

MEMORANDUM

Date: August 1, 2023

To: Judy Drain, Boulder Town Mayor
Boulder Town Council
Boulder Town Planning Commission
Boulder Administrative Staff
Interested Parties

From: Elizabeth Julian, Boulder Town Councilmember

Re: Park Committee

In the fall of 2022, the Town of Boulder was asked to outline the responsibilities of the Boulder Park Committee and pass a resolution accordingly.

During the July 2023 regular meeting, Elizabeth Julian was assigned as the Boulder Town Council Liaison with the Park Committee.

I request that Mayor Judy Drain place the Committee Charter for the Boulder Town Park Committee and the Boulder Town Council Resolutions creating the Boulder Town Park Committee and Appointments on the August 3, 2023, Regular Meeting agenda.

Attachments:

Committee Charter BTPC - 2023 August 1 DRAFT

Resolution ATPC - 2023 August 1 DRAFT

Resolution ATPC Member Appointment - 2023 August 1 DRAFT

BOULDER TOWN COMMITTEE CHARTER

BOULDER TOWN PARK COMMITTEE

Purpose of the Committee

The Boulder Town Park Committee (BTPC) is organized by Boulder Town for the purpose of providing the Boulder Planning Commission with land use information and the Boulder Town Council with park management information with which either the Boulder Planning Commission or the Boulder Town Council may make informed decisions regarding the Boulder Town Parks.

Committee Type

The BTPC is a standing committee that reports in an advisory capacity to the Boulder Town Planning Commission in matters relating to land use of the park properties and to the Boulder Town Council in matters relating to human uses of the park spaces. The BTPC has limited managerial capacity to manage the affairs of the park properties.

Membership appointment

The BTPC shall consist of five members. The Boulder Town Council shall appoint the members.

When a vacancy exists in the BTPC, the Town Clerk shall post notice of the vacancy, the application requirements, and the application due date. The Town Clerk shall review the applications for completeness and submit them to the Town Council for review. After review, the Town Council shall discuss applicants in a closed executive session. The council may approve applicants for appointment to the vacant seats on the committee. The Town Council may also determine that the seats will remain open and that a new vacancy notice shall be posted.

Committee Member Qualifications

Committee members must have lived in the 84716 zip code for at least one year as the person's primary residence.

Committee Member Restrictions

The committee members shall not be:

1. A member of the Town Council; or
2. A member of the Planning Commission.

Membership Term

Each committee membership term is for five years. A committee member's term automatically expires at the end of the final year of the member's term.

The year for membership follows the calendar year; thus, a term begins on the 1st of January, and a term ends on the 31st of December.

Consecutive Terms

A committee member may serve up to two consecutive full terms. A committee member that intends to remain on the committee for an allowed additional term must reapply through the public notice process and appointment.

Retiring from the Committee

A committee member may withdraw from the committee at any time by giving notice to the Town Council of the member's intention to do so. A committee member may retire from the committee at the end of the member's term. A committee member will automatically be retired from the committee at the end of the member's final term of the member's consecutive term limit.

A committee member who ceases to meet the Committee Member Qualifications or who becomes restricted from being a member by virtue of being elected to the Town Council or being appointed to the Planning Commission is automatically retired from the committee upon swearing in to either of the mentioned bodies.

Membership Rotation

The committee members' terms shall rotate such that the committee is not expected to have all new members at one point in time. At the end of each year, at least one member's term will expire. Every fourth year, two members' terms will expire. The fourth year is recognized as a year evenly divisible by four. (2020, 2024, 2028 ...) The following schedule will serve to clarify the membership expirations for the six expiration dates to come:

2023 – one membership expires; 2024 – two memberships expire;
2025 – one membership expires; 2026 – one membership expires;
2027 – one membership expires; 2028 – two memberships expire; etcetera.

The committee shall keep a record of the membership terms, the beginning date and the expiration date of each person. This record shall be filled with the Boulder Town Clerk.

Boulder Planning Commission Liaison

The Boulder Town Planning Commission shall designate a liaison between the BTPC and the Planning Commission. The Planning Commission liaison is not considered a member of the BTPC. The role of the liaison is to answer questions relating to the referral of an issue from the Planning Commission to the BTPC. The liaison shall communicate the progress of the committee's activities relating to referred matters at the Planning Commission meeting that follows each BTPC meeting. The liaison shall communicate any questions or comments from the Planning Committee back to the BTPC Chairperson.

Note: The chairperson of the BTPC provides the final report of an issue to the Planning Commission; see chairperson responsibilities below.

Boulder Town Council Liaison

The Boulder Town Council shall designate a liaison between the BTPC and the Boulder Town Council. The Boulder Town Council liaison is not considered a member of the BTPC. The role of the liaison is to answer questions relating to the referral of an issue from the Town Council. The liaison shall communicate the progress of the committee's activities relating to referred matters from the Town Council at the Town Council meeting that follows each BTPC meeting.

Note: The chairperson of the BTPC provides the final report of an issue to the Town Council; see chairperson responsibilities below.

Committee Member Responsibilities

The organization of the BTPC and the assignment of roles and duties within the BTPC shall be at the discretion of the Chairperson of the BTPC, except that, at a minimum, the committee will have a chairperson and a secretary with the following responsibilities.

Chairperson – The Chairperson arranges the meeting dates and times, chairs the meetings, and is responsible for the overall function of the committee and the assigned tasks. The Chairperson collects referrals, questions, and comments from the Town Council and the Planning Commission and collects other issues relating to the town parks from committee members or the public. The Chairperson creates the agenda for each meeting of the BTPC, listing as appropriate all the old business and new business for the committee to consider. The chairperson is responsible for communicating any BTPC Management Responsibilities (see below) to the appropriate person to carry out the task. The chairperson is responsible for confirming the completion of any assigned task.

Secretary – The Secretary records the meetings, takes notes of the meetings, and prepares the minutes of the meetings. The Secretary, after approval, files the approved minutes with the Boulder Town Clerk. The secretary provides to the Boulder Town Clerk, in a timely manner, information regarding the next meeting, including time, place, and the agenda so that the Town Clerk may provide adequate notice for the meeting.

Committee Members – Committee members may be assigned specific roles or tasks by the chairperson.

Selecting the Chairperson and the Secretary - The chairperson and the secretary of the committee are selected for the upcoming year by a vote of the committee at the committee's first meeting of the year. It is not required that either the chairperson or secretary change unless the person holding the position retires from the committee. The new chairperson and new secretary take charge of the role's responsibilities immediately following the vote at the beginning of the new year.

Committee Meetings

The BTPC shall hold quarterly regular meetings. The committee shall establish consistent dates and times for the committee's quarterly regular meetings, such as "the last Wednesday of March, July, September, and December." The Chair of the BTPC may call special meetings as may be necessary. All meetings shall be open to be public.

Notice of Meetings

The committee shall give appropriate notice of its meetings. Such notice shall be a minimum of 48 hours in advance of the meeting time. The Notice of Meeting shall also provide the location of the meeting and the agenda for the meeting.

Rules of Order

The committee has the latitude to establish its own rules of order for accomplishing its assigned purpose. The committee shall, however, establish these rules of order upon convening its initial meeting; using Robert's Rules of Order is recommended.

The adapted rules of order shall include a quorum of a majority of committee members in order for a committee decision to be made. The adopted rules of order may be revised at the committee's initial meeting for each year.

BTPC Advisory Responsibilities

The BTPC is primarily an advisory committee that provides information regarding land use within the Boulder Town Parks to the Boulder Town Planning Commission and information regarding human uses of the park to the Boulder Town Council.

The two spaces within the Town of Boulder that fall within the purview of BTPC include:

- the public grounds surrounding the Town Hall, the Fire Station, and the Post office, which includes the land to the north of the Town Hall to 400 North Street; and
- the area known as the Boulder Town Park, which is directly south of the Town hall, the Fire Station and the Post Office, which continues southward to the boundary with The referral southerly property, which is currently owned by the Boulder Mountain Lodge.

The committee addresses questions that may be referred to the committee by either the Boulder Town Council or the Boulder Planning Commission. As an advisory committee, the committee collects information related to the referred question as an advisory committee. The Referral should contain enough specifics for the committee to address the question adequately. The referral may request the committee to collect information via general research means and may also specify research means, such as, though not limited to, conducting public hearings or surveys. The committee may request additional clarification of the question from the referring body or additional authority to carry out the research involved in the information request adequately.

BTPC Management Responsibilities

The BTPC has the responsibility over the following park management activities:

- Directing the grounds keeper regarding issues related to the grounds keeping of any of the park spaces.
- (Other responsibilities – may include topics such as approving applications to use the space)
- (Other responsibilities - may include topics such as purchasing items that are within the committee's management authority.)

Financial Authority

The committee is granted a budget of \$ _____ for the purposes of carrying out the advisory responsibilities of the committee. The committee's budget is to cover the cost of research, public opinion surveys, or other activities as may be designated per a referral from the Planning Commission or the Town Council. A town body that refers an issue to the BTPC may, in the referral, budget additional funds that are to be used specifically for the referred issue.

The BTPC may determine that professional services may be needed or that additional financial resources may be needed above and beyond the financial authority granted by the town. The BTPC may make a proposal to the Town Council for the authorization of additional funding.

The BTPC is granted an annual budget of \$ _____ for the purposes of carrying out management responsibilities of the Boulder Town Park spaces. These funds are for securing resources that may be necessary for managing the park spaces.

Committee Reporting Responsibilities

Findings Report - The committee shall make reports of their findings regarding a referred issue in a timely manner to the appropriate referring body. The report shall be affirmed by the majority of the committee members that voted in favor of the report. Dissenting committee members may make a dissenting statement to the report. Each report shall be written, and an oral summary shall be given to the referring body by the committee's Chairperson.

Annual Report - The Chairperson of the BTPC shall present an annual report to the Town Council at the regularly scheduled (*--- enter meeting month, suggested to be either November, December or January ---*) meeting. The committee report shall contain a summary of the activities of the committee for the year. The Report shall contain annual budget information for the committee along with any request for additional funding for the coming year. The report shall contain membership information relating to expiring or retiring member terms along with recommendations for replacement members for the council to consider for replacement members. The report shall be written with an oral summary provided to the Town Council by the committee's Chairperson.

RESOLUTION NO. _____

**A RESOLUTION CREATING A
BOULDER TOWN PARK COMMITTEE**

WHEREAS Boulder Town has several spaces set aside as park spaces.

WHEREAS issues arise from time to time that affect these park spaces that require significant amounts of research and analysis before the Town Council is capable of making an informed decision regarding the matter.

WHEREAS the availability of council members to complete all the basic tasks of town management currently takes a significant amount of time, and it is challenging for the council members to commit additional volunteer time to carry out any additional functions of researching and analyzing significant amounts of information relating to these matters.

WHEREAS the Boulder Town staff positions are not adequate for completing the research and analysis of these matters.

WHEREAS the town council has interested citizens capable of conducting research and analyzing these matters and are willing to participate in a committee to accomplish these tasks.

WHEREAS the Town Council has discussed the matter and wishes to create A Boulder Town Parks Committee to assist in these matters.

NOW THEREFORE,

BE IT RESOLVED THAT THE BOULDER TOWN COUNCIL hereby dissolves the previous town park committee.

FURTHERMORE, BE IT RESOLVED THAT THE BOULDER TOWN COUNCIL hereby adopts the Boulder Town Parks Committee Charter and, by doing so, hereby creates the Boulder Town Parks Committee.

APPROVED and PASSED this _____ day of _____, 2023.

ATTEST:

TOWN COUNCIL OF BOULDER

Jessica LeFevre
Town Clerk

Judy Drain
Mayor

RESOLUTION NO. _____

**A RESOLUTION APPOINTING MEMBERS
OF THE BOULDER TOWN PARKS COMMITTEE**

WHEREAS Boulder Town has adopted a Boulder Town Parks Committee Charter.

WHEREAS Boulder Town has a town park committee already in existence that was created without a Town Council Resolution and without a charter.

WHEREAS the Boulder Town Council has been made aware that the members of the previous town park committee desire to continue with their responsibilities in their previous capacity by serving on the newly created Boulder Town Parks Committee.

WHEREAS the Boulder Town Council finds that the current roles, term expiration date, and committee retirement dates of the members of the previous town park committee are as follows:

Name	Role	Term Expiration Date	Anticipated Retirement Date
Sam Stout	Chairperson	December 31, 2023	December 31, 2023
Laura DeMay	Secretary	December 31, 2027	December 31, 2031
Randy Catmull	Member	December 31, 2024	December 31, 2024
Jeff Sanders	Member	December 31, 2026	December 31, 3030
?	Member	December 31, 2027	December 31, 2031
Jabe Beal	Member	December 31, 2027	December 31, 2031

WHEREAS the Boulder Town Council finds that _____ is a member of the Boulder Planning Commission and that by the Boulder Town Parks Committee charter that the Town Council has adopted, members of the Boulder Town Parks Committee may not be members of either the Town Council or the Boulder Planning Commission.

WHEREAS the Town Council has discussed the matter and wishes to appoint the members of the previous town park committee, exclusive of _____, to the newly created Boulder Town Parks Committee and to adjust the Term Expiration Dates and Anticipated Committee Retirement Dates to be in alignment with the recently adopted charter for the Boulder Town Parks Committee.

NOW THEREFORE,

BE IT RESOLVED THAT THE BOULDER TOWN COUNCIL hereby appoints the following members to the Boulder Town Parks Committee with the roles of chairperson and secretary being open for election within the committee at the committee's first regularly scheduled meeting and with the following Term Expiration Dates and the Anticipated Committee Retirement Dates being designated by the Town Council in order to align these dates according to the newly adopted charter of the Boulder Town Parks Committee, herewith:

Name	Role	Term Expiration Date	Anticipated Committee Retirement Date
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Sam Stout	Member	December 31, 2023	December 31, 2023
Randy Catmull	Member	December 31, 2024	December 31, 2024
Jeff Sanders	Member	December 31, 2024	December 31, 3028
Laura DeMay	Member	December 31, 2025	December 31, 2029
Jabe Beal	Member	December 31, 2026	December 31, 2030

FURTHERMORE, BE IT RESOLVED THAT THE BOULDER TOWN COUNCIL hereby refers to the Boulder Planning Commission the matter of appointing a Boulder Planning Commission liaison to the Boulder Town Parks Committee. The Planning Commission is expected to address this matter at its next meeting so that the liaison will be appointed prior to the regularly scheduled quarterly meeting of the Boulder Town Parks Committee in September of 2023.

APPROVED and **PASSED** this ____ day of _____, 2023.

ATTEST:

TOWN COUNCIL OF BOULDER

 Jessica LeFevre
 Town Clerk

 Judy Drain
 Mayor