NORTH LINE, SOUTH 88°42'34" WEST, A DISTANCE OF 24.45 FEET TO THE **POINT OF BEGINNING**.

SAID PARCEL CONTAINS 5,562 SQUARE FEET OR 0.1277 ACRES, MORE OR LESS.

I, DARREN R. WOLTERSTORFF, BEING A PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY STATE THAT THIS EXHIBIT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE, IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

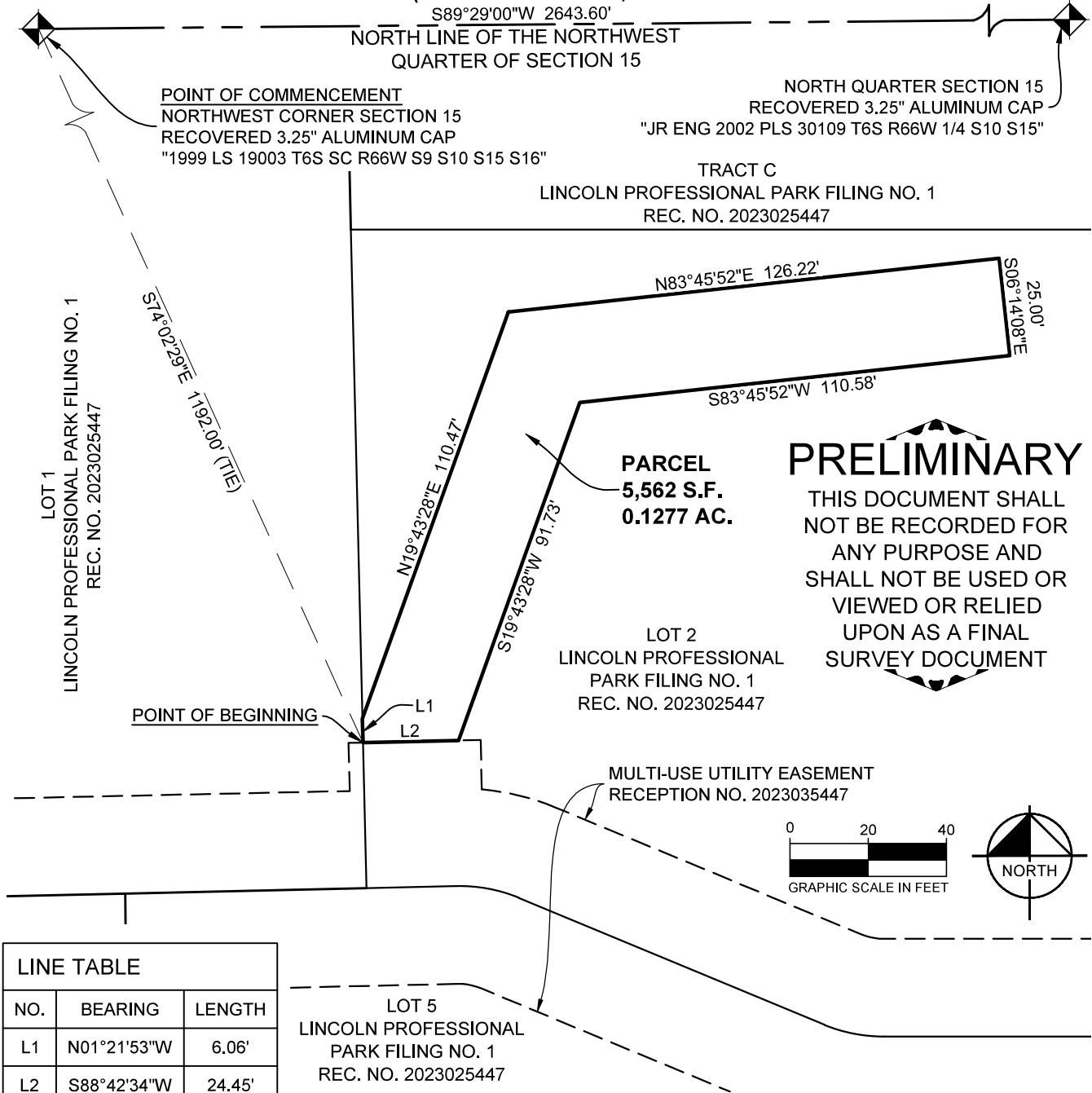
PRELIMINARY
THIS DOCUMENT SHALL
NOT BE RECORDED FOR
ANY PURPOSE AND
SHALL NOT BE USED OR
VIEWED OR RELIED
UPON AS A FINAL
SURVEY DOCUMENT

DARREN R. WOLTERSTORFF, PLS 38281
FOR AND ON BEHALF OF KIMLEY-HORN AND ASSOCIATES, INC.

EXHIBIT A

A PORTION OF LOT 2,
LINCOLN PROFESSIONAL PARK FILING NO. 1,
LOCATED IN THE NORTHWEST QUARTER OF SECTION 15,
TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6TH P.M.,
TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO

(BASIS OF BEARINGS)



LINE TABLE

NO.	BEARING	LENGTH
L1	N01°21'53"W	6.06'
L2	S88°42'34"W	24.45'

NOTES:

1. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

2. THIS DOCUMENT IS NOT A LAND SURVEY PLAT OR AN IMPROVEMENT SURVEY PLAT AND DOES NOT REPRESENT A MONUMENTED LAND SURVEY. IT IS INTENDED TO DEPICT THE ATTACHED PARCEL DESCRIPTION ONLY.

Kimley»Horn

6200 SOUTH SYRACUSE WAY, #300
GREENWOOD VILLAGE, CO 80111

Tel. No. (303) 228-2300
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 40'	JAV	DRW	20206-0302	296237001	2 OF 2



Request for Town Council Action

Date: April 20, 2026
Submitted By: Matt Lynch, Sr. Systems Administrator
Reviewed By: Michelle Kivela, Town Manager
Title: **Microsoft Enterprise Agreement Renewal**
Amount: **\$252,943.54**
Contractor: **Dell Technology**
Department: **Information Technology, Matt Lynch**

EXECUTIVE SUMMARY

Staff is presenting a renewal agreement for Microsoft licenses for staff use of Microsoft 365, Server OS, and SQL.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

Staff is presenting a renewal agreement for Microsoft licenses for staff use. This is the beginning of a new 3-year enterprise agreement with Microsoft to continue giving staff access to Microsoft 365, including email, office and cloud services. Also included are server licenses, including SQL and Server OS.

FINANCIAL IMPACT

\$242,944 is budgeted for 2026 in the Technology Management Fund, 602-4192-3434

STRATEGIC GOAL(S)



INNOVATE WITH
COLLABORATIVE
GOVERNANCE



SUPPORT AN
ACTIVE COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the staff recommendation, as a part of the consent agenda.



Request for Town Council Action

Date: April 20, 2026
Submitted By: Alex Mestdagh, Engineering Service Manager
Reviewed By: Michelle Kivela, Town Manager
Title: **Development Construction Inspection Services**
Amount: **\$184,660**
Contractor: **Alfred Benesch & Company**
Department: **Engineering & Public Works, Alex Mestdagh**

EXECUTIVE SUMMARY

This item proposes to enter into a contract with Alfred Benesch and Company for construction inspection assistance related to development projects.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Town is currently experiencing a high number of development projects that have reached the construction stage. This includes several large projects - namely the Tanterra and Looking Glass developments - that are constructing extensive public infrastructure. These projects will construct major roadways this year, along with associated collector and local roadways. These projects will occur in addition to other smaller developments, extensive warranty inspections and construction related to past developments, and utility and fiber construction throughout the Town.

These projects will result in a heavy inspection load for the Town's construction inspection staff. It is critical that developer-constructed infrastructure be carefully inspected to ensure quality work and adherence to Town standards. A failure to adequately inspect this work can result in substandard construction that requires increased maintenance in future years, becoming a burden to the Town and taxpayers. The Town has been under similar workloads in recent years, and has employed the assistance of a consultant inspector to supplement Town staff and allow for appropriate time to be spent on inspections. As staff believes this workload will not be a long-term issue, the Town has elected to hire a consultant on an annual basis to supplement staff rather than hiring an additional employee. To allow for this, the Engineering Department recently evaluated qualified firms through a Request for Qualifications (RFQ) process. This process determined that Alfred Benesch & Company is the most qualified firm to provide these services.

Several years ago, in anticipation of this workload, the Town began collecting an Inspection Surcharge Fee on all new developments that require inspection of public infrastructure. This fee

was instituted to help fund a consultant inspector that could assist Town staff during the busy construction months. The cost to hire this consultant is largely funded by developers through this fee.

FINANCIAL IMPACT

All funds necessary for this contract have been appropriated within the 2026 Engineering budget within line item 101-4311-3320.

STRATEGIC GOAL(S)

DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



PROMOTE A SAFE AND
HEALTHY COMMUNITY

ATTACHMENTS

None

RECOMMENDED MOTION

I move to approve the staff recommendation as a part of the consent agenda.

TOWN MANAGER REPORT

Spring 2026



PARKER
COLORADO

TOWN MANAGER REPORT

Message from the Town Manager

I am pleased to share the Town Manager’s Quarterly Report for the first quarter of 2026. This report highlights the Town’s recent progress, key achievements and ongoing efforts as we continue advancing Town Council’s strategic priorities and serving the community.

During the past several months, staff have remained focused on delivering exceptional services while moving forward important projects that support Parker’s long-term vision. Notable accomplishments this quarter include continued work in civic engagement and outreach, legislative advocacy, transportation, public safety, emergency management, parks and recreation, arts and culture and more. These efforts demonstrate the commitment of our employees and the strong partnership among Town Council, staff, and residents.

In the months ahead, we will continue building on this momentum by advancing major projects,

implementing special initiatives and working toward our strategic goals. We remain dedicated to preserving Parker’s high quality of life and ensuring the delivery of responsive, reliable and professional municipal services.



Michelle Kivela
Town Manager

On behalf of Town staff, I extend our appreciation to the Mayor and Council for their leadership, and to the Parker community for your ongoing trust and engagement. It is an honor to serve you, and we look forward to continued progress together.

A handwritten signature in black ink that reads "Michelle Kivela".

Town of Parker Strategic Priorities, Mission and Vision

Each year, Town Council establishes strategic priorities that guide municipal planning, budgeting and service delivery. Learn more about these Strategic Priorities at ParkerCO.gov/StrategicPlan.



Support an Active Community



Foster Community Creativity and Engagement



Enhance Economic Vitality

Mission

The mission of the Town of Parker is to enrich the lives of residents by providing exceptional services, engaging community resources, and furthering an authentic hometown feel. We promote transparent governing, support sustainable development, and foster a strong, local economy.



Promote a Safe and Healthy Community



Innovate with Collaborative Governance



Develop a Visionary Community Through Balanced Growth

Vision

The Town of Parker’s vision is to be the 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 for services, civic engagement, and quality of life.

TOWN MANAGER REPORT

Parker Mayor and Town Council



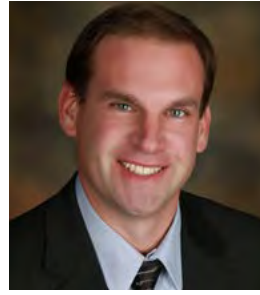
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TOWN MANAGER REPORT



Strategic Priority: Support an Active Community



- **Civic Ambassador Department Intensive (1):** Staff hosted the first-ever Department Intensive for Civic Ambassadors (graduates of the Civic Academy) on March 24, offering a deeper look at how Town operations work. The session focused on Economic Development and Community Development, which were topics participants said they were most interested in learning more about. Attendees had the chance to connect directly with staff, ask questions and take a walking tour of development in downtown Parker. Feedback was very positive. Many shared they feel better equipped to talk about and support Town initiatives in the community.
- **Ice Trail 2025/26 Season (2):** Despite an unseasonably warm winter, the Ice Trail at Discovery Park had a successful year and officially closed for the season Feb. 28. We can't wait to see everyone again in November!
 - * 19,953 - Single guest admissions
 - * 1,669- Group-visit admissions
 - * 14,913 - Pairs of skates rented
 - * 2,087 - Cups of hot cocoa served
- **Valentine's Day 5K/10K (3):** The first event in Parker Parks and Recreation's 2026 Run Series, the Love 'em or Leave 'em Valentine's Day 5K/10K at Salisbury Park on Feb. 14, welcomed a record 554 registrants. It was LOVE-ly weather to enjoy a run/walk on the Cherry Creek Trail. The race was followed by a delicious pancake breakfast and refreshments. Find additional event information at ParkerRec.com/RunSeries.

- **TeamSideline Sports League Registration:** In January, The Recreation Sports Division excitedly transitioned to TeamSideline sports league management software for both youth and adult sports league registrations. TeamSideline brings together organizers, coaches, parents and athletes to a user-friendly platform that includes league registration, league schedules, team management, communication and more! Find sports league information at TeamSideline.com/ParkerRec.



TOWN MANAGER REPORT



Strategic Priority: Support an Active Community (con't)

- **Christmas Tree Recycling (1):** Each year, the Park, Forestry and Open Space Division offers Christmas Tree Recycling at Salisbury Park. The trees collected are chipped into mulch for residents to use. Through the end of January, more than 1,100 Christmas trees were recycled.



- **Salisbury Regional Park Project (2):** Things are taking shape at Salisbury Regional Park! This multi-phase project is currently working through Phase 1, which includes four grass lighted baseball/softball fields, two synthetic turf lighted multi-purpose soccer fields, restroom/pavilion, parking, landscape, utility infrastructure and updates to the existing Salisbury ballfields. The Salisbury Regional Park Phase 2 Project is currently being designed and may include amenities such as lighted tennis courts, lighted pickleball courts, community hub pavilion, outdoor fitness area, inclusive playground, bike pump track, bike skills course, picnic pavilions, restrooms, storage, parking, landscape and utility infrastructure. Learn more at ParkerRec.com/CapitalProjects.

Additional Resources

- [Upcoming Parks and Recreation Events](#)
- [Parks, Recreation and Open Space Annual Report](#)
- [Upcoming Parker Arts Shows and Events](#)
- [Town Volunteer Opportunities](#)
- [Upcoming Town Events](#)



TOWN MANAGER REPORT

Strategic Priority: Foster Community Creativity and Engagement



- **Lunar New Year (1):** Parker Arts' Lunar New Year event began as a vision to create a more inclusive and culturally representative arts experience and has grown into one of the community's most vibrant celebrations. Built through strong partnerships with cultural organizations, performers and community groups, the event offers an immersive experience with traditional performances, hands-on activities and educational opportunities that honor Lunar New Year traditions. With more than 2,200 attendees this year, the celebration continues to expand in both reach and impact, fostering deeper cultural understanding while bringing the community together.
- **Goodnight Moon (2):** Parker Arts partnered with Colorado artists and organizations to present a one-of-a-kind, month-long experience blending visual art, live performance and community programming centered around the beloved bedtime story Goodnight Moon. At the heart of the experience was Goodnight Moon – A Fiber Tale, a life-sized textile installation by Colorado artists Emilie Odeile and Ken Chapin. The immersive exhibit also served as a stage for live performances for families and schools, alongside a variety of engaging programs, including storytime with actors from the Denver Center for the Performing Arts, hands-on activities with Wings Over the Rockies, a nursery rhyme sing-

along, community-wide mouse hunt, children's book writing workshop, and an artist talk with Emilie Odeile. Additional related exhibits included Contemporary Fiber at the PACE Center and Tucked In, a mixed media showcase by the Parker Artists Guild at The Schoolhouse.

- **Parker Arts Awards:** The Parker Cultural and Scientific Commission's Science Committee participated in and handed out two Parker Arts awards at the 2026 CoorsTek Denver Metro Regional Science & Engineering Fair:
 - * **Culture in Science: Amy Zhang - "Just Look, Don't Type: Enabling Intent-Level Communication through Gaze Grounding and Disambiguation."**: Amy developed an AI-driven communication system that uses contextual cues and gaze tracking to allow individuals who are paralyzed to communicate, using their eyes.
 - * **Arts in Science: Evelyn Seevers - "State of the Art: A Preemptive Look into Protecting Modern Art from Atmospheric Decay."**: Evelyn identified a critical gap in research on how environmental factors affect acrylic paintings. She developed a method to test those factors, helping ensure that modern works of art can be preserved for generations.



TOWN MANAGER REPORT

Strategic Priority: Foster Community Creativity and Engagement (con't)



- **'Share the Love' Campaign (1):** Parker Police Officers spread kindness across the community on Valentine's Day through the Share the Love campaign, delivering hundreds of carnations and smiles to residents and visitors. Stops included local parks, businesses and care facilities as a small way to thank the community for its continued support.
- **Elected Officials Pop-up Event:** Elected officials connected directly with residents during a pop-up event held at the Parker Ice Trail at Discovery Park. Community members of all ages were invited to participate in a lighthearted trivia activity focused on Town services and history, with the opportunity to enter a drawing for Town-themed prizes, including beanie hats and Parker pup stuffed animals. The event also provided an opportunity for residents to pick up informational materials and branded items designed to increase awareness of Town services and offer clear ways to stay connected.

Additional Resources

- [Let's Talk Parker](#)
- [Talk of the Town Community Newsletter](#)
- [Town Videos](#)
- [Civic Programs](#)
- [Parker Teen Court Information](#)

- **Parker PD vs. Parker Unified:** Parker Police Officers faced off against the Sierra and Legend Unified basketball teams, and while the outcomes were lopsided, the impact was anything but. Both Unified teams delivered dominant performances backed by incredible teamwork, energy and community support, reminding everyone why these games are such a highlight each year. While our officers may need to spend a little more time in the gym, they're proud to support these athletes and are already looking ahead to a stronger showing next season.
- **Portfolio Day:** Parker Arts' Portfolio Day is an opportunity for high school artists and creatives to present their work, receive feedback and build connections within the arts community. The event brought together participants of varying experience levels with professionals, fostering mentorship, learning and collaboration. This year, there were 68 attendees from Douglas County, Cherry Creek and Denver School Districts.
- **Youth Commission Young Entrepreneur Lunch (2):** The Parker Youth Commission, in partnership with the Town's Economic Development Department, hosted a Young Entrepreneurs Lunch & Learn at Discovery Labs at the PACE Center on March 5, with lunch sponsored by Redstone Bank. The event brought together local business professionals and high school students from Colorado Early Colleges for small-group breakout sessions focused on key topics such as business planning and marketing. Through these discussions, students gained practical insights, mentorship and connections to support their interest in entrepreneurship.



TOWN MANAGER REPORT



Strategic Priority: Enhance Economic Vitality



2025 ANNUAL REPORT



- **Economic Development and P3 Annual Report (1):** The 2025 Economic Development (ED) and Public-Private Partnership (P3) Annual Report is complete. The report will be published on the ED and P3's websites and shared across our social media channels in the coming weeks to ensure broad community access and transparency. View the video at [YouTube.com/@Parker-Economic-Development](https://www.youtube.com/@Parker-Economic-Development).
- **Economic Development YouTube Shorts:** The Economic Development Department recently launched a new YouTube Shorts initiative to spotlight local businesses and increase visibility through short, engaging video features. The first Short, featuring The Refillary, has already received over 825 views, demonstrating strong early engagement and interest. View this Short at [YouTube.com/@Parker-Economic-Development](https://www.youtube.com/@Parker-Economic-Development).
- **2026 Annual Budget Revisions:** Town Council approved the first revisions to the Town of Parker's 2026 Annual Budget on March 23. Revisions included an additional School Resource Officer for a charter school, increased funding for the Salisbury Regional Park project due to a grant received from Douglas County and added funding for stormwater capital projects in the Cottonwood neighborhood. It also included the reappropriation of unspent budget from 2025, which is added to the 2026 budget and is known as 'carryovers.' These amounts were previously approved by Council in a prior year and transferred into the current year to match when the expenditures will occur.
- **Grants Policy Manual:** Finance Department staff finalized and distributed a new Grants Policy to help guide Town staff through the entire grants process, from application to closeout, ensuring consistency and compliance with Town policies. Staff training sessions were also held to provide education about processes.
- **Grant Awards Received:** The Town was awarded six new grant awards in Q1 in support of Engineering/Public Works, Information Technology, Parker Arts, Parks, Recreation and Open Space and the Police Department.
- **GFOA Award:** The Town's Finance Department once again earned recognition from the Government Finance Officers Association (GFOA), earning the Achievement for Excellence in Financial Reporting for the Town's 2024 Annual Comprehensive Financial Report.
- **Notable New Businesses (2):** Several new businesses opened in Parker in Q1, including:
 - * Marvin's Place Coffee Co., 19865 Mainstreet
 - * Playa Bowls Parker, 19865 Mainstreet
 - * Ross Dress for Less, 11435 Twenty Mile Road



Additional Resources

- [Parker Business and Demographic Data](#)
- [Parker ED YouTube Channel](#)
- [P3 Parker YouTube Channel](#)
- [Parker ED Business Launchpad](#)
- [Parker Arts Community Impact Report](#)

TOWN MANAGER REPORT



Strategic Priority: Promote a Safe and Healthy Community



- **VIPS Program (1):** The Police Department launched its Volunteers in Police Services (VIPS) program, a new initiative designed to strengthen community partnerships through volunteer support in non-enforcement roles. The program expands service capacity while promoting transparency, trust and engagement, and we thank the first five volunteers for their commitment to serving Parker--Mike Appleby, Aislyn Ball, Ashley Kim, John Liberati and Denny Moses
- **DougCoAlert System:** The Police Department completed a transition to DougCoAlert, a free emergency notification service now available throughout Douglas County. DougCoAlert replaces the former CodeRED system and provides timely, reliable public safety information by allowing residents to receive alerts from state and local authorities about potentially hazardous situations, including wildfires, floods, severe storms, evacuations, shelter-in-place orders, law enforcement activity and other emergencies. Notifications can be delivered by phone, text or email. Residents who were previously registered for CodeRED were not automatically enrolled in DougCoAlert and are encouraged to sign up for the new system at [DougCoAlert.com](https://dougcoalert.com).

- **Police Staff Promotions:** The Police Department proudly recognized several recent promotions, including Deputy Chief Chris Peters, Patrol Commander Jake Schuster and Sergeants Cunningham, Shupe and White. Each of these members brings a wealth of experience and dedication to their new roles, continuing a tradition of service to the Parker community.
- **Police Citizens' Academy (2):** More than 40 Parker residents kicked off the Spring Citizens' Police Academy in February, a 15-week behind-the-scenes look at the Police Department. This session is especially meaningful, as it will include the program's 1,000th graduate.
- **Bridge Expansion Joint Program (3):** The Engineering and Public Works Department began work on the annual Bridge Expansion Joint Cleaning and Inspection Program. This critical maintenance activity removes accumulated debris, dirt and de-icing chemicals, to ensure the joints function properly and accommodate movement caused by thermal expansion and contraction. This preventative maintenance ultimately extends a bridge's service life.



Additional Resources

- [Police Department Monthly Reports](#)
- [2025 Parker Police Community Satisfaction Survey](#)
- [Community Crime Statistics](#)

TOWN MANAGER REPORT



Strategic Priority: Innovate with Collaborative Governance



- **State Capitol Visit (1):** The Town of Parker joined the Parker Chamber of Commerce for Parker Day at the State Capitol on March 3. This annual event, organized by the Chamber, is designed to strengthen engagement between Parker's elected officials and staff, business community and state representatives. Representing the Town during the event were Mayor Joshua Rivero and Councilmembers Anne Barrington, John Diak, Erik Frandsen, Laura Hefta, Todd Hendreks and Brandi Wilks. They were joined by several members of the Town's staff and local business community. The contingent connected with various members of state leadership.
- **Character at Camp Grant:** Fieldhouse Day Camp earned a highly competitive national Character at Camp grant for \$38,000 from the American Camp Association. It supports a focus on building camper character skills like confidence, teamwork and leadership. The American Camp Association provides access to research, training, evaluation tools and a community of camps that are sharing ideas and resources.
- **Link On Demand (2):** The Town and Douglas County began planning efforts to bring the Link On Demand free rideshare service to Parker. A two-year project will test viability of the service in our community. The exciting new service, which offers transportation between select

areas of Parker, Lone Tree and Highlands Ranch, makes it easier for residents to travel throughout the area without relying solely on a personal vehicle. Service for the Parker area began April 1. Learn more at ParkerCO.gov/Link.

- **Innovative Mobility Transportation Grant:** The Town and the Denver Regional Council of Governments (DRCOG) partnered on the Innovative Mobility Transportation Grant, completing the Request for Proposals (RFP) process and hiring consultant Fehr and Peers to analyze what will be needed to transition Link on Demand from a pilot project to a long-term service for the community.
- **PACE Center Parking Garage:** Parker's first downtown parking garage opened to the public in January. The PACE Center garage, a partnership project between the Town and P3 (Parker's urban renewal authority), includes 296 free parking spaces that serve both the PACE Center and the greater downtown area.
- **State of the Town:** The Town of Parker partnered with the Rotary Club of Parker to hold the annual State of the Town event Feb. 25 at the PACE Center. Highlighting the event was a keynote speech by Mayor Joshua Rivero that touched on both Parker's past and where the community is heading in the future. Also featured was the presentation of the Parker Impact Award to Jason Jacob, Legend High School Principal. Proceeds from this event benefit the Parker Task Force, as well as other community service projects supporting those in need.

Additional Resources

- [Performance Measures Dashboard](#)
- [Town Meeting Agendas and Minutes](#)
- [Parker Municipal Code](#)



TOWN MANAGER REPORT



Strategic Priority: Develop a Visionary Community Through Balanced Growth



- **Jordan Tributary Project (1):** The Stormwater Division and the Mile Hi Flood District partnered on the Jordan Tributary Project in the Bradbury Ranch community. This project improved flood conveyance, enhanced trail and maintenance access, increased long-term channel stability, and improved some local street drainage in adjacent areas. Construction is substantially complete, with plantings underway and ongoing revegetation efforts to continue for several years through permit close-out.
- **Cottonwood Meadows Tributary Project (2):** The Stormwater Division and Mile Hi Flood District also partnered on another project in the Cottonwood neighborhood. This project improved water quality, eliminated standing water nuisance conditions, ensured flood conveyance, and established a more resilient and sustainable vegetative corridor for the Cottonwood Meadows Tributary. Construction is substantially complete, with planting initiated and continued revegetation efforts planned over the next several years to support permit close-out.
- **Development Review Approvals:** The Community Development Department completed several notable Development Review approvals in Q1, including a 6,700-square-foot showroom expansion at the Audi of Parker dealership located at Twenty Mile Road and Ponderosa Drive, as well as an addition to Sierra Middle School.

- **Compark Village PD Amendment:** Town Council approved Compark Village Planned Development (PD) Amendment 8 to allow additional flexibility in land uses and to increase the amount of preserved open space in Green Acres Tributary. The approved changes are located west of Chambers Road between Belford Avenue and E-470.
- **Building Permit Approvals:** Notable Building Permits that were issued by the Building Division, including a foundation-only permit for the Sierra Middle School addition, a permit for a splashpad in a new park in the Newlin Crossing neighborhood, and the permits associated with the Lutheran High School new sports fields.
- **Landscape Code Update:** The Town contracted with Hord Copland Macht to initiate the Landscape Code Update Project, allowing for more xeric landscape solutions and responding to recent State legislation.



Additional Resources

- [Active Development Map](#)
- [Monthly Building Reports](#)
- [Capital Improvements Update](#)
- [Road Maintenance Projects Map](#)



Request for Town Council Action

Date: April 20, 2026
Submitted By: Alex Mestdagh, Engineering Service Manager
Reviewed By: Michelle Kivela, Town Manager
Title: Newlin Crossing Filing No. 3 Tracts Ownership Clarification
Department: Engineering and Public Works, Alex Mestdagh

EXECUTIVE SUMMARY

This item includes an ordinance and two resolutions intended to clarify ownership of several parcels within the Newlin Crossing Filing No. 3 subdivision between the Town and the developers of the subdivision, Millrose Properties Colorado, LLC, and 98 W. Parker, LLLP.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

The Newlin Crossing development is located at the northeast corner of Mainstreet and Chambers Road. This property was annexed into the Town in 2016, and residential development began on the site in 2023. The owner of the property, 98 W. Parker, LLLP, has sold the residential areas of the development to Lennar Homes, and has retained the areas zoned commercial. Lennar has developed much of the residential property, and their work is currently ongoing.

One of the subdivision plats for the property, Newlin Crossing Filing No. 3, attempted to transfer parcels between Lennar, 98 W. Parker, LLLP, and the Town in accordance with the Annexation Agreement for the property. This centered around two (2) Town-owned parcels located adjacent to Chambers Road. These parcels were deeded to the Town by Douglas County and contained stormwater detention ponds that served the adjacent segment of Chambers Road. The Newlin Crossing development project proposed to construct a new sub-regional stormwater facility on the property, which was sized to accept and accommodate the stormwater flows from Chambers Road. The Annexation Agreement for the property states that once this new sub-regional pond is constructed and the old ponds are no longer needed, the tracts containing the ponds would be dedicated to the property owner and platted into the larger development. A Predevelopment Parcel Map is attached to illustrate this arrangement.

This new sub-regional detention pond was recently constructed with Newlin Crossing Filing No. 2, allowing the pond tracts to be transferred to the property owner. However, while a portion of the northern pond tract was included in Lennar's residential Filing No. 3, the remainder of these tracts are located within the future commercial parcels. 98 W. Parker, LLLP, has declined to take ownership of those parcels until they are ready to develop the commercial areas. The Filing

No. 3 plat attempted to capture this arrangement and dedicate parcels to the appropriate parties, but the Douglas County Assessor's Office determined that those transfers did not fully clarify the ownership of some of the parcels impacted by this, and has listed these parcels with joint ownership among the parties.

The Assessor's Office has also questioned the ownership of several other parcels within Newlin Crossing Filing No. 3, Tracts D, J, and P:

- Tract D is the remaining portion of the north pond tract that will be platted into a future commercial parcel. This was proposed to remain with the Town, as the commercial developer does not wish to accept this parcel at this time.
- Tract J is a parcel that was included in the open space associated with Newlin Gulch, which is proposed to be owned by the Town. This parcel was intended to be conveyed to the Town via the plat.
- Tract P contains a segment of the regional Newlin Gulch Trail for which the Town agreed to own the underlying tract. This parcel was also intended to be conveyed to the Town via the plat.

To rectify this issue, quitclaim deeds have been prepared for the affected parcels to fully clarify the ownership. The ordinance included with this item accompanies a quitclaim deed removing any Town ownership interest in the main commercial parcels, Tract G and Tract H of Newlin Crossing Filing No. 3. The included resolutions accept a quitclaim deed from the developers, removing their ownership interest in Tracts D, J, and P of Newlin Crossing Filing No. 3 and clarifying Town ownership. The quitclaim deeds and the ownership arrangement have been reviewed and approved by the Engineering Department, Community Development, Parks and Rec, and the Town Attorney's Office.

FINANCIAL IMPACT

The transfer of these parcels was negotiated during the annexation and subdivision processes for this development, and no direct payment is proposed for any of the involved parcels.

STRATEGIC GOAL(S)



DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH



ENHANCE ECONOMIC
VITALITY



SUPPORT AN
ACTIVE COMMUNITY

ATTACHMENTS

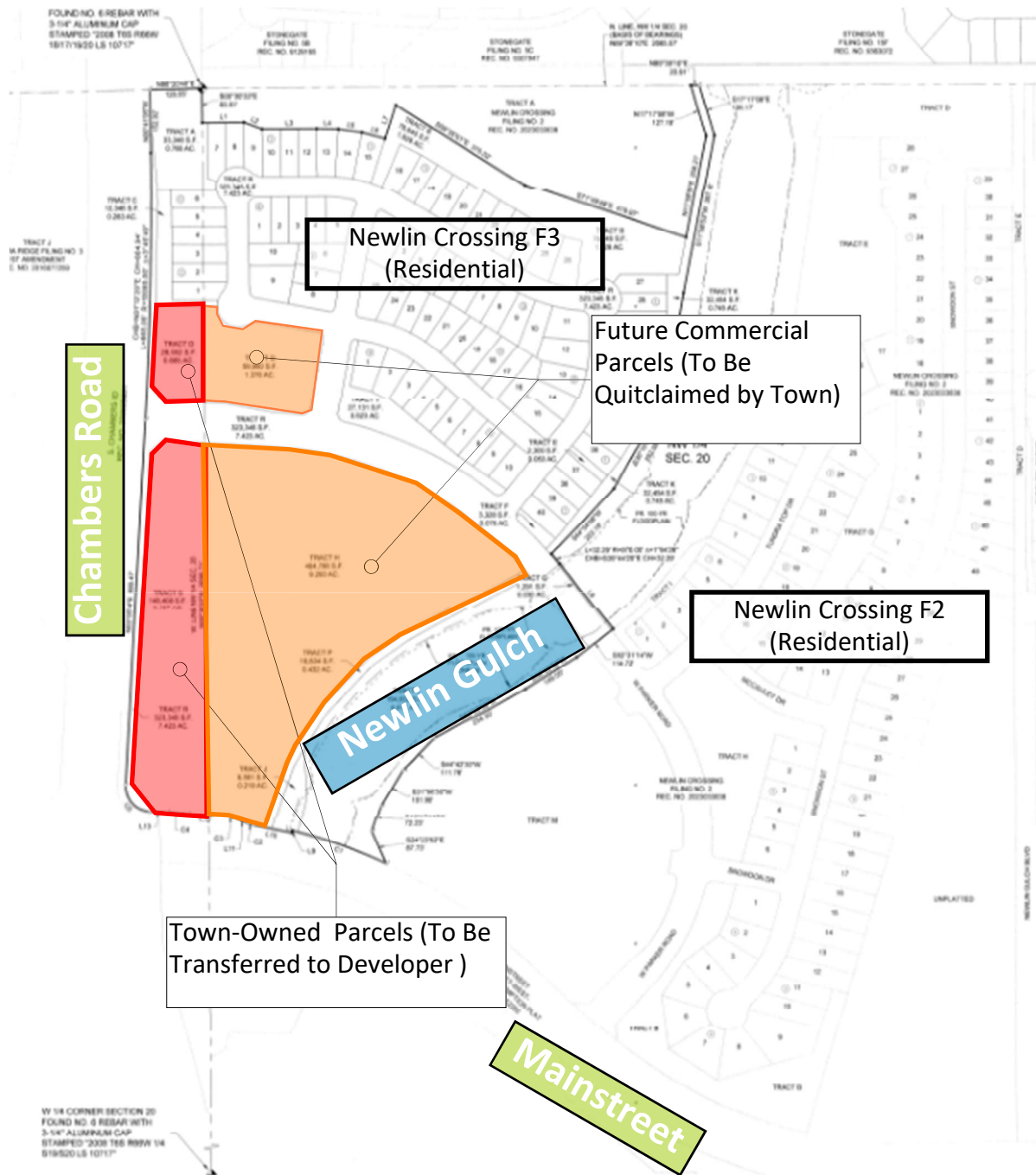
1. Predevelopment Parcel Map
2. Current Parcel Map
3. Ordinance No. 1.670
4. Resolution No. 26-031
5. Resolution No. 26-032

RECOMMENDED MOTION

I move to approve Ordinance No. 1.670 on second reading.

I move to approve Resolution No. 26-031, as part of the regular agenda.

I move to approve Resolution No. 26-032, as part of the regular agenda.

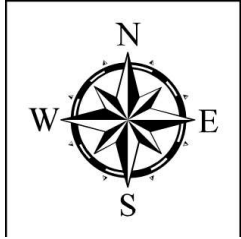


Chambers Road

Newlin Gulch

Mainstreet

Current Parcel Map



ORDINANCE NO. 1.670, Series of 2026

TITLE: A BILL FOR AN ORDINANCE CONVEYING CERTAIN REAL PROPERTY BY QUITCLAIM DEED FOR TRACTS G AND H, NEWLIN CROSSING FILING NO. 3 TO 98 W. PARKER, LLLP

WHEREAS, the Town of Parker, Colorado, is a home rule municipality and may have an interest in certain real property;

WHEREAS, the Town Council desires to convey any interest it may have in such real property to 98 W. PARKER, LLLP, a Colorado limited liability limited partnership;

WHEREAS, the real property to be conveyed is legally described in **Exhibit 1** attached hereto and incorporated herein by this reference;

WHEREAS, the Town Council finds that the conveyance of such real property serves a public purpose and is in the best interests of the Town;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, ORDAINS:

Section 1. Approval and Authorization. The Town Council of the Town of Parker hereby approves the Quitclaim Deed by which the Town of Parker sells and quitclaims to 98 W. Parker, LLLP the real property legally described in Exhibit 1 attached hereto and incorporated herein by this reference;

Section 2. Safety Clause. The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Parker, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained. The Town Council further finds that the title to this Ordinance was posted in two public places two days before the Town Council meeting, as provided by Section 7.5e. of the Town of Parker Home Rule Charter.

Section 3. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____,
2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

WHEN RECORDED RETURN TO:
Otten, Johnson, Robinson, Neff & Ragonetti, P.C.
Attn: Kimberly Martin
950 16th Street, Suite 1600
Denver, Colorado 80202

No Documentary Transfer Tax Payable
Consideration under \$500
C.R.S. § 39-13-102(2)(a)

QUITCLAIM DEED
[STATUTORY FORM – C.R.S. § 38-30-113(1)(d)]

TOWN OF PARKER, COLORADO, a Colorado home rule municipality, whose street address is 20120 E. Mainstreet, Parker, Colorado 80138, for the consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration, in hand paid, hereby sells and quitclaims to 98 W. PARKER, LLLP, a Colorado limited liability limited partnership, whose street address is 1720 S. Bellaire Street, Suite 300, Denver, Colorado 80222, the real property legally described in Exhibit A attached hereto and incorporated herein by this reference (the “Land”), with all its appurtenances.

Signed to be effective the _____ day of _____, 2026.

TOWN OF PARKER, COLORADO, a Colorado
home rule municipality

By: _____
Name: _____
Title: _____

STATE OF COLORADO)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by _____ as _____ of TOWN OF PARKER, COLORADO, a Colorado home rule municipality.

Witness my hand and official seal.

My commission expires: _____

Notary Public

Exhibit A
to Quitclaim Deed

Legal Description of the Land

Tracts G and H, NEWLIN CROSSING FILING NO. 3, County of Douglas, State of Colorado.

RESOLUTION NO. 26-031, Series of 2026

TITLE: A RESOLUTION ACCEPTING A QUITCLAIM DEED FROM 98 W. PARKER, LLLP, CONVEYING TRACT P, NEWLIN CROSSING FILING NO. 3

WHEREAS, on June 3, 2024, the Town Council approved the final plat for Newlin Crossing Filing No. 3 (the “Final Plat”), which re-platted tracts of land owned by Lennar Colorado, LLC (“Lennar”), 98 W. Parker LLLP (“98 W. Parker”), and the Town;

WHEREAS, the Final Plat was recorded on July 3, 2024, at Reception No. 2024027555;

WHEREAS, pursuant to the Tract Summary Table on Sheet 2 of the Final Plat, certain tracts within Newlin Crossing Filing No. 3 were dedicated to the Town of Parker (the “Town”), 98 W. Parker LLLP, and Stonegate Village Metropolitan District, respectively;

WHEREAS, Lennar sold its interests in the property identified on the Final Plat to Millrose Properties Colorado, LLC (“Millrose”);

WHEREAS, the Town, Millrose, and 98 W. Parker subsequently became aware that according to the Douglas County Assessor, while the parcel lines changed due to the replat resulting in the Final Plat, the underlying ownership of the parcels did not change;

WHEREAS, the Town is identified on the Final Plat as the owner of Tract P;

WHEREAS, 98 W. Parker has therefore executed a Quitclaim Deed conveying to the Town certain real property known as Tract P, Newlin Crossing Filing No. 3, which is dated March 17, 2026, and is attached hereto as **Exhibit 1**;

WHEREAS, the Town Council finds that acceptance of the Quitclaim Deed and the conveyance of such property is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, THAT:

Section 1. Acceptance. The Town Council hereby accepts the Quitclaim Deed from 98 W. Parker, LLLP, conveying to the Town Tract P, Newlin Crossing, as described in Exhibit 1.

RESOLVED AND PASSED this _____ day of _____, 2026.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

WHEN RECORDED RETURN TO:

Town of Parker
 Attn: Town Clerk
 20120 E. Mainstreet
 Parker, Colorado 80138
 Clerk@parkerco.gov

No Documentary Transfer Tax Payable
 Consideration under \$500
 C.R.S. § 39-13-102(2)(a)

QUITCLAIM DEED

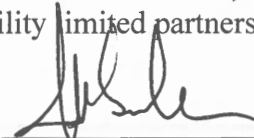
[STATUTORY FORM – C.R.S. § 38-30-113(1)(d)]

98 W. PARKER, LLLP, a Colorado limited liability limited partnership, whose street address is 1720 S. Bellaire Street, Suite 300, Denver, Colorado 80222, for the consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration, in hand paid, hereby sells and quitclaims to TOWN OF PARKER, COLORADO, a Colorado home rule municipality, whose street address is 20120 E. Mainstreet, Parker, Colorado 80138, the real property legally described in Exhibit A attached hereto and incorporated herein by this reference (the "Land"), with all its appurtenances.

Signed to be effective the 17 day of March, 2026.

98 W. PARKER, LLLP, a Colorado limited liability limited partnership

By: LSP INVESTMENTS, LLLP, a Colorado limited liability limited partnership, its General Partner

By: Name: JOHN SEBELKETitle: Manager

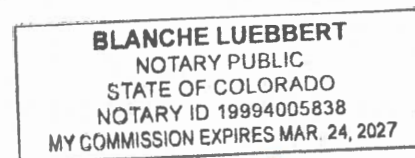
STATE OF COLORADO)

COUNTY OF Denver)

The foregoing instrument was acknowledged before me this 17 day of March, 2026, by John Sebelke as Manager of LSP INVESTMENTS, LLLP, a Colorado limited liability limited partnership, as General Partner of 98 W. PARKER, LLLP, a Colorado limited liability limited partnership.

Witness my hand and official seal.

My commission expires: 3/24/2027



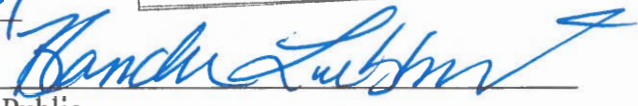

 Notary Public

Exhibit A
to Quitclaim Deed

Legal Description of the Land

Tract P, NEWLIN CROSSING FILING NO. 3, County of Douglas, State of Colorado.

RESOLUTION NO. 26-032 , Series of 2026

TITLE: A RESOLUTION ACCEPTING A QUITCLAIM DEED FROM MILLROSE PROPERTIES COLORADO, LLC, CONVEYING TRACTS D, J, AND P, NEWLIN CROSSING FILING NO. 3

WHEREAS, on June 3, 2024, the Town Council approved the final plat for Newlin Crossing Filing No. 3 (the “Final Plat”), which re-platted tracts of land owned by Lennar Colorado, LLC (“Lennar”), 98 W. Parker LLLP (“98 W. Parker”), and the Town;

WHEREAS, the Final Plat was recorded on July 3, 2024, at Reception No. 2024027555;

WHEREAS, pursuant to the Tract Summary Table on Sheet 2 of the Final Plat, certain tracts within Newlin Crossing Filing No. 3 were dedicated to the Town of Parker (the “Town”), 98 W. Parker LLLP, and Stonegate Village Metropolitan District, respectively;

WHEREAS, Lennar sold its interests in the property identified on the Final Plat to Millrose Properties Colorado, LLC (“Millrose”);

WHEREAS, the Town, Millrose, and 98 W. Parker subsequently became aware that according to the Douglas County Assessor, while the parcel lines changed due to the replat resulting in the Final Plat, the underlying ownership of the parcels did not change;

WHEREAS, the Town is identified on the Final Plat as the owner of Tracts D, J, and P;

WHEREAS, Millrose has executed a Quitclaim Deed conveying to the Town certain real property known as Tracts D, J, and P, Newlin Crossing Filing No. 3, which is dated March 17, 2026, and is attached hereto as **Exhibit 1**;

WHEREAS, the Town Council finds that acceptance of the Quitclaim Deed and the conveyance of such property is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, THAT:

Section 1. Acceptance. The Town Council hereby accepts the Quitclaim Deed from Millrose Properties Colorado, LLC, conveying to the Town Tracts D, J, and P, Newlin Crossing, as described in Exhibit 1.

RESOLVED AND PASSED this _____ day of _____, 2026.

TOWN OF PARKER, COLORADO

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

WHEN RECORDED RETURN TO:

Town of Parker
 Attn: Town Clerk
 20120 E. Mainstreet
 Parker, Colorado 80138
 E-mail: Clerk@parkerco.gov

No Documentary Transfer Tax Payable
 Consideration under \$500
 C.R.S. § 39-13-102(2)(a)

QUITCLAIM DEED

[STATUTORY FORM – C.R.S. § 38-30-113(1)(d)]

MILLROSE PROPERTIES COLORADO, LLC, a Colorado limited liability company, whose street address is 9193 Jamaica Street, 4th Floor, Englewood, Colorado 80211, for the consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration, in hand paid, hereby sells and quitclaims to TOWN OF PARKER, COLORADO, a Colorado home rule municipality, whose street address is 20120 E. Mainstreet, Parker, Colorado 80138, the real property legally described in Exhibit A attached hereto and incorporated herein by this reference (the "Land"), with all its appurtenances.

Signed to be effective the 17th day of March, 2026.

MILLROSE PROPERTIES COLORADO, LLC, a
 Colorado limited liability company

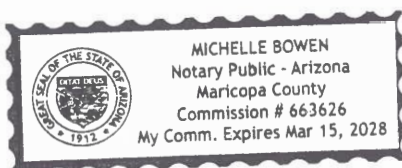
By: *Nathan Holt*
 Name: Nathan Holt
 Title: Authorized Signatory

STATE OF ARIZONA)
)
 COUNTY OF MARICOPA)

The foregoing instrument was acknowledged before me this 17th day of March, 2026, by Nathan Holt as Authorized Signatory of MILLROSE PROPERTIES COLORADO, LLC, a Colorado limited liability company.

Witness my hand and official seal.

My commission expires: 03/15/2028



Michelle Bowen
 Notary Public

Exhibit A
to Quitclaim Deed

Legal Description of the Land

Tracts D, J and P, NEWLIN CROSSING FILING NO. 3, County of Douglas, State of Colorado.



Request for Town Council Action

Date: April 20, 2026

Submitted By: Alex Mestdagh, Engineering Service Manager

Reviewed By: Michelle Kivela, Town Manager

Title: **ORDINANCE NO. 1.672 - Second Reading**
A Bill for an Ordinance Conveying a Water Pipeline Easement to the Parker Water and Sanitation District Over a Portion of Lot 1, Enclave Property Filing No. 2

Department: Engineering and Public Works, Alex Mestdagh

EXECUTIVE SUMMARY

This ordinance proposes to dedicate a permanent waterline easement to Parker Water and Sanitation District (PWSD) over a portion of Lot 1, Enclave Property Filing No. 2.

STAFF RECOMMENDATION

Approve

BACKGROUND/DISCUSSION

PWSD has submitted a land use application for the construction of a new waterline through a portion of a Town-owned parcel, Lot 1, Enclave Property Filing No. 2. This property includes the Town's Disc Golf Course. This new line would link existing waterlines to the north and within the Enclave at Cherry Creek Apartment property, providing additional connectivity in PWSD's system to minimize impacts to customers in the case of main breaks or other issues. Most of this line is proposed to be located in an existing PWSD easement, but a short segment is proposed through a parcel without an existing easement. PWSD is requesting that a permanent waterline easement be dedicated over this area to allow for the construction and long-term maintenance/operation of this line. The proposed easement area is 0.06 acres.

The proposed waterline would be approximately 675 feet long and would not include any above-ground elements. The alignment has been reviewed and approved by the Town's Parks and Recreation Department, and the construction would be coordinated to minimize disturbances to the disc golf course. All disturbances related to the construction will be required to be restored and revegetated by PWSD through the Town's Grading Permit program.

FINANCIAL IMPACT

None. This easement is proposed to be dedicated free of payment as part of an ongoing easement/land swap arrangement between the Town and PWSD as partner agencies.

STRATEGIC GOAL(S)



**INNOVATE WITH
COLLABORATIVE
GOVERNANCE**



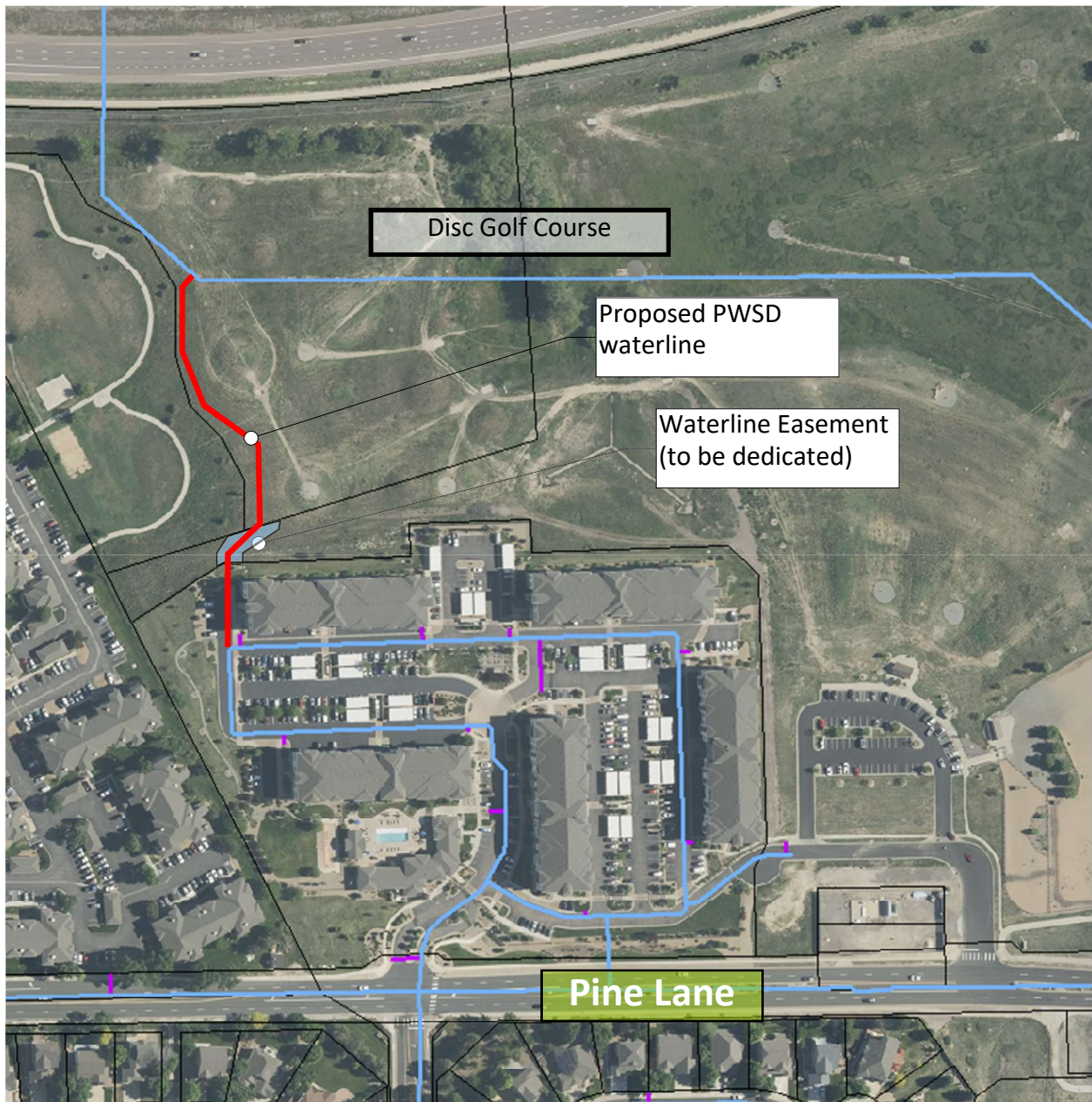
**DEVELOP A VISIONARY
COMMUNITY THROUGH
BALANCED GROWTH**

ATTACHMENTS

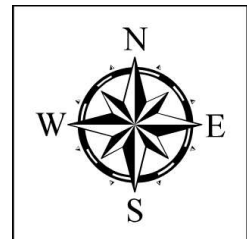
1. Vicinity Map
2. Ordinance No. 1.672

RECOMMENDED MOTION

I move to approve Ordinance No. 1.672 on second reading.



Waterline Easement
Vicinity Map



ORDINANCE NO. 1.672, Series of 2026

TITLE: A BILL FOR AN ORDINANCE CONVEYING A WATER PIPELINE EASEMENT TO THE PARKER WATER AND SANITATION DISTRICT OVER A PORTION OF LOT 1, ENCLAVE PROPERTY FILING NO. 2

WHEREAS, the Town Council of the Town of Parker desires to convey a permanent water pipeline easement to the Parker Water and Sanitation District over a portion of Lot 1, Enclave Property filing No. 2;

WHEREAS, the Town Council of the Town of Parker desires to authorize the Mayor to execute the subject Easement Agreement.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF PARKER, COLORADO, ORDAINS:

Section 1. Approval. The Town Council of the Town of Parker hereby approves the Permanent Water Pipeline Easement Agreement by and between the Town of Parker and Parker Water and Sanitation District, granting a permanent easement over a portion of Lot 1, Enclave Property Filing No.2, recorded at Reception No. 2015049097 in the Douglas County Clerk and Recorder's Office, as more particularly described in the Permanent Water Pipeline Easement Agreement attached hereto as Exhibit 1 and incorporated herein by this reference.

Section 2. Safety Clause. The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Parker, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained. The Town Council further finds that the title to this Ordinance was posted in two public places two days before the Town Council meeting, as provided by Section 7.5e. of the Town of Parker Home Rule Charter.

Section 3. Severability. If any clause, sentence, paragraph or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall become effective ten (10) days after final publication.

INTRODUCED AND PASSED ON FIRST READING this ____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

ADOPTED ON SECOND AND FINAL READING this ____ day of _____, 2026.

Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

WATER PIPELINE EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT is dated this ____ day of _____, 2026, by THE TOWN OF PARKER, COLORADO (hereafter referred to as "Grantor"), having an address at 20120 E. Mainstreet, Parker, Colorado 80138, and THE PARKER WATER AND SANITATION DISTRICT (hereafter referred to as "Grantee"), a Colorado special district and political subdivision, having an address at 13939 Ancestry Drive, Parker, Colorado 80134.

WHEREAS, Grantee desires to install a water pipeline in certain real property owned by Grantor and situate in Douglas County, Colorado, which real property is more particularly described and depicted in **Exhibit A** attached hereto and incorporated herein (the "Easement Property"); and

WHEREAS, Grantor is willing to grant an easement to Grantee in the Easement Property for the aforesaid purposes, subject to the terms and provisions hereof.

NOW, THEREFORE, for good and valuable consideration to Grantor by Grantee, and for the additional consideration of the performance by the parties of the terms and conditions hereof, the receipt and adequacy of which are hereby acknowledged, Grantor does hereby grant to Grantee, and Grantee accepts from Grantor, the following Easement as hereinbelow set forth:

1. Grant of Easement. Grantor does hereby grant and convey to Grantee, its successors, assigns, lessees, licensees and agents, a nonexclusive perpetual easement upon, over, under, across and through the Easement Property for the purpose of Grantee's construction, reconstruction, operation, maintenance and removal of the water pipeline required by Grantee from time to time. Grantee shall have the right of ingress and egress over and across the adjacent lands of Grantor to and from the Easement Property as may be necessary in connection with Grantee's construction, reconstruction, operation, maintenance and removal of the water pipeline.

2. Covenants of Grantee. Grantee hereby represents, covenants and warrants in favor of Grantor and its successors and assigns as follows:

(A) Grantee shall protect the Easement Property and the adjacent lands of Grantor over which Grantee has rights of ingress and egress from damage caused in whole or in part by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, licensees and agents. Grantee shall clean, cure and correct any such damage to any elements of the Easement Property or the above-referenced adjacent lands, including, but not limited to, all pavement, curbs, gutters, walks, streets, other utilities, structures and other improvements situate therein or thereon, and shall keep all of such property reasonably clean and clear of equipment, building materials, dirt, debris and similar materials. If Grantee fails to clean, cure or correct such damage within fourteen (14) days after notice thereof from Grantor, then Grantor may do so, at Grantee's expense;

(B) In all activities undertaken on property belonging to Grantor, Grantee and/or its employees, agents, contractors, subcontractors, successors, assigns, lessees and/or licensees shall conduct and construct all work in a good and workmanlike manner; and

(C) Grantee shall not cause or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, any hazardous substances, as defined by the Comprehensive Environmental Response Compensation and Liability Act of 1980 ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource Conservation and Recovery Act ("RCRA"), including, but not limited to, asbestos and/or urea formaldehyde, or any pollutants or toxic pollutants, as defined by the Clean Water Act and any amendments thereto, to be dumped, spilled, released, permanently stored, or deposited on, over or beneath the Easement Property. Any hazardous, toxic or flammable substances used by Grantee, its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees in the construction, reconstruction, operation, maintenance or removal of the water pipeline shall be utilized in a lawful manner and in compliance with all federal, state and local requirements relating to protection of health or the environment.

3. Grantor's Right of Relocation. In the event that the construction of any other utilities, roadways, or other improvements upon, over, under or across the Easement Property necessitates the relocation and/or encasement of the water pipeline, then Grantor shall, at its sole cost and expense, timely perform or cause the performance of such relocation and/or encasement of the water pipeline.

4. Indemnification of Grantor by Grantee. Grantee agrees, and hereby does, to the extent permitted by law, indemnify and hold harmless Grantor, any directors, officers employees and agents of Grantor, and any successors or assigns of Grantor, from any costs, expenses, damages, claims or demands incurred or asserted against Grantor as a result of or arising out of the activities of Grantee, its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees in the construction, reconstruction, operation, maintenance or removal of the water pipeline or otherwise relating to the Grantee's use of the Easement Property.

5. Miscellaneous.

(A) Except as otherwise expressly provided for herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective parties, their heirs, successors and assigns.

(B) This Easement constitutes the entire agreement between the parties.

(C) This Easement shall be of no force and effect until the same is duly and validly executed by each of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Easement by their respective duly authorized officers as of the date and year first above set forth.

GRANTOR:

Town of Parker, Colorado

By: _____
Joshua Rivero, Mayor

ATTEST:

By: _____
Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

Jamie Wynn, Town Attorney

GRANTEE:

Parker Water & Sanitation District,
a Colorado special district and political
subdivision.

By: _____
Ron R. Redd, P.E., District Manager

EXHIBIT A
PERMANENT EASEMENT
"LAND DESCRIPTION"

A PORTION OF A PARCEL OF LAND AS SHOWN IN LOT 1, ENCLAVE PROPERTY FILING NO. 2, RECEPTION NO. 2015049097, RECORDED ON 07/14/2015, IN THE DOUGLAS COUNTY CLERK AND RECORDER'S OFFICE, ALSO LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 9, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN, TOWN OF PARKER, DOUGLAS COUNTY, STATE OF COLORADO. SAID PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BASIS OF BEARINGS:

BEARING ARE BASED ON THE EAST-WEST CENTER LINE OF SAID SECTION 9, MONUMENTED AT THE WEST END BY A FOUND 3 1/4" ALUMINUM CAP MARKED "AZTEC CONSULTANTS T6S R66W S9 2015 PLS 22561" IN RANGE BOX, AND MONUMENTED AT THE EAST END BY A FOUND 3 1/4" ALUMINUM CAP MARKED "AZTEC CONSULTANTS T6S R66W 2008 PLS 22561" IN DIRT. SAID LINE BEARS N89°03'33"E.

COMMENCING AT SAID FOUND 3 1/4" ALUMINUM CAP MARKED "AZTEC CONSULTANTS T6S R66W S9 2015 PLS 22561" IN RANGE BOX, THENCE N69°11'14"E, A DISTANCE OF 2,173.44 FEET TO A NORTHWEST CORNER OF SAID LOT 1, ENCLAVE PROPERTY FILING NO. 2, ALSO BEING A SOUTHWEST CORNER OF A PARKER WATER & SANITATION DISTRICT EASEMENT, BOOK 2297, PAGE 720, RECORDS OF DOUGLAS COUNTY, STATE OF COLORADO;

THENCE THROUGH SAID ENCLAVE PROPERTY FILING NO. 2, THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. N72°57'00"E, ALONG THE SOUTHERLY LINE OF SAID PARKER WATER & SANITATION DISTRICT EASEMENT, A DISTANCE OF 52.34 FEET;
2. S00°02'37"W, DEPARTING SAID SOUTHERLY LINE OF PARKER WATER & SANITATION DISTRICT EASEMENT, A DISTANCE OF 5.64 FEET;
3. S42°28'23"W, A DISTANCE OF 81.56 FEET TO THE SOUTHERLY LINE OF SAID LOT 1, ENCLAVE PROPERTY FILING NO. 2;

THENCE, S88°10'56"W, ALONG SAID SOUTHERLY LINE OF LOT 1, ENCLAVE PROPERTY FILING NO. 2, A DISTANCE OF 28.61 FEET;

THENCE, S56°45'41"W, CONTINUING ALONG SAID SOUTHERLY LINE OF LOT 1, ENCLAVE PROPERTY FILING NO. 2, A DISTANCE OF 18.55 FEET;

THENCE DEPARTING SAID SOUTHERLY LINE OF LOT 1, ENCLAVE PROPERTY FILING NO. 2 AND THROUGH SAID LOT 1, ENCLAVE PROPERTY FILING NO. 2, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. N00°33'02"W, A DISTANCE OF 11.47 FEET;
2. N44°32'16"E, A DISTANCE OF 70.24 FEET TO SAID POINT OF BEGINNING.

CONTAINING 2,611 SQUARE FEET OR 0.060 ACRE, MORE OR LESS.

JON SPIRK
PROFESSIONAL LAND SURVEYOR
LICENSE NO. 38351, STATE OF COLORADO
FOR AND ON-BEHALF OF HCL ENGINEERING AND SURVEYING, LLC
5975 SOUTH QUEBEC ST, STE 200
CENTENNIAL, CO 80111
303-773-1605

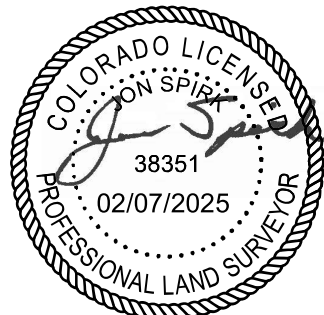
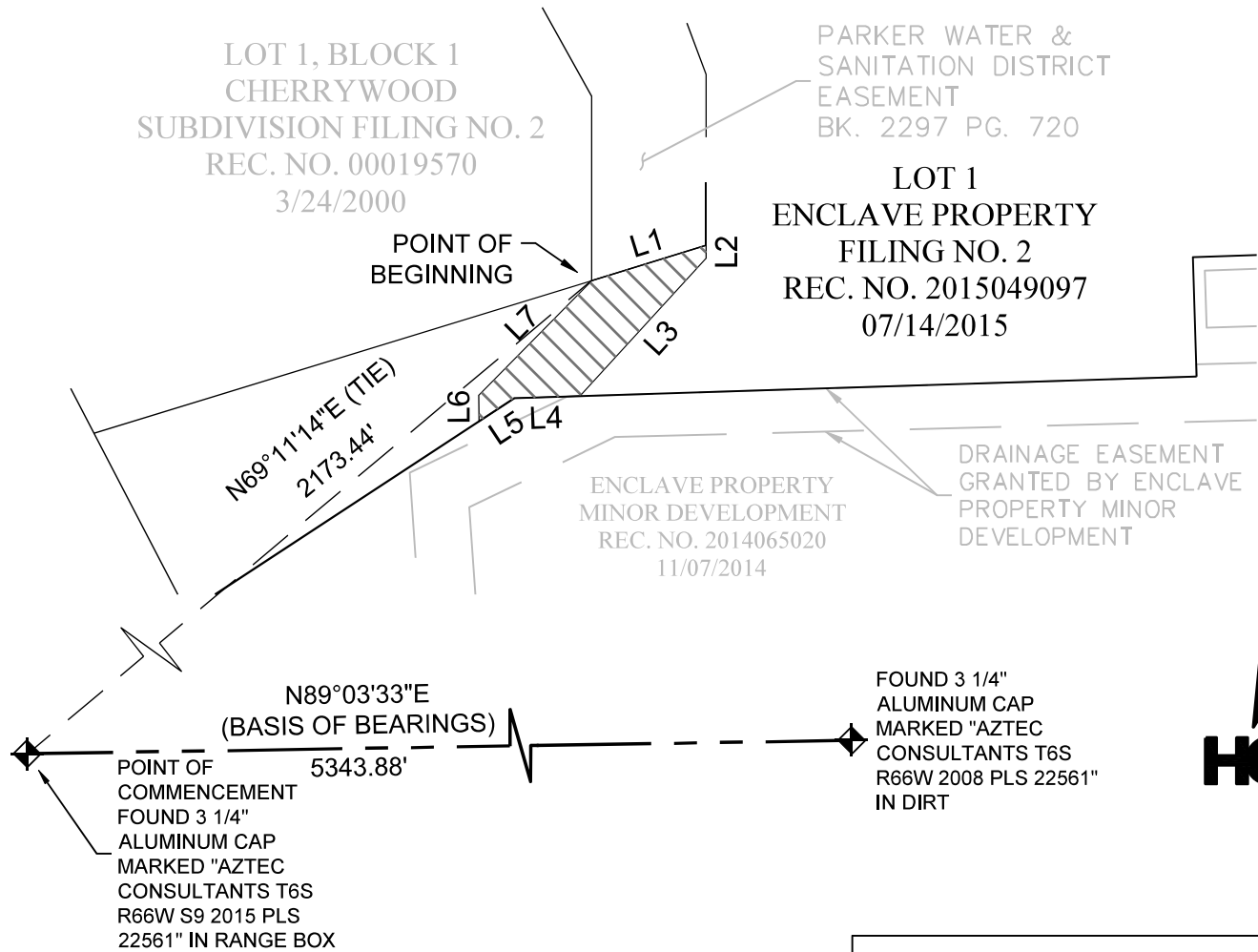


EXHIBIT TO ACCOMPANY LEGAL DESCRIPTION

LOT 1, ENCLAVE PROPERTY FILING NO. 2, LOCATED IN THE SE 1/4 OF THE NW 1/4 OF SECTION 9,
TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE 6TH PRINCIPAL MERIDIAN, TOWN OF PARKER,
COUNTY OF DOUGLAS, STATE OF COLORADO



LEGEND

- Permanent Easement
- Section Line
- Existing Easement
- Found Section Corner

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	N72°57'00"E	52.34'
L2	S00°02'37"W	5.64'
L3	S42°28'23"W	81.56'
L4	S88°10'56"W	28.61'
L5	S56°45'41"W	18.55'
L6	N00°33'02"W	11.47'
L7	N44°32'16"E	70.24'

SCALE: 1" = 80'

Note: This exhibit does not represent a monumented land survey, nor does it represent a title survey by this surveyor, it is intended only to depict the attached description.



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PERMANENT EASEMENT

Job Number: 230017 Drawn By: AHE
Date: 02-07-2025 Checked By: JNS

SHEET
2
OF
2