



Town of Superior
Board of Trustees and
June 24, 2024 (6:00 p.m.)

The Board meeting will be held in-person and remotely, and members of the public wishing to attend may view the Meeting by visiting the Town's website: <https://www.superiorcolorado.gov/home>

The Board Meeting recording will be posted subsequently on the Town's website.

1. Town Board & Advisory Committee for Environmental Sustainability (ACES) Joint Dinner (6:00 p.m.)
2. Call to Order Meeting of Board of Trustees (7:10 p.m.)
3. Preliminary Matters (7:10 p.m.)
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda
 - d. Board Reports (7:15 p.m.)
 - e. Public comment on Consent Agenda, Presentations, and Non-Agenda Items. Persons making public comment are asked to state your name and the city you live in (limit 5 min./person) (7:30 p.m.)
 - f. Advisory Committee Interviews (7:45 p.m.)
 - g. Presentation:
 - i. Boulder County Wildfire Research Presentation (8:15 p.m.)
4. Consent Agenda (8:45 p.m.)
 - a. Approval of the Board of Trustees Meeting Minutes
 - b. Acceptance of Committee Meeting Notes
 - c. Consideration of Resolution Approving Consulting Services Agreement for Transportation Plan Update

5. Consideration of Ordinance Adopting Short-Term Rental Regulations – First Reading (9:00 p.m.)
6. Adjournment (11:00 p.m.)

Public comment submitted via e-mail regarding general Town Board agenda items that are not the subject of public hearings should be submitted with sufficient time before the meeting to allow Board Members an opportunity to review.



Town Board Meeting Minutes

June 10, 2024
Town Hall, 124 E. Coal Creek Drive
Superior, CO 80027
6:00 P.M.

Joint Board & Cultural Arts and Public Spaces Advisory Committee Dinner (CAPS) (6:00 p.m.)

Call to Order Meeting of Board of Trustees

Roll Call

Present: ***Mayor Mark Lacis***
 Mayor Pro-Tem Neal Shah
 Trustee Jenn Kaaoush
 Trustee Stephanie Miller
 Trustee Jason Serbu
 Trustee Sandie Hammerly

Absent: ***Trustee Bob McCool***

Others Present: ***Town Manager Matt Magley***
 Town Attorney Nick Hartman
 Town Clerk Lydia Yecke

Approval of Agenda

Motion: Mayor Pro-Tem Neal Shah moved to approve Agenda, seconded by Trustee Jason Serbu. **Vote:** CARRIED. 6 - 0

Executive Session to hold a conference with the Town's attorney and special counsel to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), regarding Rocky Mountain Metropolitan Airport and related aviation matters.

Motion: Mayor Pro-Tem Neal Shah moved to enter closed session to hold a conference with the Town's attorney and special counsel to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), regarding Rocky Mountain Metropolitan Airport and related aviation matters, seconded by Trustee Sandie Hammerly.

Vote: CARRIED. 6 - 0

Motion: Mayor Pro-Tem Neal Shah moved to exit Closed Session with the Town's attorney and special counsel, seconded by Trustee Sandie Hammerly.

Vote: CARRIED. 6 - 0

Board Reports

Trustee Serbu, Trustee Miller, Mayor Pro-Tem Shah and Trustee Kaaoush reported.

Public comment on Consent Agenda, Presentations, and Non-Agenda Items.

David Harper, George Kupfner, Elliot Fladen and Ryan Hitchler gave public comment

Consent Agenda

Motion: Mayor Pro-Tem Neal Shah moved to approve Consent Agenda, seconded by Trustee Jason Serbu. **Vote:** CARRIED. 6 – 0

Juneteenth Proclamation

2024 ACFR Audit Presentation

Consideration of Ordinance Adopting by Reference the 2023 Edition of the National Electrical Code (Second Reading)

Motion: Trustee Jason Serbu moved to approve Ordinance Adopting by Reference the 2023 Edition of the National Electrical Code, seconded by Mayor Mark Lacis.

Vote: CARRIED. 6 - 0

Consideration of a Resolution in Response to June 1 Protest in Superior

The following persons gave public comment: Callie Rennison, Stephanie Clark, Eytan Markman-Raffeld, Oz Markman-Raffeld, Matt Most, David Weingarden and Todd Tilser.

Motion: Mayor Mark Lacis moved to approve Resolution in Response to June 1 Protest in Superior, seconded by Mayor Pro-Tem Neal Shah. **Vote:** CARRIED. 6 - 0

Mayor Lacis Adjourned the meeting at 9:23 p.m.

Mark Lacis, Mayor

Lydia Yecke, Town Clerk



ITEM NO. 3f

INFORMATION FOR MEETING OF THE SUPERIOR BOARD OF TRUSTEES

AGENDA ITEM NAME: Advisory Committee Applicant Interviews: Advisory Committee for Environmental Sustainability (ACES), Cultural Arts and Public Places (CAPS), Open Space Advisory Committee (OSAC), Planning Commission (PC)

MEETING DATE: June 24, 2024

PRESENTED BY: Matt Magley, Town Manager

PRESENTED FOR: Interviews

BACKGROUND:

Staff has scheduled interviews with the Town Board for candidates interested in consideration for appointment to serve on Town Advisory Committees. All Advisory Committee vacancies are advertised through Town media. Copies of possible interview questions and application materials have been included for review.

Listed below are the applicants scheduled to interview with the Town Board:

Advisory Committee for Environmental Sustainability (ACES) – 1 Vacancy

- Sarah Nick

Cultural Arts and Public Space Advisory Committee (CAPS) – 3 Vacancies

- Brandon Opalka
- Susan Chevalier

Open Space Advisory Commission (OSAC) – 1 Vacancy

- Ryan Dionne

Planning Commission (PC) – 1 Vacancy

- Ann Shanahan

ATTACHMENTS

- Applicant applications
- Sample interview questions *Updated committee-specific

Advisory Committee for Environmental Sustainability (ACES)

Board Details

ACES Overview

The Advisory Committee for Environmental Sustainability (ACES) works to support environmental sustainability in the Town of Superior by focusing on water and energy efficiency, waste management, and other activities that support resource conservation, improved air and water quality, and climate change mitigation.

ACES was formerly called the Waste Diversion Advisory Committee and was created by the Board of Trustees at their May 14, 2001 meeting to help meet the goal of minimizing waste generated in Superior through recycling, reuse and pollution prevention. In November of 2005, the committee's name changed to the Recycling and Conservation Advisory Committee, and in December of 2017 the name changed again to the Advisory Committee for Environmental Sustainability with expanded scope beyond waste management.

Overview

Size 9 Seats

Term Length Varies

Term Limit 3 Terms

Additional

Meeting Information

Date: Second Thursday of Each Month Time: 5:30 pm - 7:30 pm Location: Superior Community Center
1500 Coalton Rd Superior, CO 80027 ACES meetings are currently held in person with a concurrent
virtual option: <https://bit.ly/3mfasES>

Contact the Committee Members

ACES: ACES@superiorcolorado.gov

Staff Liaison

Alexis Bullen - Sustainability Manger

Establishing Resolution

[Change_RCAC_to_ACES.pdf](#)

Committee Work Plan

[2024_ACES_Workplan_Final.pdf](#)

Additional Documents

[ACES_2023_Work_Plan_Final.pdf](#)

Town of Superior Advisory Groups

Advisory Committee for Environmental Sustainability (ACES)

Board Roster

 **Lisa Barnes**
Partial Term Feb 12, 2024 - Jun 30, 2026

 **Mike Foster**
2nd Term Aug 10, 2020 - Jun 30, 2025
Office/Role Chair

 **Michelle Gazarik**
1st Term Feb 22, 2021 - Jun 30, 2026

 **Nicola J Hewett**
1st Term Apr 10, 2023 - Jun 30, 2026

 **Miles H Hoffman**
1st Term Feb 22, 2021 - Jun 30, 2025

 **James A Lester**
Partial Term Dec 13, 2021 - Jun 30, 2024

 **John Schallau**
1st Term Jun 30, 2021 - Jun 30, 2024

 **James Zarske**
2nd Term Jul 01, 2023 - Jul 01, 2026
Office/Role Vice Chair

Vacancy

Application Form

Profile

General Instructions:
Superior residents interested in serving on an Advisory Group are asked to complete this application. This form is designed to facilitate the application process for positions on the Town of Superior's various Advisory Groups. Appointments are made by the Superior Board of Trustees after reviewing all applications. Interviews may be necessary. Appointments will be made following the review of interviews at public meeting by the Board of Trustees. APPLICANTS MUST BE RESIDENTS OF THE TOWN OF SUPERIOR (except for the Superior Historical Commission).

Sarah Nick
First Name Middle Initial Last Name

Email Address

Home Address

City

Primary Phone

Suite or Apt

State

Postal Code

Question applies to multiple boards

Years of Residence in Superior

<1

Question applies to multiple boards

Employer

CU Boulder, Boulder Valley School District

Question applies to multiple boards

Position Title

Master's of Sustainability Student; Student Decarbonization Consultant

Which Boards would you like to apply for?

Advisory Committee for Environmental Sustainability (ACES): Submitted

Experience

Question applies to multiple boards

Please list your past or current experience in civic or private organizations and/or governmental service experience. If you have not attached your resume (below), please list your professional experience and/or current occupation and responsibilities that may be relevant to your application.

While pursuing my undergraduate degree, I worked for a youth conservation corps in New York, specifically working on a stormwater infrastructure assessment and community volunteer work. After graduating in 2021, I worked in Boston for an environmental advocacy non profit organization, where I wrote research reports to support policy advocates in their state and national lobbying. Currently, I am in CU Boulder's Masters of the Environment Program. I am specializing in Urban Resilience and Sustainability, through which I have begun working on my capstone project to write BVSD's 2050 decarbonization plan. I also serve as a graduate student assistant for the capstone program as a whole, connecting individuals to the program and supporting program deployment. (I have not included other relevant work in the private sector, but more details can be found on my resume.)

Question applies to multiple boards

Please provide any additional comments or information that you feel qualifies you to serve on the Advisory Group(s) for which you expressed interest. Please include any additional documents you feel may be relevant.

My degree specialization aligns very well with the focus of the advisory group. My work with BVSD is helping me dive into the community headfirst, and I intend to take my career in a similar direction.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload relevant document

Town Documents

Question applies to multiple boards

Have you read any of the following Town of Superior documents (all of these can be found on the Town's website)? If yes, check the box next to the document(s) you have read. **Please note that familiarity with these documents is not a requirement for serving on an Advisory Group.

Question applies to multiple boards

Superior Comprehensive Plan

☐ Yes ☒ No

Question applies to multiple boards

Advisory Group Work Plan

☒ Yes ☐ No

Sarah Nick

Boulder, CO |

EDUCATION

University of Colorado Boulder

Present – May 2025

Master's of the Environment, Urban Resilience and Sustainability

Rochester Institute of Technology

May 2021

Bachelor's of Science, Mechanical Engineering, cum laude

Minor in Environmental Studies

SKILLS

Software: Excel, Notion, Confluence, Canva, GIS (basic), Python (basic)

Writing: technical, research, advocacy, blog writing

Project Management: Yellow Belt Lean Six Sigma certified, project leadership, stakeholder comms

Organizing: canvassing

PROFESSIONAL EXPERIENCE

CU Boulder Master's of the Environment

April 2024 – Present

Graduate Student Assistant

- Supporting MENV Capstone program deployment, including newsletters, partner management, and recruitment.

Boulder Valley School District

Feb 2024 – Present

Student Decarbonization Consultant

- Developing BVSD's 2050 Decarbonization Plan, including a literature review of relevant plans, case studies of specific BVSD schools, and final recommendations.

Indigo Ag

Jun 2022 – Jul 2023

Sustainability MRV Associate

- Implemented monitoring, reporting, and verification activities for [Indigo's US Project No 1](#).
- Served as a subject matter expert on the Climate Action Reserve Soil Enrichment Protocol (CAR SEP) and worked with the registry to update and improve the protocol.
- Spearheaded verification execution, including document preparation, cross-team coordination, and grower site visits.

Frontier Group

Aug 2021 – Apr 2022

Policy Associate

- Collaborated with advocacy organizations to write research reports, analyze data, and produce map graphics.
- Tracked media hits of the organization's reports and wrote tweets to connect Frontier Group's content to current events.
- Published personal sustainability blogs on topics ranging from manufacturing sustainability to historic land use.
- Canvassed with The Fund for the Public Interest, raising over \$1,000 per week for the MA 100% Clean Act and the MA Better Bottle Bill.
- Publications include:
 - [Renewables on the Rise](#), 2021. Analysis of renewable energy growth in the U.S. by state. Report was featured in the [Washington Post](#). Led data analysis and GIS.
 - [Electric School Buses and the Grid](#), 2022. Analysis of how electric school buses could support a V2G future. Led data analysis and GIS.
 - Various blogs, 2021 – 2022.

Rockland County Conservation Corps

Jul – Aug 2017

Corps Member

- Monitored and assessed the condition of stormwater infrastructure under the Ramapo Department of Public Works.
- Supported weekly service projects around Rockland County, NY.

Sarah Nick

Boulder, CO |

PROFESSIONAL ENGINEERING EXPERIENCE

Ortho-Clinical Diagnostics

May – Dec 2018

Facilities Engineering Co-op

- Optimized a chilled water alarm system to save 5-10% more water monthly and assisted in air flow analysis to save \$16,000 in electricity costs monthly.

PROJECT EXPERIENCE

TI-IDE Racing Car Platform (Multidisciplinary Senior Design)

Aug 2020 – May 2021

Project Coordinator, Mechanical Engineer

- Designed and fabricated a programmable RC-scale car prototype for use in the Computer Engineering department. Multidisciplinary capstone project.
- Managed team and client communications and facilitated meetings.
- Assisted with design and selection of chassis pieces and carried out structural testing.

Hawaii Rainwater Collection System

Jan 2021

Project Co-Leader

- Designed a rainwater catchment system for non-profit organization in collaboration with University of Hawaii: Manoa students, who built and have maintained the structure.

ESW RegCon Campus Design Challenge

Jan 2020 – May 2020

Project Leader

- Developed a project proposal to mitigate the effects of runoff pollution from RIT campus parking lots into impacted ecosystem.

Haiti Arborloo Design

Jan 2019 – May 2019

Structural Lead

- Coordinated research and design of sustainable collapsible outhouse for use in rural Haiti.

Solar Dehydrator

May 2018 – Aug 2018

Mechanical Engineer

- Designed a solar-heated dehydrator for a local non-profit food rescue organization.

Aquaponic Farming System

Jan 2017 – May 2018

Structural Lead

- Built proof-of-concept aquaponics/hydroponics systems. In second semester, built full-scale hybrid NFT system and installed in community.

LEADERSHIP EXPERIENCE

Engineers for a Sustainable World at Rochester Institute of Technology

President

May 2020 – May 2021

- Organized the efforts of executive board to manage projects, membership, events, and long-term goals of the organization. Role was taken on during the second semester of COVID-19 pandemic, and operations were primarily conducted remotely.

Event Coordinator

Dec 2019 – May 2020

- Planned a regional student conference, which was converted to a national virtual conference during the first semester of the COVID-19 pandemic. Event attendance: approximately 200 students and professionals.

Secretary

Dec 2018 – May 2019

- Coordinated student memberships and communications.

Cultural Arts and Public Spaces Advisory Committee (CAPS)

Board Details

The Town of Superior's arts program is supported by the Cultural Arts and Public Spaces Advisory Committee (CAPS). The advisory committee was officially established in 2016 by the Board of Trustees for the sole purpose of envisioning and creating engaging arts and cultural experiences, inspired public spaces, and engaging the community with artistic opportunities that promote community building. CAPS is comprised of volunteer residents and are assisted by a staff liaison as they continuously embark on improving creative opportunities.

Since its inception, CAPS has been dedicated to the selection of public art, hosting community art events, and establishing the ARTery art path program. All of these efforts have been collectively guided by a master plan that serves as a roadmap to the committee in addition to annual work plans that are approved by the Board each year. From there, CAPS regularly seeks community input and/or makes recommendations to the Board for all of their creative endeavors.

Overview

Size 9 Seats

Term Length Varies

Term Limit 3 Terms

Additional

Meeting Information

Date: Fourth Thursday of Each Month Time: 6:00 pm - 8:00 pm Location: Superior Community Center
1500 Coalton Rd Superior, CO 80027 CAPS meetings are currently held in person with a concurrent
virtual option: <https://bit.ly/3t6aPnN>

Contact the Committee Members

Staff Liaison

Jennifer Garner - Arts & Historical Programs Supervisor

Establishing Resolution

[Establishing_CAPS.pdf](#)

Committee Work Plan

[CAPS_2024_Work_Plan_final_draft.pdf](#)

Additional Documents

[2023_CAPS_Work_Plan_Final.pdf](#)

Town of Superior Advisory Groups

Cultural Arts and Public Spaces Advisory Committee (CAPS)

Board Roster

Stephanie T Coffin Partial Term May 23, 2022 - Jun 30, 2024
Liza A Mckenzie 1st Term Jul 10, 2023 - Jun 30, 2026
Chris Nunes Partial Term Aug 28, 2023 - Jun 30, 2026
Suz Paxson Partial Term Aug 28, 2023 - Jun 30, 2025 Office/Role Vice Chair
Sherry L Smith Partial Term Jan 23, 2023 - Jun 30, 2024
Andrew Vaughan 1st Term Jan 23, 2023 - Jun 30, 2026 Office/Role Chair
Vacancy
Vacancy
Vacancy

Application Form

Profile

General Instructions:
Superior residents interested in serving on an Advisory Group are asked to complete this application. This form is designed to facilitate the application process for positions on the Town of Superior's various Advisory Groups. Appointments are made by the Superior Board of Trustees after reviewing all applications. Interviews may be necessary. Appointments will be made following the review of interviews at public meeting by the Board of Trustees. APPLICANTS MUST BE RESIDENTS OF THE TOWN OF SUPERIOR (except for the Superior Historical Commission).

Brandon W Opalka
First Name Middle Initial Last Name

Email Address

Home Address

City

Primary Phone

Suite or Apt

State

Postal Code

Question applies to multiple boards

Years of Residence in Superior

2

Question applies to multiple boards

Employer

Art gallery Neufolk

Question applies to multiple boards

Position Title

Partner

Which Boards would you like to apply for?

Cultural Arts and Public Spaces Advisory Committee (CAPS): Submitted

Experience

Question applies to multiple boards

Please list your past or current experience in civic or private organizations and/or governmental service experience. If you have not attached your resume (below), please list your professional experience and/or current occupation and responsibilities that may be relevant to your application.

Currently curating art exhibitions in Denver Evans School for Neufolk.

Question applies to multiple boards

Please provide any additional comments or information that you feel qualifies you to serve on the Advisory Group(s) for which you expressed interest. Please include any additional documents you feel may be relevant.

I've lived in Louisville and Superior for 6 years , my children Wyatt and Meadow have been attending Monarch k-8. We love this community.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload relevant document

Town Documents

Question applies to multiple boards

Have you read any of the following Town of Superior documents (all of these can be found on the Town's website)? If yes, check the box next to the document(s) you have read. **Please note that familiarity with these documents is not a requirement for serving on an Advisory Group.

Question applies to multiple boards

Superior Comprehensive Plan

☐ Yes ☒ No

Question applies to Cultural Arts and Public Spaces Advisory Committee (CAPS)

Creative Placemaking Master Plan

☒ Yes ☐ No

Question applies to multiple boards

Advisory Group Work Plan

☐ Yes ☒ No

Brandon Opalka -1601 Egret Way, Superior, CO 80027

Art Handler, Fabricator, and Specialty Installer with over 20 years of experience working with museums, galleries, art fairs, and private collections. Proficient in exhibition design, site specific installations, painting processes, and the planning and construction of museum-quality exhibitions. General knowledge of neon installation, electrical, audio/visual, and general carpentry.

Experience

LK MNDD, *Freelance Production Artist, June 2018 - Present, Denver, CO*

- Assist artist team in print production and mural painting in various projects throughout Denver
- Project manager on an 80ft x 80 ft mural set on a swing stage on Wells Fargo Building

Boulder Museum of Contemporary Art (BMOCA), *Art Handler, January 2019 – December 2021, Boulder, CO*

- Freelance art handler for special projects and installations in the museum and at off-site locations

Thunderbolt, *Assistant Carpenter, October 2018 - June 2019, Denver, CO*

- Carpentry & general construction for home & restaurant remodeling

ShipArt, *Preparator, January 2017 - July 2017, San Francisco, CA*

- Worked with various clients installing & de-installation of artworks of all mediums.
- Fabricated crates, installed & de-installed artworks, and prepared works for shipping.
Clients Serviced: *San Francisco Museum of Modern Art, private art collections, galleries, corporate art collections (Gap Inc., Facebook, YouTube, Salesforce)*

SunArt, *Framer & Fabricator, August 2017 - August 2018, Miami, FL*

- Custom frame builder and fabricator for specialty artworks.
Clients Serviced: *private art collections, art galleries exhibiting at art fairs such as Art Basel Miami Beach*

Museum of Contemporary Art North Miami (MOCA), *Chief Preparator & Exhibitions Coordinator, May 2011 - January 2015 North Miami, FL*

- Worked closely with Museum Director, curators, artists, and their studio managers to design and execute the installation of temporary and collection-based exhibitions.
- Managed and supervised budgets, installation/de-installation schedule, and specialty fabrication as needed, such as custom neon installation and complex sculpture installation.
- Supervised crew of art installers and specialty freelancers
- Fabricated crates for international shipping while working with customs agencies.
- Worked with the City for any required permitting.
- Collaborated with the Building Manager to follow OSHA safety guidelines
- Managed general construction work including drywall installation, using forklifts, cranes, and other general construction equipment.
- Responsible for museum inventory, tracking, and maintenance
Exhibitions Supervised: *Wangechi Mutu, Tracey Emin, Bill Viola, Ed Ruscha, Ragnar Kjartansson, Donna Karan & Phillippe Oddard, Rita Ackerman, Mark Handforth, Teresita Fernandez, Ryan Trecartin*

Museum of Contemporary Art North Miami (MOCA), *Assistant Preparator, January 2006 - May 2011, North Miami, FL*

- Assisted artists in painting on-site murals
- Installed multi-channel video projects and 5-point surround sound. Fabricated mounts for speakers and projectors.
- Installed sound panels, carpet, and drop ceiling for blacked-out video rooms.
- Specialized in complicated installations and sculptures including neon, glass, and concrete.
- Stretched and framed works from the museum's permanent collection
Exhibitions Serviced: *Jonathan Meese, Bruce Weber, Shinique Smith, Claire Fontaine, Cory Archangel, Luis Gispert, Anri Sala, Jorge Pardo, Merce Cunningham, Bruce Nauman, Isaac Julien, Albert Ohlen*

The Bass Museum of Art, *Preparator/Art Handler, October 2000 - December 2005, Miami Beach, FL*

- Worked on exhibition installation and de-installation, art handling, packing and storage.
- Fabricated pedestals and museum walls, using knowledge of various painting and finishing surfaces.
- Created exhibition lighting with the use of scissor lifts and scaffolds.

Exhibitions Serviced: *Frida Kahlo, Modigliani, Peter Paul Rubens, Diego Velazquez, Botticelli*

Curatorial & Specialty Experience

Neon Specialties, Installation and Fabrication Specialist, **The Co-Worker**, Founder, Vintage RV & Alternative Exhibition Space, **HistoryMiami**, Curator, *Some Like it Hot*, NOW **Contemporary**, Curator, *RIGID: A History of Miami Graffiti*,

Education

International Fine Arts College (IFAC), Miami, FL, Bachelor of Fine Arts, Painting

Miami Dade College, Miami, FL, Associate Degree, Environmental Science

Profile

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Susan

First Name

Chevalier

Last Name

Middle Initial

Email Address

Home Address

City

Primary Phone

Suite or Apt

State

Postal Code

Question applies to multiple boards
Years of Residence in Superior

1

Question applies to multiple boards
Employer

Denver Botanic Gardens

Question applies to multiple boards
Position Title

Executive Assistant to the CEO

Which Boards would you like to apply for?

Cultural Arts and Public Spaces Advisory Committee (CAPS): Submitted

Experience

Question applies to multiple boards

Please list your past or current experience in civic or private organizations and/or governmental service experience. If you have not attached your resume (below), please list your professional experience and/or current occupation and responsibilities that may be relevant to your application.

My years with the O'Keeffe Museum and Denver Botanic Gardens have given me a very helpful broad overview of all that it takes to create and maintain successful and meaningful exhibitions and programs. As a newer Colorado resident (full-time since 2022), I bring a fresh perspective.

Question applies to multiple boards

Please provide any additional comments or information that you feel qualifies you to serve on the Advisory Group(s) for which you expressed interest. Please include any additional documents you feel may be relevant.

I have a high degree of Emotional Intelligence which serves me extremely well, helping me to stay focused on the task at hand and not getting caught up in drama.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload relevant document

Town Documents

Question applies to multiple boards

Have you read any of the following Town of Superior documents (all of these can be found on the Town's website)? If yes, check the box next to the document(s) you have read. **Please note that familiarity with these documents is not a requirement for serving on an Advisory Group.

Question applies to multiple boards

Superior Comprehensive Plan

☐ Yes ☒ No

Question applies to Cultural Arts and Public Spaces Advisory Committee (CAPS)

Creative Placemaking Master Plan

☐ Yes ☒ No

Question applies to multiple boards

Advisory Group Work Plan

☒ Yes ☐ No

Susan M. Chevalier

551 Discovery Parkway, Superior CO 80027 •

Professional Experience

2022 - Present

Executive Assistant to the CEO, Denver Botanic Gardens, Denver, CO

Serve as first point of contact for internal Leadership team, local and state government agencies, non-profit colleagues, and the general public, representing the CEO's office with a high level of diplomacy and discretion. Design and manage events, from 12 to 250 guests, for internal and external customers. Manage the CEO's complex and busy calendar, addressing and resolving conflicts as they arise. Handle all accounting and office management for CEO's office. Serve the Board of Trustees by coordinating schedules and arranging meetings, and the preparation of minutes and other materials. Oversees historic property that houses administration and finance offices. Supervises one administrative assistant.

2014 - 2022

Assistant to the Director, Georgia O'Keeffe Museum, Santa Fe, NM

Schedule and prioritize daily meetings, travel plans, and tasks. Serve as central point of communication, representing Director's office to all internal and external contacts, including heads of institutions, public officials, Board and Committee members, high-level donors and prospects, senior and other staff. Manage Director's correspondence with a high level of organization and attention to detail, including confidential and sensitive materials. Handle all accounting for Director's office, coordinate with other departments to ensure that necessary reporting, corporate filings, and professional accreditation documents are maintained and submitted in a timely fashion. Coordinate and assist on Board and Committee affairs, through scheduling meetings and the preparation of materials, packets, minutes, correspondence, lists, and files. Coordinate and assist on projects for the Director, including but not limited to special events hosted by the Director, community and legislative action, and donor and prospect cultivation in close collaboration with related departments, providing direction to other staff who may assist with such projects. Perform general office management tasks.

2011 - 2014

Market Center Administrator/CFO, Keller Williams Realty, Santa Fe, NM

Responsible for all financial matters including Commissions, Payroll, Accounts Receivable and Payable, Taxes. Assist Team Leader with travel arrangements, recruiting, public relations and customer service. Ensure that all licenses and contracts are in compliance with State and local laws. Manage all building operations and equipment. Supervise two staff members. Formal presentations and teaching (classes and individually) as needed.

2006 - 2011

Executive Assistant/Business Manager, The Sherwin Group/Prudential Santa Fe Real Estate, Santa Fe, NM

Handle scheduling, travel, and event planning for top-producing Real Estate Agent and team of five. High level client interaction, preparation and follow-up on contracts. Manage all administrative and financial tasks for group and personal business. The Sherwin Group ceased operations in 2010 and I was recruited by Prudential to lead Administrative Staff, continuing with high-level agent and Customer support.

2005 - 2006

Executive Assistant, Double M Ranch/Resting in the River Natural Products, Santa Fe, NM

Personal assistant to local actress/entrepreneur – maintained records, made travel arrangements, and provided assistance as needed. Work for natural products company included customer relations, order fulfillment, assistance to marketing team, business manager, and account representatives. Maintained all aspects of office functionality and technology.

2000 - 2005

Director of Relocation/Office Manager, French & French/Sotheby's International Realty, Santa Fe, NM

Oversee 18-agent relocation team. Initial point of contact for all incoming clients. Provide information packages to clients. Process, assign and follow up on all incoming and outgoing referrals, in excess of 250 referrals annually. Create and administer incentive and disc Extensive client contact and experience dealing with sensitive and confidential matters requiring the utmost diplomatic skill. Obtained New Mexico Real Estate License January 2002. Count programs for internal and external clients. Provide monthly reporting to management.

References furnished upon request.

Town of Superior Advisory Groups

Open Space Advisory Committee (OSAC)

Board Details

Overview

The purpose of the Open Space Advisory Committee is to investigate options for preserving land for open space purposes in the Town of Superior.

Mission

To acquire, conserve, and provide stewardship of natural open space lands and associated resources, to promote and protect wildlife, to ensure public enjoyment and appropriate recreation, and to conduct relevant educational programs.

Goals

- To advise the Town Board regarding acquisition and protection of natural lands and buffers using the Open Space Fund.
- To advocate for the conservation and restoration of natural resources for the benefit of the environment and for the education and enjoyment of current and future generations.
- To promote the conservation and protection of wildlife, including providing input on development projects and conserving healthy wildlife resources, within the Town of Superior.
- To provide public outreach, education and volunteer opportunities by increasing awareness and appreciation of the Town of Superior's open space.
- To provide quality recreational opportunities, including recommendations regarding trails on open space, while minimizing the impact to open space resources.
- To collaborate with surrounding open space organizations on issues of mutual interest including future open space acquisitions, wildlife conservation and protection, and the connectivity of trails and access within the region.

Overview

 **Size** 9 Seats

 **Term Length** Varies

 **Term Limit** 3 Terms

Additional

Meeting Information

Date: Second Wednesday of Each Month Time: 6:00 pm - 8:00 pm Location: Superior Community Center
1500 Coalton Rd Superior, CO 80027 OSAC meetings are held in person with a concurrent virtual
option: <http://bit.ly/2XufkJg>

Contact the Committee Members**Staff Liaison**

Phary Om - Open Space Ranger

Establishing Resolution

[2012_Resolution_Resestablishing_OSAC.pdf](#)

[Establishing_OSAC.pdf](#)

Committee Work Plan

[OSAC_2024_Final_Work_Plan.pdf](#)

Additional Documents

Town of Superior Advisory Groups

Open Space Advisory Committee (OSAC)

Board Roster

 **Tracey F Bain**
1st Term Jun 30, 2021 - Jun 30, 2024

 **Amber Greves**
1st Term Feb 08, 2021 - Jun 30, 2024

 **Joann Y Maneri**
1st Term Feb 12, 2024 - Jun 30, 2026

 **Michael Mcdonnell**
1st Term Jun 30, 2021 - Jun 30, 2025

 **Kara Neuse**
1st Term Sep 28, 2020 - Jun 30, 2026
Office/Role Chair

 **Rita A Trainor**
1st Term Aug 08, 2022 - Jun 30, 2026
Office/Role Vice Chair

 **Cristi M Verbeck**
1st Term Jan 23, 2023 - Jun 30, 2026

 **Jeffrey L Wade**
1st Term Jul 10, 2023 - Jun 30, 2026

 **Vacancy**

Profile

Superior residents interested in serving on an Advisory Group are asked to complete this application. This form is designed to facilitate the application process for positions on the Town of Superior's various Advisory Groups. Appointments are made by the Superior Board of Trustees after reviewing all applications. Interviews may be necessary. Appointments will be made following the review of interviews at public meeting by the Board of Trustees. **APPLICANTS MUST BE RESIDENTS OF THE TOWN OF SUPERIOR (except for the Superior Historical Commission).**

Years of Residence in Superior

Employer

Position Title

Which Boards would you like to apply for?

Open Space Advisory Committee (OSAC): Submitted

Question applies to multiple boards

Please list your past or current experience in civic or private organizations and/or governmental service experience. If you have not attached your resume (below), please list your professional experience and/or current occupation and responsibilities that may be relevant to your application.

Question applies to multiple boards

Please provide any additional comments or information that you feel qualifies you to serve on the Advisory Group(s) for which you expressed interest. Please include any additional documents you feel may be relevant.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload relevant document

Town Documents

Question applies to multiple boards

Have you read any of the following Town of Superior documents (all of these can be found on the Town's website)? If yes, check the box next to the document(s) you have read. **Please note that familiarity with these documents is not a requirement for serving on an Advisory Group.

Question applies to multiple boards

Superior Comprehensive Plan

☐ Yes ☒ No

Question applies to Open Space Advisory Committee (OSAC)

Open Space Summary Report

☒ Yes ☐ No

Question applies to multiple boards

Advisory Group Work Plan

☐ Yes ☒ No

Ryan Dionne

Accomplishments

- Co-created an online education department and produced more than 1,700 videos
- Managed all editorial and marketing efforts of a respected B2B publication
- Crafted news, feature, social, sales, and script copy
- Hired, organized, and led dozens of freelancers and interns

Professional Background

Digital Video Producer

Outside Watch

January 2023-Present

- Coordinate all logistics including contracts, location agreements, talent and crew travel, shoot schedules, needed equipment, and more for multi- and single-day shoots
- Forecast and manage a \$276,000 production budget spread across 17 video shoots
- Identify, report on, and source b-roll for The Outside Show segments that are timely, relevant, and entertaining to a vast variety of viewers
- Establish and implement best-practices and replicable processes to ensure smooth rehearsal and recording of a quick-turnaround weekly show

Online Education Content Producer

Outside Learn

April 2016-January 2023

- Developed standard operating procedures for course creation to increase efficiency and generate more-useful, creative content
- Hired and managed a crew of 6-12 people per production, while collaborating with internal and external teams to ensure all content needs are met
- Scrutinized each version of more than 1,700 videos looking at overall quality, effective messaging, accuracy, and authenticity
- Wrote and optimized marketing-page and email copy to maximize sales
- Planned, directed, and finalized all content for more than 50 multi-day productions
- Operated a roughly \$200,000 annual expense budget while working with the marketing team to achieve a \$300,000+ annual revenue goal

Digital Brand Manager

SKI Magazine

March 2013-April 2016

- Utilized Google Analytics to optimize web content and increase unique visitors 31%
- Developed and created the first yearlong digital edit calendar focused on seasonal themes and events to better coordinate content and further equip the sales team
- Wrote and edited hundreds of gear reviews, news, and profile stories, as well as email and social media copy
- Increased email open rate by 14% and click-through rate by 4.5% while decreasing opt-out rate by 53% within my first year by focusing on quality content and copywriting
- Conceptualized, supported, and implemented marketing programs that contributed to \$775,000 in annual digital ad revenue

Editor

Skiing Business

August 2010-March 2013

- Planned, oversaw, and executed all aspects of the online B2B publication including content creation, marketing, and brand identity
- Increased email list from 800 to 3,200 with a 40% open and click-through rate via word-of-mouth and grassroots marketing
- Organized and hosted 2 awards programs and multiple social media contests

Town of Superior Advisory Groups

Planning Commission (PC)

Board Details

Superior's Planning Commission (PC) evaluates land use and development proposals and makes recommendations to the Town Board. PC schedules meetings twice a month to consider development proposals in relation to Town Code provisions, the Comprehensive Plan, and other governing documents like planned developments. These public meetings provide PC with an opportunity to consider public input regarding land use items and other related projects under the purview of the PC. PC consists of nine members whom are appointed by the Town Board and serve staggered 4-year terms. In addition to development review, PC also works on other planning-related efforts, such as subarea studies and policy and code updates, as established via PC's annual Work Plan which is adopted in collaboration with Superior's Town Board.

The Town's policy for acceptance of public comments on land use applications by email can be found here: [click here](#)

Please send comments to be considered as part of public hearings related to land use applications by email to the Town Board and Planning Commission.

Overview

- Size** 9 Seats
- Term Length** 4 Years
- Term Limit** N/A

Additional

Meeting Information

6:00 pm, unless otherwise noted on the upcoming meeting and events calendar First and Third Tuesday of each month Superior Town Hall Board Room 124 E. Coal Creek Drive Superior, CO 80027

Contact the Committee Members

Staff Liaison

Establishing Resolution

Committee Work Plan

[2024 Planning Commission Work Plan Final.pdf](#)

Additional Documents

[Planning Commission Work Plan 2023 1.17.23 - FINAL.pdf](#)

Town of Superior Advisory Groups

Planning Commission (PC)

Board Roster

Michael Barnes

Partial Term Jan 23, 2023 - Jun 30, 2024

Michael J Gordon

Partial Term Jan 23, 2023 - Jun 30, 2025

David Gross

1st Term Apr 10, 2023 - Jun 30, 2025

David Harper

2nd Term Jun 11, 2018 - Jun 30, 2026

Office/Role Chair

Ryan C Mojo

1st Term Apr 10, 2023 - Jun 30, 2026

Lonny Rose

2nd Term Jun 18, 2020 - Jun 30, 2026

Office/Role Vice Chair

Amanda Vaughan

1st Term Sep 27, 2021 - Jun 30, 2025

Steve Witte

2nd Term Apr 23, 2020 - Jun 30, 2024

Vacancy

Application Form

Profile

General Instructions:
Superior residents interested in serving on an Advisory Group are asked to complete this application. This form is designed to facilitate the application process for positions on the Town of Superior's various Advisory Groups. Appointments are made by the Superior Board of Trustees after reviewing all applications. Interviews may be necessary. Appointments will be made following the review of interviews at public meeting by the Board of Trustees. APPLICANTS MUST BE RESIDENTS OF THE TOWN OF SUPERIOR (except for the Superior Historical Commission).

Anne L Shanahan
First Name Middle Initial Last Name

Email Address

Home Address

City

Primary Phone

Suite or Apt

State

Postal Code

Question applies to multiple boards

Employer

Retired as of August 2022

Which Boards would you like to apply for?

Planning Commission (PC): Submitted

Experience

Question applies to multiple boards

Please list your past or current experience in civic or private organizations and/or governmental service experience. If you have not attached your resume (below), please list your professional experience and/or current occupation and responsibilities that may be relevant to your application.

Recent Experience (2013 – 2022) Research & Special Projects Manager for Community Food Share, a food bank distributing food to individuals and 40+ partner organizations throughout Boulder and Broomfield Counties. Led a team that included bilingual staff, college interns, and volunteers with critical expertise. • Managed inventory and participant databases. Developed dashboards for strategic decision making, donor relations, yearend reporting, etc. • Conducted focus groups, surveys, and personal interviews to guide program improvements. • Led food insecurity research for Boulder and Broomfield Counties. Analyzed in-house data alongside public resources to understand the dynamics of local needs. Worked extensively with American Community Survey, US Census data, cost-of-living estimates, school attendance, etc. • Utilized GIS mapping and other tools to identify geographic and demographic gaps between food insecurity and food distribution. • Collaborated with partner organizations to understand and address gaps in service. Developed ways to provide groceries to people in senior-housing complexes, in manufactured home communities, near high-need schools, and in other underserved areas. Expanded existing efforts and created new alliances with University of Colorado, Boulder Valley School District, Via, Boulder Housing Partners, and others to address challenges during the pandemic. • Initiated community outreach efforts. Collaborated with community partners to connect individuals with food resources and services. Promoted bilingual communication in print, online, and at local events. • Supported efforts to distribute fresh produce, milk, and other nutritious food to individuals and partner organizations. Fresh produce, dairy, meat, and non-meat proteins accounted for 75% of food distributed. • Worked with nutrition interns to provide bilingual recipes and related information tailored to seasonal-food offerings. Prior Experience Media Research: Marketing and Research Manager at Chicago Magazine. Analyzed and interpreted secondary databases to understand consumer demographics and media preferences. Conducted reader surveys. Developed tools to communicate reader profiles to editorial staff and advertisers. Also lead media research efforts for Outside Magazine as a consultant. Media Planning: Held various positions at advertising agencies in Chicago and Minneapolis. Identified target audiences and developed annual media plans to advertise Dove Chocolate, Honey Nut Cheerios, Purina dog food and other consumer products. Managed multi-million dollar budgets. Trained and supervised junior staff. Education Master of Business Administration – University of Illinois at Chicago Bachelor of Science in Social Policy – Northwestern University Volunteer Activities Worked with a variety of organizations over the years, including the following: • Participated in School Improvement and District Accountability Teams in the Boulder Valley School District. • Created systems to recruit and organize parent volunteers at Monarch High School. • Helped high-school students research college and career opportunities. • Tutored young readers through I Have a Dream and adults through Boulder Reads. • Planned and executed pro-bono projects for non-profit organizations.

Question applies to multiple boards

Please provide any additional comments or information that you feel qualifies you to serve on the Advisory Group(s) for which you expressed interest. Please include any additional documents you feel may be relevant.

I've been a resident of Superior and active community member for more than 20 years. My children attended Superior Elementary, Eldorado K-8, and Monarch High School. The ten years I spent at Community Food Share gave me an opportunity to understand the local area from a unique perspective. Demographic and economic analyses were central to my work. While I focused on food security, housing and cost-of-living were driving forces behind the need for food assistance. I would like to bring my background knowledge and analytical skills to the Planning Commission to assist with the Comprehensive Plan, Affordable Housing Strategic Plan, and other aspects of the work plan. It is important for the Town to develop a vision for the future and plan to make that vision a reality.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload relevant document

Town Documents

Question applies to multiple boards

Have you read any of the following Town of Superior documents (all of these can be found on the Town's website)? If yes, check the box next to the document(s) you have read. **Please note that familiarity with these documents is not a requirement for serving on an Advisory Group.

Question applies to Planning Commission (PC)

Planning Commission Work Plan

☒ Yes ☐ No

Question applies to multiple boards

Advisory Group Work Plan

☒ Yes ☐ No

Advisory Committee Interview Questions

GENERAL/ALL

- 1) Have you attended a committee meeting?
- 2) Have you read the committee's current work plan?
- 3) What are the top 2 items on that work plan of interest to you?
 - a) What would you add or remove from the committee's work plan?
- 4) Are you able to commit to committee activities outside of the monthly meetings (i.e. working groups, events, educational sessions, project research, etc.)?
 - a) How much time are you willing to invest with the committee?
- 5) What expertise do you hope to bring to the advisory committee?
- 6) Do you have any potential conflicts of interest that could preclude you from being a committee member or participating in certain committee projects, activities, etc.?

Advisory Committee for Environmental Sustainability (ACES)

- 1) What would be one of [the best/most effective] ways (in your opinion) to improve environmental sustainability in Superior?
- 2) What do you think of the Town's Sustainability Action Plan?
 - a) Are there any elements that particularly resonate?
 - b) Are there any elements you think are missing or that need greater focus?
- 3) Why are you interested in sustainability at a municipal level?
- 4) What sustainability topics are you most passionate about the Town of Superior pursuing or making progress on?
- 5) ACES is an engaged advisory committee, with expectations of participation beyond the monthly meeting. What is your capacity to attend one additional monthly working group meeting and to help with representing ACES at tabling, outreach and public events?
- 6) The advisory committee has three working groups: Resources, Operations and Outreach. Which of these working groups are you most interested in participating in? Why?
- 7) What are your main interests regarding environmental sustainability (e.g., climate, energy, waste, water, air quality, etc.)?

Cultural Arts and Public Spaces Advisory Committee (CAPS)

- 1) Do you have any specific ideas for activating public spaces, creating cultural experiences, or adding art installations to the Town of Superior? (or: What's the first thing you would do...?)
- 2) Is there a particular area in Superior you think could use more art?
- 3) What is your favorite piece of art or public space in Superior?

Open Space Advisory Committee (OSAC)

- 1) How did you learn of this Open Space vacancy?
- 2) What in your words is the mission of the Town of Superior's Open Space Advisory Committee?
- 3) You've had the opportunity to review OSAC's work plan as well as their recent meeting agendas...is there any particular work that interests you most?
- 4) Have you reviewed the Superior Comprehensive Plan?
- 5) Have you reviewed the Open Space Summary Report?
- 6) What has been your past experience with Superior events, volunteering and programs?
- 7) What, in your words, is the mission of the Town of Superior's Open Space Advisory Committee?

Park and Recreation Advisory Committee (PARC)

- 1) Why do you want to participate on PARC?
- 2) What do you see as the most important considerations for the present and future state of parks and recreation services for the Town?
- 3) One expectation for any resident serving on any Town of Superior advisory committee is the ability to collaborate effectively, both with fellow committee members as well as with town staff, town board members, and members of other advisory committees. Can you describe your experience and work style with regard to collaboration?

Superior Historical Commission

- 1) What is your interest in local history?
- 2) Can you be available for Saturday museum openings, school field trips, evening programs and other similar activities?
- 3) What is your area of expertise within your career and/or education with regard to historical museums, collections, education, history or historic preservation?
- 4) What would you hope to contribute to this commission?
- 5) Do you have a connection with Superior – current, recent or past?
- 6) Have you participated on any Historic Preservation boards or committees in the past?



ITEM NO. 3g

INFORMATION FOR MEETING OF THE SUPERIOR BOARD OF TRUSTEES

AGENDA ITEM NAME: Presentation – Boulder County Wildfire Research

MEETING DATE: June 24, 2024

PRESENTED BY: Jon Henn, University of Colorado Boulder

PRESENTED FOR: Presentation

BACKGROUND:

In September 2023, Boulder County and Superior staff presented an overview on best mitigation practices for Open Space management. This item has been a focal point between Boulder County, Town of Superior, other Municipalities, and partners for wildfire preparedness. The previous presentation mentioned future opportunities that were being pursued by Boulder County to better understand how fire behaves in a grassland environment.

Tonight's meeting features a presentation on significant new research aimed at addressing this question. The research focuses on enhancing our understanding of variability in grassland fuels across the Front Range landscape. It also examines various potential methods for fuel mitigation, such as grazing, burning, and mowing, and their impacts on crucial grassland functions like plant diversity and soil health. Researchers are combining information collected from field observations of grassland fuels, experimental implementation of fuel management methods, and fire behavior modeling to help prioritize if, when, and how fuel mitigation methods might be most effective for reducing fire risk and maintaining healthy grassland systems.

ATTACHMENTS:

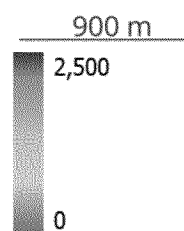
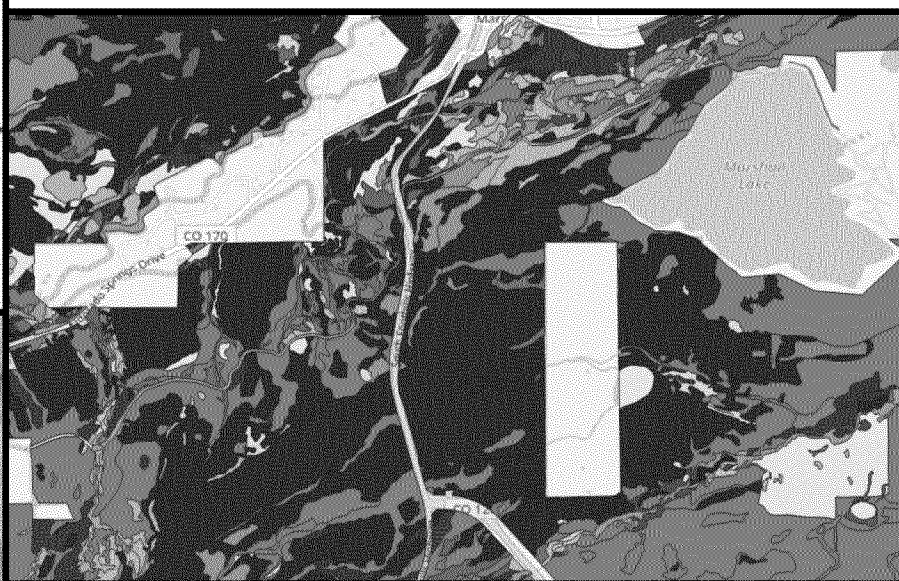
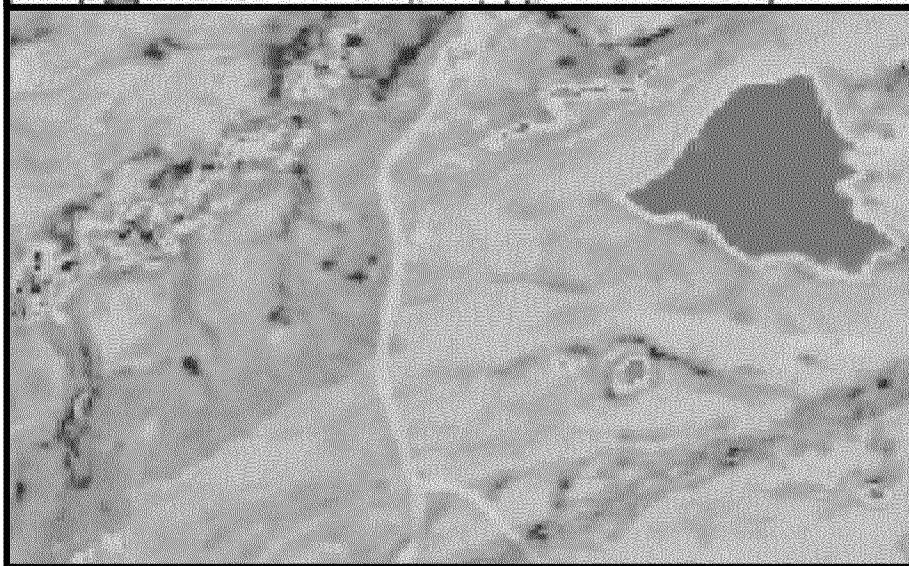
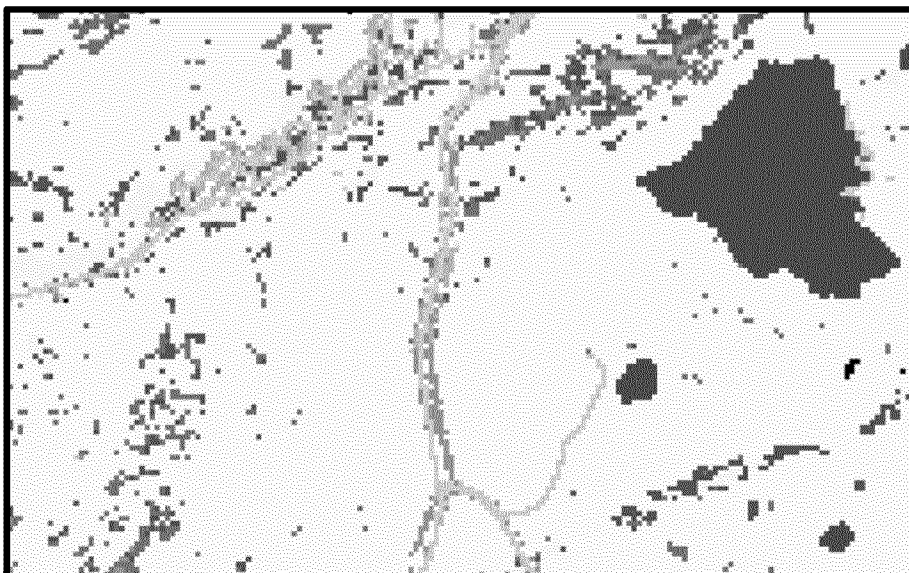
- Slide Presentation
- Boulder County Fireshed Grasslands Working Group Story Map:
<https://storymaps.arcgis.com/stories/62435c5cd6554d4d8143dd0c967fc2d3>

Collaborative Research on Grassland Fuels and Management

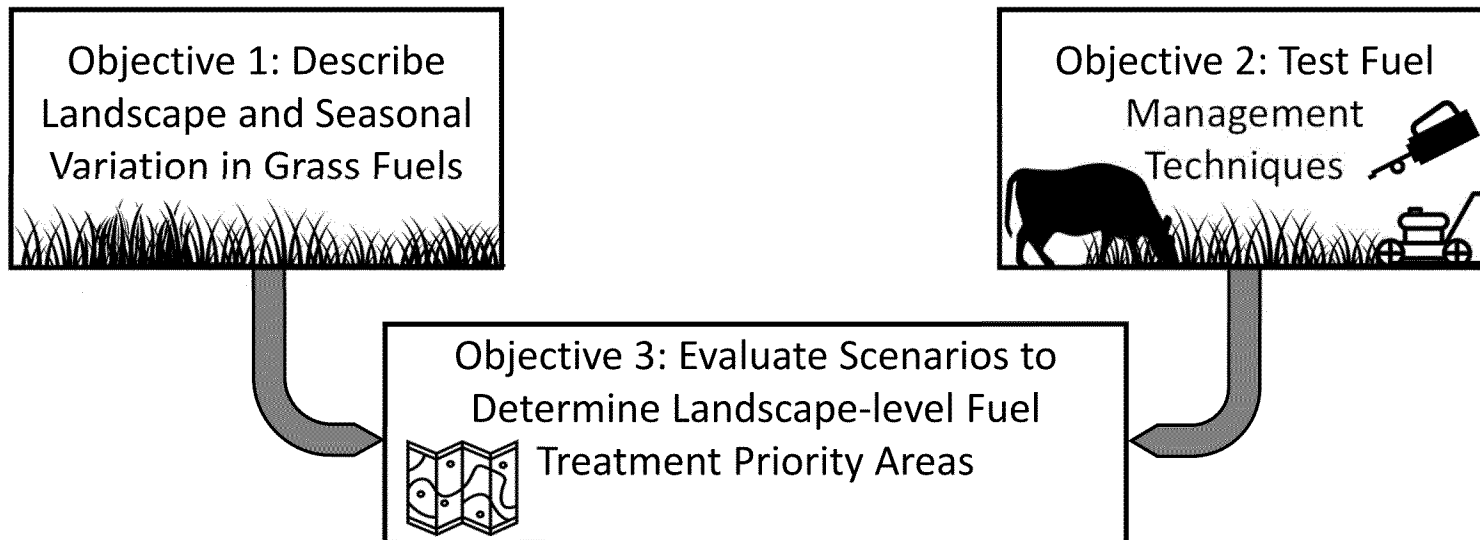
Jon Henn, Katie Suding
University of Colorado Boulder

Project Background

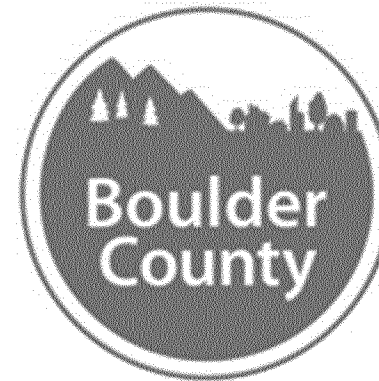
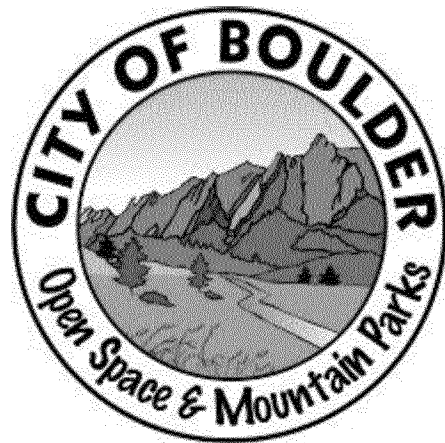
- Following the Marshall fire, a lot of questions came up about wildfire in grasslands and how we can reduce wildfire risk
- However, in attempting to answer these questions, we realized that we know very little about grassland fuels, and the effectiveness of potential fuel management actions



Objectives



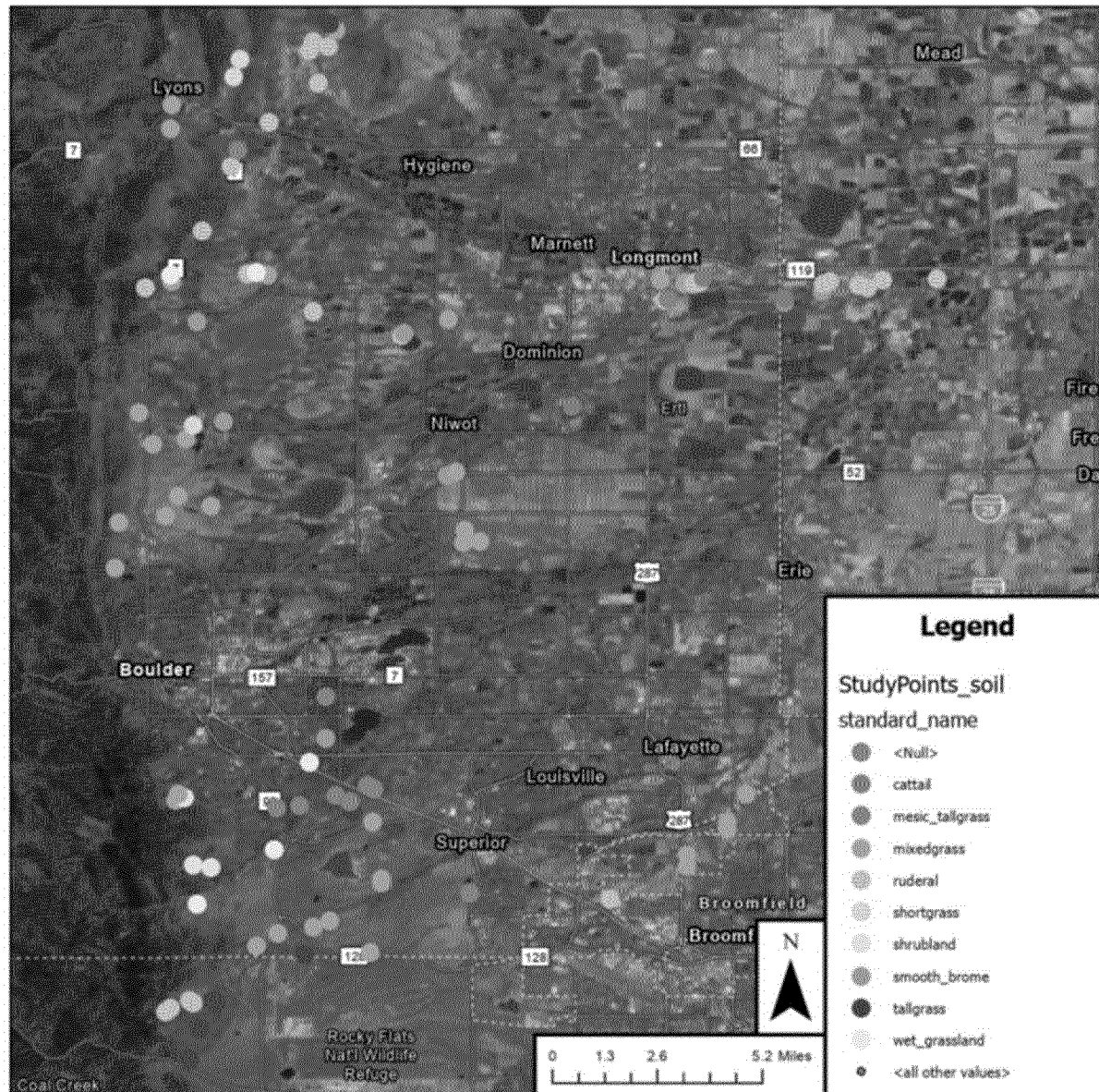
Partners



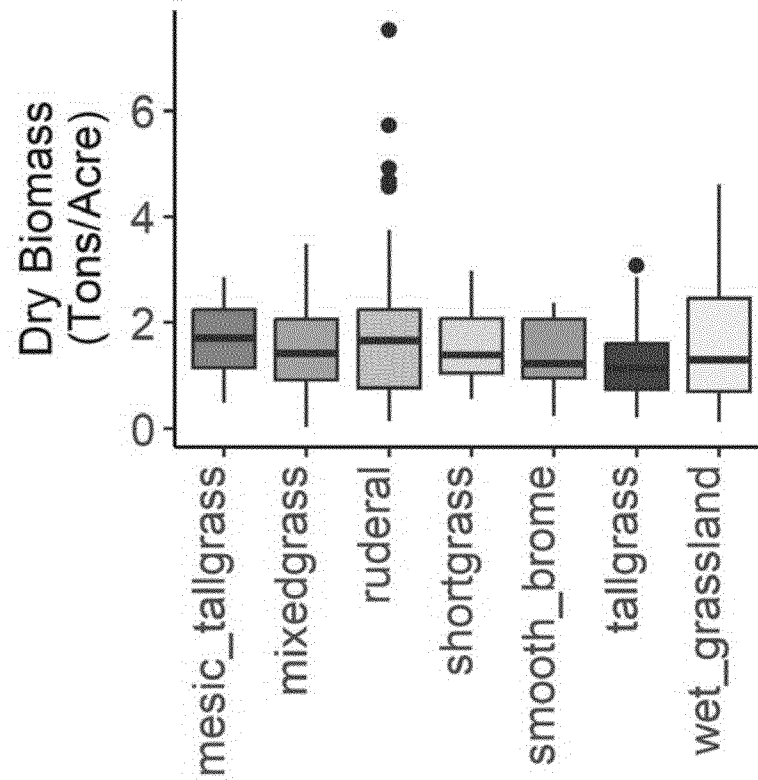
Parks &
Open Space

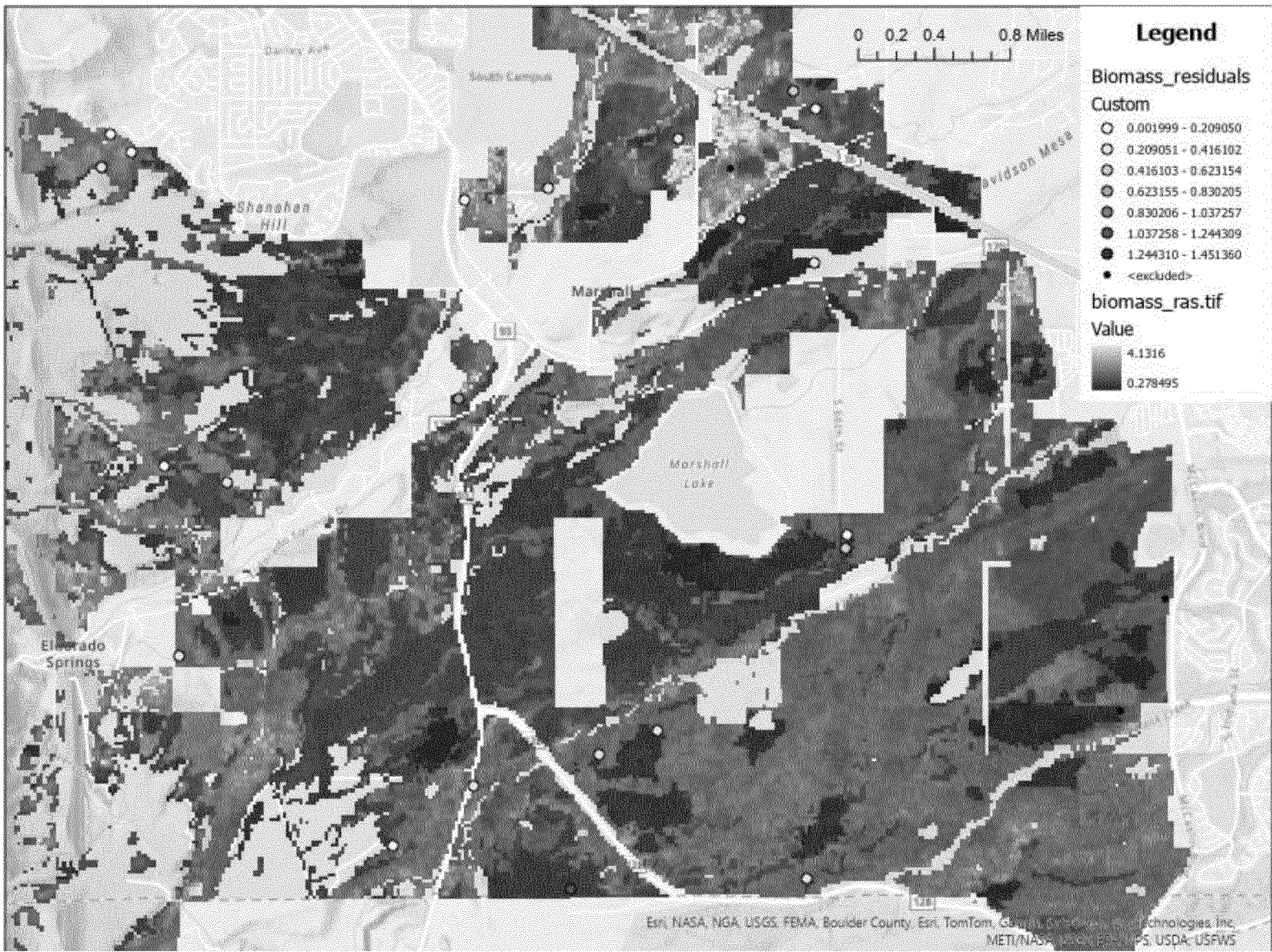


Objective 1: Variation in grassland fuels



Variation in Fuel Characteristics

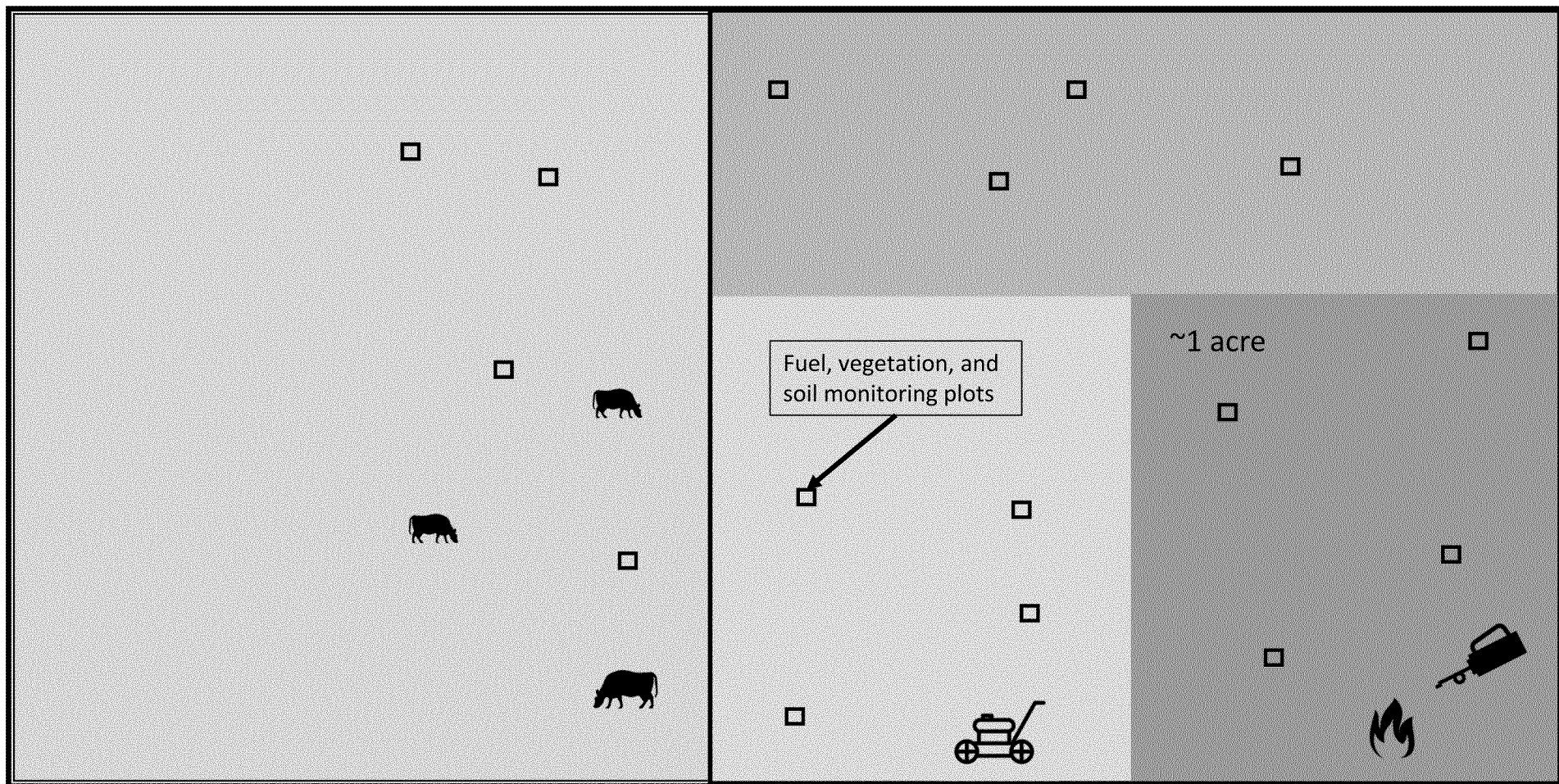




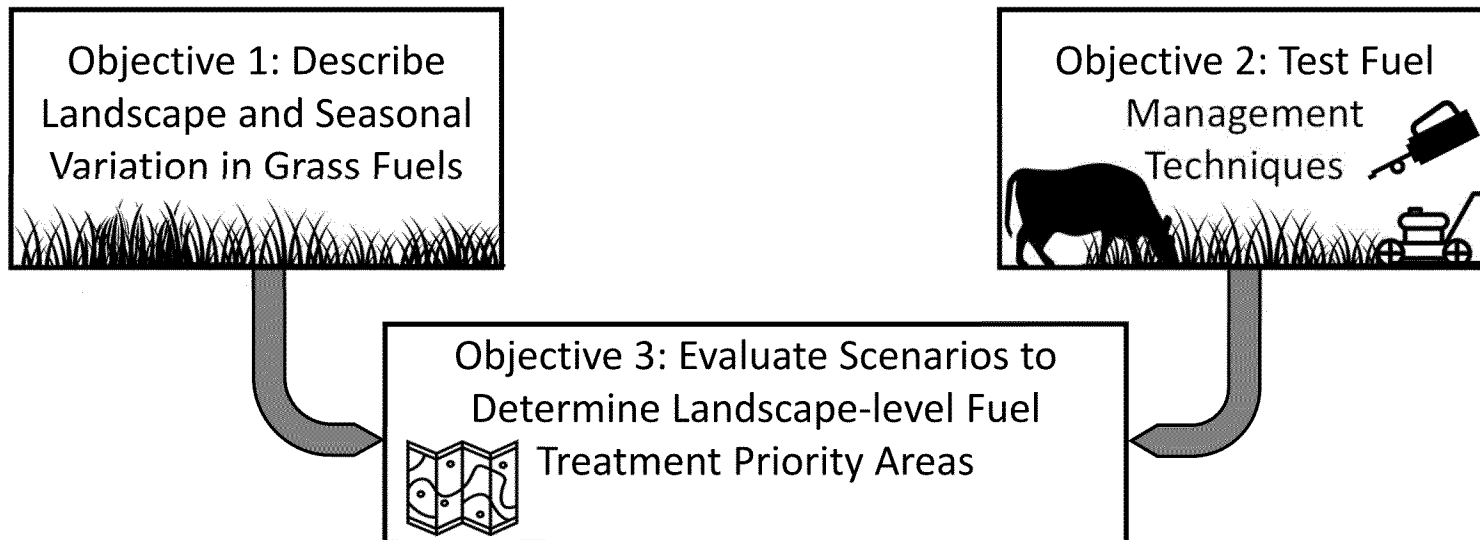
Objective 2: Testing fuel management methods

- Distributed experiment at 8 locations
- Treatments that we will test:
 - Mowing
 - Grazing
 - Prescribed fire
- We will measure how fuel characteristics respond over time
- We will also measure effects on other important grassland functions
 - Plant diversity, native/non-native species
 - Soil carbon, nutrients, and stability
 - Forage production and quality





Objective 3



A black and white photograph of a mountain valley. In the foreground, there are grassy hills. In the middle ground, a small town is nestled in a valley. In the background, a large body of water is visible under a cloudy sky.

Thanks! Questions?

Jon Henn - jonathan.henn@colorado.edu



MEETING NOTES
Advisory Committee for Environmental Sustainability (ACES)
June 13, 2024 @ 5:30 PM

1.Meeting Called to Order (5:31 PM)

2.Roll Call

Present: Mike Foster, John Schallau, Michelle Gazarik, Miles Hoffman, Nicola Hewett, Lisa Barnes, Jim Zarske (James Lester – absent)

Staff: Alexis Bullen

Trustee Liaison: Neal Shah

3.Agenda Approval

- Mike suggested changing July 4 event to July events since there is more than one event in July.
- Miles moved to approve the agenda with the proposed change.
- Second by John
- Unanimously approved

4.Public Comment

- none

5.New Business and Updates

5.a. Town Board Liaison

- During the working session, the Board discussed updating the Town Goals.
 - The goal that traditionally addressed sustainability was:
Support Environmental Sustainability – Continue implementation of this Goal through energy initiatives, promotion of water and energy conservation efforts, and possible expansion of Town programs and incentives
 - The Board is proposing to revise it to the following after ACES feedback, some of which occurred after the meeting via email:
Realize the Town Sustainability Action Plan – Through the Sustainability Action Plan, maintain a focused effort on greenhouse gas emission reductions, increases to the waste diversion rate, reduced per-capita energy and water usage, and improvement to community air quality
 - The Board is also proposing to move the goal closer to the top of the list rather than in its current position on the bottom.
- The Town Board is exploring adopting an ordinance that will allow the Town to contract for waste collection for the whole town, as allowed under state law. The goal is to have all residents benefit from cost reductions due to economies of scale.

5.b. Town Staff

- Town staff is working to incentivize recycling among businesses through a zero waste coupon program.
- The Sustainability Dashboard will be launched next week.
- There is an opening on ACES because Stephen Sain resigned.
- The staff is exploring an electrification scope for the Superior Community Center. The \$30,000 grant that was recently received from Boulder County will be used to obtain a Level 3 audit and conduct other planning activities. They are currently working on an RFP for the Level 3 audit and Roadmap. The RFP scope will also explore potential funding sources for the work that will be

required to achieve electrification at the SCC. The SCC will provide showcase for the town to illustrate implementation of beneficial electrification. The Town worked with Xcel Energy's Partners in Energy to help create this scope, as part of our Beneficial Electrification Plan.

5.c. Working Groups

- Resources –
Did not meet this month.
- Outreach –
Did not meet this month.
- Operations -
Did not meet this month.
- Outreach -
Did not meet this month.

6. Discussion Items

6. a. Behavioral Insights Team (BIT) Presentation (30 min)

Nicola Hewett introduced BIT as a possible future provider to help with Superior's sustainability programs. Dr. Sheena Mirpuri of BIT made a presentation about the company's services and provided some examples of the type of work they have done for municipalities. BIT is focused on behavior change resulting from interventions. They believe that behavioral insights are critical to advancing Climate Action Plans since substantial behavior change is required to meet goals.

BIT focuses on:

- Realistic understanding of how people process information, make decisions and behave
- BI solutions – interventions ranging from low-cost nudges to structural changes
- Evaluating success – evaluate interventions before they are implemented

Their services include:

- Evaluation
- Diagnosis
- Product and service design
- Trials
- Capacity building
- Advisory support

6. b. Waste Survey Results (20 min)

- Alexis presented the results of the waste survey. There were 162 responses to the survey which is an excellent response. The top request from survey participants was to have an option of different bin sizes. A summary of the results will be available on the Shape Superior website.
- ACES discussed including the following in their recommendations for the RFP:
 - Include different bin sizes with Pay as You Throw PAYT pricing
 - Eventually fold in Rock Creek HOA to provide scale and reduce costs per household
 - Ask for an option to provide EV trucks to evaluate the additional cost
 - Include weekly trash and recycling and biweekly composting
 - Consider if the term of the contract can be extended, taking into consideration the Town's procurement requirements
- ACES will review the written comments from the waste survey and determine if further education and outreach is needed. For example, some respondents asked whether the waste in recycling bins is actually recycled. More education on composting, particularly for food scraps, is also likely needed based on survey responses.
- The proposed timeline for the waste contract is:
 - June 24: ACES Board Dinner discussion

- July: TASP presentation and final ACES scope recommendation
- August: Board Meeting: Presentation on scope recommendation
- September: RFP sent out
- October: Contract awarded

6. c. July Events

- July 4th Town Event – Miles and Michelle will attend the table. They will give out LED light kits from Xcel, reusable bags, home audit cards, time of use magnets and informational material. Alexis will provide talking points about the waste contract in case of questions. Miles will coordinate materials pickup from Alexis.
- Electrification Expo – July 13 (2:00 to 5:00) - Lisa and Miles will bring their cars for the EV showcase and they will attend the table for neighbors. Michele, John, and Mike will also try to be there.

6. d. ACES Board Dinner –

- All of the present ACES members, except for Miles, are available to attend the June 24 dinner.
- Alexis will send the following agenda and a link to dashboard before the dinner
 - 1. [Sustainability Action Plan Dashboard](#)
 - 2. Waste contract
 - 3. Budget:
 - Rebates
 - Water Conservation
 - Beneficial Electrification

7. Adjourn – Motion by Lisa. Second by John. Unanimously approved. (7:28pm)



MEETING NOTES
Superior Open Space Advisory Committee (OSAC)
Wednesday, June 12, 2024
Superior Community Center

1. Call Meeting to Order (6:00)
 2. Preliminary Matters
 - a. Roll Call (6:00)

Leslie Clark, Phary Om, Rita Trainor, Trustee Stephanie Miller, Kara Neuse, Cristi Verbeck, Jeff Wade, Amber Greves (via ZOOM), Mike McDonnell, Tracy Bain
 - b. Agenda Approval (6:05) – no modifications
 - c. Public Comment (6:07) - none
 3. OSAC Discussion Items
 - a. Staff Updates [Leslie/Phary] (6:20)
 - National Trails Day – June 1st
 - Youth Corps: 1st week barbwire fence removal (Town 15, Snowmass, Calmanté, Coyote Ridge) 9 volunteers, 2 youth leaders
 - Mtn Bike event program (3-part series) new program for 13yrs and up. Teaching bike skills starting Friday 14th of June
 - Pollinator Event (Purple Park) planting native plant, 17 volunteers
 - Next event at Autry Park led by Vargas
 - Little Critters @ Purple Park: scavenger hunt, arts and crafts.
 - b. Select COSA attendees (6:45) – May send 2 volunteers from OSAC (Rita + Joan?)

Kara made a motion to recommend sending 2 OSAC members to COSA this year, 2nd by Rita & Amber, all in agreement
- 2024 Colorado Open Space Alliance Conference**

September 29 – October 2, 2024
Grand Junction Convention Center
159 Main St, Grand Junction, CO 81501
- c. Property Evaluations for 2024 (6:50) – due by the end of June
 - Team agreed there is value in continuing this property ranking process each year
 - Will provide orientation sessions for new members, tour new properties
 - d. Prairie Dog Plan Update (7:05)
 - Amber sent a draft update of Prairie Dog Playbook 2024. New recommended options for translocation.
 - Harney-Lastoka is the first-choice option to keep the prairie dogs in Superior, if possible, alternate site US Army chemical Depot in Pueblo
 - Coyote Ridge and Verihy properties have been ruled out as options
 - Amber provided an update to the Board during the scheduled dinner session. She will continue to provide updates and revisions

e. National Trails Day Recap (7:20)

- Very successful, lots of attendees, great interactions with citizens and interest in local events
- Town resources were very helpful in setup of the event
- Vendors were happy with the turnout, weather was great
- Goats, Raptor monitoring, birds of prey, reptiles
- Incorporated the parking lot space into the event rather than vehicle parking
- Possibly use NTD in the future as a community service project event or recognize
- Drawing held during OSAC June meeting for NTD binoculars (2 winners)

f. OSAC Roundtable (7:30)

- Rita suggested a possible wildlife camera on the corridor south of Coalton Trailhead. Leslie recommended having the wildlife monitoring team to evaluate this recommendation and potential location(s)
- Tracy: requested update on the islands placed at Bose Pond and Riverbend Pond. Recommend we discuss at next meeting.
- Stephanie: Thanks for the great work on NTD. Leafcutter bee event at Autry Park

g. Reminders (7:55)

3.g.1. Bike-to-Work Day (June 26th) – at Superior Commons. Leslie is encouraging OSAC to attend

3.g.2. 4th of July tent – Recommend similar setup as last year, recommend having a trail map of neighborhood trails for discussion.

4. Updates & Lookaheads:

a. Standing Updates (8:00)

4.a.1. Rocky Mountain Greenway (Rocky Flats) – Kara: early June the County commissioners announced they are reconsidering trails due to potential contaminants spread by high winds.

4.a.2. Raptor Program - Tracy: Peter sent thanks for the raptor pamphlets, GHOs, hawks and kestrels. 110 reports registered.

4.a.3. Wildlife Monitoring Program – Tracy: 45 sightings including a bear in town near north pool. 4 Bobcat sightings, Deer sighted near South Pool

4.a.4. Trail Etiquette – Biking messages went out in June. Cristi is providing a message regarding dogs on trails for TOS social media campaign.

4.a.5. Citsci Update

4.a.6. Wildfire Update – Cristi met with Wildfire partners and created a survey of residents and home to assess potential ways to educate neighbors regarding wildfire mitigation and building & landscaping best practices.

Cristi: some lots that are not being built are getting overgrown with high grass need mowing

Leslie: Staff attended a grasslands wildfire mitigation workshop in Longmont. TOS shared learnings from Superior. TOS working with expanding goat grazing

Leslie: CWPP (Community Wildfire Protection Plan) out for public comment

4.a.7. Communications Update (for Kevin Colon)

5. Adjourn

**Indicates priority item due to Board, Staff, or Work Plan Timeline*

*Next Meeting: Wednesday, July 10, 2024, 6:00 p.m. at the Superior Community Center
(OSAC meets on the second Wednesday of the month.)*



MEETING NOTES
Parks and Recreation Advisory Committee (PARC)
JUNE 20, 2024 @ 7:00 PM
SUPERIOR COMMUNITY CENTER

This meeting was held in-person, also with a virtual option.

1. Call Meeting to Order

2. Preliminary Matters

a. Roll Call

- PARC members: Susan Stanish, Grace Batey, Saadia Aurakzai, Robert Stephens, Brent Hartman, Martha Siegmund, Tim Martin
- Town staff: Bryan Meyer
- Trustee Liaison: Jenn Kaaoush

b. Approval of Agenda

c. Public Comment

3. Discussion Item(s)

a. Review of block party trailer wrap designs

- PARC liked both of the designs presented, made recommendations to include more text on the first design to explain what the trailer is. Loved the ‘community connection’ verbiage.
- Brent made a motion to vote on second design, Robert seconds the motion
- Susan Stanish -Y
- Grace Batey - Y
- Martha Siegmund -Y
- Robert Stephens - Y
- Brent Hartman - Y
- Tim Martin- Y
- Saadia Aurakzai- Y

b. Leadership election for Vice Chair

- Martha Siegmund nominated Brent Hartman for Vice Chair, seconded by Susan Stanish

- Susan Stanish -Y
 - Grace Batey - Y
 - Martha Siegmund -Y
 - Robert Stephens -Y
 - Brent Hartman - Y
 - Tim Martin- Y
 - Saadia Aurakzai- Y
- c. Debrief from Town Board dinner discussion June 3
- Recapped our Town Board dinner discussion, including Town 15, shade at parks and park improvements, and the upcoming ballot measure in November. General consensus was that if parks have a parking lot then they should have a bathroom. Parc felt their recommendations were heard and received well by the board.
- d. Town 15
- Several options for that parcel including housing, rec center, open space etc. Bryan reviewed several options with PARC that had been previously shared. Discussion revolved around making a recommendation to the board, PARC agreed that Open Space (OS – R) should be a town priority PARC recommends rezoning Town 15 to Open Space to enable potential community use.
 - Robert made a motion, Martha seconded the motion
 - Susan Stanish -Y
 - Grace Batey - Y
 - Martha Siegmund -Y
 - Robert Stephens -Y
 - Brent Hartman - Y
 - Tim Martin- Y
 - Saadia Aurakzai- Y
- e. Debrief on grand opening event for Miners Park (held May 19)
- Great event, solid attendance, very well received. Should do more grand openings as more parks open throughout the community.
- f. 4th of July Event participation
- We will have a booth, set up at 7:30 – 8:30. We will have swag to be handed out. We'll have the usual signage for Children's Park and Big and Little Sagamore parks.
- g. Identify CPRA Conference attendee (Oct. 29-31 in Keystone)
- TBD during July meeting, Robert to reach out to Burton and Lindsey

4. New Business and Updates

- a. Next PARC Park Walk at Community Park – before July meeting?

- August 21st meeting at 6pm
- b. Updates from Town staff and/or Trustee Liaison
- Central Park bid in July with construction in September. Big and Little Sagamore parks are underway with construction and great progression. Placeholder in 2025 budget for Miner's Park bathroom \$350k. Civic space interior construction bids end June 24th, going to the Board on July 8th. Update on the South Pool plaster situation, hoping to reopen on Saturday 6/22 at noon. North pool also needed a repair, and the town will start preparing an RFP for North Pool revamp. Mobile vending options coming to Community Center July 8th. One application for PARC with interview coming July 8th board meeting. 6/21 is a float pool night and this weekend has a teen night programming at the Community Center. Bryan also called out the Senior programming and website.
- c. Summary points of meeting
- PARC made a recommendation to the board that Town 15 remain an Open Space.
 - We also reviewed and made a recommendation on the block party wrap, favoring the second design.
 - We voted Brent Hartman as the committee Vice Chair and discussed Miners Park grand opening, our 4th of July participation and booth, park walk in July, and potential for CPRA conference attendance.

5. Adjourn



ITEM NO. 4c

INFORMATION FOR MEETING OF THE SUPERIOR BOARD OF TRUSTEES

AGENDA ITEM NAME: Resolution – Approval of a Professional Services Agreement between the Town of Superior and Fox Tuttle Transportation Group to develop the Town's Transportation Plan update.

MEETING DATE: June 24, 2024

PRESENTED BY: Brannon Richards, Public Works and Utilities Director

PRESENTED FOR: Action

BACKGROUND:

The Town's current Transportation Plan was created in 2014 and needs to be updated to reflect current conditions and potential future development. Therefore, in conjunction with the recently approved Comprehensive Plan update the Town would like to update the Town's Transportation Plan. Updating these plans concurrently will result in a better end product for both the Comprehensive Plan and Transportation Plan.

CONSULTANT RECOMMENDATION:

Staff is recommending Fox Tuttle Transportation Group (FT) for the Transportation Plan update. FT has an active on-call contract with the Town of Superior and recently completed the Rock Creek Repurposing Study and Restriping Plan. In addition, FT has successfully completed transportation master plan updates for surrounding communities such as Windsor, City of Boulder, Boulder County, CU-Boulder, and Glenwood Springs.

BUDGET IMPLICATIONS:

The approved 2024 Town Budget includes \$150,000 to support the development of the approved Comprehensive Plan Update. To supplement this amount, the Town was awarded an Energy/Mineral Impact Assistance Fund (EIAF) Grant administered by the Colorado Division of Local Affairs (DOLA) in the amount of \$150,000. Therefore, roughly \$200,000 will go to the Comprehensive Plan, leaving \$100,000 available for development of the Transportation Plan.

MOTION:

Move to approve the Adoption of a Resolution approving a Professional Services Agreement between the Town of Superior and Fox Tuttle Transportation Group to develop the Town's Transportation Plan

ATTACHMENTS:

- Resolution
- Professional Services Agreement

**TOWN OF SUPERIOR
RESOLUTION NO. R-28
SERIES 2024**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
SUPERIOR APPROVING THE PROFESSIONAL SERVICES AGREEMENT
WITH FOX TUTTLE TRANSPORTATION GROUP FOR CONSULTING
SERVICES TO UPDATE THE TOWN'S TRANSPORTATION PLAN**

WHEREAS, the Town desires to update the 2014 Transportation Plan to ensure implementation of the community's transportation vision, goals and objectives over the coming decade; and

WHEREAS, the Board of Trustees finds it is in the best interest of the public health, safety and welfare of the Town to select Fox Tuttle Transportation Group as the lead consultant for the Transportation Plan update.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO, as follows:

Section 1. The Agreement between the Town and Fox Tuttle Transportation Group is hereby approved in substantially the same form as attached hereto, subject to final approval by the Town Attorney.

ADOPTED this 24th day of June, 2024.

Mark Lacis, Mayor

ATTEST:

Lydia Yecke, Town Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into this ____ day of _____, 2024 (the "Effective Date"), by and between the Town of Superior, a Colorado municipal corporation with an address of 124 East Coal Creek Drive, Superior, CO 80027, (the "Town"), and Fox Tuttle Transportation Group, an independent contractor with a principal place of business at 1580 Logan Street, 6th Floor, Denver, CO 80203 ("Contractor") (each a "Party" and collectively the "Parties").

WHEREAS, the Town requires professional services; and

WHEREAS, Contractor has held itself out to the Town as having the requisite expertise and experience to perform the required professional services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. SCOPE OF SERVICES

A. Contractor shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date, and shall continue until Contractor completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

III. COMPENSATION

In consideration for the completion of the Scope of Services by Contractor, the Town shall pay Contractor an hourly not to exceed amount of \$99,730. This amount shall include all fees, costs and expenses incurred by Contractor, and no additional amounts shall be paid by the Town

for such fees, costs and expenses. Contractor shall not be paid until the Scope of Services is completed to the satisfaction of the Town.

IV. PROFESSIONAL RESPONSIBILITY

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law. The work performed by Contractor shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

B. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

C. Because the Town has hired Contractor for its professional expertise, Contractor agrees not to employ subcontractors to perform any work under the Scope of Services.

D. Contractor shall at all times comply with all applicable law, including without limitation all current and future federal, state and local statutes, regulations, ordinances and rules relating to: the emission, discharge, release or threatened release of a Hazardous Material into the air, surface water, groundwater or land; the manufacturing, processing, use, generation, treatment, storage, disposal, transportation, handling, removal, remediation or investigation of a Hazardous Material; and the protection of human health, safety or the indoor or outdoor environmental, including without limitation the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, et seq. ("CERCLA"); the Hazardous Materials Transportation Act, 49 U.S.C. § 1801, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et seq. ("RCRA"); the Toxic Substances Control Act, 15 U.S.C. § 2601, et seq.; the Clean Water Act, 33 U.S.C. § 1251, et seq.; the Clean Air Act; the Federal Water Pollution Control Act; the Occupational Safety and Health Act; all applicable environmental statutes of the State of Colorado; and all other federal, state or local statutes, laws, ordinances, resolutions, codes, rules, regulations, orders or decrees regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material, as now or at any time hereafter in effect.

V. OWNERSHIP

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Contractor shall be exclusively owned by the Town. Contractor expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Contractor hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or

change such work without providing notice to or receiving consent from Contractor; provided that Contractor shall have no liability for any work that has been modified by the Town.

VI. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a Town employee for any purposes.

VII. INSURANCE

A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.
2. Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
3. Professional liability insurance with minimum limits of \$1,000,000 each claim and \$2,000,000 general aggregate.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Contractor shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

VIII. INDEMNIFICATION

A. Contractor agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability,

damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of a worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor. Contractor's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor.

B. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to indemnify and hold harmless the Town may be determined only after Contractor's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

IX. MISCELLANEOUS

A. *Governing Law and Venue.* This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Boulder County, Colorado.

B. *No Waiver.* Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. *Integration.* This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. *Third Parties.* There are no intended third-party beneficiaries to this Agreement.

E. *Notice.* Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail to the Party at the address set forth on the first page of this Agreement.

F. *Severability.* If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. *Modification.* This Agreement may only be modified upon written agreement of the Parties.

H. *Assignment.* Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

EXHIBIT A SCOPE OF SERVICES

Contractor's Duties

During the term of this Agreement, Contractor shall perform the following duties, as directed by the Town:

Task 1 – Project Management

The Project Management Plan (PMP) will be founded on a multi-pronged, team approach. This approach will rely on partnering between Fox Tuttle staff, Town of Superior Public Works staff, Planning staff, Sustainability staff, Public Safety staff, Communications staff, and consultant teams for the Comprehensive Plan and Boulder County Vision Zero Action Plan as well as RTD and CDOT as necessary. The PMP will outline coordination protocols, project milestones, project risks, coordination with parallel projects, and billing details. The PMP will be updated as necessary throughout the project to address project challenges and opportunities as they occur over the 12- to 15-month timeline.

Kickoff: A kickoff meeting will be held in person to discuss project expectations, schedule, and coordination with Comp Plan and County Vision Zero Action Plan outreach.

TP Stakeholder Committee (TP-SC): As desired, approximately four meetings with a stakeholder committee comprised of a subset of the players above will provide project updates, solicit feedback on work products, and build consensus for major project decisions. FT will prepare meeting agendas, co-facilitate meetings, and provide summary meeting notes for the approximately 4 meetings.

TP Project Management Team (TP-PMT): Approximately monthly (up to twelve) virtual or in-person meetings with Superior Project Manager and FT staff will be designed to review project content, preview materials for the TP-SC meetings, and review budget and schedule tracking.

Deliverables:

- Project Management Plan
- TP-SC meeting agendas, co-facilitation, and summary notes
- TP-PMT meeting agendas, co-facilitation, and summary notes, budget and schedule updates
- Monthly progress reports and invoicing

Task 2 – Public Outreach

The public outreach for the Transportation Plan update will be conducted as part of the public outreach for the upcoming Comprehensive Plan update, and the Comprehensive Plan update Consultant (CPUC) will be responsible for the development and implementation of that Public Outreach Plan. Fox Tuttle has experience engaging in Public Outreach within the Town of Superior and its residents, as demonstrated in our recent “Rock Creek Parkway Evaluation” project, and will use this experience to provide support to the CPUC as needed.

To obtain public input needed for the Transportation Plan update, it is anticipated that Fox Tuttle's role in the Public Outreach will involve the following tasks:

- Develop presentation materials (printed by CPUC) for and attend up to two public meetings in which feedback on Transportation will be solicited. It is anticipated that one public meeting will be focused on conveying existing conditions and current policies and goals and obtaining feedback on those, while the second meeting will focus on presenting evaluation findings and recommendations.
- Coordinate with the CPUC on the compilation and summation of key feedback from the Public Process concerning the Transportation Plan update. This will include feedback from public meetings as well
- as any other public outreach tools such as website feedback and on-line surveys which are developed and implemented by the CPUC.
- Develop presentation materials for and attend up to two Transportation and Safety Committee meetings (one person, in addition to the one FT staff that usually attends T&SC) and up to two Town Board meetings, to obtain policy maker feedback and to assist the town in adopting the new Transportation Plan.

Additional Public Outreach efforts can be provided as an add-on with a separate scope and fee determination.

Deliverables:

- Materials for and attendance at up to two public meetings
- Coordination on key feedback processing for inclusion in final report
- Materials for and attendance at up to two T&SC meetings and up to two Town Board Meetings

Task 3 – Goals and Priorities

The current Town of Superior Comprehensive Plan and the Transportation Plan have an overarching transportation goal and numerous transportation policies which are referenced in both documents. Since both documents are being updated consecutively, Fox Tuttle will coordinate with the CPUC on the review and update of these goals and policies. Fox Tuttle's work tasks in this component of the project will be the following:

- Participate in the Comprehensive Plan update public process and review community feedback as it relates to the Town's transportation goal(s) and policies, allowing recommendations to be influenced by this feedback.
- Review transportation plan goals and policies from the plans of other jurisdictions to determine if there are themes or trends which should be incorporated in the update.
- Coordinate with the CPUC on the development of recommendations to update the goal(s) and policies of the Comprehensive Plan (and consequently the Transportation Plan) and ensure that they are consistent and complementary between documents.

Policy, strategies, and action recommendations will be very specific, with actionable items for Town staff to reference in moving forward with transportation projects. Some themes that FT would recommend exploring with the Town of Superior include the following:

- Collaboration both with the community and with surrounding agencies and jurisdictions.
- Equity as a goal to provide a cost-effective and accessible transportation system for all users.
- Safety and comfort for all system users (incorporated from the Vision Zero Action Plan).
- Well-developed maintenance strategies which efficiently use town resources.

Fox Tuttle will develop recommendations and review these with Town staff and the CPUC for their inclusion in the updated Transportation Plan.

Deliverables:

- Updated and new goals and policies with strategies/actions for inclusion in final Transportation Plan document

Task 4 – State of the System

A fundamental step in developing the Town’s Transportation Plan will be reviewing and summarizing the layout and operation of the current transportation network. Fox Tuttle will review key roadway transportation elements such as roadway classification, geometry, intersection traffic control and speed limits, and key multi-modal elements such as bikeways, trails, bike lanes, and transit routes. Fox Tuttle will reference the “Parks, Recreation, Open Space and Trails Plan” as a partial baseline for the bikeways, trails, and bike lanes component of this work. Fox Tuttle will document these in concise graphics that are easy to understand at a glance.

To develop these summations, Fox Tuttle will obtain average daily midblock traffic counts at 22 established locations (to complement counts recently taken on Rock Creek Parkway and by DRCOG on US36) and peak hour turning movement counts at up to 11 locations (to complement counts recently taken on Rock Creek Parkway), which will include all existing traffic signals and roundabout locations. The turning movement counts will also include pedestrian and bicycle counts which will help establish the use of on-street multi-modal facilities. Fox Tuttle already has all pertinent data along the Rock Creek Parkway corridor and will incorporate this and any additional post-2021 data provided by the Town into the summations. Fox Tuttle will use these counts to evaluate and document the operations of these key intersections and identify any deficiencies that would need to be addressed through capital and strategic projects. Counts at any additional intersections identified for future signals or roundabouts during the project would need to be counted with additional fee as an added work item.

Fox Tuttle will also review the existing multi-modal layout based on available GIS data and develop maps showing existing networks and gaps. While field visits to confirm general presence will be conducted during or after meetings noted in Task 2, field work to verify exact extents of all existing multimodal or vehicular conditions are not included in the base scope, but can be added as an extra work item.

Deliverables:

- Existing Counts mapping to be included in final Plan document
- Level of service and analyses reports and graphics to be included in final Plan document
- Existing multimodal system mapping and analysis to be included in final Plan document

Task 5 – Transportation Scenarios

The FT team will prepare multimodal travel network scenarios that reflect land use planning scenarios developed by and with the Comprehensive Planning team and can achieve the updated goals and policies. These scenarios will be designed to highlight trade-offs, balance modal priorities in key corridors while respecting Superior’s suburban transportation approach, and identify how the transportation system could function in the future. Key components of considerations for future transportation scenarios will include vehicular operations and safety, multimodal comfort and safety, and maintenance impacts, as well as any other components identified during collaboration with Town staff. To accomplish this, FT will:

- Utilize a current run of the 2050 Focus Model (DRCOG’s macro-scale transportation planning model) as a baseline for future vehicular transportation needs.
- Make approximate, Superior-specific adjustments to the regional model land use and transportation network to account for discrepancies in projected land use and/or network/lane configurations, creating an “Adjusted Future Baseline,” based on FT knowledge of recent and upcoming projects in and around Superior, such as:
 - Downtown Superior
 - Redtail Ridge (Fox Tuttle completed traffic analyses for this on multiple occasions)
 - Broomfield plans for 287 interchange updates
 - Affordable Housing proposal for the US 36 and McCaslin Blvd.
 - RTD Park and Ride
 - Additional adjustments based on discussions with Town staff
- Develop future multimodal trend projections in Superior using an origin-destination analysis, informed by the “Adjusted Future Baseline” developed above, FT team’s understanding of the multimodal network and needs, Town staff’s background, and public input from the Comp Plan, VZ Action Plan outreach, and recently- completed projects in the area.
- The following additional analyses, which would incrementally increase projection accuracy and inform recommendations, can be completed as added work items if desired:
 - Multimodal Level of Service (MMLoS) – HCM-based analysis of intersections and/or segments based on bicycle and pedestrian operations
 - Level of Travel Stress - depends on presence and accuracy of GIS-based data for bicycle and pedestrian facilities throughout Superior
 - Person Trip Capacity – analysis of corridors or network based on considering number of people that corridor can move rather than number of vehicles
 - Travel Time technical analysis
 - Roadway Segment Level of Service (HCM)

Using the information above as a base, FT will layer on up to three land use scenarios developed during the Comprehensive Planning Process to create “basic”, “basic-expanded”, and “major change” scenarios for review at TP-PMT and TP-SC meetings. Each of the scenarios will be summarized and evaluated against the plan Goals and Policies. This will allow the project team and stakeholders to understand the possible planning level outcomes of selecting a scenario. Evaluation will include analysis such as:

- Evaluate signalized intersection vehicular LOS by layering the future traffic growth shown in the “Adjusted Future Baseline” and the traffic generated by the three land use scenarios
- Review the existing multimodal network compared to future multimodal origin-destination considerations in Superior, informed by the “Adjusted Future Baseline” developed above and the land use scenarios multimodal impacts

After scenario selection has been finalized, FT will develop recommendations for future transportation (vehicular, transit, bicycle, and pedestrian) improvements that reflect the communities needs and the results of the analysis and outputs described above. The recommendations will consider the current technologies and incremental strategies that can cost-effectively adapt to the future of transportation. During the finalization of the network mapping, FT will take a context sensitive approach that responds to the surrounding environment, while at the same time influences what happens in the adjacent spaces where people live, work, and play.

Deliverables:

- Basic network concept mapping with comparison with plan Goals and Policies
- Basic-expanded network concept mapping with comparison with plan Goals and Policies
- Major change network concept mapping with comparison with plan Goals and Policies

Task 6 - Plan Document, Prioritized Project List, and Implementation Strategy

After review with Town staff, Fox Tuttle will develop a prioritized project list which the town can use for budgeting purposes and in planning for the solicitation of future grant opportunities. Fox Tuttle will collaborate with the Town on the best approach to prioritizing these projects, but some of the factors used for prioritization in the past include:

- Safety Benefit – This can be actual crash statistics (from County Vision Zero Action Plan) or concerns expressed by the community or staff.
- Mobility Benefit – How much improvement is anticipated from a project and how many users of the transportation system will benefit from these changes.
- Community Support – Does a project seem like it will have community consensus or will there need to be a robust process to achieve community support.
- Financial cost – Approximately how much will the project cost to implement, and will there be significant operations and maintenance costs needed.

The implementation strategy will also include rough concept costs for the top ten priority projects, including noting changes to maintenance and operations costs. FT will work closely with engineering and operations staff to develop timelines and funding scenarios for consideration.

The end of the process will result in a prioritized list of projects along with costs and implementation timeline recommendations. In particular, FT will work with the community to develop a series of relatively low-cost pilot projects that can be implemented in the short term to respond to specific short-term needs (such as pedestrian crossing concerns, multimodal safety needs identified in the County Vision Zero Action Plan, or operations issues).

In addition, FT will develop a list of projects that includes longer-term, more infrastructure- or cost- intensive projects, and projects that are not as well vetted with the community, as well as potential funding sources. This will allow Town staff to make informed decisions based on available resources and support for future project implementation.

Draft and Final Plan:

Based on all work to date, FT will prepare a draft Superior TP that summarizes all of the information prepared during the prior tasks. This will include a new multimodal network map, future transportation facility recommendations, goals and policies, project recommendations, and prioritization.

FT understands from prior projects in Superior that preparing a draft TP will be an iterative process, and as such FT have budgeted for a three-month process to prepare the draft Superior TP that allows staff ample time to discuss internally, comment and enhance the recommendations.

The FT team will then use input from the draft plan to prepare a final Superior TP that supports a vibrant, interconnected, and politically supported mobility plan for the community.

Deliverables:

- Draft and Final TP for staff
- Mapping, graphics, and text
- Goals and policies
- Prioritization criteria, prioritized project list (sortable by mode, size/relative cost, or potential funding source), and funding/maintenance considerations

Project Schedule:

It is anticipated that this project will start immediately following contract execution and will be completed within a 12-month period.



ITEM NO. 5

INFORMATION FOR MEETING OF THE SUPERIOR BOARD OF TRUSTEES

AGENDA ITEM NAME: Ordinance – Adoption of Short Term Rental Regulations

MEETING DATE: June 24, 2024

PRESENTED BY: Matt Magley, Town Manager
Nicholas Hartman, Town Attorney

PRESENTED FOR: First Reading

BACKGROUND:

Over the past few years, the Board of Trustees has considered regulating Short Term Rentals (STRs). To date, no formal action has taken place.

While STRs are not defined in the Superior Municipal Code, they are typically defined as residential property rented for a period of 30 days or less. The shorter duration distinguishes them from traditional residential rental property. STRs are not expressly prohibited or permitted within the code.

The Board last discussed Short Term Rental Regulations during the June 3, 2024 Work Session and requested staff bring forward an Ordinance to a regular meeting ([Packet information](#) and [video](#)) . Previous to this discussion, the Board discussed STRs on December 4, 2023 ([Packet information](#) and [video](#)).

DRAFT ORDINANCE:

Many communities choose to regulate STRs in some manner. By adopting regulations, the Town can provide a mechanism for collection of fees and taxes, ensure all operators are properly licensed, and establishing the process and expectations for administration and enforcement.

The complete draft Ordinance regulating STRs is provided as an attachment. Following the discussion by the Board during the work session on June 3, the draft ordinance was amended to remove the requirement for owner occupancy of the property. The remainder of the

ordinance remains generally the same. The primary components of the draft ordinance include:

- Definitions
- License Required
 - Fee, as set by the Board of Trustees
 - Affidavit certifying compliance with health and safety standards
 - Approval by any applicable Home Owners' Association
- Maximum Guests Permitted
 - 2 persons per bedroom, plus 2 persons
- Simultaneous STRS prohibited
- Expiration/Renewal
 - Annual registration required, or upon transfer of ownership
- Revocation
 - The Town may revoke a license if any of the regulations are violated
- Insurance
- Health and Safety Standards; Inspections
 - The draft ordinance includes health and safety standards for the STR
 - If parking is included on the lot, or up to two off-site parking spaces may be utilized for the STR guests
 - A sign must be posted on the STR with license number, owner's contact information and physical address of the property
- Advertising
 - Any advertising for the STR must include the license number
- Complaints
 - Initial complaints will be directed to the owner. The owner shall address the complaint within 60 minutes, or within 30 minutes if the complaint occurs between 11:00 pm and 7:00 am.
- Violations and Penalties provisions

STAFF RECOMMENDATION:

First reading of the Ordinance.

BUDGET IMPLICATIONS:

Staff will provide a more detailed budget implications analysis for consideration on Second Reading.

ATTACHMENT:

- Draft Ordinance

TOWN OF SUPERIOR
ORDINANCE NO. O-11
SERIES 2024

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF
SUPERIOR AMENDING CHAPTER 6 OF THE SUPERIOR MUNICIPAL
CODE BY THE ADDITION OF A NEW ARTICLE IX, REGULATING
SHORT-TERM RENTALS

WHEREAS, without regulation by the Town, nuisances created by short-term rentals, such as noise, parking issues and over-occupancy would negatively impact neighborhoods in the Town;

WHEREAS, the Town wishes to ensure the safety of guests staying in short-term rentals by ensuring that they meet minimal life-safety requirements; and

WHEREAS, the Town wishes to impose a fee to offset the costs of administering a short-term rental licensing program.

NOW BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO, as follows:

Section 1. Chapter 6 of the Superior Municipal Code is hereby amended by the addition of a new Article IX, to read as follows:

**ARTICLE IX
SHORT-TERM RENTALS**

6-9-10 – Purpose and applicability.

(a) The purpose of this Chapter is to establish a comprehensive licensing program to safeguard the public health, safety, and welfare by regulating and controlling the use, occupancy, location, and maintenance of short-term rentals in the Town.

(b) This Chapter shall apply to short-term rentals only, as defined herein. This Chapter shall not supersede or affect any private conditions, covenants, or restrictions applicable to short-term rentals.

6-9-20 – Definitions.

For purposes of this Chapter, the following terms shall have the following meanings:

Accessory dwelling unit means a residential dwelling unit constructed and occupied in compliance with Section 16-6-160 of this Code.

Short-term rental means a residential dwelling unit, or any room therein, or a permitted accessory dwelling unit available for lease for a term of less

than thirty (30) consecutive days, excluding bed and breakfasts and accommodation units.

6-9-30 – License required.

(a) General. A current, valid license is required for each short-term rental in the Town. Each short-term rental license is non-transferable.

(b) Application. For new licenses and renewals, the short-term rental owner firm shall file an application with the Town Clerk, on forms supplied by the Town, accompanied by the following:

- (1) An application fee as set by resolution of the Board of Trustees;
- (2) An affidavit, signed by the owner, under penalty of perjury, certifying that the short-term rental is in habitable condition and complies with the health and safety standards set forth in this Chapter, that the owner has complied with subsection (3) hereof, when applicable, and all other applicable provisions of the Code; and
- (3) If the short-term rental is subject to a homeowner association or private covenant, the short-term rental owner shall verify that the short-term rental does not require approval from or the short-term rental has received approval.

(c) Expiration. Each short-term rental license shall expire on December 31 of the calendar year in which it was issued, or when title of the short-term rental transfers to a new owner, whichever occurs first. Each change in ownership of a short-term rental shall require a new license.

(d) Timing. An initial application shall be filed at least thirty (30) days prior to any advertising of a short-term rental. A renewal application shall be filed by December 1 of the year in which the license expires.

(e) Revocation. In addition to any other penalties allowed by this Chapter, the Town may revoke any short-term rental license if the Town finds and determines that any violation of this Chapter exists at the short-term rental; provided that the Town provides the licensee with at least fourteen (14) days' prior written notice and an opportunity to be heard prior to revocation. The notice shall include a description of the violation and the date and time when the short-term rental owner may appear and be heard, and the notice shall be either personally served on the short-term rental owner or mailed by first-class United States mail to the last-known address of the short-term rental owner.

6-9-40 – Insurance.

Every short-term rental shall be continuously insured, with minimum limits of \$1,000,000. The insurance may be in any of the following forms: property liability insurance; commercial liability insurance; or an endorsement to a homeowner's policy for coverage of short-term rental activities. Insurance provided by online short-term rental platforms does not qualify as valid insurance under this subsection.

6-9-50 – Health and safety.

(a) Standards. Each short-term rental shall comply with all applicable building health and safety standards adopted by the Town, and the following additional standards:

- (1) Buildings, structures and rooms shall not be used for purposes other than those for which they were designed or intended.
- (2) Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected and shall be kept in sound condition and in good repair.
- (3) An operable toilet, sink, and either a bathtub or shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.
- (4) There shall be a sufficient number of trash receptacles to accommodate all trash generated by the occupants.
- (5) The use of portable outdoor fireplaces is prohibited.
- (6) Electrical panels shall be clearly labeled.
- (7) Each short-term rental shall have operational smoke and carbon monoxide detectors in each room, provide for evacuation routes, and have operational fire extinguishers.

(b) Signage. A sign, in a form approved by Town, shall be conspicuously posted inside each short-term rental with the short-term rental license number, the owner's current contact information, and the physical address of the short-term rental, including unit number if applicable.

(c) Maximum occupancy. The maximum number of persons allowed to occupy a short-term rental shall not exceed two (2) individuals per bedroom, plus two (2) other individuals.

(d) Multiple short-term rentals. Multiple short-term rentals on the same lot or parcel of real property are prohibited. This limitation applies to two (2) or more short-term rentals operating within the same dwelling unit at the same time, or within a dwelling unit and an accessory dwelling unit at the same time.

(e) Parking. Parking for short-term rental shall be located on the same lot as the short-term rental unless there is no established parking on the lot. A maximum of two (2) vehicles may park off-site when there is no established parking on the property. All vehicles shall be parked in designated parking areas, and parking is prohibited in any landscaped area.

6-9-60 – Advertising.

Advertising for a short-term rental shall include the short-term rental license number immediately following the description of the short-term rental.

6-9-70 – Taxes.

All applicable taxes for short-term rentals shall be timely collected and remitted.

6-9-80 – Initial complaints.

Initial complaints concerning a short-term rental property shall be directed to the owner of the short-term rental. The owner of short-term rental shall resolve the issue that was the subject of the complaint within sixty (60) minutes, or within thirty (30) minutes if the problem occurs between 11:00 p.m. and 7:00 a.m., including visiting the site if necessary.

6-9-90 – Violation and penalties.

(a) Violation. It is unlawful to violate any provision of this Chapter. Each day of violation shall be deemed a separate offense.

(b) Liability. Each short-term rental owner shall be liable for any and all violations occurring at the short-term rental.

(c) Civil enforcement.

(1) If the Town chooses civil enforcement, a citation may be served by posting on the front door of the short-term rental, or by personal service on the short-term rental owner, or by mailing first-class U.S. Mail to the last known address of the short-term rental owner.

(2) Civil violations shall be subject to the following fines and penalties, per short-term rental:

First violation in any twelve (12) month period: \$150.00

Second violation in any twelve (12) month period: \$300.00

(3) All penalties shall be paid within fourteen (14) days of the date of the citation. If the civil violation is paid, there shall be no opportunity to challenge or otherwise appeal the violation. If the short-term rental owner disputes the violation, the short-term rental shall file a written protest with the Town within fourteen (14) days of the date of the citation.

(4) If the short-term rental owner protests the citation, the Town shall cancel the citation and proceed to criminal enforcement.

(5) If the penalty is not timely paid and no protest is timely filed, the Town may summarily suspend the short-term rental license until the penalty is fully paid. Written notice of such suspension shall be provided to the last-known address of the short-term rental owner.

(d) Criminal enforcement. If the Town chooses criminal enforcement or a protest is filed and the civil citation is canceled, a summons and complaint may be

served as provided in the Colorado Municipal Court Rules of Procedure. The penalties shall be as set forth in Section 1-3-20 of this Code.

(e) Suspension. Regardless of the type of enforcement, the third violation in any twelve (12) month period for a single short-term rental, regardless of ownership of the short-term rental, shall result in a three (3) year suspension, commencing on the date of the last violation, during which no license shall be granted for such short-term rental.

(f) Other Remedies. In addition to the penalties described above, the Town shall have any and all remedies provided by law and in equity for a violation of this Chapter, including without limitation: damages; specific performance; and injunctive relief, including without limitation an injunction requiring eviction of any occupants of the short-term rental and an injunction to prohibit the occupancy of any property in violation of this Chapter.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one or part or parts be declared unconstitutional or invalid.

Section 3. Safety. This Ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

INTRODUCED, READ, PASSED AND ORDERED PUBLISHED this ____ day of _____, 2024.

Mark Lacis, Mayor

ATTEST:

Lydia Yecke, Town Clerk