

## AGENDA

### **Parks and Recreation Advisory Board**

Monday, September 12, 2011 - 7:00 pm

Parks Administration  
7 South Sunset  
Longmont, CO 80501

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF PREVIOUS MONTHS MINUTES
  - A. August 8, 2011 Parks and Recreation Advisory Board Regular Meeting
4. PUBLIC INVITED TO BE HEARD
5. OLD BUSINESS
  - A. PRAB By Laws
6. NEW BUSINESS
  - A. Council Retreat Topics
  - B. CIP Update
7. On-Going Items
  - A. Park Survey – November
  - B. Dry Creek Park – On-going
  - C. Conservation Trust Funds - October
  - D. Gift Catalog - November
8. ITEMS FROM STAFF
9. ITEMS FROM BOARD
10. PUBLIC INVITED TO BE HEARD
11. ADJOURNMENT

If you need special assistance to participate in a Parks and Recreation Advisory Board meeting, please contact Cathy Dising at 303-774-4756 in advance of the meeting to make arrangements

## **OPERATING AGREEMENTS**

- 1. Agree to disagree and move on.**
- 2. Respect diverse opinions of others.**
- 3. Listen until speaker finishes.**
- 4. Be present.**
- 5. Don't beat a dead horse.**
- 6. Speak up with your opinion.**
- 7. Eradicate cynicism.**
- 8. Explore difference constructively and don't personalize.**
- 9. Stay on topic.**
- 10. No Cross Talk.**
- 11. Default to Roberts Rules.**

MINUTES  
PARKS & RECREATION ADVISORY BOARD  
August 8, 2011

The regular monthly meeting for the Parks & Recreation Advisory Board was called to order at 7:00 pm at the Parks Maintenance Building by Sharon O'Leary.

1. Roll Call

Cathy Diesing, Board Secretary called the roll call. Those present were committee members; Jim Wardell, Sharon O'Leary, Kelly Dirks, Matthew Linden and Greg Braun. Councilmen McCoy and Board Members Gollhofer and Howell were absent.

Staff Present: Jeff Friesner, Kim Shugar, Dan Wolford and Cathy Diesing

2. Approval of Agenda.

Sharon O'Leary asked to cancel Item # 5, Special Recognition – CHIL- Citizens Helping Ice in Longmont, as they are unable to attend. This will be rescheduled for September or October. This was seconded by Jim Wardell, the motion passed 4-0. (Matthew Linden arrived late)

3. Approval of Previous Months Minutes

A motion by Jim Wardell to approve the July 11, 2011 was seconded by Kelly Dirks. The motion passed 4-0. (Greg Braun abstained as he was not present at the July meeting and Matthew Linden was present).

4. Public invited to be Heard. None

5. Old Business

A. Open Space and Trails Proclamation. Kim Shugar presented the Board with a Draft Proclamation for the National Public Lands Day. The Board requested staff confirm the date being read to Council and email that information to the Board. Mr. Wardell requested a correction in Paragraph six second line "*break down the barriers **that** prevent ...*" A Motion was made by Sharon O'Leary to accept the proclamation as written and amended by Jim Wardell. Along with the proclamation the Board would like a free day at Union Reservoir and staff to explore the cost of a banner across Main Street, at the river celebrating the day. Staff should post advertising of the event at each location now used for posting the Park & Recreation Advisory Board agenda's and at Sandstone Ranch. If possible along the City entry way signs. This was seconded by Greg Braun and the motion passed 5-0.

B. Environmental Programming. Dan Wolford explained to the Board the environmental programs they now offer along with other City departments.

This included Land stewardship such as volunteering, 1 day projects so citizens understand the native vegetation and the Boulder County Youth Corp, which provides environmental education for youth ages 14 to 17. Button Rock Preserve does use the Youth Corp (with supervisors) by removing vegetation off the damn face and removing timber from approximately 80 to 120 acres.

The City also works with the Scouts on bat boxes and bird boxes, along with fishing derby's where you learn how to fish. Staff should send Sharon O'Leary a list of what projects are available; she suggests that staff coordinate these classes with the St.Vrain School District, possibly the Science classes. The City could ask for volunteers as students need to volunteer a designated amount of hours per school year. Sharon O'Leary said she will make contact with the high school Science Chair and student council for what opportunities the students are looking for and what presentations they may be looking for from the City. She would like to be the liaison for this project.

## 6. New Business

A. PRAB/ Council Tour. The Board discussed the annual tour with City Council. Several dates were listed as options; staff will ask Council and get back to the Board. Those dates included Saturday, September 10, or September 17 from 9 to 11:30am or Monday, September 12 from 5:30 to 7:30pm with the regular meeting beginning at 7:30pm. The Tour will include (not in any specific order) Sandstone Additional Ball Park- Phase 4, Union Reservoir, Sunset Pool and Dry Creek Community Park. Staff will update the Board at the next meeting.

B. Board Meeting Operating Agreements. Sharon O'Leary explained to the new Board members that in previous years due to diverse opinions there was a need for operating agreements. The Board agreed with the list and asked that number ten be added: "**Default to Roberts Rules of Order,**" and to combine number two with nine to read: **Respect diverse opinions.** It was also discussed that these agreements need to be brought up by the Chair during public meetings as the Board does not want the public participating in the presentations, or asking questions. It was requested by Jeff Friesner that they also add this to the by laws.

## 7. On-Going Items

A. Park Survey. Kim Shugar will bring back the Parks survey in a couple of months; they are organizing the information now.

B. Dry Creek Park is moving forward per Kim Shugar. Jim Wardell added that there are a lot of bald eagles now at the park.

C. Conservation Trust Fund- Paula Fitzgerald and Jeff Friesner are meeting and will come back in September to the Board with plans on starting the public process. The results of the meetings should be to the

board in October and to City Council in the new year after the new Council is seated.

8. Items from Staff

1. Jeff Friesner said that they feel sure that they found the leak at the Longmont Recreation Center. The leak is within one of the pipes that provides water to a play feature. Staff plans to use a camera when the Recreation Center is shut down to see how difficult a fix it will be.

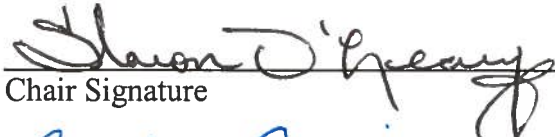
9. Items from Board

1. Greg Braun asked if Dawson North work was completed yet, Dan Wolford said they were wrapping up and should be cleaned up soon.
2. Jim Wardell said thank you to Gary Kloster at Sandstone and the other rangers for the great work they did on the fields this year. Jim Wardell asked Jeff Friesner if there were any more thoughts on an all year indoor Ice Rink. Jeff said it has not been discussed.
4. Sharon O'Leary suggested that spraying on the greenway for weed control should not be done on Saturdays as it is one of the busier days. A park ranger did contact the contractor and had them stopped.

10. Public Invited to Be Heard (none)

11. Adjournment

There being no further business to come before the Park & Recreation Advisory Board, it was moved by Greg Braun to adjourn the meeting at 8:15pm and was seconded by Jim Wardell. The motion passed 5-0.

  
Chair Signature

  
Board Secretary

## **PARKS AND RECREATION BOARD**

### **PERSONNEL:**

The Parks and Recreation Board shall consist of seven (7) members appointed to serve three (3) year terms.

### **PURPOSE:**

The purpose of the Parks and Recreation Board is to advise Council on the management and development of the City's parks, recreation and open space programs.

### **PRIMARY FUNCTIONS AND DUTIES:**

The powers of the Parks and Recreation Board shall be advisory only. They shall recommend to City Council matters concerning the policy, management, and planning of all city properties and facilities controlled by the Parks and Recreation Division. They will also review the Longmont Area Comprehensive Plan for the development of parks and facilities. In addition, the board may review the Parks and Recreation Division's annual Capital Improvement Plan and make recommendations to the City Council accordingly. They shall also recommend to City Council as to the expenditure of any cash or securities as may be advised or given to the Board of the City of Longmont for park and recreation purposes.

### **MEETING TIME AND PLACE (Subject to Change):**

Second Monday of each month  
Parks Administration Building, 7 South Sunset Street  
7:00 p.m.

### **STAFF AND SECRETARY:**

Staff – Don Bessler, Parks and Recreation Division, (303) 651-8992  
Secretary – Cathy Diesing (303) 651-4756

07/30/2009 4:07 PM

**PARKS AND RECREATION ADVISORY BOARD  
BY-LAWS**

**SECTION 1 MEETINGS**

Regular meeting of the Parks and Recreation Board shall be held in the announced location at 7:00 p.m. on the second (2nd) Monday of each month. At such meetings, the Board shall consider all matters properly brought before the Board as scheduled agenda items. A regular meeting may be canceled or re-scheduled at the discretion of the Chairman. If there are no reports or other business to bring before the Board, the Secretary shall so notify the Board members of cancellation at least five days prior to the regularly scheduled meeting. Board meetings shall always be open to the public. Agendas of the meeting shall be posted at the Memorial Building (700 E. Longs Peak) and the Civic Center bulletin board (3rd and Kimbark) at least 24 hours in advance of the meeting.

**SECTION 2 ANNUAL MEETING**

The annual meeting of the Parks and Recreation Board shall be the first meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year, and such other business as shall be scheduled by the Chairman.

**SECTION 3 SPECIAL MEETINGS**

Special meetings of the Parks and Recreation Board shall be held at a time and place designated by the officer calling the same and shall be called by the Chairman or Vice Chairman. Notice thereof shall be given to all the members.

**SECTION 4 QUORUM**

At any meeting of the Board, a quorum shall consist of 4 members of the Board. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

**SECTION 5 VOTING**

At all meetings of the Parks and Recreation Board, each member attending shall be entitled to cast one vote. Votes shall be cast by voice. In the event that any member shall have a direct pecuniary conflict of interest, they shall withdraw from the meeting to the area of public observation during the discussion and abstain from voting on the subject. Anyone having an indirect conflict of interest shall disclose the fact to the Board. The Board shall consider the interest and, by vote of the members whose votes are not at issue, determine whether said member is qualified to participate in action on the matter then before the Board. The Secretary shall record in the minutes the outcome of said vote.

The affirmative vote of at least a majority of present members shall be necessary for the adoption of any resolution or approval or passage of any voting matter.

## **SECTION 6 PROCEEDINGS**

At the meetings of the Parks and Recreation Board, the following shall be the regular order of business:

- A.
  - 1. Roll Call
  - 2. Minutes of the Preceding Meeting
  - 3. Communications
  - 4. Public hearings (citizen participation)
  - 5. Unfinished and new business
  - 6. Adjournment
  
- B. Each formal action of the Parks and Recreation Board required by law, City Charter, rule or regulation shall be embodied in a formal motion or resolution entered in full upon the Minute Book after an affirmative vote as provided in Section 5 hereof.

## **SECTION 7 RULES OF PROCEDURE**

All meetings of the Parks and Recreation Board shall be conducted in accordance with Roberts Rules of Order.

## **SECTION 8 OFFICERS**

The officers of the Parks and Recreation Board shall consist of a Chairman and a Vice Chairman elected by the Board at the annual meeting for a term of one year. The Director of Parks and Recreation shall assign a staff member to serve as Secretary of the Board; the Secretary shall have no vote. The Director of Parks and Recreation shall serve as Executive Director as appointed by the City Manager. In the event the Secretary shall be absent from any meeting, the Executive Director shall designate an acting Secretary from his staff, and this person shall have no vote.

## **SECTION 9 DUTIES OF OFFICERS**

The duties and powers of the Officers of the Parks and Recreation Board shall be as follows:

- A. Chairman
  - 1. To preside at all meetings of the Board.
  - 2. To call special meetings in accordance with their by-laws.
  - 3. To sign documents of the Board.
  - 4. To see that all actions of the Board are properly taken.
  
- B. Vice Chairman

During the absence, disability or disqualification of the Chairman, the Vice Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.

C. Secretary (to the Board). This function shall be served by the Parks and Recreation Director or his/her designee.

1. To keep the minutes of all the meetings of the Board in an appropriate Minute Book.
2. To give or serve all notices required by law or by these By-Laws.
3. To prepare the agenda for all meetings of the Board, following consultation with Director and Chairman.
4. To be custodian of Board records for the current year, after which will be filed in the City archives.
5. To inform the Board of correspondence relating to business of the Board and to attend to such correspondence.

#### **SECTION 10 ANNUAL REPORT**

The Chairman of the Board shall at the first regular meeting in December of the City Council, deliver an address or written summary thereof on Board activities for the year.

#### **SECTION 11 VACANCIES**

Should any vacancies occur among the members of the Parks and Recreation Board, immediate notice thereof shall be given to the City Clerk by the Chairperson. Should any vacancy occur among the officers of the Board, the vacant office shall be filled in accordance with Section 8 of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

#### **SECTION 12 ABSENTEEISM**

Any member absent from three successive regular meetings or from a total of four regular meetings per calendar year may be recommended for dismissal from the Board by vote of the Board. A recommendation of dismissal shall be forwarded to City Council for its consideration.

#### **SECTION 13 AMENDING BY-LAWS**

These By-Laws may be amended at any meeting of the Parks and Recreation Board provided notice of said proposed amendment is given to each member in writing five days prior to said meeting. The affirmative vote of at least 2/3rds of the Board shall be required for the adoption of any proposed amendment to the By-Laws.

Approved and adopted by the Parks and Recreation Board this 18th day of February, 1992 pursuant to Ordinance creating this Board on January 13, 1976.

---

Graham Fowler, Chairman

Chapter 2.64

PARKS AND RECREATION BOARD

Sections:

- 2.64.010      **Established.**
- 2.64.020      **Composition—Terms of members—Keeping and distribution of minutes.**
- 2.64.030      **Powers and duties.**

2.64.010      **Established.**

There is created a parks and recreation board for the city with the powers and duties specified in Section 2.64.030. (Prior code § 1-20-1)

2.64.020      **Composition—Terms of members—Keeping and distribution of minutes.**

A. The parks and recreation board shall consist of seven members. The new or reappointed members shall be appointed for three-year terms, except that one term expiring in 1992 shall be a two-year term with three-year terms thereafter to provide overlapping terms.

B. In addition to the members described in subsection A of this section, the community development director, or a designee or designees, shall be a nonvoting board member. The nonvoting member shall see that minutes are kept of all meetings and shall distribute copies of the minutes to all board members before each meeting. (Ord. 0-92-32 § 1; Ord. 0-90-15 § 4; Ord. 0-83-145 § 1; prior code § 1-20-2)

2.64.030      **Powers and duties.**

The powers of the parks and recreation board shall be advisory only and the board shall have the following duties:

A. To recommend to the city council as to all matters concerning the care, use, management, control and planning of all city properties and facilities controlled by the Longmont parks and open space division or by the community recreation program referenced in Section 2.20.020, and maintenance of city-owned trees;

B. To revise and continually update a long-range plan for the development and maintenance of parks;

C. To review the parks and recreation annual budget requests, and to make recommendations on the proposed budget to the city council;

D. To coordinate all parks and recreation matters with any public or private agencies to include review and

recommendations on contracts for use and establishment of all parks and recreation facilities;

E. To recommend to the city council as to the expenditure of any cash or securities as may be devised or given to the board or to the city for parks and recreation purposes, and to provide for the care of any property so devised or given;

F. To consider all policy matters pertaining to the city's parks and recreation facilities and to make recommendations to the city council;

G. To consider, analyze and make recommendations to the city council on the allocation and sufficiency of park fees. (Ord. 0-2003-05 § 3; amended during 1993 recodification; Ord. 0-83-145 § 2; prior code § 1-20-3)

5-17-04