



Town Council
Meeting Agenda
Monday, July 13, 2026
6:00 PM
Town Hall Council Chambers
124 E. Coal Creek Drive

The Council meeting will be held in person and online. Members of the public may participate in the meeting in person or [via Zoom](#) or view it on YouTube (closed captioning is available). The recording of the Council meeting will be made available on [YouTube](#) and at [SuperiorColorado.gov](#) after the meeting.

1. Dinner with Cultural Arts and Public Spaces Advisory Committee (CAPS) 6 p.m.
2. Preliminary Matters 7:00 p.m.
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda
 - d. Council Reports
 - 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)
3. Advisory Committee Interviews
 - a. Advisory Committee Interviews
4. Project Updates
 - a. Rock Creek Parkway and Indiana Street Construction Project Updates
5. Consent Agenda
 - a. Approval of Council Meeting Minutes
 - b. Acceptance of Committee Meeting Notes
 - c. Proclamation for Outgoing Advisory Committee Members
 - d. Alcohol in Public Permit - Cornhole Tournament
 - e. A Resolution of the Town Council of the Town of Superior approving a Construction Contract with McCauley Constructors, Inc. for the Superior Community Center Improvements Project

- f. A Resolution of the Town Council of the Town of Superior Announcing the Town's Participation in a Coordinated Election with Boulder County for the Town's November 3, 2026, Regular Election
 - g. 2026 Advisory Committee Guidebook Approval
 - h. An Ordinance of the Town Council of the Town of Superior Amending the Superior Municipal Code Declaring Dangerous Open Pits or Excavations as Specific Nuisances
 - i. Airport Noise Report — May 2026
- 6. Regular Agenda
 - a. Consideration of Resolution of the Town Council of the Town of Superior Approving Appointment to the Planning Commission (PC) by way of Vote
- 7. Public Hearing
 - a. An Ordinance of the Town Council of the Town of Superior Amending Section 16-20-30(b) of the Superior Municipal Code Regarding the Definition of Nighttime Hours for Outdoor Lighting Requirements
- 8. Executive Session
 - a. Executive Session to determine positions relative to matters that may be subject to negotiations, determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e), regarding an existing intergovernmental agreement between the Town and the City of Louisville.
- 9. Adjournment

Public comments regarding general Town Council agenda items that are not a public hearing should be submitted with sufficient time ahead of the meeting to allow an opportunity for Council Members to review.



Item Number:3.a.

Information for Meeting of the Superior Town Council

Agenda Item Name: Advisory Committee Interviews
Meeting Date: July 13, 2026
Presented By: Matt Magley, Town Manager
Presented For: Discussion

Background:

Staff has scheduled interviews with the Town Council for candidates interested in consideration for appointment to serve on the Cultural Arts and Public Spaces Advisory Committee (CAPS) and the Open Space Advisory Committee (OSAC). All Advisory Committee vacancies are advertised through Town media. Each candidate has prepared a brief introduction statement to present to the Council and application materials have been included for review. Listed below are the applicants scheduled to interview with the Council:

Cultural Arts and Public Spaces Advisory Committee (CAPS) – 1 vacancy:

- Jason Hanson

Open Space Advisory Committee (OSAC) – 1 vacancy:

- Dan Weber

Please Note: the advisory committee application was updated February 10, 2026, with the addition of committee-specific questions; some applications may vary.

Recommendation:

Budget Implications:

None

Motion:

Attachments:

1. Advisory Committee Interviews_1CAPS_1OSAC_7.13.26_Public
2. Advisory Committee Specific Interview Questions

Cultural Arts and Public Spaces Advisory Committee (CAPS)

Board Details

[CAPS meetings, agendas, notes, and videos](#)

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 art experiences, inspirational public spaces, and engaging the community with artistic opportunities that promote creative experiences. 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 Town Council each year. From there, CAPS regularly seeks community input and/or makes recommendations to the Council for all of their creative endeavors.

Committee members typically participate in one meeting per month, along with an additional 20 hours or so throughout the year, depending on committee needs.

Overview

- Size 9 Seats
- Term Length 3 Years
- Term Limit 0 Terms

Additional

Meeting Information

Date: Fourth Thursday of Each Month Time: 6:00 pm - 8:00 pm Location: Superior Community Center
1500 Coalton Road, Superior, CO. 80027 *August through December meetings will be held at Town Hall
124 E. Coal Creek Dr. Superior, CO 80027 CAPS meetings are currently held in person with a concurrent
virtual option: <https://bit.ly/3t6aPnN>

Contact the Committee Members

<https://us.openforms.com/Form/53c5dd85-cbc7-4b52-8971-68a75bbf0df1>>Message
CAPS<a>

Staff Liaison

Jennifer Garner - Arts & Historical Programs Supervisor

Town Council Liaison and Alternate

Neal Shah, Stephanie Miller

Establishing Resolution

[Establishing_CAPS.pdf](#)

Committee Work Plan

[CAPS_2026_Work_Plan_FINAL.pdf](#)

[CAPS_2025_Work_Plan_-_FINAL.pdf](#)

Additional Documents

Cultural Arts and Public Spaces Advisory Committee (CAPS)

Board Roster

□

Stephanie T Coffin

1st Term May 23, 2022 - Jun 30, 2027

□

Claire Dixon

1st Term May 12, 2026 - Jun 30, 2029

□

Ardyce Lebewitz

1st Term Aug 11, 2025 - Jun 30, 2028

Office/Role Secretary

□

Xochiquetzal Luna

Partial Term May 12, 2026 - Jun 30, 2028

□

Liza A Mckenzie

2nd Term Jul 10, 2023 - Jun 30, 2029

Office/Role Vice Chair

□

Chris Nunes

2nd Term Aug 28, 2023 - Jun 30, 2029

□

Sherry L Smith

1st Term Jan 23, 2023 - Jun 30, 2027

□

Andrew Vaughan

2nd Term Jan 23, 2023 - Jun 30, 2029

Office/Role Chair

□ **Vacancy**

Application Form

Profile

General Instructions:
Superior residents interested in serving on a Town of Superior Advisory Committee must complete this application. This form is designed to facilitate the application process for any of the seven committees. Appointments are made by the Superior Town Council and applications are reviewed as vacancies arise. Interviews are required as part of the selection process and scheduled periodically as appointments are typically made quarterly, corresponding with Town Council meetings. You may apply to multiple committees, however, once a vacancy opens, you must choose only one committee to interview for.

Applicants must be residents of the Town of Superior, with the exception of the Superior Historical Commission.

All applicants are asked to attend or virtually view at least one committee meeting to become familiar with the advisory committee’s work plan, requirements, and processes prior to being scheduled for an interview. All Town meetings are open to the public. Committee meetings, agendas, notes, and videos can be found on the [meetings and agendas homepage](#). Please also review the advisory committee handbook to ensure there are no conflicts of interest and you are comfortable with all policies and protocols. All committees and committee members must also comply with the [Town’s Municipal Code](#) and State open government rules.

Which committees would you like to apply for? Residents can select multiple committees. Please select a Committee

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

Jason		Hanson
First Name	Middle Initial	Last Name

Question applies to multiple boards

Preferred Pronouns (Optional)

He/Him

Email Address		
Home Address		Suite or Apt
City	State	Postal Code
Primary Phone		

Question applies to multiple boards

Years of Residence in Superior

3.5

Question applies to multiple boards

Employer

CU Boulder

Question applies to multiple boards

Position / Title

Director, Presidents Leadership Class

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

Do you have any specific ideas for activating public spaces, creating cultural experiences, or adding art installations to the Town of Superior?

I have spent 20+ years building community and cultural experiences at universities and value the unique role that the arts and public spaces contribute to the identity and sense of belonging in a community. The ideas that got me excited to serve the residents and Town of Superior center on engaging our youth and local artists in community showcases and opportunities to grow their ability to express themselves through self-authorship and creative endeavors. I draw from the front row seat I've had in communities across the U.S. and from experiences such as the art museum excursions I bring my CU classes to and from the outdoor art festival I ran in college. I also draw from the childhood experience of watching my mother grow into becoming a fulltime professional artist and seeing how she's grown into the consummate artist along the way.

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

Is there a particular area in Superior you think could use more art?

I love the idea of growing our work with local schools to showcase young artists' work in our community centers. I think our outdoor sculptures enrich the community and see potential for those along the bike paths and community intersections. Lastly, I think there is significant opportunity related to overlapping with the arrival of the Sundance Film Festival to BOCO.

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

What is your favorite piece of art or public space in Superior?

"This" is my favorite piece of art in Superior. I love how it frames the majestic views that set the stage for my favorite trail rides and bonding experiences with other families. Everyday when I drive by it I am reminded of how special this community is and how thankful I am to live here again and raise my family in Superior.

Question applies to multiple boards

All applicants are asked to attend or virtually view at least one committee meeting to become familiar with the advisory committee's work plan, requirements, and processes prior to being scheduled for an interview. All Town meetings are open to the public. Committee meetings, agendas, notes, and videos can be found at <https://superiorco.portal.civicclerk.com/>.

[Advisory Committee Handbook](#) for more information and examples of conflicts of interest.

Question applies to multiple boards

Do you have any potential conflicts of interest that might limit your ability to serve on the committee or participate in certain projects or activities? Please reference the Advisory Committee Handbook link above.

☐ Yes ☒ No

Question applies to multiple boards

If yes, or unsure, please explain:

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

Have you attended or viewed a CAPS meeting?

☒ Yes ☐ No

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.

During College I led an outdoor winter art festival called Glacier Glide for the Lake Superior Art Association where local artists (professional, aspiring, and students from local schools) exhibited their works along 2 miles of nature trails of an isthmus called "Presque Isle Island." For my day job I run, and teach in, CU Boulder's oldest leadership program, the Presidents Leadership Class. Some of my transferrable skills from this experience include bringing my classes to CU's Art Museum for applied learning, I lead a board and head up fundraising, I lead and influence without authority to advance my program's positioning across campus, and I get to overlap with several business and civic leaders throughout the state. These days my volunteer work centers on helping people and organizations leverage their strengths for higher levels of success. This month I'm working with the CU Football team (athletes and coaches) and I do guest lectures at CU each semester. I have led these same efforts with veterans groups, scout groups, high school athletics teams, various teams and departments at CU, and in 1:1 professional coaching settings. I also volunteer with my children's activities (BVSD/SES, Cub Scouts, and Girls Softball) and through my work at CU Boulder (YMCA camps, service projects with my leadership students, etc.).

Question applies to multiple boards

Do you have previous experience serving on a Town Advisory Committee, other Town volunteer projects or volunteering with Town events or programs? Please explain.

Not yet.

Question applies to multiple boards

Please provide any additional comments or information that you feel qualifies you to serve on the advisory committee for which you expressed interest. Please include any additional documents you feel may be relevant.

My mother is a professional artist that did not come up through a formal program. My childhood memories of seeing her teach herself how to engage with various mediums and establish herself as a fulltime artist over two decades grew my appreciation for what art can add to a community and the families impacted. I have my own unconventional path overlapping with the arts and think that has equipped me to contribute to this work. I suspect I bring a unique background to the PACS team and have significant transferrable experience to draw from in this role.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload relevant document

Town Documents

Question applies to multiple boards

Have you had the opportunity to review any of the following Town of Superior documents available on the Town's website? If so, please select the document(s) you have reviewed. Links are provided below.

Please note: Familiarity with these documents is not required to serve on an Advisory Committee.

- [Superior Comprehensive Plan](#)
- [Open Space Summary Report \(OSAC\)](#)
- [Parks, Recreation, Open Space and Trails Master Plan \(PARC\)](#)

Committee Work Plans:

- [Advisory Committee for Environmental Sustainability \(ACES\)](#)
- [Cultural Arts and Public Spaces Advisory Committee \(CAPS\)](#)
- [Historical Commission \(SHC\)](#)
- [Open Space Advisory Committee \(OSAC\)](#)
- [Parks and Recreation Advisory Committee \(PARC\)](#)
- [Planning Commission \(PC\)](#)
- [Superior Youth Leadership Council \(SYLC\)](#)

Question applies to multiple boards

Superior Comprehensive Plan

☒ Yes ☐ No

CAPS Work Plan

☒ Yes ☐ No

Jason B. Hanson

CAREER THEMES

- Learning & Development – 20 years of Leadership and Development offerings ranging from emerging leader programs, manager-level leadership programs and leadership coaching
- Training & Coaching – 15 years of helping organizations and individuals grow into greater levels of success via group and individual approaches
- Strategy & Operations – extensive management experience focused on organizational effectiveness and people-centered approaches in training, supervision and area management
- Project Management – facilitated delivery of projects, programs and software via team and matrixed structures using adult learning theories and change management methodologies
- Supervision & Mentoring– 15 years of leading small to medium sized teams (3 – 27 people)
- Led and Supported System-Wide Initiatives – created and executed several types of programs for aspiring, emerging and advanced leaders that incorporated coaching and 360 feedback tools

PROFESSIONAL WORK EXPERIENCE

Presidents Leadership Class, University of Colorado – Boulder, CO **08/23 – Present**

Director, Presidents Leadership Class

- Lead overall program including supervision, finances, fund raising, and student
- Teach for-credit courses in program
- Design and conduct workshops, training sessions, and lectures on various facets of leadership
- Incorporated new layers of wellness and career readiness to PLC's leadership development process

Leeds School of Business, University of Colorado – Boulder, CO **11/19 – 08/23**

Assistant Director, Graduate Career Management

- Lead one-on-one coaching and advising sessions with students across graduate business programs
- Design and conduct workshops, training sessions, and lectures on career-related topics
- Created and implemented a Peer Coach program to improve remote onboarding of MBA students

Advancement, University of Colorado – Boulder, CO **06/17 – 12/18**

Director of Development, Parent Giving & Boulder Advancement Programs

- Consulted with executives and senior leaders to solve organization challenges
- Supervised three senior level Major Gift Officers with nation-wide portfolios
- Analyzed data to inform process, program improvements and overall strategy
- Led fundraising and engagement for a national portfolio covering Tier 1 markets for CU Boulder
- Worked collaboratively with leaders across departments to ensure a donor-centric experience

Glorioski Group – Superior, CO **01/06 – Present**

Professional Coach

- Professional Coaching and Consulting practice focused on leadership development
- Specialization in serving high performing individual contributors and newer leaders/managers

Charles Schwab & Co. – Lone Tree, CO**03/16 – 05/17***Senior Manager, Organizational Development*

- Completed Gallup's Strengths Performance Coach certification and coached company leaders
- Oversaw vendor-led offerings (e.g. Franklin Covey, Situational Leadership, Lynda.com)
- Created and implemented pivotal self-directed learning initiative aligned with company-wide leadership model for employees at all stages of their career
- Managed the development, deployment and reporting of surveys across system-level learning
- Collaborated with senior leaders to drive value across Schwab Self-Directed Learning offerings
- Established project plans and scope of delivery requirements in conjunction with stakeholders
- Served as Champion for Situational Leadership workshops and the Strengths Community
- Curated and aligned learning resources across enterprise L&D programs

Leeds School of Business, University of Colorado – Boulder, CO**12/15 – 3/16***Career Development Contractor for project with CU Athletic Department*

- Created and delivered career development workshop series for high achieving student-athletes
- Developed and facilitated tailored sessions for specific competencies and learning outcomes
- Leveraged Strengths-based Leadership concepts to maximize individual and group performance

Catapult - Chicago, IL**07/15 – 03/16***SaaS Sales*

- Primary sales agent for educational start-up, marketing license agreements for a leadership portal with proprietary 360 and teamwork assessments, coaching readouts and train-the-trainer services
- Grew business to academic clients and expanded offerings to serve industry and non-profit clients
- Consulted with clients and developed systems for advancing the decision process and onboarding

Northwestern University - Evanston, IL**07/06 – 07/15***Assistant Director, Leadership Development*

- Led teams responsible for large-scale events and leadership trainings. Headed up 30+ programs focused on leading oneself, teams, organizations and change initiatives.
- Designed, implemented and managed leadership programs for emerging and high potential leaders
- Trained hundreds of participant annually in new roles to head up small to medium sized groups
- Tailored training and implementation of Gallup's Strengths Finder for over 500 participants
- Responsible for LMS platforms including Campus Labs, Blackboard and Canvas
- Trained Leadership Coach, incorporating proprietary teamwork assessments and 360 read outs into development plans for clients with advanced and intermediate experience levels

Nova Quest Group, Quintiles Transnational - Wausau, WI**12/04 – 7/06***Pharmaceutical Sales Representative*

- Directed all territory management functions including budgeting, inventory, scheduling, routing, coordinating Geo-pod meetings and coordinating speaker programs
- Launched product and supported multiple stages of national branding campaigns
- Managed a portfolio of Eli Lilly product lines at various points in their brand/patent life cycle
- Earned leadership training positions for inter-divisional partnerships and the sales database system

Campus Living Villages (CLV) - Houston, TX**07/01 – 12/04***Managing Director*

- Supervised teams responsible for the full-service, 24/7 operation of residential communities
- Led operational components at 8 properties serving thousands of clients in year-round settings
- Repaired and strengthened relationships between clients and senior regional management

EDUCATION

- The Gallup Organization ... Certified Strengths Coach
- Northwestern University ... Master of Sports Administration, Marketing & Public Relations
- Northern Michigan University ... Bachelor of Science, Business Management

▢

Town of Superior Advisory Groups

Open Space Advisory Committee (OSAC)

Board Details

[OSAC meetings, agendas, notes, and videos](#)

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 events, education and volunteer programs.

Goals

- To advise the Town Council 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.

Committee members are expected to attend and actively participate in one standing meeting each month, with an additional time commitment of approximately 10-20 hours as needed based on committee demands.

Overview

- ▢ **Size** 9 Seats
- ▢ **Term Length** 3 Years
- ▢ **Term Limit** 0 Terms

Additional

Meeting Information

Date: Second Wednesday of Each Month Time: 6:00 pm - 8:00 pm Location: Superior Community Center
1500 Coalton Road, Superior, CO. 80027 *August through December meetings will be held at Town Hall
124 E. Coal Creek Dr. Superior, CO 80027 OSAC meetings are held in person with a concurrent virtual
option: <http://bit.ly/2Xufkkg>

Contact the Committee Members

<https://us.openforms.com/Form/878e5813-c1fc-4258-9785-57b13922d8ef>>Message
OSAC

Staff Liaison

Phary Om - Open Space Ranger II

Town Council Liaison and Alternate

Mike Foster, Stephanie Miller

Establishing Resolution

[2012_Resolution_Resestablishing_OSAC.pdf](#)
[Establishing_OSAC.pdf](#)

Committee Work Plan

[OSAC_2026_Work_Plan_Final.pdf](#)
[2025_OSAC_Work_Plan_Final.pdf](#)

Additional Documents



□ Town of Superior Advisory Groups

Open Space Advisory Committee (OSAC)

Board Roster

□ **Todd T Gleeson**

1st Term Aug 12, 2024 - Jun 30, 2028

Office/Role Chair

□ **Amber Greves**

2nd Term Jun 30, 2021 - Jun 30, 2027

□ **Joann Y Maneri**

1st Term Feb 12, 2024 - Jun 30, 2029

□ **Michael Mcdonnell**

2nd Term Jun 30, 2021 - Jun 30, 2028

□ **Kara Neuse**

2nd Term Sep 28, 2020 - Jun 30, 2029

□ **Gordon N Sims**

1st Term Oct 28, 2025 - Jun 30, 2029

□ **Rita A Trainor**

2nd Term Aug 08, 2022 - Jun 30, 2029

Office/Role Vice Chair

□ **Cristi M Verbeck**

2nd Term Jan 23, 2023 - Jun 30, 2029

□ **Vacancy**

Application Form

Profile

General Instructions:
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Which committees would you like to apply for? Residents can select multiple committees. Please select a Committee

Open Space Advisory Committee (OSAC): Submitted

Dan		Weber
First Name	Middle Initial	Last Name

Question applies to multiple boards

Preferred Pronouns (Optional)

Email Address		
Home Address	Suite or Apt	
City	State	Postal Code
Primary Phone		

Question applies to multiple boards

Years of Residence in Superior

Question applies to multiple boards

Employer

Blue Canyon Technology

Question applies to multiple boards

Position / Title

Principle Electrical Engineer

Question applies to Open Space Advisory Committee (OSAC)

What Open Space topics/projects are you most interested in?

Maintenance

Question applies to Open Space Advisory Committee (OSAC)

In your words, what is the mission of the Open Space Advisory Committee?

To advise the town on how to best utilize open space for the benefit of its residents and their priorities

Question applies to multiple boards

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[**Advisory Committee Handbook**](#) for more information and examples of conflicts of interest.

Question applies to multiple boards

Do you have any potential conflicts of interest that might limit your ability to serve on the committee or participate in certain projects or activities? Please reference the Advisory Committee Handbook link above.

☐ Yes ☒ No

Question applies to multiple boards

If yes, or unsure, please explain:

Have you attended or viewed an OSAC meeting?

☒ Yes ☐ No

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.

No civic or government experience, but I have experience as volunteer trail maintainer and further back with outdoor nonprofit club leader. My current occupation is electrical engineering lead in the aerospace industry for a small local company.

Question applies to multiple boards

Do you have previous experience serving on a Town Advisory Committee, other Town volunteer projects or volunteering with Town events or programs? Please explain.

No experience with other town projects, though I have brought suggestions to OSAC before. I am most passionate about our trails and open space.

Question applies to multiple boards

Please provide any additional comments or information that you feel qualifies you to serve on the advisory committee for which you expressed interest. Please include any additional documents you feel may be relevant.

I am a father of two young girls and passionate trail user and volunteer trail maintainer in Superior. My wife and I moved to Colorado 5 years ago and fell in love with Superior and the open space access it has. We bought a house on the coyote ridge open space to start our family and intend to stay here forever. We use the trail systems daily (coyote ridge and trails to parks, and multiple times weekly meadowlark/rock creek trail/others), and we put upwards of 40 hours each year into maintaining and cleaning up the coyote ridge trails ourselves. I am looking to engage with others in the community to maintain and improve our open space.

Question applies to multiple boards

Upload Resume

Question applies to multiple boards

Upload relevant document

Town Documents

Question applies to multiple boards

Have you had the opportunity to review any of the following Town of Superior documents available on the Town's website? If so, please select the document(s) you have reviewed. Links are provided below.

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- [Historical Commission \(SHC\)](#)
- [Open Space Advisory Committee \(OSAC\)](#)
- [Parks and Recreation Advisory Committee \(PARC\)](#)
- [Planning Commission \(PC\)](#)
- [Superior Youth Leadership Council \(SYLC\)](#)

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 Open Space Advisory Committee (OSAC)

OSAC 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?



Road Construction Updates

Rock Creek Parkway & S. Indiana St.

July 13, 2026

superiorcolorado.gov



Rock Creek Parkway

Update: Contractor is ~24 days schedule

Original Schedule

CONTRACTOR IS BEHIND
SCHEDULE

Phase 2A (RCP South): 5/8–5/29 (Actual 5/12–6/18)
Roadwork on southbound RCP from S. Indiana St. to S. 88th St.

Phase 2B (RCP North): 5/27–6/22 (Actual 6/19–7/27)
Roadwork on northbound RCP from S. Indiana St. to S. 88th St.

Phase 3 (88th Street): 6/23–7/7 (Est 7/28–8/11)
Roadwork on RCP/S. 88th St. roundabout and S. 88th St.

Phase 4 (CCD Int): 7/8–7/15 (Est 7/24–8/04)
Finish concrete work for new RCP/Coal Creek Drive roundabout

Phase 5: 7/16–7/21
Top lift and striping of RCP from S. Indiana St. through S. 88th St.



Schedule Delays

- Contractor is currently 24 working days behind schedule
- Contractor is projected to be 15 working days behind schedule once complete with 88th Street intersection.
- Schedule delays:
 - Additional weather delay days beyond the Monthly Anticipated Adverse Weather Days in the Contract = 0
 - Change order days = 2
- Delays primarily associated with contractor inefficiencies



Contract Enforcement



Staff can only enforce the contract language

- Staff has offered extended hours (7AM-7PM), Saturday work, and Holiday work to the contractor
 - To date, contractor has worked 2-3 extra days
- Staff cannot direct means and methods, can offer more working hours, can offer revised phasing options, and enforce the damages in the contract if schedule is not met.
- Staff has offered multiple schedule and efficiency alternatives to the contractor for consideration.
- Contract includes \$1,450/day liquidated damages.

New Schedule: Option 1

TOP LIFT AND STRIPING
SCHEDULED FOR NIGHTS OR
SATURDAYS AFTER 8/13
(SCHOOL START)

Phase 2A (RCP South): Complete

Roadwork on southbound RCP from S. Indiana St. to S. 88th St.

Phase 2B (RCP North): 6/19–7/27

Roadwork on northbound RCP from S. Indiana St. to S. 88th St.

Phase 3 & 4 (CCD and 88th Street): 7/28–8/11

Roadwork on RCP/S. 88th St. roundabout and S. 88th St. & Finish concrete work for new RCP/Coal Creek Drive roundabout – FULL CLOSURE OF RCP FROM CCD THROUGH 88TH ST. ROUNDABOUT

Phase 5 (Top Lift): Nights or Saturdays after 8/12

Top lift and striping of RCP from S. Indiana St. through S. 88th St.



Option 1: Phase 3 & 4 Combination



Roadwork on RCP/S. 88th St. roundabout and S. 88th St. &
Finish concrete work for new RCP/Coal Creek Drive roundabout

Schedule: 7/28 - 8/11

New Schedule: Option 2

- ROCK CREEK PARKWAY
FROM S. INDIANA ST.
THROUGH S. 88TH ST.
ROUNDAABOUT 100%
COMPLETE BY 8/12 (SCHOOL
START)
- LONGER FULL ROAD
CLOSURE

Phase 2A (RCP South): Complete

Roadwork on southbound RCP from S. Indiana St. to S. 88th St.

Phase 2B (RCP North): 6/19–8/4

Roadwork on northbound RCP from S. Indiana St. to S. 88th St.

Phase 3 (88th Street): 7/15–8/10

Roadwork on RCP/S. 88th St. roundabout and S. 88th St.

Phase 4 (CCD Int): 7/15–8/4

Finish concrete work for new RCP/Coal Creek Drive roundabout

Phase 5 (Top Lift): 8/5–8/10

Top lift and striping of RCP from S. Indiana St. through S. 88th St.



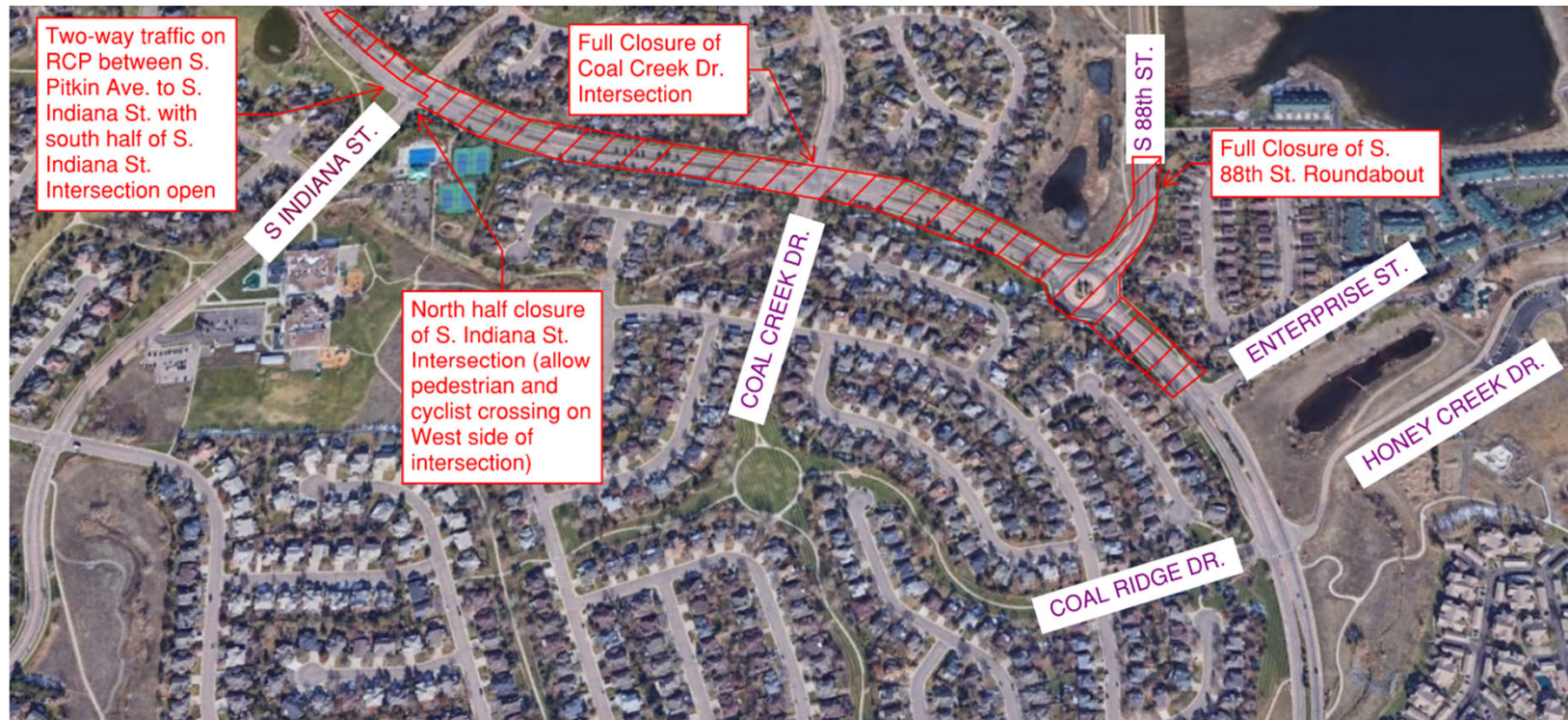
Option 2: Phase 2B



Roadwork on northbound RCP from S. Indiana St. to S. 88th St.

Schedule: 6/19 - 7/14

Option 2: Phase 2B, 3, & 4 Combination



Roadwork on northbound RCP from S. Indiana St. to S. 88th St. &

Traffic Control setup for Phases 3 and 4

Schedule: 7/15-8/4

Option 2: Phase 3 & 5 Combination

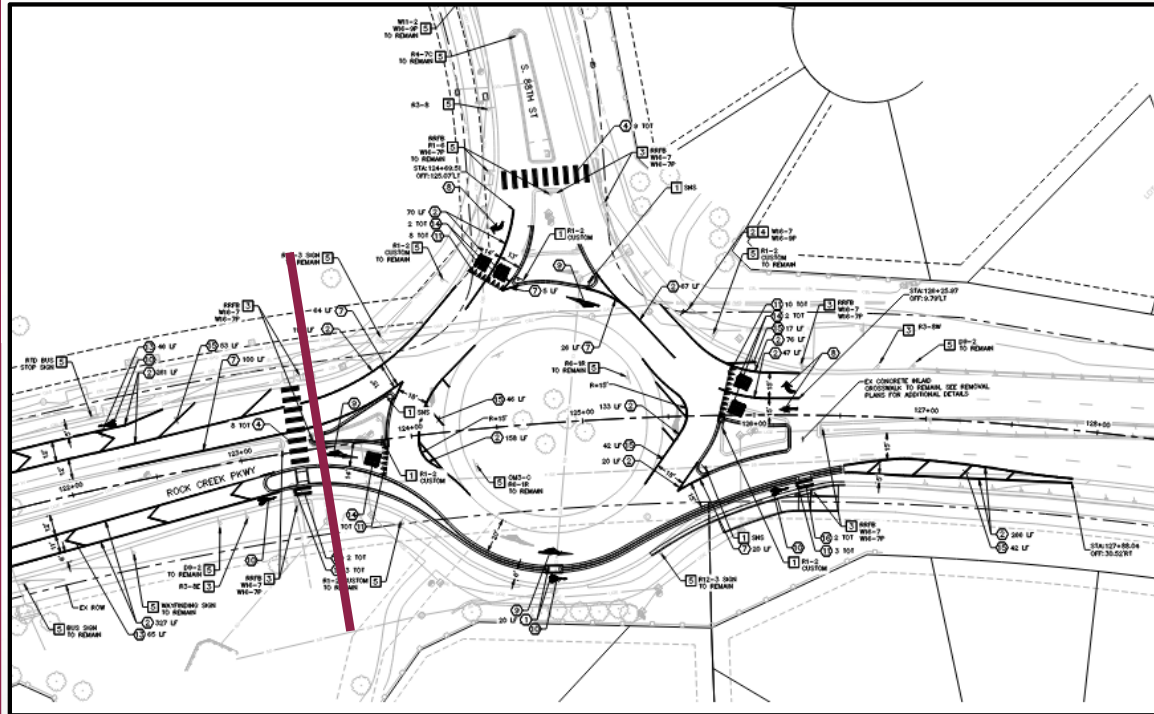


Roadwork on RCP/S. 88th St. roundabout and S. 88th St. &
Top lift and striping of RCP from S. Indiana St. through S. 88th St.

Schedule: 8/5-8/10

Worst Case Scenario

- 88th Street CANNOT be closed after August 11
- If Contractor is unable to complete 88th Street before August 11, we postpone the 88th Street work to Summer 2027 (after May 20)



Staff Recommendation

Staff Recommends Schedule Option 2

- Schedule Option 2 gives highest probability to complete work from S. Indiana St. through S. 88th St. before school start
- Option 1 top lift paving and striping requires:
 - Night work - noisy and disruptive to neighboring residents; OR
 - Saturday work – slower work due to weekend traffic delays
- Option 1 has vehicles driving on bottom lift of pavement for a longer stretch of time with no striping or with temporary striping

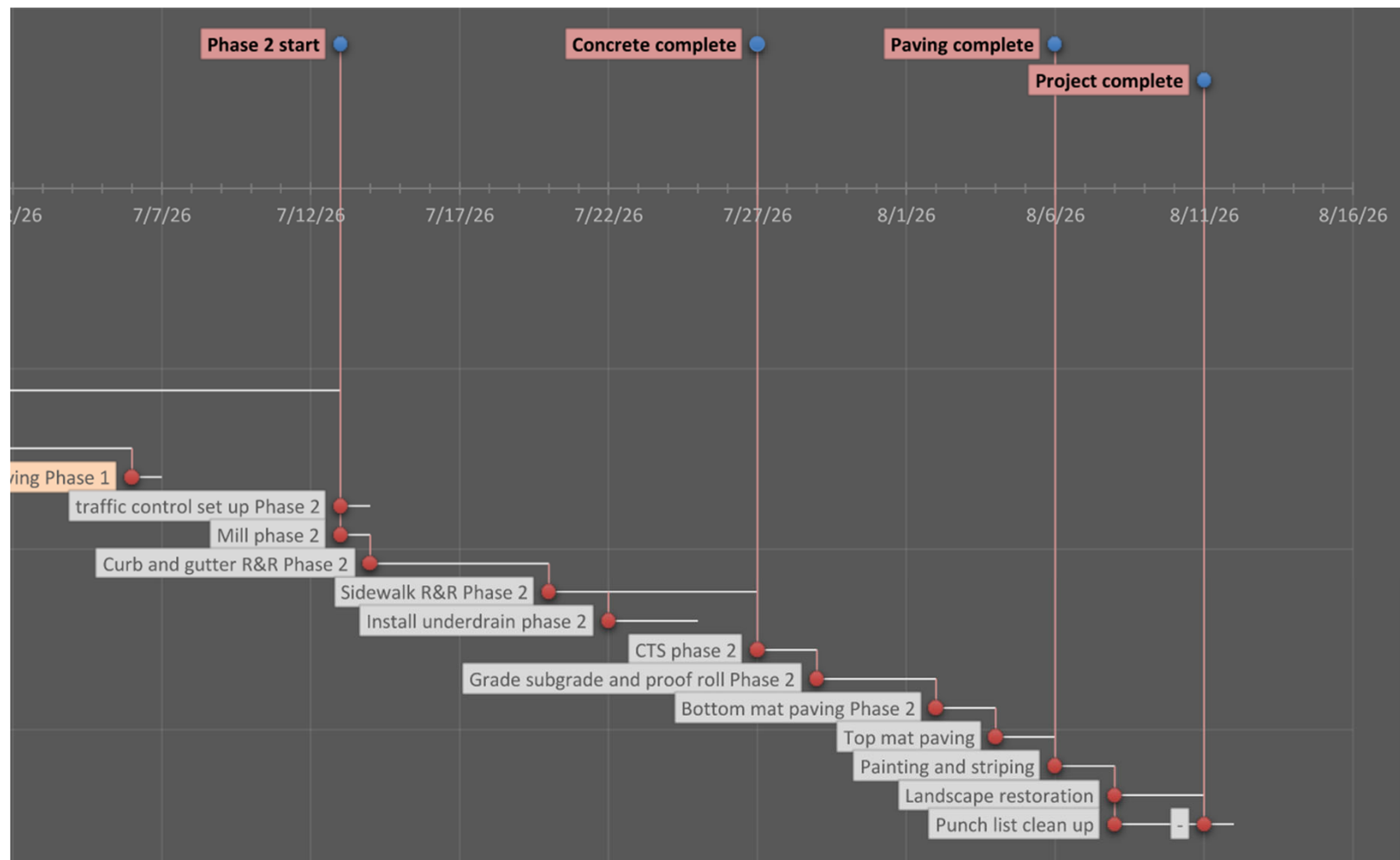




South Indiana Street

Update: Contractor is on schedule

Updated Schedule:



Phase 2:



Roadwork on S. Indiana St. from McCaslin Blvd to Mount Sopris Way

Schedule: 7/13-8/8



Thank you!

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Town Council

Meeting Minutes

June 22, 2026

Town Hall Council Chambers

124 E. Coal Creek Drive

6:00 PM

Dinner with Advisory Committee for Environmental Sustainability (ACES) (6 P.M.)

Preliminary Matters (7:00 p.m.)

Mayor Mark Lacis called to order the meeting of the Town Council.

a. Pledge of Allegiance

b. Roll Call

Present:

Mayor Mark Lacis

Mayor Pro-tem Jason Serbu

Council Member Heather Cracraft

Council Member Mike Foster

Council Member Jenn Kaaoush

Council Member Stephanie Miller

Council Member Neal Shah

Absent:

Others Present:

Town Manager Matt Magley

Town Attorney Nicholas Hartman

Town Clerk Shannon Dujardin

c. Approval of Agenda

Motion: Council Member Cracraft moved to approve the agenda, seconded by Council Member Miller.

Vote: PASSED. 7 - 0, Absent - 0

d. Council Reports

- 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)

No public comment given.

Consent Agenda

Motion: Council Member Cracraft moved to approve the consent agenda, seconded by Mayor Pro-tem Serbu.

Vote: PASSED. 6 - 0, Abstain - 1 (Kaaoush)

- a. Approval of Council Meeting Minutes
- b. Acceptance of Committee Meeting Notes
- c. Consideration of Resolution of the Town Council of the Town of Superior Making Appointment of a Municipal Judge and Associate Municipal Judge
- d. A Resolution of the Town Council of the Town of Superior Adopting Findings of Fact Related to the Denial of the Application for Approval of a Planned Development Plan Amendment for Superior Marketplace and Ratifying the Denial
- e. A Resolution of the Town Council of the Town of Superior Removing Michael Gordon from the Planning Commission

Public Hearing

- a. Public Hearing Regarding a New Entertainment Facilities License for LIV NailSpa LLC, 404 Marshall Road

Eric Nguyen, owner of LIV NailSpa appeared before Council to speak of his business.

Motion: Mayor Lacis moved to approve an application for an Entertainment Facility License for LIV NailSpa LLC, seconded by Council Member Shah.

Vote: PASSED. 7 - 0, Absent - 0

- b. An Ordinance of the Town Council of the Town of Superior Annexing to the Town the Real Property Located at 7494 Marshall Road and Zoning Such Property as Planned Development (PD)

The public hearing continued from the June 8, 2026, meeting. Representatives from Carmel continued their presentation.

Public Comment given by:

William Simmons

David Harper

Bob Lueke

Makia Minick

Jay Slater

Donelle Slater

Kim Orr

Mike Barnes

J. Mark Sears

Burton Lee

Mike Ingoldby

Chloe Ingoldby

Elizabeth Thompson

Elliot Fladen

Motion: Council Member Shah moved to Approve an Ordinance Annexing to the Town the Real Property Located at 7494 Marshall Road and Zoning Such Property as Planned Development (PD), seconded by Council Member Foster.

Vote: FAILED. 0 - 7, Absent - 0

Regular Agenda

- a. A Resolution of the Town Council of the Town of Superior Adopting a Drought Mitigation Plan

Presentation was given by Brannon Richards, Public Works and Utilities Director, and Jim Widner, Utilities Superintendent.

Motion: Mayor Lacis moved to approve a resolution adopting a drought mitigation plan, seconded by Council Member Foster.

Vote: PASSED. 7 - 0, Absent - 0

Adjournment

Adjourn 10:34 pm.

Mark Lacis, Mayor

Shannon Dujardin, Town Clerk



Open Space Advisory Committee (OSAC)
June 10, 2026, 6:00 PM
Superior Community Center
1500 Coalton Road

This meeting will be held in person and online. Members of the public may [participate in the meeting via Zoom \(instructions\)](#) or [view the meeting on YouTube](#) (closed captioning available). The recording of the meeting will be made available on [YouTube](#) and at [SuperiorColorado.gov](#) after the meeting.

1. Call Meeting to Order (6:00)
2. Preliminary Matters
 - a. Roll Call (6:01)
Present: Rita, Joann, Mike, Cristi, Amber
Absent: Todd, Gordon, Kara, Mike Foster
Staff: Leslie, Phary, Conor
 - b. Agenda Approval (6:05) - approved
 - c. Public Comment (limit 5 minutes/person) (6:07) - none
3. OSAC Discussion Items
 - a. Staff & Town Council Liaison Updates [Leslie/Phary/Mike] (6:10)
Phary:
 - NTD good turnout, weather, Wildflower walk
 - Winter and fall programming in progress
 - June 20 - Prairie Dog program @ Coalton Trailhead 9am-11am
 - BOCO Youth Corps - Meet leaders tomorrow, ready with projectsLeslie:
 - Proposed trail names are approved. Signage is ready for install, maps to be included later.
 - Getting new trail maps printed for 4th of July booth
 - Prairie dog relocation discussion with BOCO re: Sagamore colony, Leslie sent message to Open Space Director regarding PD planning
 - Discussed recent feedback from Sagamore resident re: communication regarding PD relocation, etc.
 - Amber suggested a more comprehensive PD plan for Superior and PD surveying
 - b. Property Evaluations Summary Report (6:40)
Summary shared by Rita. Recommend vote to approve (Joann, Mike 2nd)
 - c. Coyote Ridge Trail Consultant (6:50) - Pointe Strategies presentation (Annie McFarland, Joe Tehan)
 - d. Multi-use trail etiquette and speed limit signage recommendations (7:40)
Mike & Cristi recommended installing simple speed limit signage and courtesy messaging. Mike & Todd to share examples with Leslie for review with local law enforcement. The goal is to keep signage consistent with neighboring communities (Louisville, Lafayette, Broomfield)
 - e. Art in Open Space Guidelines discussion - Kara is on task with writing a position paper outlining our OSAC perspective of NOT having art in open space. She is reviewing documents from other towns in the state to get a sense of how theirs are written. The intent is to steer potential art towards public civic spaces.
4. Standing Updates (7:50)

a. Raptor Program - The raptor monitoring program currently has over 70 members-we picked up a few new folks at National Trails Day!! It continues to be an exciting time in Superior with the raptor nesting season. During the period of May 1st thru June 1st, the raptor monitoring program observed the following: 26 Great Horned Owls, 25 Red-Tailed Hawks, 12 American Kestrels, 6 Cooper's Hawks, 3 Bald Eagles, 2 Burrowed Owls (technically Boulder Open Space- near Oermann Roche Trailhead), 1 Peregrine Falcon (Total 75)

We had a fantastic May raptor walk... saw tremendous activity of red-tailed hawks and American Kestrels in Community Park.

b. Coyote Ridge - Signage update from Leslie in staff updates section

c. Wildlife Monitoring Program - no update

d. Town Wildlife Management Plan – Ashley DeLaup (wildlife ecologist) agreed to assist in development of the plan

e. Wildfire Update - working with Wildfire partners and CSU to strike a balance between fire mitigation and environmental impacts

f. Prairie Dog Update - Amber suggested a more comprehensive PD plan for Superior and PD surveying

g. East County Open Space Liaison - no update

5. OSAC Roundtable/New Business - Butterfly Pavilion Update: Madeline to discuss further property wildlife evaluation reports with Phary

6. Reminders

a. 4th of July Event

7. Adjourn (8:00)



Notes
Parks and Recreation Advisory Committee (PARC)
June 17, 2026
7:00 PM
Superior Community Center
1500 Coalton Road

This meeting was held in person and online. Members of the public may [participate in the meeting via Zoom \(instructions\)](#) or [view the meeting on YouTube \(closed captioning available\)](#). The recording of the meeting will be made available on [YouTube](#) and at [SuperiorColorado.gov](#) after the meeting.

1. Call Meeting to Order
2. Preliminary Matters
 - a. Roll Call
 - Present: Justin Willis, Martha Siegmund
 - Absent: Debra Bowes, Lindsay Kerr, Neha Myer
 - No quorum
 - Staff Present: Tim Barrette, Jordan Hayes
 - Town Council Member Present: Heather Cracraft
 - b. Approval of Agenda
 - c. Public Comment (limit 5 minutes/person)
3. Discussion Item(s)
 - a. Discuss Pirate Park Playground walk through
 - Pirate Park Playground replacement, project update – Jordan Hayes
 - RFP in progress with plans to go out soon. Plans will be for 50% payment in 2026 and the rest in 2027 with timing of a park opening anticipated in April/May of 2027. PARC to review the plans during Aug 19th meeting, after board has reviewed the Monday prior. Improvements will include the surface change from pea gravel.
 - b. Future park renovations, reference 2025 Park Evaluation
 - Reviewed need for Fire Station Park to be put onto the priority list for renovations. Park gets a lot of wind and has minimal shade, so equipment has heavy wear and tear over time.

- c. Recap from Central Park Grand Opening, June 14
 - Well attended, Historical Committee also opened cemetery during the day, overall great weather and day and feedback on the park
 - d. Town programming update & discussion, Indoor Programs – Tim Barrette
 - Survey currently out to understand what programming is being used, who is using it, and what might still be needed.
 - e. Front desk equipment storage idea, discuss feasibility
 - Overall would be a challenge on site, recommendation would be looking at options that are onsite at the park, such as Wildflower. Justin volunteered to help facilitate tennis racquets for the North courts if that is of interest.
 - f. PARC booth at July 4th Event
 - No current plans for booth.
 - g. 2026 PARC Work Plan check-in:
 - On track for 2026
 - h. New Committee Chair & Vice Chair Election (only if meeting has quorum)
4. New Business and Updates
- a. Updates from Town staff and/or Town Council Liaison
 - Superior Community Center will be closed for the grading project, between 2-3 months starting early August. Programming has successfully transitioned to the Civic Center during that time.
 - b. Summary points of meeting
 - Reviewed Pirate Park and Fire Station Park for renovations, discussed Central Park Grand Opening and plans for 4th of July event. We also discussed equipment boxes and town programming, along with the temporary closure of the SCC starting in Aug.
5. Adjourn



**Meeting Notes
Superior Historical Commission (SHC)
Friday, June 12, 2026
10:00 a.m.
Superior Community Center
1500 Coalton Road**

The Council meeting will be held in person and online. Members of the public may [participate in the meeting via Zoom \(instructions\)](#) or [view the meeting on YouTube](#) (closed captioning available). The recording of the meeting will be made available on [YouTube](#) and at [SuperiorColorado.gov](#) after the meeting.

1. Call Meeting to Order – meeting called to order by Dalton at 10:00 a.m.
2. Preliminary Matters
 - a. Roll Call
Present: Larry Dorsey, Dalton Valette, Karen Waligorski, Errol (Wally) Waligorski, Mary Cartwright, Susan Stanish, Scott Phillips, Maureen Hogg, Jill Roberts
Staff Present: Jennifer “JG” Garner, Arts & History Supervisor
Town Council liaison present: Heather Cracraft
Guests: Paul Gibbs; Jeanne Barrett
 - b. Approval of Agenda – motion made by Karen, approved by Scott; motion passed
 - c. Public Comment (limit 5 minutes/person) - none
3. General Updates, & Debriefing
 - a. Updates
 - i. Correspondence, completed/required
 - Mary sent a copy of the photos of kitchen utensils to Mrs. Donaldson; needs info on donor for the baby scale – Jill will send it to her
 - ii. Marshall Fire Remembrance subcommittee
 - Per Dalton, we had a meeting earlier this week; updates from town staff on timelines; we have a meeting scheduled with Louisville City Council to inform and answer questions; next steps are coordinating with nonprofits for donations; shoutout to the Lions Club and Jean as their representative for assistance
 - Per JG, they will be doing the survey and Geotech at the site; she and Leslie are meeting with Colorado Gives today to see about assistance with donation process
 - iii. RFI log and Mass Media list

- Maureen asked for input; no one had anything new to add
- iv. Volunteer(s)
 - Dalton will reach out to Nancy Thomas about upcoming participation in activities
- v. Donor(s), Lions Club, & recent donations
 - Per Mary, she is meeting with Mary Winter next week to accept a soap box offered for donation
 - Per Jill, the infant scale brought to our last open day was accepted for donation; form processed by collection team and Mary has info for sending a thank you
- vi. Collection management
 - No updates at this time
- vii. History Colorado Affiliates
 - Per Jill, she went to this month's webinar and it was on cataloging systems; their recommendations matched up with what we are doing
 - Per JG, she renewed the Affiliate membership at the cost of \$1.00 per year
- viii. Digital Screens
 - Per Dalton, he has been working on this; has been dealing with screen technology and discovered he could just upload PowerPoint presentations vs. figuring out other technologies on the screens; this will provide more flexibility for their use in the future
- b. Debriefing
 - i. May 18 Boulder Heritage Roundtable Awards Ceremony, Chautauqua Community House
 - Per Dalton and others, all went well and it was gratifying to receive the award; thanks to Heather and JG for participating; there was a good turnout from members of SHC
 - Per Larry, they issued us a certificate; we could hang this in Asti
 - ii. Cemetery and Veteran's Group placing flags at Civil War graves
 - Per Dalton, we had three flags placed for Memorial Day; we learned another person buried there is actually a vet
 - Per Wally, one of the vets there is a Confederate, just FYI; he floated the idea of possibly having permanent holders for the flags vs. having to push them into the ground every time
 - iii. June 6 open museums and cemetery
 - Per Susan, Jill, and Larry, attendance was on the low side for Asti and Grasso; per Jill, we could use some more of the bug traps as they have been working well
 - Per Larry, we could potentially increase attendance by bringing the fire truck to the museums
 - Per Dalton, cemetery was pretty quiet, maybe 3 visitors; it was hot that day so next time we could consider

moving the open time to earlier in the day and bring some temporary shade

- Per Scott, he and Dalton cleaned up trash there when they had downtime; regarding the sheet metal around the fencing to present prairie dogs, some of the fasteners are beginning to come loose
- Per Maureen, we could use a map to help people get from the museums and/or Town Hall up to the cemetery; this could also be incorporated into the Scroll & Stroll Walking Tour

iv. Art Source framing status

- Per Dalton, we have an exact quote and it is all paid for, so now we are waiting for it; may get around the end of August
- Per JG, we paid for delivery and install so they'll handle that; we would also like to create a placard acknowledging the donor and Art Source for their consideration in discounting the work they did

v. Heritage Roundtable and ANFRM

- Per Larry, no updates from Heritage Roundtable
- Per Jill, ANFRM is next Monday

vi. Preservation Plan work group

- Per Dalton, he had Scott have been working on a framework for the plan and have reviewed the initial version with JG; we plan to work with a consultant to help us with the creation
- Scott briefly reviewed the draft outline that has been shared with the group; he and Dalton reviewed preservation plans for other nearby towns, including Erie and Lafayette for inspiration; next step is continued coordination with JG and how this would interconnect with broader Arts and History master plan for the Town
- Per JG, she had to submit first round recommendations for the budget as discussed during our Town Council dinner but since that was a while ago she suggested that Dalton and Scott create a memo/pitch restating the need for the upcoming budget planning season

4. Work Plan Check-in

a. Discussion Items

i. Final planning for booth and fire truck at event; staffing/coverage; Arts & History booth for America 250 exhibit next to SHC

- Per JG – the SHC tent will be roughly where it always is with fire truck near it and the Arts and History America 250 booth next to it; we will have extra volunteers to help with coverage; we'll stanchion off the fire truck as before; we now have a sign showing the fire truck's timeline; per JG, Larry made a suggestion on a sticker highlighting US 250/Colorado 150/Superior 130 and she ordered 5,000 of those to hand out; she'll be working with Matt Rarick to make sure the truck is ready but he will not be in town that day; she asked for

Larry's help in driving it there the day before to have it ready; ideally anything we want to have on display should also get there the day before since the day of will be so hectic with other vendors, etc.; she ordered a new banner for the tent since the other one was lost; we'll need to plan ahead for things that need to be taken over the day before; she is confirming the number of children's fire hats we have to give away and determine whether we need to order

- Per group discussion; booth staffing volunteers are Larry, Susan, Wally, Karen, Scott
 - Per JG, it's best to arrive by 8:30 to get everything set up; Lydia will be there to help as well
 - Per Maureen, she suggested we look into creating paper models of the fire truck as giveaways in the future
- ii. Wall of Fame; Superior milestones project for museum; include Home Rule documentation
- Per Maureen, the Wall of Fame concept is to have display of major milestones
 - Group discussed wall ideas and the challenge of having enough space; maybe we could create a digital version that could go on the screens or elsewhere using QR codes
 - Per JG, the History Colorado "Moments That Made Us" could be a potential model for us to use to create this as one of the rotating screens
- iii. Collection: acceptance and cataloging process
- Per Jill, she has created a draft ten-step process; group agreed that it looked good
- iv. Walking Tour/Scroll & Stroll and QR code signage project
- Per Maureen, the Scroll & Stroll content document is created but we still need a map to be developed and need other graphics; Dalton to follow up and work with JG and Maureen to help move it along
- v. Fall Program planning; honorarium/fee (vote)
- Per Larry, our presenter is Gail Beaton speaking on the topic of Rosie the Riveter and date is October 14; her honorarium is \$150; the talk will be at the Downtown Civic Space; Larry moved that we authorize the expenditure, Dalton seconded the motion; the vote passed unanimously and the motion carried.
- vi. 501(c)(3) pursuit and organization (with overlap with Marshall Fire Remembrance)
- Per JG, she has an idea that Colorado Gives could be a short-term plan for raising money for Marshall Fire Remembrance, but we would need something more permanent for additional donations in the future
 - Per Heather, this has been on my mind and I think we need something more like an actual 501(c) (3) or something like the Superior Rising foundation in the interim

- Per JG, Louisville and Lafayette have foundations, we could learn more about how they do things

b. Upcoming Events

- i. June 19 work session, 10a.m. – 12 noon – to take place at SHC; topic of discussion will be planning for the hosting of ANFRM here in August (at Town Hall)
- ii. July 4 Town Event; SHC booth and fire truck; arrive by 8am for setup – see notes above
- iii. July 4 museums closed

5. Staff Updates

- i. Grasso grant status
 - Per JG, we're still working on the grant; we've been focused on getting assessments from the potential vendors so we can have a better idea of what and how much to ask for in the grant application
- ii. Lions signage install at Asti is in the works, no date yet
 - Per JG, hopefully this will happen this coming week
- iii. Update to Asti interpretive sign
 - Per JG, we know sign is outdated and the update is on the list; she will get with Comms and work with Larry to move this forward
- iv. Reminder: August through November meetings will be held at Town Hall due to construction at the Community Center

6. Other

- a. Per Jill, she will respond to the community inquiry about donating a burned post
- b. Per Larry, Leslie Clark had inquired about donating a grandfather clock from her family; he indicated it may not be appropriate to display in what would have been a miner's house of the time
- c. Per Jill, there is a clock in the basement with parts that perhaps we would want to have reassembled to display in the museum
- d. Per Dalton, there will be a grand opening ribbon cutting ceremony at Central Park tomorrow (June 14th) at 1:00 p.m. and he will open the cemetery for access between 1:00 and 3:00 p.m. as well

7. Adjourn

- a. Scott moved to adjourn, seconded by Jill. Motion carried, meeting adjourned at 11:58.

Next meeting: Friday, July 17, 2026, at the Superior Community Center



Meeting Notes
Superior Youth Leadership Council
June 3, 2026
6:30 PM
Superior Civic Space
2250 Main Street, Superior, CO

This meeting will be held in person and online. Members of the public may [participate in the meeting via Zoom \(instructions\)](#) or [view the meeting on YouTube](#) (closed captioning available). The recording of the meeting will be made available on [YouTube](#) and at [SuperiorColorado.gov](#) after the meeting.

1. Call Meeting to Order
2. Preliminary Matters
 - a. Roll Call
 - b. Approval of Agenda
 - c. Public Comment (limit 5 minutes/person)
3. Team Building
 - a. 4 Corners
4. Discussion Items
 - a. Welcome Courtney Craig
 - i. Attending in July
 - b. Parent's Night Out Review
 - i. Went well, not a lot of prep, easy
 - ii. Would be better if there was a better attendance- to send out more information to parents before
 - iii. Liked hosting it at Civic (free, large space, better contained). Okay with hosting at Civic or Eldorado for future events
 - iv. Tricky navigating random kiddos on the field/park. Can have kids decorate lanyards/badges to differentiate between kids
 - c. Work Plan check ins
 - i. 4th of July Check in
 1. Who can attend?
 - a. Yes: Hannah, Rachel, Carter, Ryan,
 - b. Maybe: Elizabeth, Avika, Mili, Megan, Jackson, Dylan, Aadi
 - c. Work plan: Hannah, Rachel, Elizabeth, Avika, Mili, Aadi
 2. Volunteer roles

- a. SYLC will be managing carnival game stations
- 3. SYLC booth
 - a. 2 members at all times, volunteers rotating out
 - b. Freebies/giveaways: work plan to purchase
- ii. Upcoming volunteer opportunities
 - 1. National Trails Day
 - a. Rachel, Aadi, Hannah, Avika, and Mili to attend
- d. Graduating Members
 - i. Senior Send Off Activity/Date
 - 1. Location: Activate in Orchard Westminster
 - 2. Late July/Early August- Poll to go out to select date
 - ii. Recruitment for SYLC members
 - 1. SYLC discusses different ways to recruit and offers option to shadow current chairs
- 5. Staff Updates
 - a. N/A
- 6. Council Updates
 - a. N/A
- 7. Adjourn



Item Number:5.c.

Information for Meeting of the Superior Town Council

Agenda Item Name:	Proclamation for Outgoing Advisory Committee Members
Meeting Date:	July 13, 2026
Presented By:	Matt Magley, Town Manager
Presented For:	Presentation

Background:

It is the Town's practice to recognize Advisory Committee members for their service. Proclamations have been prepared for this Town Council meeting to recognize committee members who have completed a minimum of one full-term of service:

Parks and Recreation Advisory Committee (PARC)

- Brent Hartman – Served from 2023 to 2026; completing one full-term of service.
- Burton McKenzie – Served from 2023 to 2026; completing one full-term of service.

The Town appreciates Brent and Burton for their dedicated service to the community and its residents through their commitment and contributions as members of an advisory committee. Their representation and service will be missed by their fellow committee members, the Mayor, Town Council, and Town staff. This proclamation officially recognizes Brent and Burton for their dedicated service to the Town of Superior and its residents.

Recommendation:

Presentation of Proclamation

Budget Implications:

Motion:

Attachments:

1. Brent Hartman_PARC_7.13.26
2. Burton McKenzie Proclamation_PARC_7.13.26



**A PROCLAMATION OF THE TOWN COUNCIL OF THE TOWN OF SUPERIOR
IN APPRECIATION OF THE SERVICE OF
BRENT HARTMAN**

WHEREAS, Brent Hartman is a resident of the Town of Superior and has been a strong advocate for the residents of Superior through volunteering to serve on the Parks and Recreation Advisory Committee and is to be commended for his effort to help make our community a better place; and

WHEREAS, Brent Hartman was appointed to the Parks and Recreation Advisory Committee in 2023 and continued to serve on the Committee until 2026; and

WHEREAS, Brent Hartman generously shared his skills and dedication by taking an active role in shaping the future of the Town of Superior; and

WHEREAS, The Town of Superior has benefited from Brent's volunteered time and energy and thoughtful participation on the Parks and Recreation Advisory Committee.

NOW, THEREFORE, THE TOWN OF SUPERIOR HEREBY PROCLAIMS ITS APPRECIATION TO BRENT HARTMAN FOR HIS SIGNIFICANT CONTRIBUTION TO THE COMMUNITY AND FOR HIS SERVICE ON THE PARKS AND RECREATION ADVISORY COMMITTEE.

ADOPTED this 13th day of July 2026.

Mark Lacis, Mayor



**A PROCLAMATION OF THE TOWN COUNCIL OF THE TOWN OF SUPERIOR
IN APPRECIATION OF THE SERVICE OF
BURTON MCKENZIE**

WHEREAS, Burton McKenzie is a resident of the Town of Superior and has been a strong advocate for the residents of Superior through volunteering to serve on the Parks and Recreation Advisory Committee and is to be commended for his effort to help make our community a better place; and

WHEREAS, Burton McKenzie was appointed to the Parks and Recreation Advisory Committee in 2023 and continued to serve on the Committee until 2026; and

WHEREAS, Burton McKenzie generously shared his skills and dedication by taking an active role in shaping the future of the Town of Superior; and

WHEREAS, The Town of Superior has benefited from Burton's volunteered time and energy and thoughtful participation on the Parks and Recreation Advisory Committee.

NOW, THEREFORE, THE TOWN OF SUPERIOR HEREBY PROCLAIMS ITS APPRECIATION TO BURTON MCKENZIE FOR HIS SIGNIFICANT CONTRIBUTION TO THE COMMUNITY AND FOR HIS SERVICE ON THE PARKS AND RECREATION ADVISORY COMMITTEE.

ADOPTED this 13th day of July 2026.

Mark Lacis, Mayor



Item Number:5.d.

Information for Meeting of the Superior Town Council

Agenda Item Name: Alcohol in Public Permit - Cornhole Tournament
Meeting Date: July 13, 2026
Presented By: Shannon Dujardin, Town Clerk
Presented For: Approval

Background:

The Town has received a permit application to allow alcoholic beverages on public property. The applicant submitting an alcohol permit application is Patrick Rollo, for a private event with activity (cornhole) on August 15, 2025 from 12:00 p.m. to 8:00 p.m. at Community Park..

In May, 2007, the Board approved an ordinance allowing for the consumption of alcoholic beverages in certain public places with a permit. Section 10-8-40 of the Municipal Code reads as follows:

Sec. 10-8-40. Permit for possession and consumption of alcoholic beverages in public places.

a) Upon approval by the Liquor Licensing Authority, the Town Clerk may issue a permit for the possession of open containers of and the consumption of fermented malt beverages, malt, vinous or spirituous liquors in the following public places within the Town:

- Asti Park
- Community Park
- Purple Park
- Founders Park
- Grasso Park
- Superior Commons (Downtown Superior Parks and Plaza)
- Wildflower Park

b) Prior to issuance of a permit, the applicant shall demonstrate to the satisfaction of the Liquor Licensing Authority that:

- 1) The application is filed at least thirty (40) days prior to the date of the event;

- 2) The applicant is twenty-one (21) years of age or older;
- 3) The alcoholic beverages will remain in the general area of the event;
- 4) The alcoholic beverages will not be provided to or served to members of the general public or any persons who are not invitees of the event;
- 5) The time, location and duration of the event will not interfere with public services;
- 6) The number and concentration of participants at the event are not likely to result in crowds exceeding limitations in the Town's fire code, or other significant inconvenience to the residents of the surrounding neighborhoods;
- 7) Underage persons and persons under the influence of alcohol will not obtain alcoholic beverages served at the event, and the precautions proposed are likely to secure and supervise the area and the participants during the event;
- 8) The applicant agrees to be personally responsible for cleaning, trash disposal and any necessary repairs;
- 9) The applicant agrees to indemnify and hold harmless the Town, its employees and agents for all liability claims arising out of the event;
- 10) The applicant has an insurance policy currently in effect with coverage of not less than the maximum limits established by the Colorado Governmental Immunity Act, Title 24, Article 10, C.R.S., as amended, and the Town is named as an additional insured;
- 11) The event is a wedding, corporate or club picnic, or similar special occasion of a social, fraternal, patriotic, political or athletic nature; and
- 12) No alcoholic beverages will be sold.

c) No permit shall be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307.

d) No applicant shall be eligible to receive more than four (4) permits under this Section in any twelve (12) month period.

e) The Liquor Licensing Authority may place reasonable conditions on any permit issued under this Section, including, but not limited to, location restrictions, time restrictions and requirements for the provision of private security at the applicant's expense.

f) The Liquor Licensing Authority may deny the application on the following grounds:

- 1) That approval would be detrimental to the public safety, health, morals, order or welfare by reason of the nature of the event, the likelihood that the event would create a public nuisance or result in the consumption of alcoholic beverages by minors, or the failure of the applicant to conduct a past event in compliance with applicable laws and regulations;
- 2) That another event has previously been scheduled for that location on the same day;
- 3) That the event would unreasonably interfere with normal activities and customary and general use, and enjoyment of the location; or
- 4) That the applicant has failed to satisfy any of the requirements of subsection

(a) hereof.

The applicant has provided assurances that all of these provisions are met.

Recommendation:

Approve the Alcohol in Public Places Permit for Patrick Rollo at Community Park on August 15, 2026.

Budget Implications:

Motion:

Approve an Alcohol in Public Places Permit for Patrick Rollo.

Attachments:

1. Rollo Application

PERMIT APPLICATION
For Alcohol in Public Places

NAME OF APPLICANT, PHONE NUMBER and EMAIL ADDRESS				DATE SUBMITTED	
Patrick Rollo, [REDACTED]				20 May 2026	
ADDRESS		DRIVER'S LICENSE NO.	ISSUE STATE	EXP. DATE	DATE OF BIRTH
[REDACTED]		[REDACTED]	CO	[REDACTED]	[REDACTED]
TOWN	STATE	ZIP	PUBLIC LOCATION BEING USED (Check One):		
Superior	CO	80027	☐ Community Park ☐ Purple Park ☐ Founders Park ☐ Asti Park ☐ Wildflower Park ☐ Grasso Park ☐ Downtown Superior Parks and Plaza		
TYPE OF ACTIVITY/EVENT				ORGANIZATION NAME	
Cornhole Tournament Private Party				PR Services	
DATE OF EVENT		NUMBER OF PEOPLE ATTENDING		RANGE OF GUEST AGES	
August 15, 2026		Approx. 100 people		6-70	
TIME ALCOHOL WILL BE SERVED AND CONSUMED		CHECK ALL TYPES OF ALCOHOL TO BE SERVED		TYPE OF ENTERTAINMENT PROVIDED	
12pm-8pm		☒ BEER ☐ WINE ☐ HARD ALC.		Music and Food	
PREVIOUS ALCOHOL POSSESSION AND CONSUMPTION IN PUBLIC LOCATION PERMITS AND DATES					
Same event each year: August 23, 2022 / August 2024 / August 16, 2025					

PLEASE NOTE: APPLICANT MUST BE PRESENT AT BOARD MEETING
CHECK WITH TOWN CLERK FOR DETAILS

Please complete the following questions as thoroughly as possible. Attach additional sheets as needed.

1. Please attach a diagram showing the area where alcoholic beverages will be served and consumed. The drawing does not have to be to scale, but should show control such as boundaries, ropes, walls, etc. This drawing should be as detailed as possible. See attached sample. Alcohol must remain in the general area of the event as defined in the permit. How do you plan to accomplish this?
2. How do you plan to secure the area and inform guests that alcoholic beverages must be kept in the designated area?
3. How will you supervise the participants during the event?
4. If minors will be attending, how will you make sure they do not possess or consume any alcoholic beverages?
5. How will you control service of alcoholic beverages to members of the public or other persons who are not invitees?
6. How will you ensure that visibly intoxicated persons are not served alcohol?
7. List names and ages of all individuals who will help supervise the event (attach a separate sheet if necessary):
 Name: _____ Age: _____ Name: _____ Age: _____

INSURANCE REQUIREMENTS

The applicant must have an insurance policy currently in effect with liquor liability coverage of not less than the maximum limit established by the Colorado Governmental Immunity Act, Title 24, Article 10, C.R.S., as amended, and the Town must be named as an additional named insured.

SEE ATTACHED SAMPLE OF CERTIFICATE OF INSURANCE

Please read the following carefully, and sign and date the application:

I hereby affirm that I am 21 years of age or older and the information I have provided herein is true and complete to the best of my knowledge. I am applying for a permit to possess and consume alcohol on public property as indicated on this application. I will be present for the duration of the function and understand and agree to the following:

1. I will be responsible for controlling the consumption of alcohol in compliance with Town and State regulations.
2. I will check IDs of anyone whose age is not known and will not allow minors to possess or consume alcoholic beverages.
3. I agree to be personally responsible for cleaning, trash disposal, or repairs necessary as a result of the event for which the permit was granted.
4. I hereby agree to indemnify and hold harmless the Town, its employees and agents for all liability claims arising out of the event.
5. I understand that no permit will be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307, and my moral character may be investigated by the Town of Superior for the purpose of processing this permit application.

Signature: _____

(applicant)

Date: _____

5/18/20

STATE OF COLORADO)

) ss.

COUNTY OF Boulder)

The foregoing instrument was subscribed, sworn to and acknowledged before me this 18th day of May, 2020 by Patrick Rollo as owner.
(applicant's name) (named insured)

My commission expires: February 15, 2027

(S E A L)

JORDAN FLORENTZ
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20234006315
MY COMMISSION EXPIRES FEBRUARY 15, 2027

Notary Public

Approved by the Town Council on _____

Mark Lacis, Mayor

ATTEST:

Shannon Dujardin, Town Clerk

1. Please attach a diagram showing the area where alcoholic beverages will be served and consumed. The drawing does not have to be to scale, but should show control such as boundaries, ropes, walls, etc. This drawing should be as detailed as possible.



Alcohol must remain in the general area of the event as defined in the permit. How do you plan to accomplish this?

The full event area will be fenced in with one entry/exit. There will be signs at the entry/exit noting "no alcohol beyond this point". A sign will denote this is a private event for patrons only. During registration, each attendee will read a liability waiver agreeing to the alcohol boundaries mentioned above. By officially registering for the event prior, they agree upon all conditions written in the liability waiver.

2. How do you plan to secure the area and inform guests that alcoholic beverages must be kept in the designated area?

We plan to secure the entrance of the baseball field when the event begins. At that time, guests can start being served alcoholic beverages. In addition, we will be giving a safety brief prior to the event that will inform guests about the rules and will have signs during the event posted at the entrance. Rules will also be covered verbally at the beginning of the event.

3. How will you supervise the participants during the event?

The participants will be supervised by three primary supervisors. The beer serving location will be located next to the activity tournament location all inside the baseball field. Three official supervisors will be able to keep control of all the participants in this small area. We have conducted similar events in the past and have been easily manageable for this supervisory team based on the number of participants.

4. If minors will be attending, how will you make sure they do not possess or consume any alcoholic beverages?

No kids without invited patrons will be allowed into the event. Any kids present will be monitored by their parents. All invited parents will have read the rules and regulations prior to the event commencing and those parents who want children will also be signing this language in the liability waiver.

5. How will you control service of alcoholic beverages to members of the public or other persons who are not invitees?

We will control service of alcoholic beverages three ways:

- We will have a designated place that alcohol related to the event is served inside the fenced area of the baseball field.
- There will only be one entrance into the baseball field. All other fence gates will be locked. This entrance will have a designated supervisor and there will be a list of all the participants.
- Once the event begins, the main entrance will be closed and only people who were invited will be allowed to enter/exit.

6. How will you ensure that visibly intoxicated persons are not served alcohol?

Three ways that we will ensure visibly intoxicated persons are not served alcohol:

- The three supervisors of the event (listed below) will constantly be roving in the area to ensure visibly intoxicated persons are not served.
- Visibly intoxicated persons will be assigned a supervisor or their spouse to ensure they are transported safely to their residence.
- All personnel who are invited (who all know each other already) will be signing liability waivers and reading the rules before the event to ensure they understand that if they become visibly intoxicated, they will not be served any more alcohol.

7. List names and ages of all individuals who will help supervise the event (attach a separate sheet if necessary):

Name: Patrick Rollo Age: 43

Name: Jarvie Worcester Age: 46

Name: Dave Kremer Age: 47



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/22/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Verifty Insurance Services, LLC DBA Thimble Insurance Services 174 West 4th Street, Suite 204 New York, NY 10014 https://support.thimble.com/	CONTACT NAME: THIMBLE https://support.thimble.com/ PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: support@thimble.com																					
INSURED Patrick Rollo [REDACTED]	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>National Specialty Insurance Company</td><td>22608</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td colspan="2">https://www.thimble.com/check-policy-status/</td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	National Specialty Insurance Company	22608	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	https://www.thimble.com/check-policy-status/	
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INSURER D:																						
INSURER E:																						
INSURER F:	https://www.thimble.com/check-policy-status/																					

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y	Y	HBL-X37P2D	08/15/2026 10:00 AM MDT	08/15/2026 10:00 PM MDT	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$
							AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							\$
							\$
							\$
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Number of Attendees: 150, Type of Event: Cornhole effective 08/15/26 10:00 AM MDT to 08/15/26 10:00 PM MDT

(con't on form Acord 101)

CERTIFICATE HOLDER

Community Park, Town of Superior
1350 Coalton Rd
Louisville, CO 80027

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Item Number:5.e.

Information for Meeting of the Superior Town Council

Agenda Item Name:	A Resolution of the Town Council of the Town of Superior approving a Construction Contract with McCauley Constructors, Inc. for the Superior Community Center Improvements Project
Meeting Date:	July 13, 2026
Presented By:	Brannon Richards, Public Works and Utilities Director, Jordan Hayes, Project Manager - PWU, Leslie Clark, Parks, Recreation and Open Space Director
Presented For:	Approval Action

Background:

The Superior Community Center located at 1500 Coalton Rd. opened in June 2021. The building had previously been used as a Land Rover dealership. The building is approximately 15,000 square feet and contains a reception area, library space, stage area, meeting rooms, flexible-use rooms, and staff offices. The Community Center experiences drainage issues in the parking lot which cause flooding of various interior spaces. Additionally, there is visible cracking of the masonry and drywall in various locations throughout the building, indicating foundation issues.

The Town contracted with J&T Consulting for civil and structural engineering services to investigate the issues and come up with solutions. J&T worked with Town staff to perform exploratory excavation along the south and south-west of the building and discovered that the building was not built to plan. Large caissons were not discovered as originally shown. J&T recommends removing the existing micropiles and installing new micropiles on either side of the 5 CMU columns along the south side of the building — 9 new micropiles total. The drainage issues will be addressed by regrading and repaving the parking lot to add drainage where needed and eliminate negative drainage around the perimeter that leads to flooding and standing water.

The Construction Request for Bids (RFB) was posted on May 21 and bids were due on June 23. We received 9 responsive bids. McCauley Constructors is the low bidder at \$989,906 – slightly under the engineer's estimate. The total bid includes an unforeseen conditions allowance of \$100,000. McCauley's references were checked and all feedback was positive for similar projects. The proposed schedule aligns with the Town's goal of completing construction in a 3-month period from August 3–November 3, 2026. To ensure the safety of the public and staff, the building will be closed for the duration of construction.

Recommendation:

Staff recommends approval of the contract with McCauley Constructors, Inc. for the Superior Community Center Improvements Project in the amount of \$989,906.38.

Budget Implications:

Project	Year	Budget Amount	Engineering Fee	Funds Available for Construction	Construction Cost
SCC Structural & Drainage	2026	\$1.5M	\$43,150	\$1.46M	\$989,906

Motion:

Move to adopt a Resolution approving the contract with McCauley Constructors, Inc. for the Superior Community Center Improvements Project in the amount of \$989,906.38.

Attachments:

1. Resolution - McCauley Constructors - SCC
2. Bid Tab - SCC Stuctural Drainage Construction
3. McCauley Constructors - SCC Improvements - Long Form Construction Contract
4. SCC Improvements Construction Drawings 06042026

**Town of Superior
Resolution Number R-60
Series 2026**

**A Resolution of the Town Council of the Town of Superior
approving a Construction Contract with McCauley Constructors,
Inc. for the Superior Community Center Improvements Project**

Whereas, the Superior Community Center is experiencing structural and drainage issues;

Whereas, the Town desires to renovate the Superior Community Center; and

Whereas, the Town Council finds it in the best interest of the public health, safety and welfare to enter into a construction contract with McCauley Constructors, Inc. for the Superior Community Center Improvements Project.

Now, therefore, be it resolved by the Town Council of the Town of Superior, Colorado, as follows:

Section 1. The Construction Contract between the Town and McCauley Constructors, Inc. is hereby approved in substantially the same form attached hereto, subject to final approval by the Town Attorney. Upon such approval, the Mayor is authorized to execute the Construction Contract on behalf of the Town.

Adopted this 13th day of July, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk



Town of Superior

Town of Superior Project: Superior Community Center Improvements

Cost Estimate													
		Estimate d Quantity	Unit	Engineers Estimate		Caraveo Construction		Diamond Contracting		Engineered Paving		Goodland Construction	
Item Number	Item Description			Unit Cost	Bid Cost	Unit Cost	Bid Cost	Unit Cost	Bid Cost	Unit Cost	Bid Cost	Unit Cost	Bid Cost
GENERAL ITEMS													
1	MOBILIZATION, DEMOBILIZATION, PERMITS, FEES, LICENSES, ADMINISTRATION	1	LS	\$95,000.00	\$95,000.00	\$49,500.00	\$49,500.00	\$55,275.00	\$55,275.00	\$31,200.00	\$31,200.00	\$65,000.00	\$65,000.00
2	TRAFFIC AND PEDESTRIAN CONTROL	1	LS	\$7,500.00	\$7,500.00	\$15,000.00	\$15,000.00	\$15,115.00	\$15,115.00	\$5,850.00	\$5,850.00	\$23,750.00	\$23,750.00
3	VEHICLE TRACKING CONTROL	2	LS	\$5,000.00	\$10,000.00	\$7,000.00	\$14,000.00	\$3,250.00	\$6,500.00	\$3,993.00	\$7,986.00	\$2,842.00	\$5,684.00
4	INLET PROTECTION ON COALTON IN FRONT OF STARBUCKS	2	LS	\$500.00	\$1,000.00	\$790.00	\$1,580.00	\$1,479.00	\$2,958.00	\$2,191.00	\$4,382.00	\$862.00	\$1,724.00
5	INLET PROTECTION FOR NEWLY INSTALLED INLETS FOR STORM SEWER	10	LS	\$500.00	\$5,000.00	\$355.00	\$3,550.00	\$206.00	\$2,060.00	\$325.00	\$3,250.00	\$490.00	\$4,900.00
6	ROCK SOCK	10	LS	\$350.00	\$3,500.00	\$150.00	\$1,500.00	\$397.00	\$3,970.00	\$325.00	\$3,250.00	\$74.00	\$740.00
7	SURVEY	1	LS	\$5,000.00	\$5,000.00	\$23,000.00	\$23,000.00	\$19,560.00	\$19,560.00	\$47,398.00	\$47,398.00	\$20,455.00	\$20,455.00
General Items Subtotal					\$127,000.00		\$108,130.00		\$105,438.00		\$103,316.00		\$122,253.00
Drainage Improvements													
8	REMOVE ASPHALT	4,015	SY	\$12.00	\$48,180.00	\$4.07	\$16,341.05	\$13.00	\$52,195.00	\$15.63	\$62,754.45	\$10.60	\$42,559.00
9	CLEAR AND GRUB AREA BEHIND CURB FOR UNDERDRAIN	1	LS	\$2,500.00	\$2,500.00	\$7,900.00	\$7,900.00	\$4,735.00	\$4,735.00	\$3,445.00	\$3,445.00	\$900.00	\$900.00
10	REMOVE EXISTING CONCRETE PATIO UNDER AWNING	1	LS	\$2,500.00	\$2,500.00	\$3,700.00	\$3,700.00	\$4,789.00	\$4,789.00	\$4,714.00	\$4,714.00	\$4,136.00	\$4,136.00
11	REMOVE EXISTING ISLANDS	6	EACH	\$75.00	\$450.00	\$3,500.00	\$21,000.00	\$1,384.00	\$8,304.00	\$2,626.00	\$15,756.00	\$621.00	\$3,726.00
12	REMOVE EXISTING CONCRETE PAN (EAST SIDE OF COMMUNITY CENTER)	1	LS	\$3,500.00	\$3,500.00	\$2,900.00	\$2,900.00	\$1,544.00	\$1,544.00	\$2,357.00	\$2,357.00	\$3,402.00	\$3,402.00
13	REMOVE APRON/CONCRETE PAD (WEST SIDE OF THE COMMUNITY CENTER)	1	LS	\$1,550.00	\$1,550.00	\$3,100.00	\$3,100.00	\$1,467.00	\$1,467.00	\$4,714.00	\$4,714.00	\$870.00	\$870.00
14	REMOVE CURB AND GUTTER (SOUTH WEST SIDE OF COMMUNITY CENTER)	55	LF	\$50.00	\$2,750.00	\$25.00	\$1,375.00	\$12.00	\$660.00	\$22.00	\$1,210.00	\$7.30	\$401.50
15	REMOVE CURB AND GUTTER (SOUTH EAST SIDE OF COMMUNITY CENTER, EAST SIDE OF PARKING LOT)	44	LF	\$50.00	\$2,200.00	\$25.00	\$1,100.00	\$15.00	\$660.00	\$22.00	\$968.00	\$7.30	\$321.20
16	REMOVE LARGE CONCRETE PAD (SOUTH WEST SIDE OF COMMUNITY CENTER IN PARKING LOT)	1	LS	\$2,350.00	\$2,350.00	\$3,900.00	\$3,900.00	\$1,651.00	\$1,651.00	\$2,357.00	\$2,357.00	\$1,291.00	\$1,291.00
17	REMOVE SOUTH CONCRETE PAD	1	LS	\$5,700.00	\$5,700.00	\$2,100.00	\$2,100.00	\$6,903.00	\$6,903.00	\$4,714.00	\$4,714.00	\$2,871.00	\$2,871.00
18	REMOVE AND PIPE (SDR 26) SAND/OIL INTERCEPTOR, BACKFILL WITH CLASS 6 RECYCLED ROAD BASE	1	LS	\$8,500.00	\$8,500.00	\$5,793.00	\$5,793.00	\$5,516.00	\$5,516.00	\$20,289.00	\$20,289.00	\$22,516.00	\$22,516.00
19	INSTALL CONCRETE PATIO UNDER THE AWNING/PATIO (NORTHWEST SIDE OF COMMUNITY CENTER)	1	LS	\$6,700.00	\$6,700.00	\$11,937.00	\$11,937.00	\$29,260.00	\$29,260.00	\$30,290.00	\$30,290.00	\$20,911.00	\$20,911.00
20	INSTALL UNDERDRAIN BEHIND CURB, 30" DEPTH, WITH 6" PIPE	191	LF	\$85.00	\$16,235.00	\$71.00	\$13,561.00	\$86.00	\$16,426.00	\$91.00	\$17,381.00	\$112.00	\$21,392.00
21	TIE IN ROOF DRAIN SPOUT TO STORM SEWER WITH 6" PVC	8	EACH	\$500.00	\$4,000.00	\$500.00	\$4,000.00	\$2,241.00	\$17,928.00	\$279.00	\$2,232.00	\$666.00	\$5,328.00
22	6" PVC ROOF DRAINS	303	LF	\$50.00	\$15,150.00	\$35.00	\$10,605.00	\$63.00	\$19,089.00	\$71.00	\$21,513.00	\$59.00	\$17,877.00
23	8" PVC ROOF DRAINS	46	LF	\$50.00	\$2,300.00	\$55.00	\$2,530.00	\$90.00	\$4,140.00	\$79.00	\$3,634.00	\$90.00	\$4,140.00
24	3" STAINLESS STEEL HANDRAILS	7	LF	\$100.00	\$700.00	\$750.00	\$5,250.00	\$678.00	\$4,746.00	\$520.00	\$3,640.00	\$755.00	\$5,285.00
25	INSTALL STORM SEWER, 18 INCH RCP CLASS III, COMPLETE IN PLACE	673	LF	\$190.00	\$127,870.00	\$235.00	\$158,155.00	\$110.00	\$74,030.00	\$118.00	\$79,414.00	\$156.00	\$104,988.00
26	18 INCH RCP FLARED END SECTION, COMPLETE IN PLACE	1	EACH	\$3,200.00	\$3,200.00	\$1,900.00	\$1,900.00	\$4,413.00	\$4,413.00	\$2,654.00	\$2,654.00	\$2,921.00	\$2,921.00
27	48 INCH MANHOLE, COMPLETE IN PLACE	2	EACH	\$7,350.00	\$14,700.00	\$7,300.00	\$14,600.00	\$18,802.00	\$37,604.00	\$6,806.00	\$13,612.00	\$6,017.00	\$12,034.00
28	INSTALL 6" CLEANOUTS	3	EACH	\$2,500.00	\$7,500.00	\$1,900.00	\$5,700.00	\$5,034.00	\$15,102.00	\$292.00	\$876.00	\$1,883.00	\$5,649.00
29	TYPE 13 INLET, COMPLETE IN PLACE	10	EACH	\$9,000.00	\$90,000.00	\$4,900.00	\$49,000.00	\$9,262.00	\$92,620.00	\$6,630.00	\$66,300.00	\$6,619.00	\$66,190.00
30	18 INCH THICK TYPE M RIPRAP, COMPLETE IN PLACE	1	LS	\$10,000.00	\$10,000.00	\$3,500.00	\$3,500.00	\$1,784.00	\$1,784.00	\$2,990.00	\$2,990.00	\$2,453.00	\$2,453.00

31	INSTALL 3' CONCRETE PAN	598	LF	\$50.00	\$29,900.00	\$33.00	\$19,734.00	\$54.00	\$32,292.00	\$84.00	\$50,232.00	\$59.50	\$35,581.00
32	INSTALL SIDEWALK (SOUTH SIDE OF COMMUNITY CENTER), REMOVE 12 INCHES OF EXISTING SUBGRADE AND REPLACE WITH 12 INCHES CDOT CLASS 6 RECYCLED CONCRETE ABC, COMPLETE IN PLACE	77	SY	\$80.00	\$6,160.00	\$135.00	\$10,395.00	\$168.00	\$12,936.00	\$176.00	\$13,552.00	\$124.50	\$9,586.50
33	5" HBP CDOT GRADE S, (75) PG 64-22, 20% RAP	1,308	TON	\$85.00	\$111,180.00	\$119.00	\$155,652.00	\$133.00	\$173,964.00	\$129.00	\$168,732.00	\$94.00	\$122,952.00
34	2" HBP CDOT GRADE SX, (75) PG 64-22	523	TON	\$115.00	\$60,145.00	\$121.00	\$63,283.00	\$160.00	\$83,680.00	\$131.00	\$68,513.00	\$114.00	\$59,622.00
35	INSTALL 1.5 FOOT VERTICAL CURB AND GUTTER, REMOVE 12 INCHES OF EXISTING SUBGRADE AND REPLACE WITH 12 INCHES OF CDOT CLASS 6 RECYCLED CONCRETE ABC	310	LF	\$60.00	\$18,600.00	\$39.00	\$12,090.00	\$78.00	\$24,180.00	\$104.00	\$32,240.00	\$46.75	\$14,492.50
36	3' CONCRETE APRON, COMPLETE IN PLACE (WEST SIDE OF COMMUNITY CENTER)	8	SY	\$100.00	\$800.00	\$419.00	\$3,352.00	\$191.00	\$1,528.00	\$196.00	\$1,568.00	\$124.50	\$996.00
37	PREFORMED WHITE CROSSWALK BARS, THERMOPLASTIC, 2 FOOT WIDTH X 8 FOOT LENGTH 125 MIL	11	EACH	\$200.00	\$2,200.00	\$333.00	\$3,663.00	\$480.00	\$5,280.00	\$332.00	\$3,652.00	\$533.00	\$5,863.00
38	4 INCH WIDTH EPOXY WHITE LINES	1,500	LF	\$1.00	\$1,500.00	\$4.70	\$7,050.00	\$3.00	\$4,500.00	\$1.75	\$2,625.00	\$3.70	\$5,550.00
39	HANDI-CAP PARKING SYMBOLS	4	EACH	\$350.00	\$1,400.00	\$450.00	\$1,800.00	\$600.00	\$2,400.00	\$202.00	\$808.00	\$483.00	\$1,932.00
40	CROSS-HATCHED NO PARKING AREA	1	LS	\$3,000.00	\$3,000.00	\$1,900.00	\$1,900.00	\$420.00	\$420.00	\$111.00	\$111.00	\$398.00	\$398.00
41	LANDSCAPE RESTORATION AND GRADING, INCLUDING SEEDING	1	LS	\$15,000.00	\$15,000.00	\$9,100.00	\$9,100.00	\$7,807.00	\$7,807.00	\$4,550.00	\$4,550.00	\$5,114.00	\$5,114.00
42	CDOT CLASS 6 CONCRETE ROAD BASE AS NEEDED	1,000	TONS	\$50.00	\$50,000.00	\$39.00	\$39,000.00	\$41.00	\$41,000.00	\$49.00	\$49,000.00	\$56.00	\$56,000.00
43	SUBGRADE EXCAVATION UNDER PAVEMENT	500	CY	\$50.00	\$25,000.00	\$32.00	\$16,000.00	\$58.00	\$29,000.00	\$57.00	\$28,500.00	\$15.00	\$7,500.00
44	MATERIALS TESTING, CONCRETE AND COMPACTION	1	LS	\$10,000.00	\$10,000.00	\$11,000.00	\$11,000.00	\$25,800.00	\$25,800.00	\$7,150.00	\$7,150.00	\$17,045.00	\$17,045.00
44 a	SOIL EXPORT	1	LS			27000	\$27,000.00	\$7,429.00	\$7,429.00	\$38,518.00	\$38,518.00	\$21,307.00	\$21,307.00
DRAINAGE IMPROVEMENTS SUBTOTAL					\$713,420.00		\$730,966.05		\$857,782.00		\$837,565.45		\$716,100.70
Structural Improvements													
45	MICROPILES, COMPLETE IN PLACE	13	EACH	\$5,800.00	\$75,400.00	\$4,700.00	\$61,100.00	\$6,107.00	\$79,391.00	\$6,615.00	\$85,995.00	\$8,299.00	\$107,887.00
46	EXCAVATE UNDER EXTERIOR WALL	1	LS	\$5,500.00	\$5,500.00	\$17,000.00	\$17,000.00	\$7,020.00	\$7,020.00	\$10,367.00	\$10,367.00	\$17,898.00	\$17,898.00
47	VOID FORM AND BARRIER	1	LS	\$2,500.00	\$2,500.00	\$11,900.00	\$11,900.00	\$2,550.00	\$2,550.00	\$3,822.00	\$3,822.00	\$3,978.00	\$3,978.00
STRUCTURAL IMPROVEMENTS SUBTOTAL					\$83,400.00		\$90,000.00		\$88,961.00		\$100,184.00		\$129,763.00
ALLOWANCE													
48	UNFORESEEN CONDITIONS ALLOWANCE	1	LS	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
ALLOWANCE SUBTOTAL					\$100,000.00		\$100,000.00		\$100,000.00		\$100,000.00		\$100,000.00
ALTERNATIVE BID ITEMS													
49	EAST SIDE ADA PARKING SPOT, RAMP, AND HANDRAILS	1	LS	\$29,000.00	\$29,000.00	\$17,333.00	\$17,333.00	\$21,625.00	\$21,625.00	\$39,325.00	\$39,325.00	\$21,838.00	\$21,838.00
ALTERNATIVE BID ITEMS SUBTOTAL					\$29,000.00		\$17,333.00		\$21,625.00		\$39,325.00		\$21,838.00
Project Subtotal					\$1,052,820.00		\$1,046,429.05		\$1,173,806.00		\$1,180,390.45		\$1,089,954.70
PROJECT TOTAL					\$1,052,820.00		\$1,046,429.05		\$1,173,806.00		\$1,180,390.45		\$1,089,954.70

Cost Estimate													
		Estimate		Growing bear		KCI - Krische		McCauley Constructors		PG Arnold		Single Track Construction	
Item Number	Item Description	d Quantity	Unit	Unit Cost	Bid Cost	Unit Cost	Bid Cost	Unit Cost	Bid Cost	Unit Cost	Bid Cost	Unit Cost	Bid Cost
GENERAL ITEMS													
1	MOBILIZATION, DEMOBILIZATION, PERMITS, FEES, LICENSES, ADMINISTRATION	1	LS	\$54,602.57	\$54,602.57	\$149,144.62	\$149,144.62	\$43,704.02	\$43,704.02	\$147,482.74	\$147,482.74	\$107,400.00	\$107,400.00
2	TRAFFIC AND PEDESTRIAN CONTROL	1	LS	\$10,000.00	\$10,000.00	\$4,905.00	\$4,905.00	\$4,784.20	\$4,784.20	\$5,005.98	\$5,005.98	\$22,100.00	\$22,100.00
3	VEHICLE TRACKING CONTROL	2	LS	\$5,803.71	\$11,607.42	\$8,175.00	\$16,349.99	\$18,728.35	\$37,456.70	\$5,339.71	\$10,679.42	\$12,000.00	\$24,000.00
4	INLET PROTECTION ON COALTON IN FRONT OF STARBUCKS	2	LS	\$245.00	\$490.00	\$817.50	\$1,635.00	\$2,218.35	\$4,436.70	\$2,147.01	\$4,294.02	\$1,100.00	\$2,200.00
5	INLET PROTECTION FOR NEWLY INSTALLED INLETS FOR STORM SEWER	10	LS	\$245.00	\$2,450.00	\$268.14	\$2,681.40	\$580.67	\$5,806.70	\$345.97	\$3,459.69	\$1,300.00	\$13,000.00
6	ROCK SOCK	10	LS	\$58.77	\$587.70	\$99.19	\$991.90	\$467.67	\$4,676.70	\$345.97	\$3,459.69	\$490.00	\$4,900.00
7	SURVEY	1	LS	\$13,900.00	\$13,900.00	\$11,826.49	\$11,826.49	\$13,234.20	\$13,234.20	\$11,624.99	\$11,624.99	\$26,578.00	\$26,578.00
General Items Subtotal					\$93,537.69		\$187,534.40		\$114,099.22		\$186,006.53		\$200,178.00
Drainage Improvements													
8	REMOVE ASPHALT	4,015	SY	\$42.49	\$170,597.35	\$7.04	\$28,271.31	\$7.03	\$28,221.10	\$7.98	\$32,057.16	\$18.27	\$73,354.05
9	CLEAR AND GRUB AREA BEHIND CURB FOR UNDERDRAIN	1	LS	\$2,002.00	\$2,002.00	\$2,182.18	\$2,182.18	\$4,286.47	\$4,286.47	\$1,468.42	\$1,468.42	\$930.00	\$930.00
10	REMOVE EXISTING CONCRETE PATIO UNDER AWNING	1	LS	\$6,127.00	\$6,127.00	\$6,678.43	\$6,678.43	\$8,411.65	\$8,411.65	\$734.21	\$734.21	\$2,811.84	\$2,811.84
11	REMOVE EXISTING ISLANDS	6	EACH	\$1,142.34	\$6,854.04	\$1,245.14	\$7,470.86	\$1,523.04	\$9,138.24	\$1,223.68	\$7,342.10	\$1,325.69	\$7,954.12
12	REMOVE EXISTING CONCRETE PAN (EAST SIDE OF COMMUNITY CENTER)	1	LS	\$3,318.00	\$3,318.00	\$3,616.62	\$3,616.62	\$5,602.16	\$5,602.16	\$611.84	\$611.84	\$2,372.20	\$2,372.20
13	REMOVE APRON/CONCRETE PAD (WEST SIDE OF THE COMMUNITY CENTER)	1	LS	\$4,344.00	\$4,344.00	\$4,734.96	\$4,734.96	\$6,627.93	\$6,627.93	\$728.65	\$728.65	\$2,987.00	\$2,987.00
14	REMOVE CURB AND GUTTER (SOUTH WEST SIDE OF COMMUNITY CENTER)	55	LF	\$26.84	\$1,476.20	\$29.25	\$1,608.84	\$68.36	\$3,759.85	\$12.24	\$673.03	\$4.68	\$257.52
15	REMOVE CURB AND GUTTER (SOUTH EAST SIDE OF COMMUNITY CENTER, EAST SIDE OF PARKING LOT)	44	LF	\$29.12	\$1,281.28	\$31.73	\$1,396.29	\$81.03	\$3,565.48	\$12.24	\$538.42	\$3.82	\$168.20
16	REMOVE LARGE CONCRETE PAD (SOUTH WEST SIDE OF COMMUNITY CENTER IN PARKING LOT)	1	LS	\$1,771.00	\$1,771.00	\$1,930.39	\$1,930.39	\$4,055.38	\$4,055.38	\$489.47	\$489.47	\$2,636.68	\$2,636.68
17	REMOVE SOUTH CONCRETE PAD	1	LS	\$2,917.00	\$2,917.00	\$3,179.53	\$3,179.53	\$5,201.63	\$5,201.63	\$1,101.31	\$1,101.31	\$2,811.84	\$2,811.84
18	REMOVE AND PIPE (SDR 26) SAND/OIL INTERCEPTOR, BACKFILL WITH CLASS 6 RECYCLED ROAD BASE	1	LS	\$8,154.00	\$8,154.00	\$8,887.86	\$8,887.86	\$10,438.11	\$10,438.11	\$6,148.45	\$6,148.45	\$7,482.00	\$7,482.00
19	INSTALL CONCRETE PATIO UNDER THE AWNING/PATIO (NORTHWEST SIDE OF COMMUNITY CENTER)	1	LS	\$3,689.00	\$3,689.00	\$9,523.32	\$9,523.32	\$5,103.01	\$5,103.01	\$1,635.29	\$1,635.29	\$11,136.00	\$11,136.00
20	INSTALL UNDERDRAIN BEHIND CURB, 30" DEPTH, WITH 6" PIPE	191	LF	\$57.00	\$10,887.00	\$62.13	\$11,866.82	\$68.96	\$13,171.20	\$71.70	\$13,694.13	\$113.68	\$21,712.88
21	TIE IN ROOF DRAIN SPOUT TO STORM SEWER WITH 6" PVC	8	EACH	\$1,179.13	\$9,433.04	\$1,285.25	\$10,281.96	\$1,464.62	\$11,717.00	\$718.08	\$5,744.64	\$694.84	\$5,558.72
22	6" PVC ROOF DRAINS	303	LF	\$53.68	\$16,265.04	\$58.51	\$17,728.84	\$61.22	\$18,549.24	\$66.45	\$20,134.04	\$51.04	\$15,465.12
23	8" PVC ROOF DRAINS	46	LF	\$105.00	\$4,830.00	\$114.45	\$5,264.70	\$154.65	\$7,113.74	\$114.99	\$5,289.65	\$85.84	\$3,948.64
24	3" STAINLESS STEEL HANDRAILS	7	LF	\$714.29	\$5,000.03	\$327.00	\$2,289.00	\$576.31	\$4,034.20	\$1,192.22	\$8,345.52	\$281.71	\$1,972.00
25	INSTALL STORM SEWER, 18 INCH RCP CLASS III, COMPLETE IN PLACE	673	LF	\$120.36	\$81,002.28	\$131.18	\$88,285.59	\$123.74	\$83,279.75	\$138.89	\$93,471.59	\$122.96	\$82,752.08
26	18 INCH RCP FLARED END SECTION, COMPLETE IN PLACE	1	EACH	\$1,790.00	\$1,790.00	\$1,951.10	\$1,951.10	\$4,073.91	\$4,073.91	\$3,716.66	\$3,716.66	\$3,547.28	\$3,547.28
27	48 INCH MANHOLE, COMPLETE IN PLACE	2	EACH	\$3,856.50	\$7,713.00	\$4,203.59	\$8,407.17	\$4,998.68	\$9,997.36	\$7,749.25	\$15,498.50	\$8,723.20	\$17,446.40
28	INSTALL 6" CLEANOUTS	3	EACH	\$1,181.67	\$3,545.01	\$1,288.02	\$3,864.05	\$1,943.06	\$5,829.18	\$869.19	\$2,607.56	\$1,199.44	\$3,598.32
29	TYPE III INLET, COMPLETE IN PLACE	10	EACH	\$4,818.60	\$48,186.00	\$5,775.54	\$57,775.42	\$5,042.05	\$50,420.50	\$7,309.84	\$73,098.38	\$9,571.28	\$95,712.76
30	18 INCH THICK TYPE M RIPRAP, COMPLETE IN PLACE	1	LS	\$1,698.00	\$1,698.00	\$1,850.82	\$1,850.82	\$3,981.92	\$3,981.92	\$2,229.33	\$2,229.33	\$2,245.76	\$2,245.76
31	INSTALL 3" CONCRETE PAN	598	LF	\$42.22	\$25,247.56	\$30.88	\$18,467.86	\$56.00	\$33,487.84	\$46.66	\$27,905.54	\$45.24	\$27,053.52

32	INSTALL SIDEWALK (SOUTH SIDE OF COMMUNITY CENTER), REMOVE 12 INCHES OF EXISTING SUBGRADE AND REPLACE WITH 12 INCHES CDOT CLASS 6 RECYCLED CONCRETE ABC, COMPLETE IN PLACE	77	SY	\$183.71	\$14,145.67	\$167.00	\$12,858.72	\$226.07	\$17,407.63	\$166.01	\$12,783.04	\$146.16	\$11,254.32
33	5" HBP CDOT GRADE S, (75) PG 64-22, 20% RAP	1,308	TON	\$82.47	\$107,870.76	\$89.97	\$117,678.52	\$81.23	\$106,246.20	\$113.80	\$148,844.37	\$153.12	\$200,280.96
34	2" HBP CDOT GRADE SX, (75) PG 64-22	523	TON	\$85.00	\$44,455.00	\$109.11	\$57,066.92	\$96.82	\$50,639.20	\$111.24	\$58,180.57	\$156.60	\$81,901.80
35	INSTALL 1.5 FOOT VERTICAL CURB AND GUTTER, REMOVE 12 INCHES OF EXISTING SUBGRADE AND REPLACE WITH 12 INCHES OF CDOT CLASS 6 RECYCLED CONCRETE ABC	310	LF	\$70.45	\$21,839.50	\$62.78	\$19,463.03	\$66.97	\$20,760.20	\$71.94	\$22,299.96	\$67.28	\$20,856.80
36	3' CONCRETE APRON, COMPLETE IN PLACE (WEST SIDE OF COMMUNITY CENTER)	8	SY	\$1,119.75	\$8,958.00	\$188.30	\$1,506.38	\$893.45	\$7,147.64	\$1,007.87	\$8,062.96	\$172.26	\$1,378.08
37	PREFORMED WHITE CROSSWALK BARS, THERMOPLASTIC, 2 FOOT WIDTH X 8 FOOT LENGTH 125 MIL	11	EACH	\$278.28	\$3,061.08	\$31.21	\$343.35	\$236.27	\$2,598.95	\$23.36	\$256.97	\$94.91	\$1,044.00
38	4 INCH WIDTH EPOXY WHITE LINES	1,500	LF	\$0.69	\$1,035.00	\$0.42	\$630.02	\$1.91	\$2,861.70	\$1.36	\$2,034.65	\$1.16	\$1,740.00
39	HANDI-CAP PARKING SYMBOLS	4	EACH	\$121.00	\$484.00	\$80.12	\$320.46	\$644.49	\$2,577.95	\$58.40	\$233.61	\$290.00	\$1,160.00
40	CROSS-HATCHED NO PARKING AREA	1	LS	\$120.00	\$120.00	\$203.83	\$203.83	\$2,387.20	\$2,387.20	\$114.58	\$114.58	\$1,102.00	\$1,102.00
41	LANDSCAPE RESTORATION AND GRADING, INCLUDING SEEDING	1	LS	\$16,640.00	\$16,640.00	\$7,237.60	\$7,237.60	\$8,924.20	\$8,924.20	\$5,562.20	\$5,562.20	\$36,000.00	\$36,000.00
42	CDOT CLASS 6 CONCRETE ROAD BASE AS NEEDED	1,000	TONS	\$50.50	\$50,500.00	\$26.16	\$26,159.99	\$26.16	\$26,164.20	\$44.36	\$44,364.08	\$98.56	\$98,560.00
43	SUBGRADE EXCAVATION UNDER PAVEMENT	500	CY	\$18.69	\$9,345.00	\$41.05	\$20,525.78	\$31.26	\$15,629.20	\$60.63	\$30,313.97	\$87.00	\$43,500.00
44	MATERIALS TESTING, CONCRETE AND COMPACTION	1	LS	\$23,375.00	\$23,375.00	\$10,136.99	\$10,136.99	\$25,659.20	\$25,659.20	\$7,230.85	\$7,230.85	\$27,840.00	\$27,840.00
44 a	SOIL EXPORT	1	LS	\$15,828.00	\$15,828.00	\$17,252.51	\$17,252.51	\$18,112.20	\$18,112.20	\$2,973.55	\$2,973.55	\$13,021.00	\$13,021.00
DRAINAGE IMPROVEMENTS SUBTOTAL					\$745,784.84		\$598,898.02		\$647,182.52		\$668,519.25		\$935,553.89
Structural Improvements													
45	MICROPILES, COMPLETE IN PLACE	13	EACH	\$6,263.85	\$81,430.05	\$4,834.40	\$62,847.19	\$5,956.33	\$77,432.24	\$7,550.04	\$98,150.51	\$7,266.06	\$94,458.11
46	EXCAVATE UNDER EXTERIOR WALL	1	LS	\$22,850.00	\$22,850.00	\$35,468.58	\$35,468.58	\$36,162.20	\$36,162.20	\$58,410.85	\$58,410.85	\$18,270.00	\$18,270.00
47	VOID FORM AND BARRIER	1	LS	\$3,500.00	\$3,500.00	\$8,354.85	\$8,354.85	\$3,621.20	\$3,621.20	\$3,893.54	\$3,893.54	\$4,060.00	\$4,060.00
STRUCTURAL IMPROVEMENTS SUBTOTAL					\$107,780.05		\$106,670.62		\$117,215.64		\$160,454.90		\$116,788.11
ALLOWANCE													
48	UNFORESEEN CONDITIONS ALLOWANCE	1	LS	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
ALLOWANCE SUBTOTAL					\$100,000.00		\$100,000.00		\$100,000.00		\$100,000.00		\$100,000.00
ALTERNATIVE BID ITEMS													
49	EAST SIDE ADA PARKING SPOT, RAMP, AND HANDRAILS	1	LS	\$45,000.00	\$45,000.00	\$12,135.00	\$12,135.00	\$11,409.00	\$11,409.00	\$12,547.00	\$12,547.00	\$17,000.00	\$17,000.00
ALTERNATIVE BID ITEMS SUBTOTAL					\$45,000.00		\$12,135.00		\$11,409.00		\$12,547.00		\$17,000.00
Project Subtotal					\$1,092,102.58		\$1,005,238.04		\$989,906.38		\$1,127,527.68		\$1,369,520.00
PROJECT TOTAL					\$1,092,102.58		\$1,005,238.04		\$989,906.38		\$1,127,527.68		\$1,369,520.00

Construction Contract

Community Center Improvements – Structural & Drainage (PW-2026-07)

This Construction Contract (the “Contract”) is made and entered into this _____ day of July, 2026 (the “Effective Date”), by and between the Town of Superior, 124 East Coal Creek Drive, Superior, CO 80027, a Colorado municipal corporation (the “Town”), and McCauley Constructors, Inc., an independent contractor with a principal place of business at 650 Innovation Circle, Windsor, CO 80550 (“Contractor”) (each a “Party” and collectively the “Parties”).

Whereas, the Town issued a Request for Bids for the construction of the Project, dated May 21, 2026 (“Request for Bids”), which is incorporated by this reference as if fully set forth here. The Town subsequently issued Addendums 1 - 5, all of which are also incorporated by this reference as if fully set forth here.

Whereas, Contractor responded to the Request for Bids and submitted its Bid for the Project on June 23, 2026, which Bid is incorporated by this reference as if fully set forth here.

Whereas, the Town has determined that Contractor submitted the most responsible and responsive Bid which is the lowest cost and has selected Contractor to perform the Work, subject to the terms and conditions of the Contract Documents.

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

1. **Contract Documents.** The “Contract Documents” for this Project consist of the following: Bid Form (Including Bid Summary), Bid Schedule, Bidder’s Qualification Statement, Construction Contract, Certificate of Insurance, Notice Of Award, Notice To Proceed (if required by the Request for Bids), Bid Bond (if required by the Request for Bids), Payment And Performance Bond (if required by the Request for Bids), Certificate Of Final Payment (if required by the Request for Bids), Certificate of Final Acceptance Form (if required by the Request for Bids), General Provisions, Special Provisions, Technical Specifications, Construction Drawings, Addenda, if any, issued to the Bid Documents Request for Bids, and Documentation submitted by Contractor prior to Notice of Award. Any conflicts or inconsistencies between or among any of the Contract Documents shall be resolved in accordance with the order of precedence specified in Section 8.04 of the General Provisions. If any questions arise as to which requirement is more stringent than another, the Project Manager shall be authorized to determine which is more stringent, and the Project Manager’s decision shall be final.

2. **Scope of Work.** Contractor shall perform the following described work (the "Work"), in accordance with and reasonably inferable from this Contract and the Contract Documents incorporated herein by this reference, necessary for the successful completion of the Project:

All labor, services, material, and other work necessary for the Project, as identified in the Unit-Price Bid Form and shown or called for in the Contract Documents.

3. **Bonds.** Contractor is required to furnish a payment and performance bond for this Project. Within 10 days of the Effective Date, Contractor shall provide the payment and performance bond (if required) and certificate of insurance required by the Contract Documents.

4. **Commencement and Completion of Work.** Contractor shall commence the Work identified in the Notice to Proceed either ☐ within ____ days of date of the Notice to Proceed, or ☒ on or before August 3, 2026. Substantial Completion of the entirety of the Work for the Project shall be accomplished by Contractor on or before November 3, 2026, unless the time within which Contractor is required to achieve Substantial Completion is subsequently extended in accordance with the Contract Documents. Final Completion and Final Acceptance of the Work shall be accomplished within 5 days of the date of Substantial Completion.

5. **Contract Price.** The Town agrees to pay Contractor, subject to all of the terms and conditions of the Contract Documents, for the Work, at the unit Bid prices shown in the Bid Schedule and the Unit-Price Bid Form for the actual quantity of the Work placed and accepted by the Town, as determined by the Project Manager, in an amount not to exceed \$989,906.34. The Town shall pay Contractor in the manner and at such times as set forth in the General Provisions such amounts as required by the Contract Documents. The Contract Price includes a base amount of \$889,906.34 and an unforeseen conditions allowance of \$100,000. Payment to Contractor of any portion of the unforeseen conditions allowance amount requires the Town's express, written approval. The unforeseen conditions allowance amount paid to Contractor, if any, shall not result in or serve as the basis for any increase to the Contract Price. In no event shall any portion of the unforeseen conditions allowance amount be used to cover costs arising from the failure, negligence, mistake or misconduct of Contractor or any of Contractor's subcontractors or suppliers or anyone for whom any of them may be liable. The Contract Price shall include all fees, costs and expenses incurred by Contractor.

6. **Keep Jobs In Colorado Act.** Pursuant to the Keep Jobs in Colorado Act, C.R.S. § 8-17-101, *et seq.* (the “Act”), and the rules adopted by the Division of Labor of the Colorado Department of Labor and Employment implementing the Act (the “Rules”), Contractor shall employ Colorado labor to perform at least 80% of the Work under this Contract and shall obtain and maintain the records required by the Act and the Rules. For purposes of this Section, “Colorado labor” means a person who is a resident of the state of Colorado at the time of this Project, without discrimination as to race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, national origin, ancestry, age, or religion except when sex or age is a bona fide occupational qualification. A resident of the state of Colorado is a person with a valid Colorado driver’s license, a valid Colorado state-issued photo identification, or documentation that he or she has resided in Colorado for the last 30 days. Contractor represents that it is familiar with the requirements of the Act and the Rules and will fully comply with same. This Section shall not apply to any project for which appropriation or expenditure of monies may be reasonably expected not to exceed \$500,000 in the aggregate for any fiscal year.

7. **Miscellaneous.**

a. *Governing Law and Venue.* This Contract 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 Contract by the Town shall not constitute a waiver of any of the other terms or obligation of this Contract.

c. *Integration.* This Contract, the Contract Documents, and any attached exhibits constitute the entire Contract between Contractor and the Town, superseding all prior oral or written communications.

d. *Third Parties.* There are no intended third-party beneficiaries to this Contract.

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

f. *Severability.* If any provision of this Contract 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 Contract may only be modified upon written agreement of the Parties.

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

i. *Governmental Immunity.* The Town and its officers, attorneys and employees are relying on, and do not waive or intend to waive by any provision of this Contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

j. *Rights and Remedies.* The rights and remedies of the Town under this Contract are in addition to any other rights and remedies provided by law. The expiration of this Contract shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

k. *Subject to Annual Appropriation.* Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement or liability beyond the current fiscal year.

l. *Accessibility.* Contractor shall comply with the accessibility standards for an individual with a disability adopted by the State Office of Information Technology pursuant to C.R.S. § 24-85-103, and shall indemnify, hold harmless and assume liability on behalf of the Town and its officers, employees, agents and attorneys for all costs, expenses, claims, damages, liabilities, court awards, attorney fees and related costs, and any other amounts incurred by the Town in relation to Contractor's noncompliance with such accessibility standards.

In witness whereof, this Construction Contract has been executed by the Parties as of the Effective Date.

Town of Superior, Colorado

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk

Contractor: McCauley Constructors, Inc.

By: _____

Town of Superior Community Center Improvements

LOCATED IN
TOWNSHIP 1 SOUTH, RANGE 69 WEST, 6th P.M.
COUNTY of BOULDER, STATE of COLORADO
MARCH, 2026

PAVEMENT

1. COMPLY WITH THE TRENCH PATCHBACK DETAIL FOR THE TOWN OF SUPERIOR PUBLIC WORKS DEPARTMENT INCLUDED IN THE DETAIL DRAWINGS.
2. THE CONTRACTOR SHALL VIDEOTAPE THE EXISTING PAVEMENT CONDITIONS BEFORE CONSTRUCTION.
3. THE CONTRACTOR SHALL USE CAUTION SO AS NOT TO SCRAPE OR SCALLOP THE EDGE OF EXISTING CONCRETE DURING EXCAVATION.
4. THE ASPHALT THICKNESS FOR PAVEMENT REPAIRS SHALL MATCH THE EXISTING PAVEMENT THICKNESS OR THE THICKNESS SPECIFIED BELOW FOR THE VARIOUS STREET CLASSIFICATIONS, WHICHEVER IS GREATER.

PAVED AREA	CLASSIFICATION	REQUIRED ASPHALT THICKNESS
PARKING LOT		7 INCHES

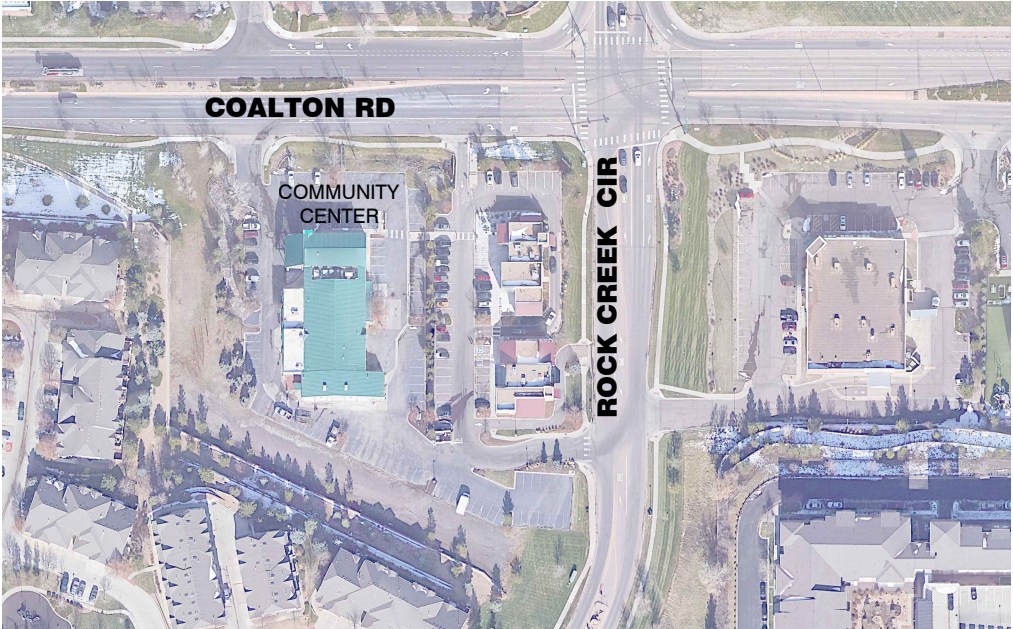
5. NO DIMENSION OF EXISTING PAVEMENT LESS THAN 3 FEET SHALL BE LEFT BETWEEN THE NEW PATCH AND THE EXISTING LIP OF GUTTER OR EXISTING EDGE OF PAVEMENT (5 FEET FOR CONCRETE). ARTERIAL AND COLLECTOR STREETS, NO SIDE OF A PATCH SHALL FALL WITHIN 2 FEET OF AN EXISTING WHEEL PATH. PATCHES WITHIN 2 FEET SHALL REQUIRE THE REMOVAL OF ADDITIONAL PAVEMENT TO MEET THIS REQUIREMENT.
6. CONSTRUCTION EQUIPMENT SHALL BE KEPT OFF OF CURB, GUTTER, CONCRETE PANS AND SIDEWALK. KEEP BEDDING AND BACKFILL MATERIAL OFF OF CONCRETE SURFACES. SCRAPED OR OTHERWISE DAMAGED CURB, GUTTER, SIDEWALK, CONCRETE PANS OR ASPHALT PAVEMENT SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE.
7. ALL MANHOLE RIMS, VALVE BOXES, AND COVERS SHALL BE SET 1/4" BELOW TO THE ADJACENT PAVEMENT SURFACE AND SHALL MATCH THE LONGITUDINAL AND TRANSVERSE SLOPE OF THE STREET PAVEMENT.

HORIZONTAL AND VERTICAL CONTROL

HORIZONTAL COORDINATES SHOWN HEREON ARE BASED UPON THE COLORADO STATE PLANE COORDINATE SYSTEM, NORTH ZONE AND HAVE BEEN MODIFIED TO GROUND AROUND 0.00 N, 0.00 E BY A COMBINED FACTOR OF 1.000286192 OR 0.99971389

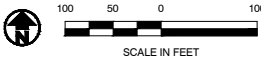
ELEVATIONS SHOWN HEREON ARE BASED UPON STATIC GPS OBSERVATIONS POST PROCESSED THROUGH THE NATIONAL GEODETIC SURVEY'S ONLINE POSITIONING USER SERVICE (OPUS) RESULTING IN CONTROL POINT NO. 1 HAVING AN ELEVATION OF 5467.30 NAVD 88 (GEOID 18)

PROJECT CONTROL COORDINATE TABLE				
PT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	1217044.59	3099578.25	5467.30	60D NAIL WITH PINK CHASER
455	1217376.54	3099616.34	5453.41	1 1/2" ALUMINUM CAP FLUSH WITH ASPHALT, ILLEGIBLE
586	1217372.85	3099478.48	5457.69	CHISLED X IN TIP OF CURB
626	1217337.49	3099383.07	5457.15	MAG NAIL IN SIDEWALK
628	1217048.49	3099557.86	5467.88	5/8" REBAR WITH 1 1/4" YELLOW PLASTIC CAP "SAM CP"
629	1217152.59	3099354.33	5469.08	5/8" REBAR WITH 1" BLUE PLASTIC CAP, ILLEGIBLE
747	1217388.53	3099363.56	5455.85	1/2" REBSAR WITH 1" ORANGE PLASTIC CAP, PLS 37066



VICINITY MAP

SCALE 1" = 100'±



OWNER

Town of Superior
124 East Coal Creek Drive
Superior, CO 80027
303-499-3675

SURVEYOR

American West Land Surveying Co.
331 South 4th Avenue
P.O. Box 129
Brighton, CO 80601
303-659-1532

STRUCTURAL ENGINEER

The Lepetsos Group
Greg Lepetsos
11 Poania
Littleton, CO 80127
303-932-8547

CIVIL ENGINEER

J&T Consulting, Inc.
James C. York
305 Denver Ave., Ste. D
Fort Lupton, CO 80621
303-857-6222

GEOTECHNICAL/SOIL INVESTIGATIONS

CMT Technical Services
7108 S. Alton Way, Bldg. B
Centennial, CO 80112
303-220-0300

SHEET INDEX

- 1 Cover Sheet
- 2-3 General Notes
- 4-5 Demolition Plan
- 6-7 Site & Erosion Control Plan
- 8 Concrete Pan
- 9-11 Grading Plan
- 12-14 Storm Sewer Plan & Profile
- 15-16 Striping Plan
- 17-19 Structural Plans
- 20-22 Details

LEGEND

---	5280	EXISTING CONTOURS	⊙	EXISTING SEWER MANHOLE
---	5280	PROPOSED CONTOURS	⊙	EXISTING FIRE HYDRANT
---		EXISTING EDGE OF CONCRETE	⊙	EXISTING WATER METER
---	G	EXISTING GAS LINE	⊙	EXISTING WATER VALVE
---	W	EXISTING WATERLINE	⊙	EXISTING STORM SEWER MANHOLE
---	SAN	EXISTING SEWER LINE	⊙	EXISTING TREE
---	ST	EXISTING STORM SEWER	⊙	CONCRETE
---	CTV	EXISTING CABLE TV	⊙	POTHOLE LOCATION
---	E	EXISTING POWER	⊙	PROPOSED CONCRETE
---	T	EXISTING TELEPHONE	⊙	PROPOSED STORM SEWER
---	TS	EXISTING TRAFFIC SIGNAL	⊙	PROPOSED POINT ELEV
---	FO	EXISTING FIBER OPTIC	⊙	PROPOSED CURB DRAIN
---		EXISTING ROW	⊙	
---		EXISTING EASEMENT	⊙	
---		EXISTING POINT ELEV	⊙	

Town Certification

All work shall be constructed to Town of Superior DESIGN STANDARDS AND SPECIFICATIONS. This drawing has been reviewed and found to be in general compliance with these DESIGN STANDARDS AND SPECIFICATIONS and other Superior requirements. THE ENGINEERING DESIGN CONCEPT REMAINS THE RESPONSIBILITY OF THE PROFESSIONAL ENGINEER WHOSE STAMP AND SIGNATURE APPEAR HEREON.

Town (or Designee)

Date

Engineer's Certification

I hereby certify that these plans for the construction of the Town of Superior Community Center Project were prepared by me or under my direct supervision for the Town on Superior.

James C. York, P.E.
Colorado Registration No. 36846



J&T Consulting, Inc.



305 Denver Avenue - Suite D
Fort Lupton, CO 80621
Ph: 303-857-6222
www.jtconsulting.com

Community Center
Improvements

Cover Sheet

Town of Superior

REVISIONS		Description	Chk	By	Date
No	Date	WSS	JFM		
1	3/3/26	WSS	JFM		
2	5/6/26	WSS	JFM		

Job #	23024
Date	3/6/26
Drawn By	WSS
Designed By	WSS
Checked By	JFM
File	JT-cover.dwg
Scale	As Shown
Sheet:	1 of 22

DEFINITIONS:
OWNER: PROPERTY OWNER(S)
CONTRACTOR: THE PERSON OR GROUP COMPLETING THE WORK
ENGINEER: PROFESSIONAL ENGINEER OF RECORD
TOWN OF SUPERIOR: AUTHORIZED REPRESENTATIVE(S) OF THE TOWN PUBLIC WORKS & UTILITIES DEPARTMENT; THE AGENCY OF JURISDICTION.

ALL WORK SHALL CONFORM TO THE LATEST REVISION OF CDOT STANDARDS AND SPECIFICATIONS, AND THE TOWN OF SUPERIOR DESIGN STANDARDS AND SPECIFICATIONS.

THE CONTRACTOR SHALL HAVE STAMPED AND SIGNED BY THE ENGINEER AND TOWN DRAWINGS, SPECIFICATIONS AND CURRENT TOWN OF SUPERIOR SPECIFICATIONS ON SITE AT ALL TIMES.

THE ENGINEERING CONCEPT REMAIN THE RESPONSIBILITY OF THE PROFESSIONAL ENGINEER WHOSE STAMP AND SIGNATURE APPEARS ON THE CONSTRUCTION DOCUMENTS. THE CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER AND THE TOWN IMMEDIATELY.

ALL WORK ON THE PROJECT SHALL BE PERFORMED DURING REGULAR WORK HOURS: 7AM TO 5PM, MONDAY THROUGH FRIDAY. RESTRICTED HOURS MAY BE DICTATED BY THE TOWN. ALL WORK ON THE PROJECT SHALL COMPLY WITH THE SUPERIOR MUNICIPAL CODE. NO WORK SHALL BE PERFORMED OUTSIDE REGULAR WORK HOURS OR ON SATURDAY OR SUNDAY, OR ANY OF THE TOWN OBSERVED HOLIDAYS WITHOUT RECEIVING PRIOR WRITTEN CONSENT FROM THE TOWN OR A DESIGNATED REPRESENTATIVE. TOWN OBSERVED HOLIDAYS INCLUDE NEW YEAR'S DAY, MARTIN LUTHER KING DAY, PRESIDENT'S DAY, MEMORIAL DAY, JUNETEENTH DAY, INDEPENDENCE DAY, LABOR DAY, VETERAN'S DAY, THANKSGIVING DAY, FRIDAY FOLLOWING THANKSGIVING, CHRISTMAS EVE, AND CHRISTMAS DAY. REQUEST FOR WORK OUTSIDE REGULAR WORK HOURS SHALL BE RECEIVED TWO (2) BUSINESS DAYS PRIOR TO THE PROPOSED DATE OF THE WORK. REFER TO SECTION 150.00 PERMITS AND INSPECTIONS OF THE TOWN DESIGN STANDARDS AND SPECIFICATIONS.

PRE-CONSTRUCTION MEETING SHALL BE SCHEDULED BY THE OWNER WITH THE TOWN ENGINEERING STAFF AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE START OF CONSTRUCTION. THOSE IN ATTENDANCE SHALL INCLUDE: OWNER, ENGINEER, SUPERIOR, CONTRACTOR, GEOTECHNICAL ENGINEER, SURVEYOR, AND ANY OTHER AFFECTED AGENCIES. CONSTRUCTION DOCUMENTS WITH THE DESIGN STANDARD SAND SPECIFICATIONS COMPLIANCE STATEMENT AND SIGNATURE SHALL BE DISTRIBUTED AT THE PRE-CONSTRUCTION MEETING

AN ON-SITE PRE-CONSTRUCTION CONFERENCE WITH TOWN PUBLIC WORKS STAFF SHALL OCCUR AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO CONNECTING TO EXISTING TOWN UTILITIES.

THE CONTRACTOR SHALL PAY FOR AND OBTAIN THE REQUIRED RIGHT-OF-WAY CONSTRUCTION PERMIT AND ANY OTHER REQUIRED PERMIT FROM THE TOWN OF SUPERIOR PRIOR TO COMMENCING WORK ON THE PROJECT. NO CHARGE FOR TOWN PERMITS ON TOWN PROJECTS. BUILDING PERMIT DOES GET CHARGED BUT A LOWER THAN REGULAR RATE FOR TOWN PROJECTS.

ALL OPERATIONS SHALL CONFORM TO THE APPLICABLE REGULATIONS SET FORTH BY THE ICC AND OSHA.

THE TOWN OF SUPERIOR PUBLIC WORKS AND UTILITIES DEPARTMENT, PHONE (303) 499-3675, AFTER HOURS PHONE (303) 554-9086 SHALL BE NOTIFIED A MINIMUM OF 48 WORKING HOURS PRIOR TO COMMENCING ANY CONSTRUCTION ACTIVITIES.

0. ALL PHASES OF WORK PERFORMED ON DEDICATED PUBLIC INFRASTRUCTURE AND WORK IN THE RIGHT-OF-WAY SHALL BE INSPECTED AND APPROVED BY REPRESENTATIVE OF THE TOWN OF SUPERIOR. REQUESTS FOR INSPECTION SHALL BE MADE TO THE TOWN OF SUPERIOR, PHONE (303) 709-6726, OR (303) 499-3675 A MINIMUM OF 24 HOURS IN ADVANCE. OBSERVATION AND ONSITE VISITS ARE NOT TO BE CONSTRUED AS A GUARANTEE OR APPROVAL BY SUPERIOR STAFF OF CONTRACTOR'S WORK ON CONTRACTUAL COMMITMENT. IF WORK IS SUSPENDED FOR LONGER THAN 5 DAYS AFTER INITIAL START-UP, CONTRACTOR SHALL NOTIFY THE SUPERIOR CONSTRUCTION INSPECTION SUPERVISOR ONE (1) BUSINESS DAY PRIOR TO RESTART OF CONSTRUCTION.

1. IN THE EVENT OF AN EMERGENCY CONTACT SUPERIOR AT (303) 499-3675 DURING WORK HOURS OR (303) 554-9086 AFTER HOURS.

2. NOTIFY SUPERIOR AT (303) 499-3675 AND MOUNTAIN VIEW FIRE RESCUE DISTRICT AT (303) 494-3735 FOR ANY STREET CLOSURES AND EXISTING FIRE HYDRANTS TAKEN OUT OF SERVICE, AT LEAST TWO (2) BUSINESS DAYS PRIOR TO THE START OF CONSTRUCTION.

3. PRIOR TO ANY CONSTRUCTION ON THE PROJECT, THE CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION SITE VISIT WITH THE TOWN OF SUPERIOR REPRESENTATIVE TO VERIFY AND DOCUMENT THE EXISTING CONDITION OF ADJACENT PUBLIC IMPROVEMENTS.

4. THE CONTRACTOR SHALL VERIFY ACCURACY BETWEEN WORK SET FORT ON THESE CONSTRUCTION DOCUMENTS AND WORK REQUIRED IN THE FIELD. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND THE TOWN PRIOR TO THE START OF CONSTRUCTION. THE ENGINEER SHALL COORDINATE ANY PROPOSED CHANGES WITH THE TOWN.

5. THE CONTRACTOR SHALL RESTRICT CONSTRUCTION ACTIVITY TO PUBLIC RIGHT-OF-WAY, AREAS DEFINED AS PERMANENT AND/OR TEMPORARY CONSTRUCTION EASEMENTS, AND AREAS UNDER OWNERSHIP OF OWNER, UNLESS OTHERWISE AUTHORIZED BY THE AFFECTED PROPERTY OWNER AND ACKNOWLEDGED BY SUPERIOR. PRIOR TO BEGINNING CONSTRUCTION ACTIVITIES, CONTRACTOR SHALL OBTAIN WRITTEN AGREEMENTS FOR INGRESS AND EGRESS FROM THE WORKSITE FROM ADJACENT PRIVATE PROPERTY OWNERS. ACCESS TO ANY ADJACENT PRIVATE PROPERTY SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.

6. CONTRACTOR SHALL OBTAIN, AT HIS OWN EXPENSE, ALL APPLICABLE CODES, LICENSES, STANDARDS, PERMITS, BONDS, ETC. WHICH ARE NECESSARY TO PERFORM THE WORK.

7. CONTRACTOR SHALL KEEP ONE RECORD COPY OF ALL SPECIFICATIONS, DRAWINGS, ADDENDA, MODIFICATIONS, AND SHOP DRAWINGS AT THE SITE IN GOOD ORDER AND ANNOTATED TO SHOW ALL CHANGES MADE DURING THE CONSTRUCTION PROCESS. THESE SHALL BE AVAILABLE TO THE ENGINEER AND SHALL BE DELIVERED TO HIM FOR TOWN RECORDS UPON COMPLETION OF THE PROJECT.

8. THE ENGINEER SHALL REVIEW ALL SUBMITTALS PRIOR TO SENDING THE SUBMITTALS TO THE TOWN FOR ITS REVIEW.

9. THE PHYSICAL FEATURES SHOWN ON THIS PLAN ARE BASED ON THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL FEATURES, INCLUDING ALL UNDERGROUND AND ABOVE GROUND UTILITIES. PRIOR TO BEGINNING ANY WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY NOTIFICATION CENTER OF COLORADO AT 811.

10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES AND PROTECTING THE SAME. LOCATIONS SHOWN ON THE PLANS ARE APPROXIMATE AND NOT ALL UTILITIES ARE NECESSARILY SHOWN. THE CONTRACTOR SHALL CONTACT TOWN, UNCC, AND APPROPRIATE ENTITIES TO LOCATE UNDERGROUND FACILITIES AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION. THE EXACT LOCATION OF EACH UTILITY SHALL BE FIELD VERIFIED BEFORE COMMENCING WORK. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MAY OCCUR AS A RESULT OF THE CONTRACTOR'S FAILURE TO LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

45. ALL REGULATORY, WARNING, GUIDE AND OTHER SIGNS ON THIS PROJECT SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. ALL SIGNS AND SIGN PLACEMENT SHALL CONFORM TO THE LATEST VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.) (INCLUDING ANY COLORADO SUPPLEMENT STANDARDS)

59. ALL INFRASTRUCTURE INSTALLED UNDERGROUND SHALL BE ELECTRONICALLY LOCATABLE USING COLOR CODED SOLID 10 AWG TRACER WIRE TERMINATING IN A CP MINI TEST STATION. FIRE HYDRANT TRACER WIRE AND CATHODIC PROTECTION SHALL BE LOCATED IN A GLENN 4 TEST STATION.

22. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFICATION OF SUPERIOR UTILITY CUSTOMERS FOR

[illegible]

Job #	23024
Date	3/6/26
Drawn By	WSS
Designed By	WSS
Checked By	JFM
File	JT-Gen notes.dwg
Scale	As Shown

STORM SEWER NOTES

1. STORM WATER MAINS, CULVERTS AND FITTINGS SHALL BE REINFORCED CONCRETE CONFORMING TO ASTM C-76. TYPE II OR TYPE V CONCRETE SHALL BE USED DEPENDING UPON THE SULFATE CONTENT OF THE SOIL. CSP, CMP AND PLASTIC PIPE, IF PROPOSED FOR STORM SEWER MATERIALS, SHALL REQUIRE THE REVIEW AND PRIOR WRITTEN APPROVAL OF THE DISTRICT'S ENGINEER. JOINTS SHALL BE TONGUE AND GROOVE AND BE SEALED WITH RUB'R-NEK BY K.T. SNYDER CO. OR APPROVED EQUIVALENT MATERIAL. ALL STREET AND ROAD CULVERTS SHALL BE EQUIPPED WITH END SECTIONS.

2. THE MINIMUM DIAMETER OF A TRUNK STORM WATER LINE SHALL BE EIGHTEEN INCHES (18"). THE MINIMUM DIAMETER OF A LATERAL STORM WATER LINE FROM INLETS SHALL BE FIFTEEN INCHES (15").

3. MANHOLES SHALL BE PRECAST CONCRETE CONFORMING WITH ASTM C-478. MANHOLES SHALL HAVE A MINIMUM INSIDE DIAMETER OF FOUR FEET (4') AND SHALL BE CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH THE TOWN'S DETAILS.

4. AT DROP MANHOLES, IF THE DROP HEIGHT EXCEEDS SIX FEET (6'), THEN SIX THOUSAND (6,000) PSI CONCRETE IS REQUIRED FOR THE MANHOLE STRUCTURE.

5. FOR STORM WATER MANHOLES THAT EXCEED A DEPTH OF TWENTY FEET (20'), WE MAY REQUIRE AN INTERMEDIATE PLATFORM AND SIXTY INCH (60"), MINIMUM, DIAMETER MANHOLE RISERS.

6. LOCAL FACILITIES OF THE STORM WATER SYSTEM SHALL BE INSTALLED IN A THOROUGH AND WORKMANLIKE MANNER AND IN ACCORDANCE WITH THE DESIGN DOCUMENTS THAT HAVE BEEN APPROVED BY THE ENGINEER. THE MINIMUM BEDDING AND BACKFILL REQUIREMENTS FOR STORM WATER LINES SHALL BE AS SHOWN IN THE TOWN'S DETAILS.

7. EXPOSED RIPRAP IS REQUIRED TO BE TYPE M OR LARGER.

8. AT THE OUTLET OF STORM WATER LINES AND AT CURB CUTS, EROSION PROTECTION IS REQUIRED TO BE EXTENDED TO THE POND BOTTOM, OR TO THE TOE OF THE SLOPE IN A CHANNEL, WHICHEVER THE CASE MAY BE.

9. AT THE OUTLET OF STORM WATER LINES INTO A DRY DETENTION BASIN, A HARD BOTTOMED TRICKLE CHANNEL (EITHER CONCRETE OR GROUTED ROCK) IS REQUIRED THROUGH THE EROSION PROTECTION BASIN.

10.LAMP TEST: A LIGHT WILL BE FLASHED BETWEEN MANHOLES, OR IF THE MANHOLES HAVE NOT AS YET BEEN CONSTRUCTED, BETWEEN THE LOCATIONS OF THE MANHOLES, BY MEANS OF A FLASHLIGHT OR BY REFLECTING SUNLIGHT WITH A MIRROR. IF THE ILLUMINATED INTERIOR OF THE STORM SEWER MAIN SHOWS POOR ALIGNMENT, DISPLACED PIPE, EARTH OR OTHER DEBRIS IN THE PIPE, OR ANY OTHER KINDS OF DEFECTS, THE DEFECTS, DETERMINED BY THE INSPECTOR, SHALL BE REMEDIED BY THE CONTRACTOR. THE TEST WILL BE REPEATED FOLLOWING COMPLETION OF BACKFILLING AND ANY POOR ALIGNMENT, DISPLACED PIPE OR OTHER DEFECTS, DETERMINED BY THE INSPECTOR, SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE.

11.ALL TREES ARE REQUIRED TO BE PLANTED A MINIMUM OF TEN FEET (10') FROM THE OUTSIDE OF ALL UTILITY LINES THAT ARE TO BE OWNED AND MAINTAINED BY THE DISTRICT.

EROSION CONTROL NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SEDIMENT AND EROSION CONTROL AT THE SITE THROUGHOUT CONSTRUCTION.

2. PERIMETER SILT FENCING SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITY (STOCKPILING, STRIPPING, GRADING, ETC.)

3. BEST MANAGEMENT PRACTICES (BMP'S) SHALL BE USED AS NECESSARY TO ADDRESS SEDIMENT AND DUST FROM SITE DISTURBANCE. ADDITIONAL MEASURES MAY BE REQUIRED AT THE DIRECTION OF THE ENGINEER.

4. BMP'S MAY INCLUDE, BUT ARE NOT LIMITED TO:

a.MINIMAL DISTURBANCE FOR MINIMAL TIME PERIODS.

b.GRAVEL CONSTRUCTION ACCESS.

c.SILT FENCE, STRAW BALE OR SAND BAG BARRIERS, ROCK CHECK DAMS.

d.STORM SEWER INLET PROTECTION.

e.SEDIMENT CAPTURE PONDS.

f.SITE WATERING FOR DUST SUPPRESSION.

5. BMP'S SHALL BE MAINTAINED AND KEPT IN GOOD REPAIR FOR THE DURATION OF THE PROJECT. THE CONTRACTOR SHALL INSPECT BMP'S WEEKLY AND AFTER SIGNIFICANT (GREATER THAN 0.1" PRECIPITATION) STORM EVENTS. THE MAINTENANCE AND REPAIR SHALL BE COMPLETED IN A TIMELY MANNER. SEDIMENT AND DEBRIS SHALL BE REMOVED WHEN THEY REACH HALF THE BMP HEIGHT OR IMPACT THE FUNCTION OF THE BMP.

6. SOIL STOCKPILES SHALL BE PROTECTED FROM SEDIMENT TRANSPORT BY SURFACE ROUGHENING, WATERING AND PERIMETER SILT FENCING. SOILS THAT WILL BE STOCKPILED FOR MORE THAN 30 DAYS SHALL BE MULCHED AND SEEDED WITH A GRASS COVER WITHIN 14 DAYS OF STOCKPILE CONSTRUCTION.

7. THE CONTRACTOR SHALL INSURE ALL LOADS OF CUT AND FILL SOILS IMPORTED TO OR EXPORTED FROM THE SITE ARE PROPERLY LOADED AND COVERED TO PREVENT LOSS DURING TRANSPORT.

8. THE CONTRACTOR SHALL REMOVE SEDIMENT, MUD, AND CONSTRUCTION DEBRIS RESULTING FROM THIS PROJECT FROM FLOW LINES AND PAVEMENT OF PUBLIC STREETS IN A TIMELY MANNER.

9. SOILS EXPOSED DURING LAND DISTURBING ACTIVITY SHALL BE KEPT IN A ROUGHENED CONDITION BY RIPPING OR DISCING ALONG LAND CONTOURS UNTIL MULCH, VEGETATION OR OTHER PERMANENT EROSION CONTROL IS IN PLACE. NO SOILS SHALL REMAIN EXPOSED BY LAND DISTURBING ACTIVITY FOR MORE THAN THIRTY (30) DAYS BEFORE REQUIRED TEMPORARY OR PERMANENT EROSION CONTROL IS INSTALLED UNLESS OTHERWISE APPROVED.

10.VEHICLE TRACKING CONTROL, INLET/OUTLET, ROCK SOCK, AND SILT FENCE PROTECTION WILL BE USED TO CONTROL EROSION DURING CONSTRUCTION.

11.ALL TEMPORARY SEDIMENT CONTROLS WILL BE REMOVED WITHIN 30 DAYS AFTER THE FINAL STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED, WHICHEVER COMES FIRST.

12.NATURAL VEGETATION SHALL BE RETAINED AND PROTECTED WHENEVER POSSIBLE. EXPOSURE OF SOIL TO EROSION FROM REMOVAL OR DISTURBANCE OF VEGETATION SHALL BE LIMITED TO THE AREA REQUIRED FOR IMMEDIATE CONSTRUCTION OPERATIONS AND FOR THE SHORTEST PRACTICAL PERIOD OF TIME.

13.USE CURRENT CDOT/MHFD STANDARD DETAILS.

STREET EXCAVATION NOTES

1. WHERE IT IS REQUIRED TO CUT EXISTING PAVEMENT, THE CUTTING SHALL BE DONE TO A NEAT WORK LINE FULL DEPTH WITH A CONCRETE-CUTTING SAW OR OTHER METHOD AS APPROVED BY THE TOWN. PAVEMENT SHALL ONLY BE OPEN CUT WHEN APPROVED BY THE TOWN. ALL SAW WATER SLURRY SHALL BE PROPERLY CONTAINED USING APPROPRIATE BMP'S, AND IS PROHIBITED FROM ENTERING ANY STORM DRAINS. SAW WATER SLURRY SHALL BE REMOVED FROM IMPERVIOUS SURFACES AS WORK PROGRESSES.

2. ALL PAVEMENT CUTS AND EXPLORATORY POTHOLES SHALL BE REPAIRED AS REQUIRED BY THE TOWN.

3. EXISTING ASPHALT PAVEMENT SHALL BE REMOVED AS INDICATED IN THE PLANS OR DESIGNATED BY THE ENGINEER.

4. ALL REMOVALS THAT ARE NOT SALVAGEABLE SHALL BECOME THE PROPERTY OF THE CONTRACTOR UNLESS OTHERWISE INDICATED ON THE PLANS AND PROJECT SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DISPOSAL COSTS.

5. ALL TRENCHES SHALL BE ADEQUATELY SUPPORTED AND THE SAFETY OF THE WORKERS AND PUBLIC PROVIDED FOR AS REQUIRED BY THE MOST RECENT OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) "SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION".

6. ALL EXCAVATIONS IN EXISTING STREETS SHALL BE BACKFILLED WITH APPROVED CDOT FLOWABLE FILL FROM BEDDING MATERIAL TO FINISH SUBGRADE ELEVATION.

7. APPROPRIATE STREET PLATES SHALL BE USED OVER FLOW FILLED TRENCH EXCAVATIONS UNTIL THE FLOW FILL HAS ADEQUATELY CURED TO SUPPORT TRAFFIC LOADING AND PATCHING.

8. THE CONTRACTOR SHALL REPAIR ANY EXCAVATIONS OR PAVEMENT FAILURES CAUSED BY HIS CONSTRUCTION AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL PROPERLY BARRICADE THE CONSTRUCTION SITE UNTIL CONSTRUCTION IS COMPLETE.

9. ALL CONCRETE AND ASPHALT MIXTURE DESIGNS SHALL BE APPROVED BY SUPERIOR PRIOR TO PLACEMENT OF CONCRETE AND ASPHALT.

10.PATCHING SHALL BE TO THE DEPTH OF THE SURROUNDING EXISTING PAVEMENT PLUS 1 INCH, OR TO THE DEPTH SHOWN IN THE LIFT DETAIL AS DIRECTED BY THE ENGINEER. THE TOP LIFT MUST UTILIZE HMA (GRADING SX)(75)(PG 64-22) OR APPROVED ALTERNATE. THE THICKNESS OF SUBSEQUENT LIFTS MUST BE EQUAL TO OR GREATER THAN THE LIFT DIRECTLY ABOVE. THE LOWER LIFTS MAY UTILIZE HMA (GRADING S OR SQ)(75)(PG 64-22) OR APPROVED ALTERNATE.

11.A TACK COAT SHALL BE PLACED TO THE VERTICAL EDGES OF EXISTING ASPHALT PRIOR TO THE PLACEMENT OF LIFTS OF HMA.

12.BEFORE PLACEMENT OF THE TACK COAT, THE CONTRACTOR SHALL CLEAN THE ROADWAY AS DIRECTED BY THE ENGINEER.

13.FINISH TOP LIFT SHALL MEET SURFACE TOLERANCE REQUIREMENTS OF 3/16 INCH AS MEASURED WITH A 10 FOOT STRAIGHT EDGE. SURFACE EXCEEDING 3/16 INCH SHALL BE CORRECTED PRIOR TO FINAL COMPACTION.

14.IMMEDIATELY AFTER FINISH ROLLING THE HMA PATCH, THE EDGES SHALL RECEIVE AN APPLICATION OF CSS1-H TACK EXTENDING A MINIMUM OF 6 INCHES EITHER SIDE OF THE JOINT (PICTURE FRAME). APPLICATION OF CSS1-H SHALL OCCUR BEFORE THE HMA TEMPERATURE DROPS BELOW 175 DEGREES.

15.THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTMENT OF ALL VALVES AND MANHOLE RIMS THAT ARE NOT SPECIFIED TO BE ADJUSTED BY THE INDIVIDUAL UTILITY COMPANY, TO FINAL STREET GRADE.
- UTILITY MAINTENANCE STATEMENT:

ALL PUBLIC WATER, REUSE WATER, STORM SEWER AND SANITARY SEWER MAINS AND APPURTENANCES LOCATED IN PUBLIC ROW SHALL BE MAINTAINED BY THE TOWN OF SUPERIOR PUBLIC WORKS DEPARTMENT. ALL PUBLIC WATER, REUSE WATER, STORM SEWER, SANITARY SEWER MAINS AND APPURTENANCES UNDER PRIVATE DRIVES ARE LOCATED IN UTILITY EASEMENTS. THE TOWN IS RESPONSIBLE FOR MAINTENANCE OF THESE WATER, REUSE WATER, STORM AND SANITARY SEWER FACILITIES. THE TOWN IS NOT RESPONSIBLE FOR REPAIR OR REPLACEMENT OF PRIVATE DRIVE, CURB AND GUTTER OR LANDSCAPING DAMAGED DURING UTILITY REPAIR OR MAINTENANCE.
- CONCRETE

1. THE CONTRACTOR WILL PROVIDE LINE AND GRADE STAKES FOR CURB AND GUTTER ALIGNMENT. THE CURB, GUTTER, SIDEWALKS AND/OR PANS SHALL BE LAID AND MAINTAINED TO THE REQUIRED LINES AND GRADED AS STAKED AND AS SHOWN ON THE PLANS.

2. CONCRETE SHALL BE A MINIMUM OF 6" THICK COMPOSED OF TYPE II CEMENT, WITH 5-8% AIR ENTRAINMENT, MAXIMUM WATER TO CEMENT RATIO OF 0.45, A 28 DAY COMPRESSIVE STRENGTH OF 4500 PSI, AND SHALL CONTAIN FIBER MESH REINFORCEMENT.

3. PREMOLDED PARTING STRIPS SHALL BE 1/2 INCH THICK OR MORE. THEY SHALL CONSIST OF STRIPS, WHICH HAVE BEEN FORMED FROM LAYERS OF FELT OR SHREDDED FELT, CANE, WOOD OR OTHER SUITABLE FIBERS, SECURELY BOUND TOGETHER AND UNIFORMLY IMPREGNATED WITH A SUITABLE BINDER. THEY SHALL BE OF SUCH CHARACTER THAT THEY WILL NOT BE PERMANENTLY DEFORMED BY ORDINARY HANDLING DURING HOT WEATHER OR BECOME HARD AND BRITTLE IN COLD WEATHER.

4. EXPANSION JOINTS SHALL BE FORMED AT 50 FOOT INTERVALS USING PREFORMED EXPANSION JOINT FILLER HAVING A THICKNESS OF 1/2 INCH. WHEN THE GUTTER IS CONSTRUCTED ADJACENT TO OR ON CONCRETE PAVEMENT, EXPANSION JOINTS SHALL BE LOCATED OPPOSITE OR AT EXPANSION JOINTS IN THE PAVEMENT.

5. EXPANSION JOINTS SHALL BE INSTALLED BETWEEN CONCRETE CURB AND ANY FIXED STRUCTURE, SIDEWALK OR BRIDGE. EXPANSION JOINT MATERIAL SHALL EXTEND THE FULL DEPTH OF CONTACT SURFACE.

6. EXCAVATION SHALL BE MADE TO THE REQUIRED DEPTH AND TO A WIDTH THAT WILL PERMIT THE INSTALLATION AND BRACING OF THE FORMS. THE FOUNDATION SHALL BE SHAPED AND COMPACTED TO A FIRM EVEN SURFACE CONFORMING TO THE SECTION SHOWN ON THE PLANS OR AS STAKED. ALL SOFT AND YIELDING MATERIAL SHALL BE REMOVED AND REPLACED WITH ACCEPTABLE MATERIAL.

7. CONCRETE SHALL BE PROPORTIONED, MIXED AND PLACED IN ACCORDANCE WITH THE REQUIREMENTS FOR THE CLASS OF CONCRETE SPECIFIED. COMPACTION OF CONCRETE PLACED IN THE FORMS SHALL BE BY VIBRATION OF OTHER ACCEPTABLE METHOD. FORM SHALL BE LEFT IN PLACE UNTIL THE CONCRETE HAS SET SUFFICIENTLY SO THAT THEY CAN BE REMOVED WITHOUT INJURY TO THE CURBING. UPON REMOVAL OF THE FORMS, THE EXPOSED CURBING FACE SHALL BE IMMEDIATELY FINISHED TO A UNIFORM SURFACE. FOR THE PURPOSE OF MATCHING ADJACENT CONCRETE FINISHES OR FOR OTHER REASONS, THE ENGINEER SHALL APPROVE METHODS OF FINISHING.

8. IMMEDIATELY UPON COMPLETION OF THE FINISHING, CONCRETE SHALL BE MOISTENED AND KEPT MOIST
- FOR THREE DAYS, OR CONCRETE SHALL BE CURED BY THE USE OF MEMBRANE FORMING CURING COMPOUND. THE METHOD AND DETAILS OF CURING SHALL BE SUBJECT TO THE APPROVAL OF THE ENGINEER.

9. DURING THE CURING PERIOD, ALL TRAFFIC, BOTH PEDESTRIAN AND VEHICULAR, SHALL BE EXCLUDED. VEHICULAR TRAFFIC SHALL BE EXCLUDED FOR SUCH ADDITIONAL TIME AS THE ENGINEER MAY DIRECT.

10.INSULATING BLANKETS SHALL BE USED TO COVER CONCRETE DURING CURING IF THE AMBIENT TEMPERATURE FALLS BELOW 50°F AT ANY TIME.

11.ALL CONCRETE EDGES SHALL BE ROUNDED TO A 1/4" RADIUS, EXCEPT WHERE SHOWN OTHERWISE ON DRAWINGS.
- TRAFFIC CONTROL
1. TRAFFIC CONTROL PLANS SHALL BE SUBMITTED AND APPROVED BY THE TOWN PRIOR TO ANY CONSTRUCTION ACTIVITIES.

2. ALL TRAFFIC CONTROL DEVICES SHALL COMPLY WITH MUTCD AND TOWN STANDARDS, LATEST EDITIONS.
- ASPHALT PAVING
1. ASPHALT TIE-INS SHALL BE NEATLY SAWCUT VERTICALLY, FULL DEPTH, AND PERPENDICULAR TO THE ROADWAY.

2. NEATLY APPLY CSS1-H TACK TO ALL VERTICAL SURFACES, AND BETWEEN EVERY LIFT OF ASPHALT.

3. 200 TON COMPACTION TEST STRIP AND ROLLER PASS STUDY REQUIRED FOR EACH GRADING OF ASPHALT AND WHEN PREVIOUSLY USED EQUIPMENT IS REPLACED.

4. ASPHALT WEIGHTS REQUIRED FOR EACH LOAD DELIVERED TO THE SITE. DELIVERIES WITHOUT WEIGHTS WILL BE REJECTED.

5. ALL LOADS TO BE TARPED AND REMAIN TARPED UNTIL BACKED TO THE PAVER FOR PLACEMENT, REGARDLESS OF THE TIME OF YEAR.

6. THE USE OF DIESEL FUEL FOR TOOLS, TRUCK BEDS, PAVERS AND ROLLERS IS STRICTLY PROHIBITED. USE APPROVED RELEASE AGENTS ONLY.

7. SELF-PROPELLED PAVER WITH AUTOMATIC CROSS SLOPE AND GRADE CONTROL REQUIRED.

8. 30 FOOT SKI EACH SIDE OF THE PAVER FOR GRADE CONTROL IS REQUIRED ON ALL PAVERS FOR ALL LIFTS OF ASPHALT PLACED.

9. SMOOTH DRUM AND PNEUMATIC ROLLERS ARE REQUIRED.

10.DENSITY SPECIFICATION: 92-96%. JOINT DENSITY SPECIFICATION: 92-96%±2%

11.THE TOWN UTILIZED THE NATIONAL ASPHALT PAVEMENT ASSOCIATION APP, MULTICOOL TO AID IN ASPHALT ROLLING TIME AND TEMPERATURES.

12.ASPHALT JOINTS SHALL BE LOCATED AT THE CENTERLINE OF THE STREET, OR ON THE CENTERLINE OF PAINTED SKIP/TURN POCKET LINES. JOINTS IN A WHEEL PATH ARE PROHIBITED.

13.RACKING OF JOINT/ EDGES: BUMP AND STOP. DO NOT BROADCAST ROCKS ACROSS THE ASPHALT MAT SURFACE. ALL ROCKS TO BE REMOVED FROM SURFACE PRIOR TO BREAKDOWN ROLLING.

14.SAMPLING: EVERY 500 TONS, OR PORTION THEREOF, PER DAY, PER MIX.

15.TESTING: EVERY 250 LINEAL FEET PER LANE MILE, PER LIFT. JOINTS EVERY 250 LINEAL FEET. TESTING IS DOING UTILIZING 4 - ONE MINUTES TESTS, AVERAGE OF 4 TESTS.

16.MARK GAUGE LOCATION ON ASPHALT SURFACE. RECORD PERCENT DENSITY ON ASPHALT SURFACE.

17.IMMEDIATELY AFTER FINISH ROLLING AND BEFORE THE ASPHALT SURFACE TEMPERATURE DROPS BELOW 175° F, APPLY TACK COAT A MINIMUM OF 6 INCHES BOTH SIDES OF THE JOINT TO SEAL THE JOINT. ON PATCHES OF 40 SQUARE FEET OR LESS, APPLY TACK COAT TO THE ENTIRE SURFACE AND EXTEND OUTSIDE THE JOINT 6 INCHES ONTO EXISTING PAVEMENT SURFACE.

18.MANHOLES, CLEANOUTS, AND VALVE BOX ADJUSTMENTS.

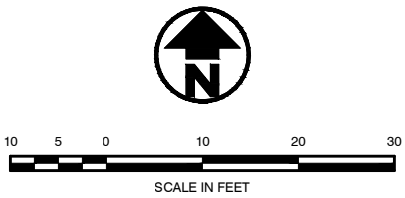
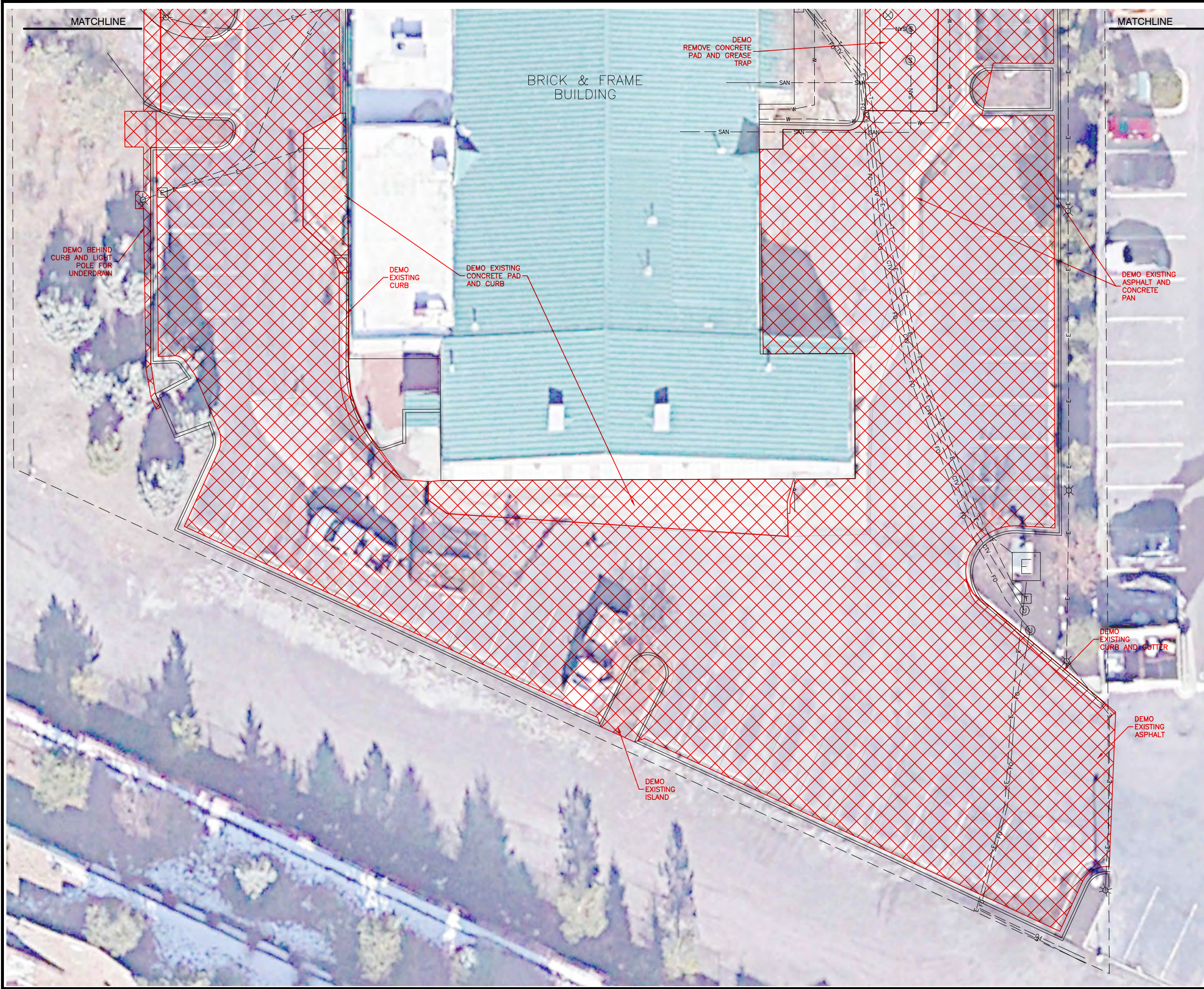
18.1. LOWER ALL VALVE BOXES AND UNDERDRAIN CLEANOUTS BELOW SUBGRADE ELEVATION PRIOR TO SUBGRADE PREPARATION. REMOVE MANHOLE RING AND COVER AND PLATE MANHOLES PRIOR TO SUBGRADE PREPARATION

18.2. AFTER PAVING RAISE TO FINISH GRADE AFTER BOTTOM/ INTERMEDIATE PAVING. NO CUTTING OF ANY TOP LIFT

19.MECHANICAL HAND COMPACTION IS REQUIRED AROUND MANHOLES, CLEANOUTS, AND VALVE BOXES. MAXIMUM 4 INCH LIFTS. OF UNIFORMLY MOISTURE CONDITIONED SOIL.

20.VALVE BOX AND CLEANOUTS ARE TO BE WRAPPED WITH 8 MIL POLYWRAP FROM BASE TO RIM. CURB UNDERDRAIN CLEANOUTS AT ALL BENDS AND EVERY 400 FEET. CLEANOUT BOX: CASTINGS, INC. CI-8030-CO, NO APPROVED EQUAL
- ISSUED FOR BID
- | | |
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| Job # | 23024 |
| Date | 3/6/26 |
| Drawn By | WSS |
| Designed By | WSS |
| Checked By | JFM |
| File | JT-Gen notes.dwg |
| Scale | As Shown |
- Sheet: or:
- 322
- Town Of Superior
- Community Center
Improvements
- General Notes
- J&T Consulting, Inc.
- 305 Denver Avenue - Suite D
Fort Lupton, CO 80621
Ph:303-857-6222
www.jtconsulting.com
- | REVISIONS | | | | | Description |
|-----------|--------|-----|-----|-----|----------------|
| No | Date | By | Chk | WSS | Issued For Bid |
| 1 | 3/3/26 | WSS | JFM | | Low Comments |
| 2 | 5/6/26 | WSS | JFM | | |
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- Page 83 of 169

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No.	Date	By	Chk	
1	3/30/26	WSS	JFM	Town Comments
2	5/6/26	WSS	JFM	Issued For Bid

Job #	23024
Date	3/6/26
Drawn By	WSS
Designed By	WSS
Checked By	JFM
File	JT-demo.dwg
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Sheet: 5 of 22



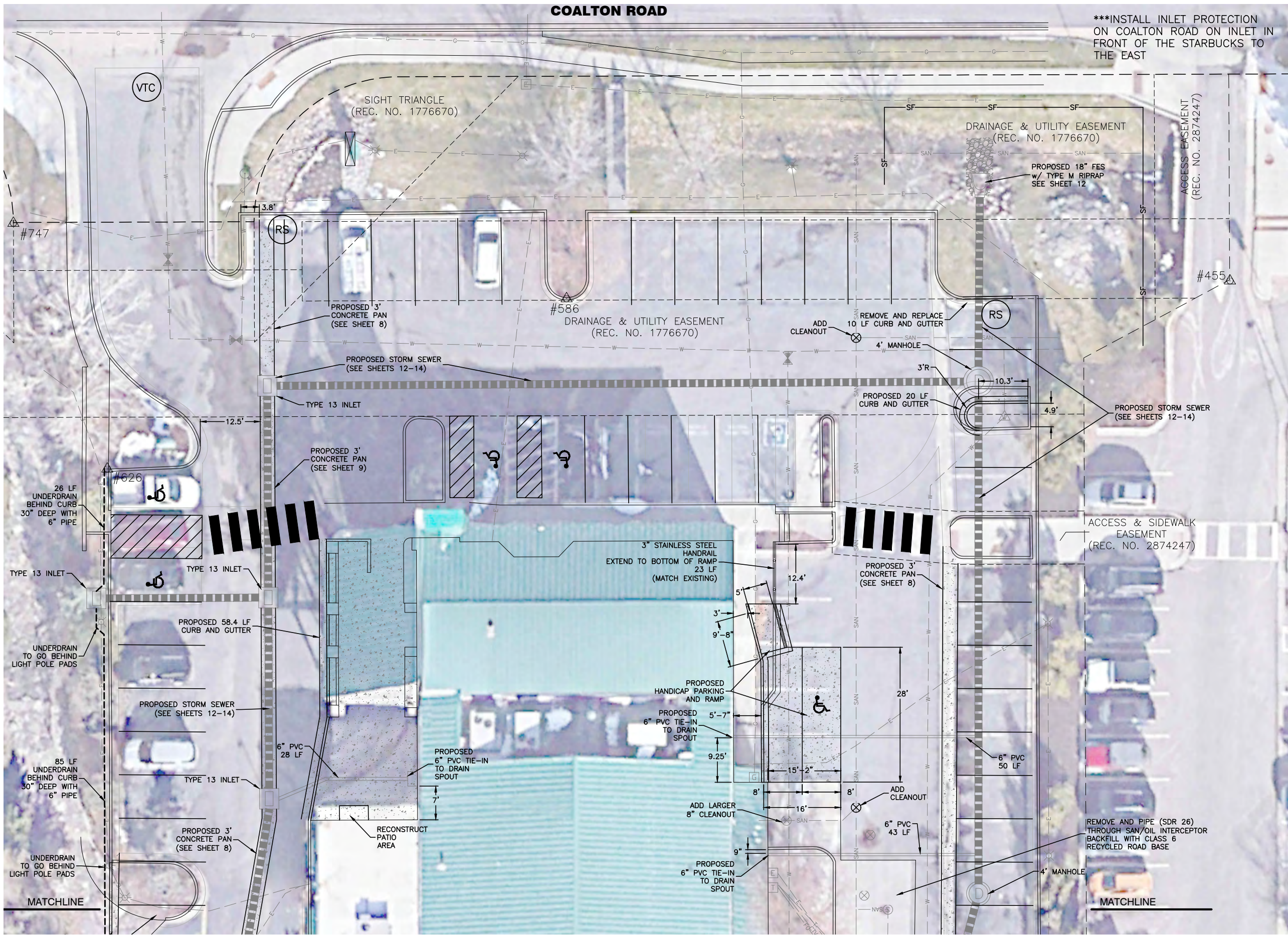
Community Center
Improvements

Town Of Superior

Demolition Plan

305 Denver Avenue - Suite D
Fort Lupton, CO 80621
Ph: 303-857-6222
www.jtconsulting.com

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***INSTALL INLET PROTECTION
ON COALTON ROAD ON INLET IN
FRONT OF THE STARBUCKS TO
THE EAST

DRAINAGE & UTILITY EASEMENT
(REC. NO. 1776670)

PROPOSED 18" FES
w/ TYPE M RIPRAP
SEE SHEET 12

ACCESS EASEMENT
(REC. NO. 2874247)

DRAINAGE & UTILITY EASEMENT
(REC. NO. 1776670)

PROPOSED 3' CONCRETE PAN
(SEE SHEET 8)

PROPOSED STORM SEWER
(SEE SHEETS 12-14)

TYPE 13 INLET

PROPOSED 3' CONCRETE PAN
(SEE SHEET 9)

PROPOSED 58.4 LF CURB AND GUTTER

PROPOSED STORM SEWER
(SEE SHEETS 12-14)

TYPE 13 INLET

PROPOSED 3' CONCRETE PAN
(SEE SHEET 8)

3" STAINLESS STEEL HANDRAIL
EXTEND TO BOTTOM OF RAMP
23 LF
(MATCH EXISTING)

PROPOSED HANDICAP PARKING
AND RAMP

PROPOSED 6" PVC TIE-IN
TO DRAIN SPOUT

PROPOSED 6" PVC TIE-IN
TO DRAIN SPOUT

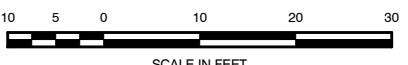
RECONSTRUCT PATIO
AREA

PROPOSED 3' CONCRETE PAN
(SEE SHEET 8)

PROPOSED STORM SEWER
(SEE SHEETS 12-14)

ACCESS & SIDEWALK
EASEMENT
(REC. NO. 2874247)

REMOVE AND PIPE (SDR 26)
THROUGH SAN/OIL INTERCEPTOR
BACKFILL WITH CLASS 6
RECYCLED ROAD BASE



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J&T Consulting, Inc.

305 Denver Avenue - Suite D
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Ph: 303-857-6222
www.jtconsulting.com

**Community Center
Improvements**

Site And Erosion Control Plan

Town Of Superior

REVISIONS		Description	
No.	Date	By	Chk
1	3/3/26	WSS	JFM
2	5/6/26	WSS	JFM

Job #	23024
Date	3/6/26
Drawn By	WSS
Designed By	WSS
Checked By	JFM
File	JT-site.dwg
Scale	As Shown

Sheet: 6 of 22

Line #	Length	Direction	Start	End
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L2	46.33	S9° 51' 47.92"W	N: 1217264.85 E: 3099416.73	N: 1217219.21 E: 3099408.79
L3	51.48	S0° 25' 40.77"W	N: 1217219.21 E: 3099408.79	N: 1217167.73 E: 3099408.41
L4	39.39	S50° 06' 02.37"E	N: 1217167.73 E: 3099408.41	N: 1217142.47 E: 3099438.63
L5	97.84	N89° 45' 17.79"E	N: 1217142.47 E: 3099438.63	N: 1217142.89 E: 3099536.47
L6	30.31	N44° 47' 40.93"E	N: 1217142.89 E: 3099536.47	N: 1217164.40 E: 3099557.82
L7	66.67	N0° 02' 48.54"W	N: 1217164.40 E: 3099557.82	N: 1217231.07 E: 3099557.77
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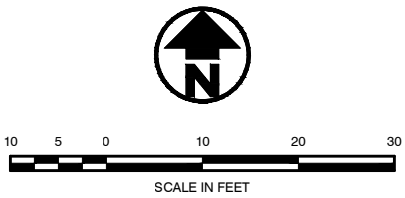


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REVISIONS				Description
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2	5.6.26	WSS	JFM	Issued For Bid

Job #	23024
Date	3/6/26
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Sheet: 9 of 22

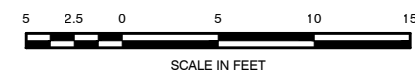
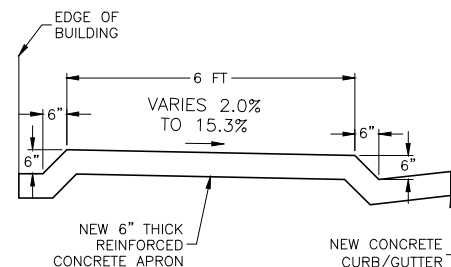
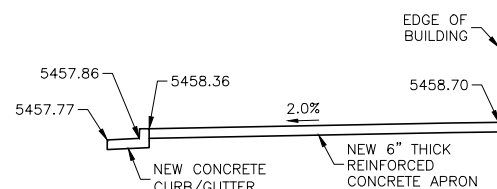
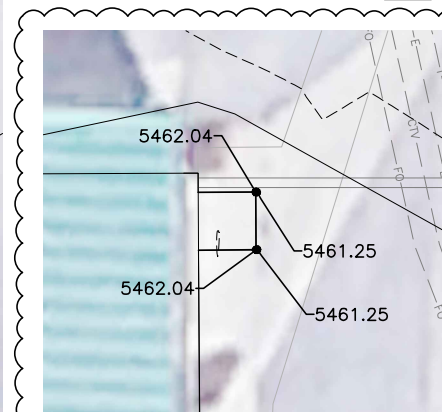
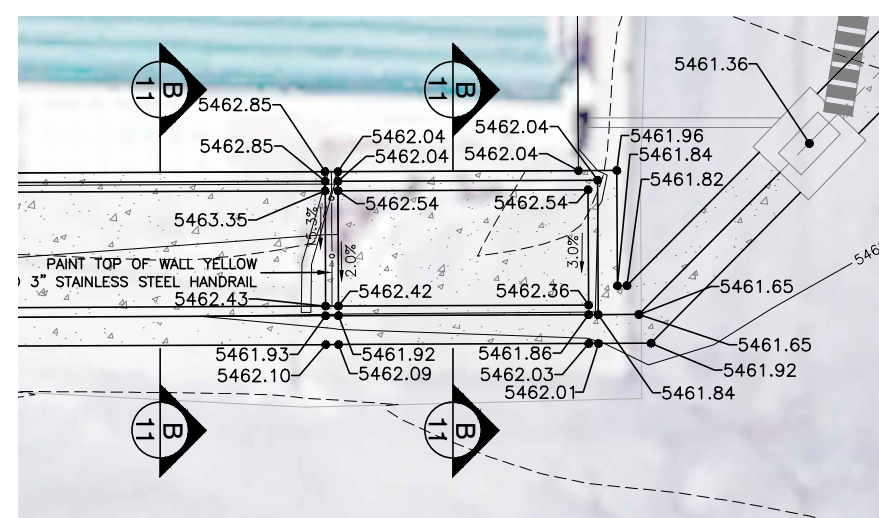
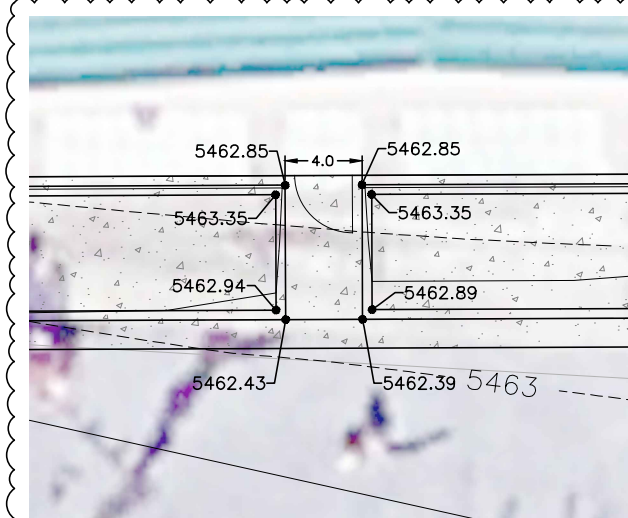
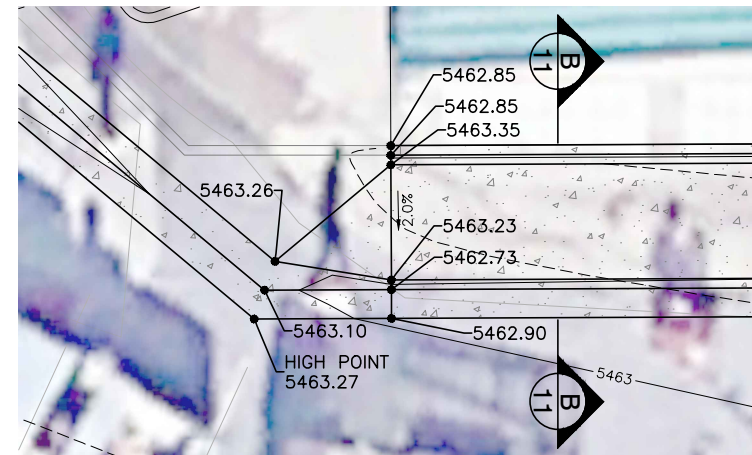
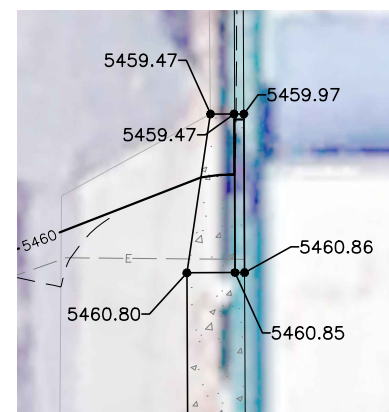
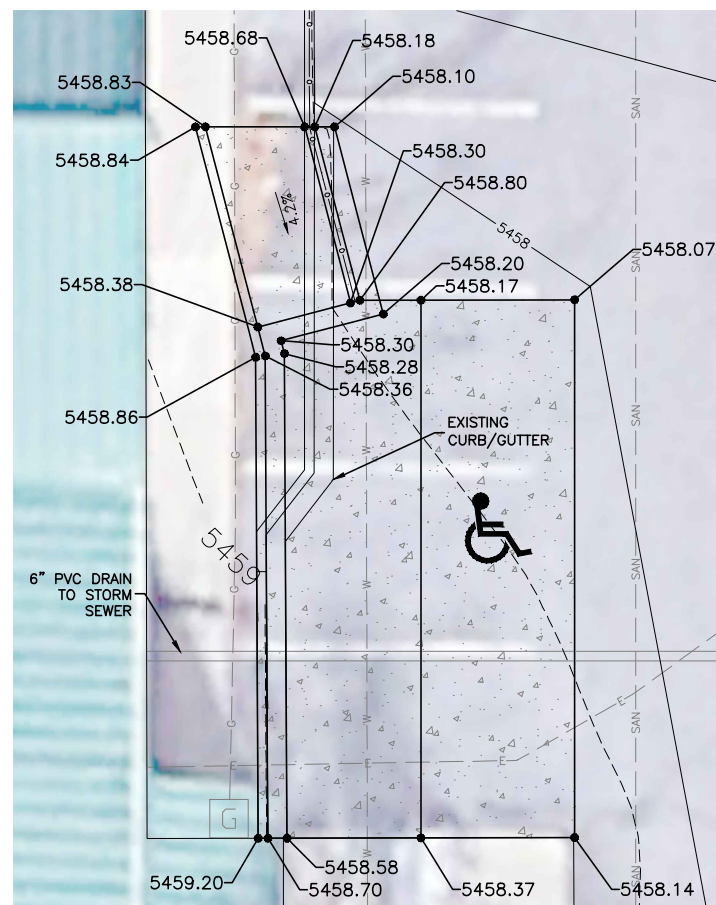
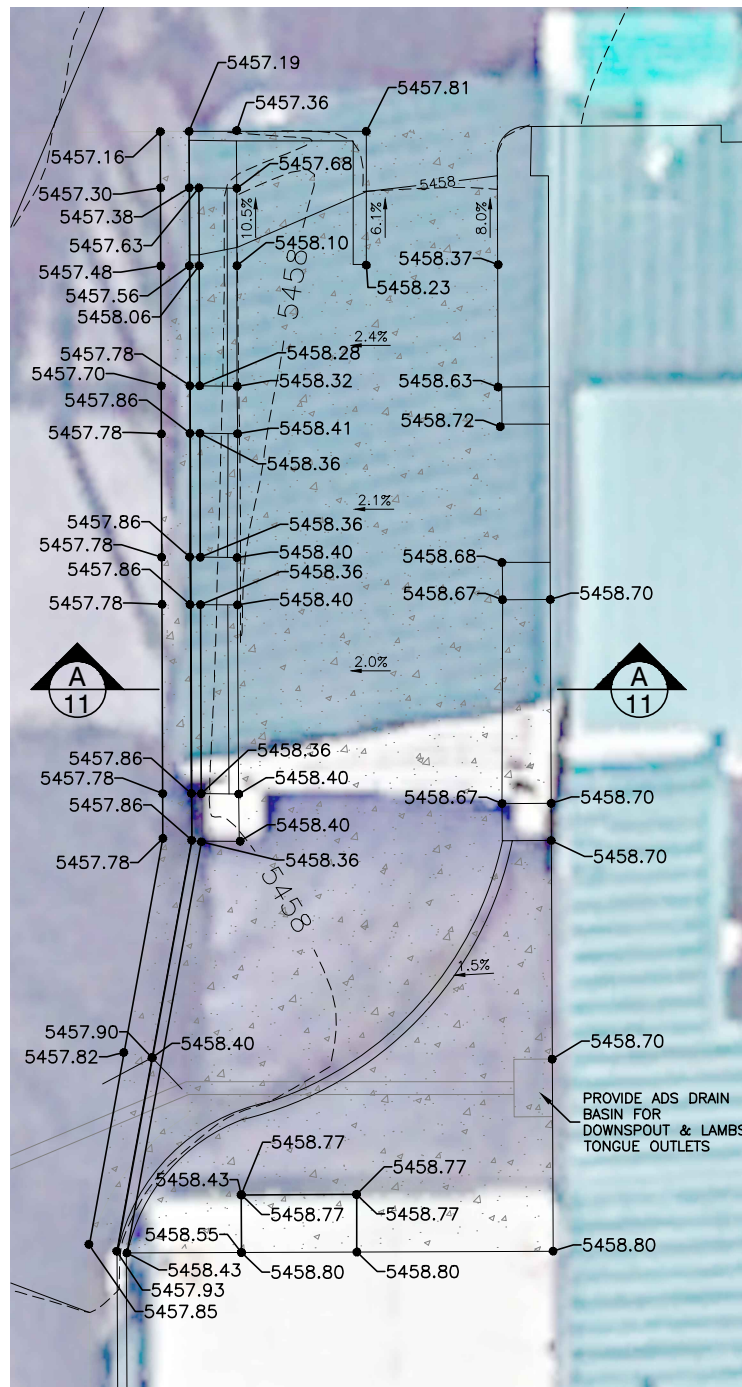


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2	5/6/26	WSS	JFM	Issued For Bid
3	6/1/26	WSS	JFM	Addendum 4

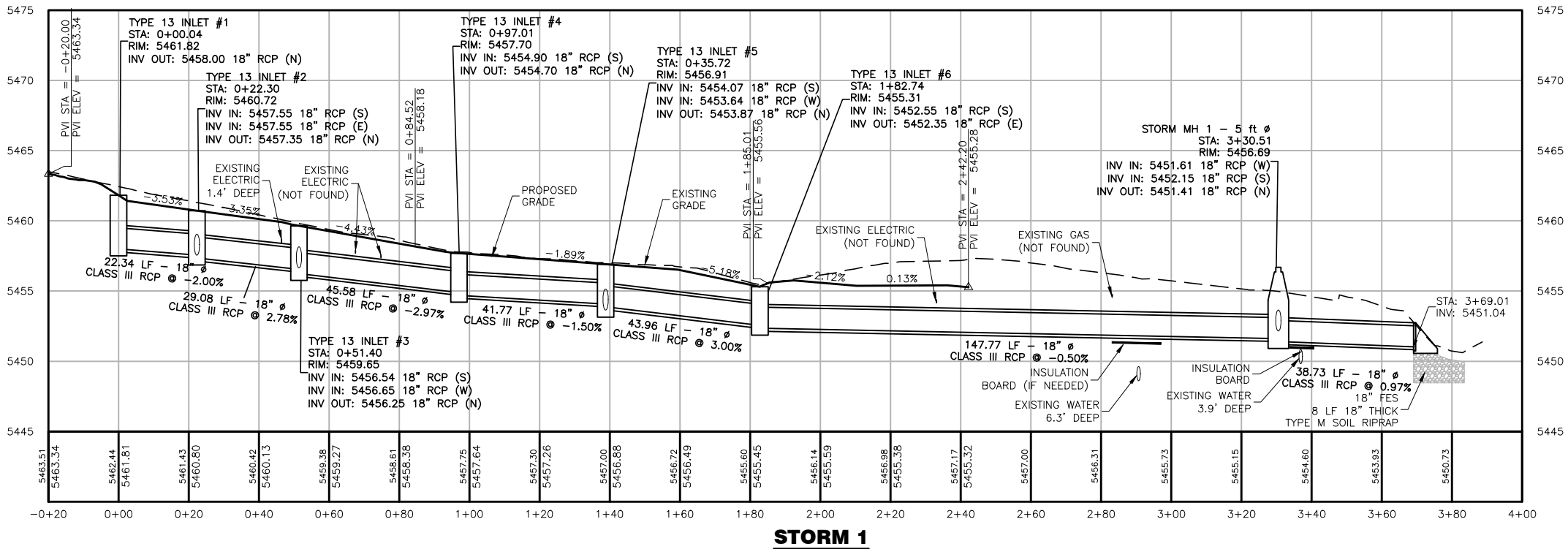
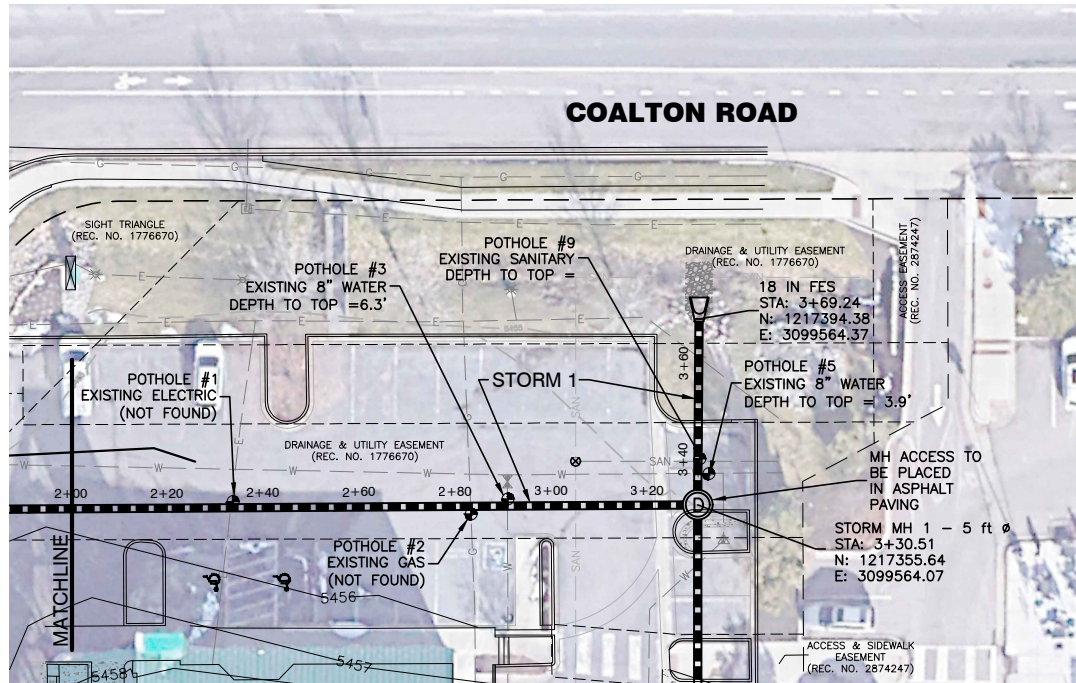
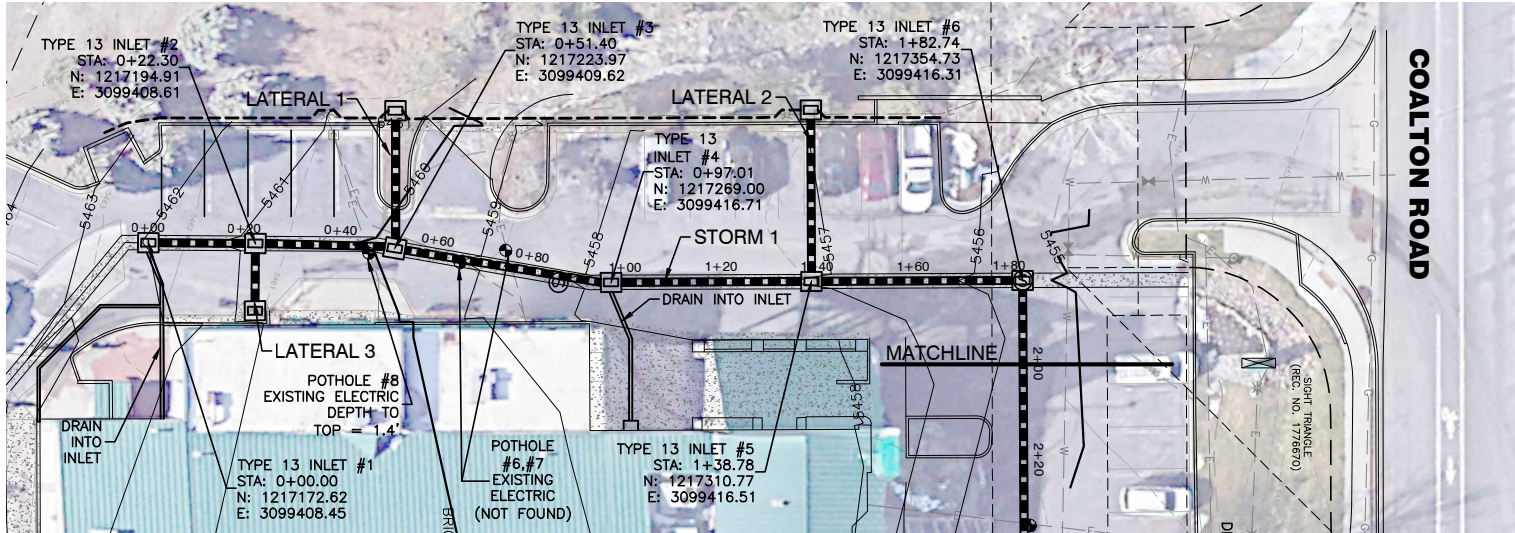
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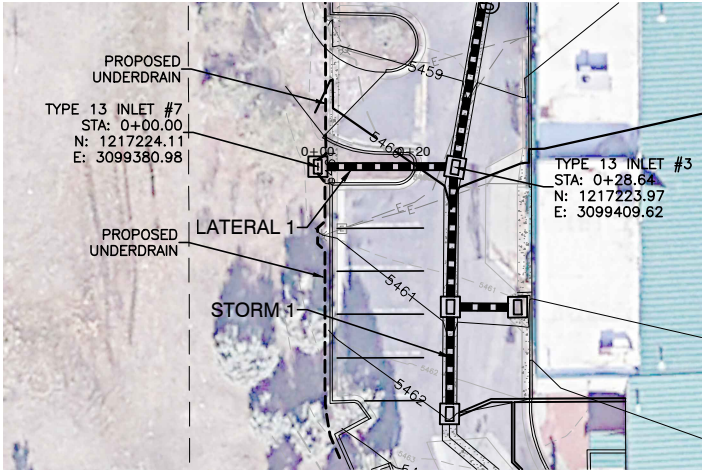
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Town Of Superior

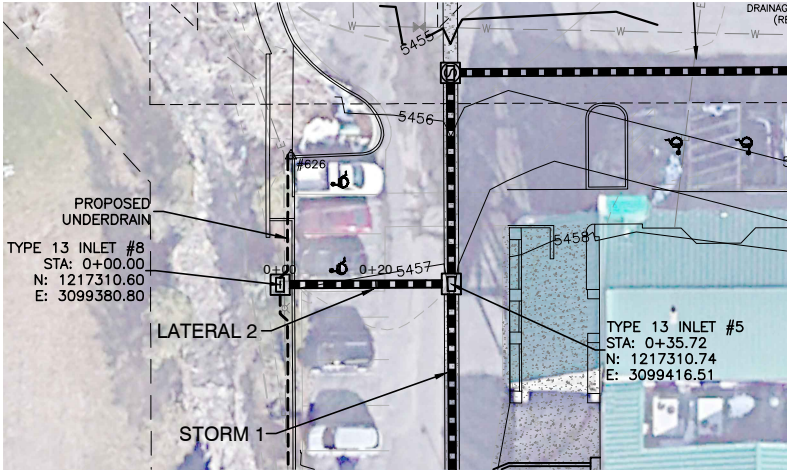
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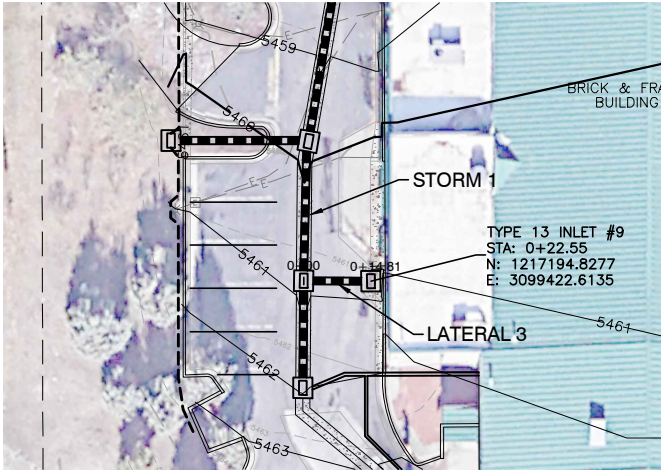
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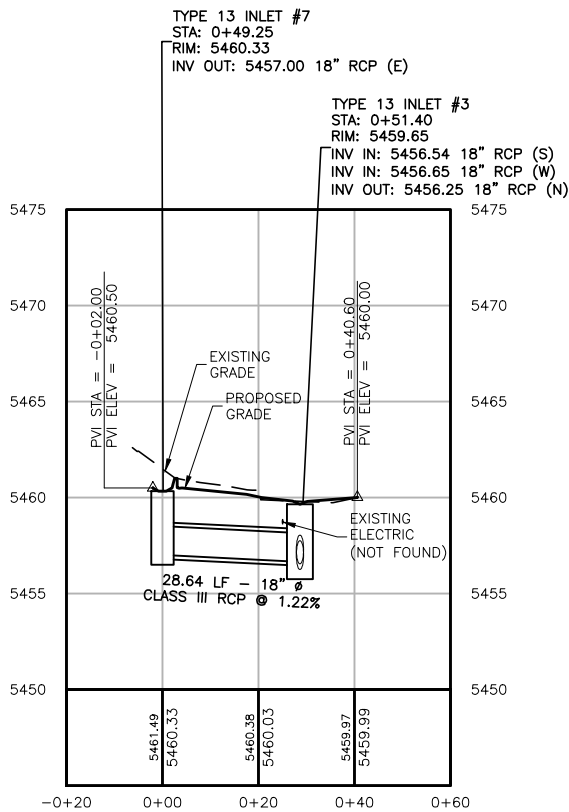
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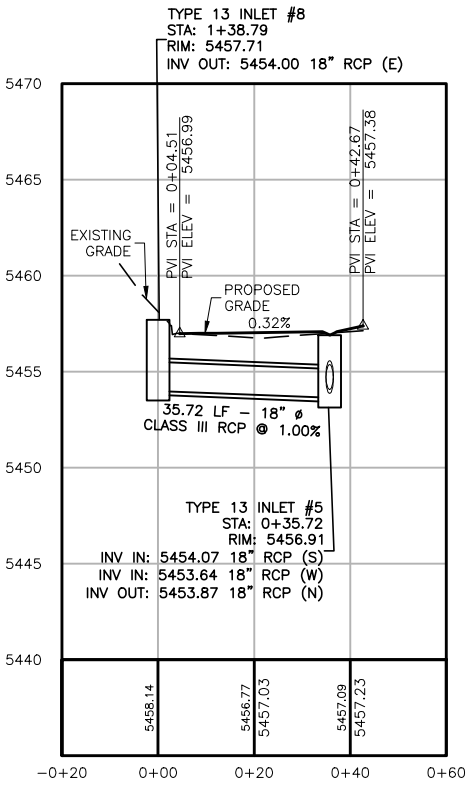
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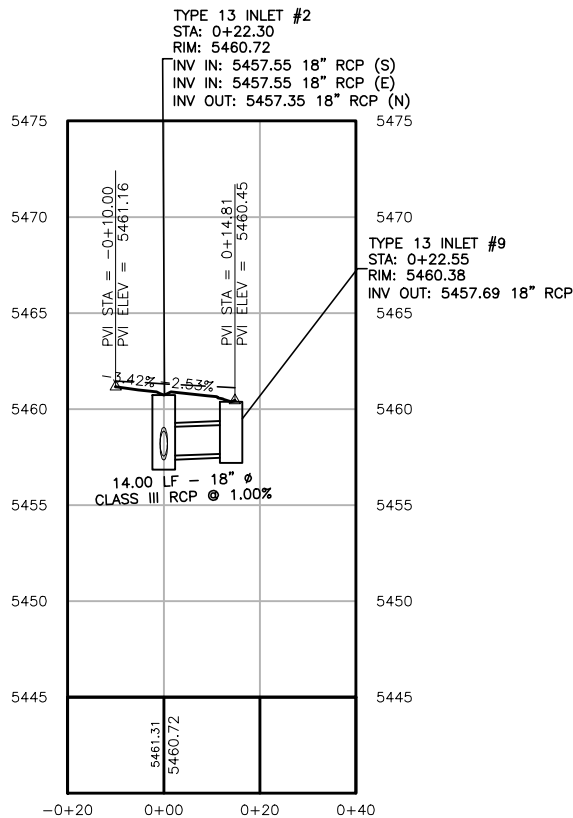
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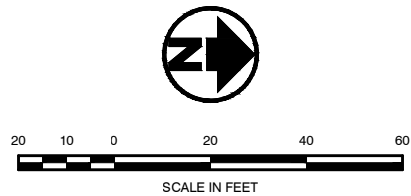
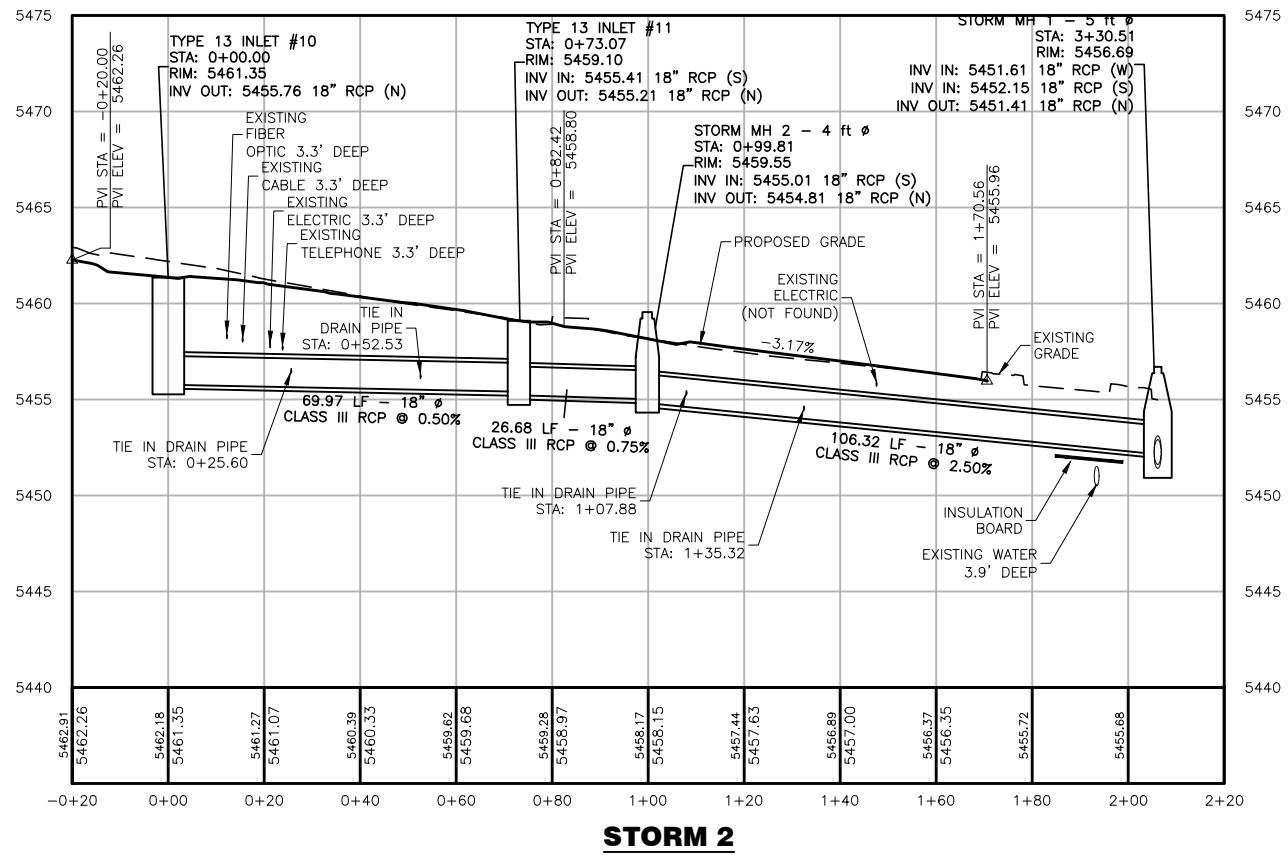
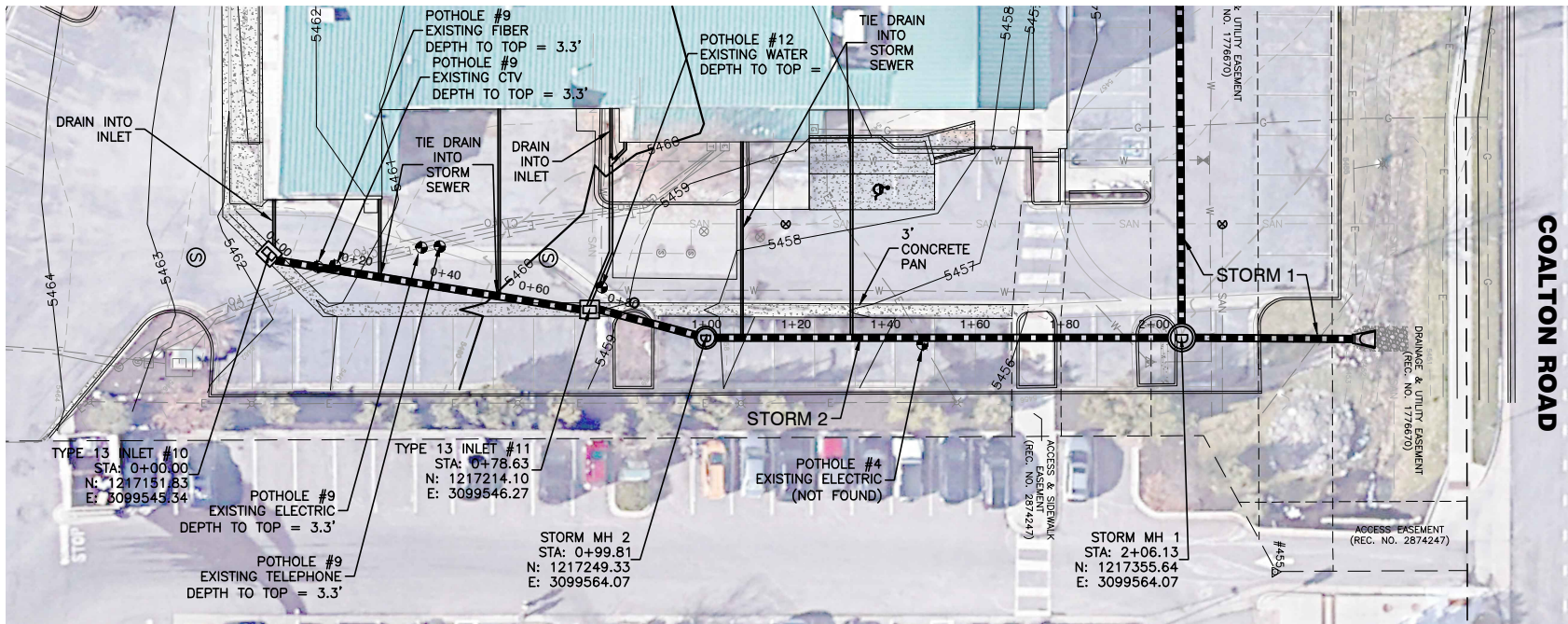
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Sheet: 13 of 22



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Town Of Superior

Community Center Improvements

Storm Sewer Plan & Profile

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Community Center Improvements

Striping Plan

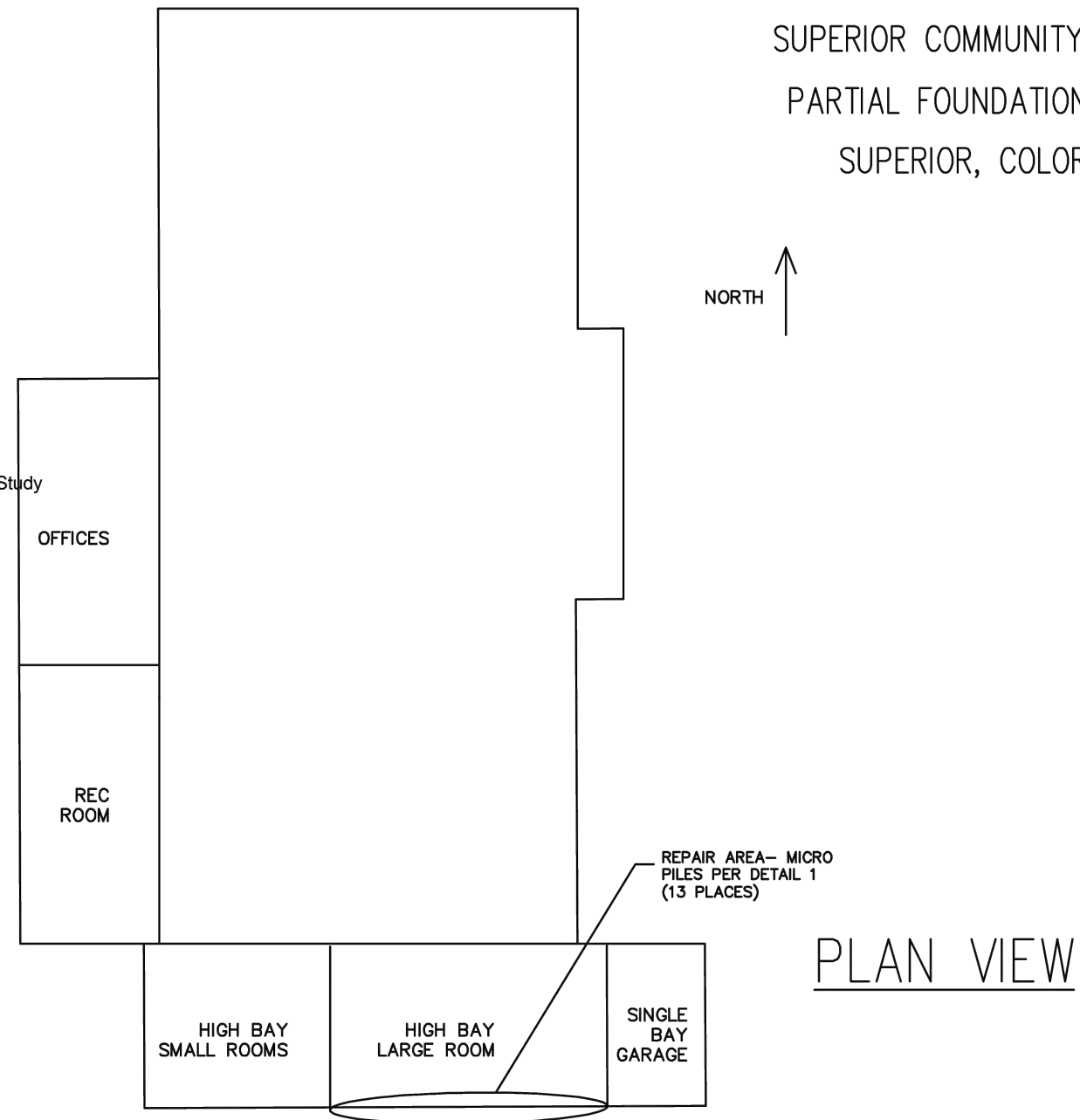
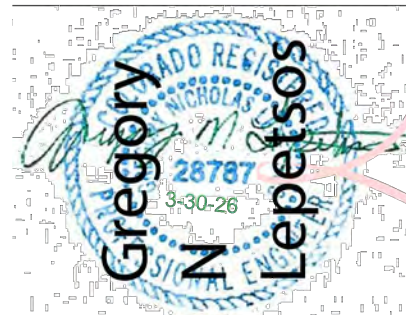


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- (1.0) All dimensions and slopes shall be verified by the contractor prior to construction.
- (1.1) The contractor shall ensure all OSHA requirements are satisfied during excavation, and installation. The Lepetosos Group shall not be responsible for worksite safety.
- (1.2) Contractor shall be responsible for obtaining all required permits.
- (1.3) For purposes of this foundation repair, north is considered to be as shown on the drawing.
- (1.4) Contact this office to observe final installation, including installation logs.
- (1.4.1) A CMT representative should observe micropile installation, from drilling through grouting, in an effort to confirm actual subsurface conditions are consistent with those presented in the CMT study (Project No. 23.3055) If conditions deviate significantly, recommendations may require modification.
- (1.5) Contractor shall be responsible for locating all utilities before beginning work.
- (1.6) Contractor shall verify soft soils, including loose cohesionless soils, soft organic soils, or soft clays are not present.
- (1.7) Contact this office if water table is found to be above the bottom of foundation before installing the repairs.
- (1.8) Micropile design contained herein conforms with per CMT Technical Services Geotechnical Study Geotechnical Study Project Number 23.3055, Section 12.5, and Micropile Design and Construction Reference Manual, Publication FHWA NHI-05-039
- (1.9) Grout shall be per CMT Technical Services Geotechnical Study Project Number 23.3055, Section 12.5 paragraph h.
Ultimate Grout-to-Ground bond strength = 39 psi
- (1.10) Micropile reinforcement shall be Williams Grade 75 Thread Bar (or approved equiv) with Williams couplers as required to develop full bar strength.
- (1.11) Micropile brackets shall be Williams Form WMS-MPB-40-TC (or approved equiv) and installed with all fasteners as required to provide allowable capacity of 40 kips.
- (1.12) Welding shall be per AWD D1.1.
- (1.13) Minimum required allowable axial load capacity = 40k per micropile
min total depth = 29'. min 9' embedment into bedrock.
- (1.14) Ultimate Grout-to-Ground bond strength of 39 psi shall be confirmed by contractor. Contact this office to update design if different bond strength is determined to be appropriate for the contractor's installation methods and equipment.
- (3.0) Repair design was performed in accordance with the 2018 IBC as modified by the Town of Superior Municipal Code

Ground Snow Load = 30 psf
Basic Wind Speed Vult = 154 mph
Seismic Cat: B
Frost Depth = 36"



PLAN VIEW

SUPERIOR COMMUNITY CENTER
PARTIAL FOUNDATION REPAIR
SUPERIOR, COLORADO



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Community Center Improvements

Structural Details

Town Of Superior

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Page 97 of 169

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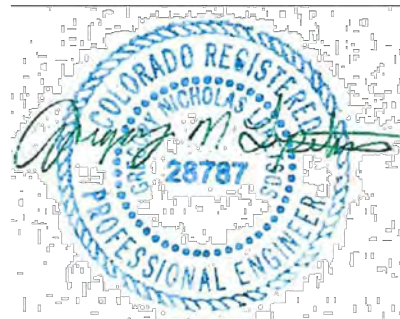
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Structural Details

Town of Superior

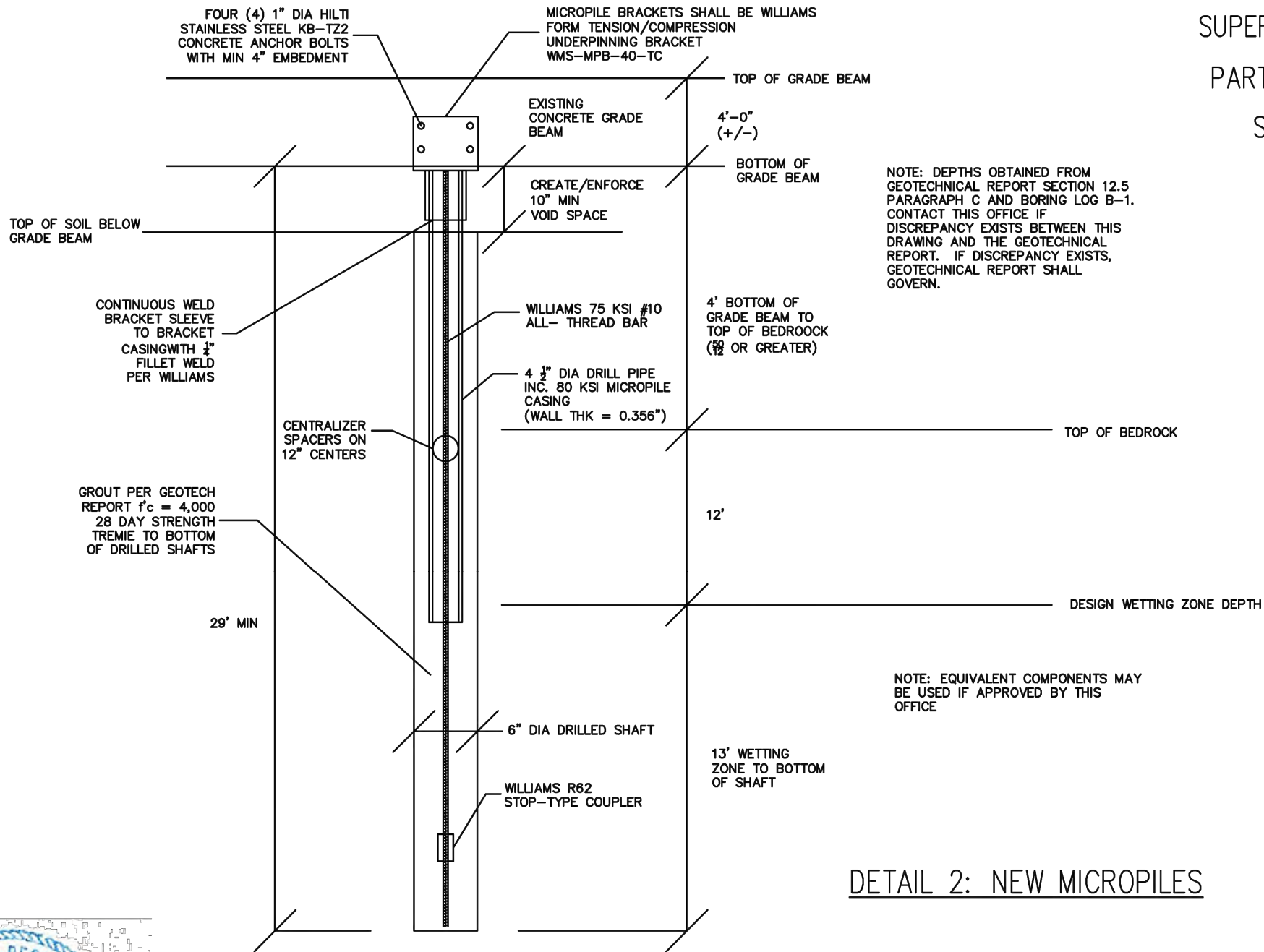
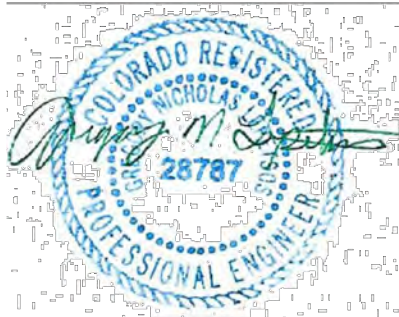
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DETAIL 2: NEW MICROPILES

(NO SCALE)

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PARTIAL FOUNDATION REPAIR
SUPERIOR, COLORADO

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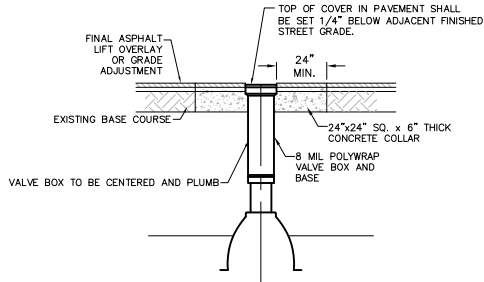
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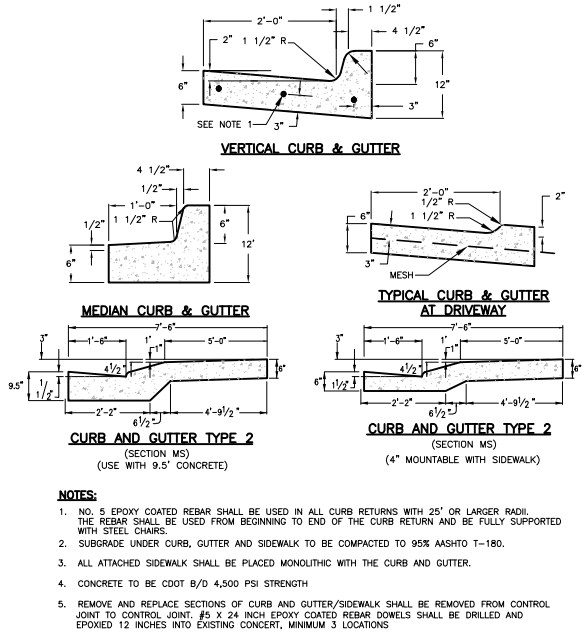
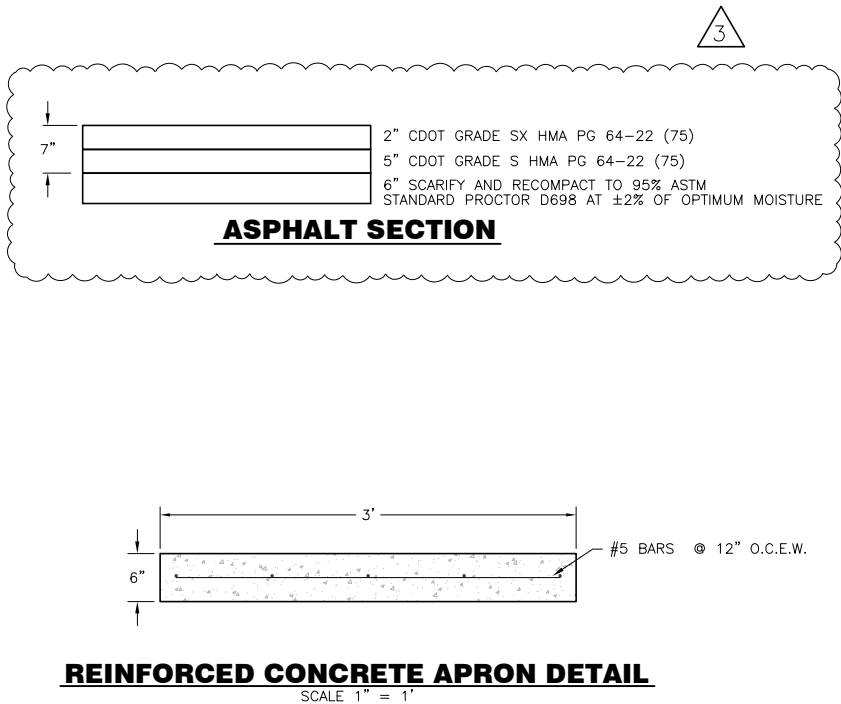
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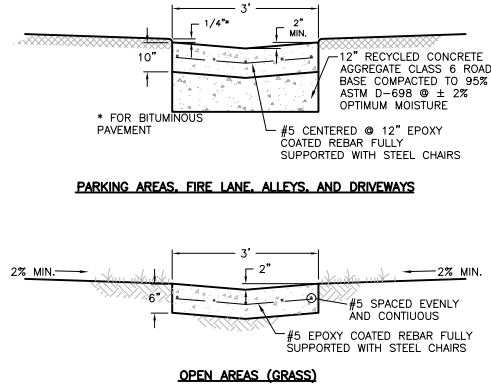
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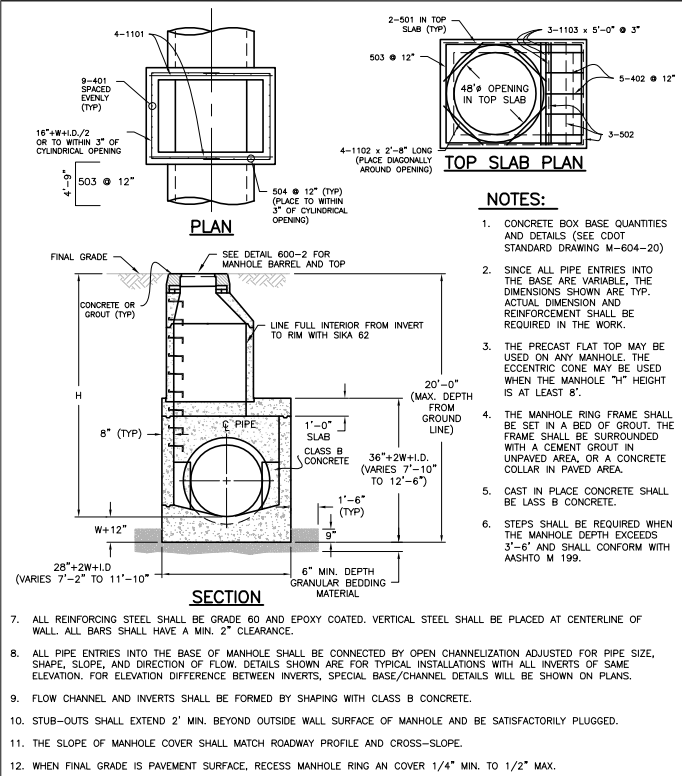
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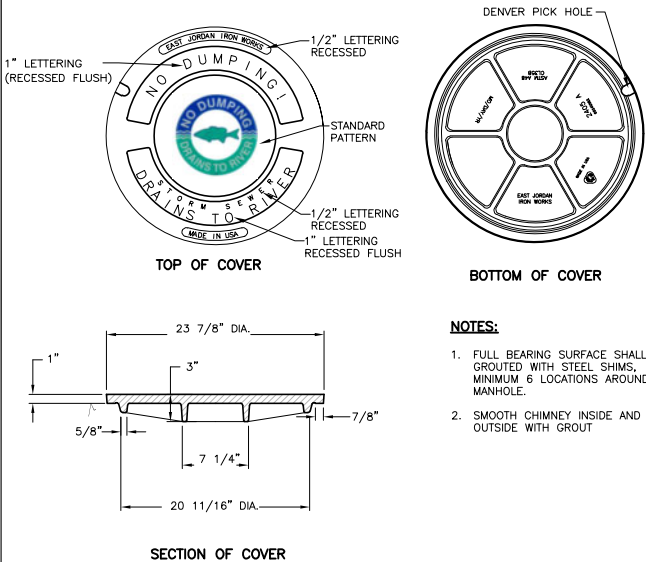
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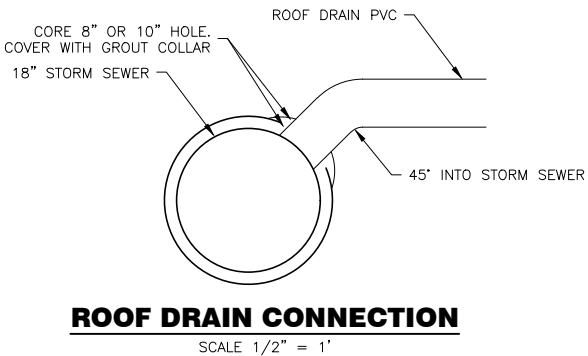
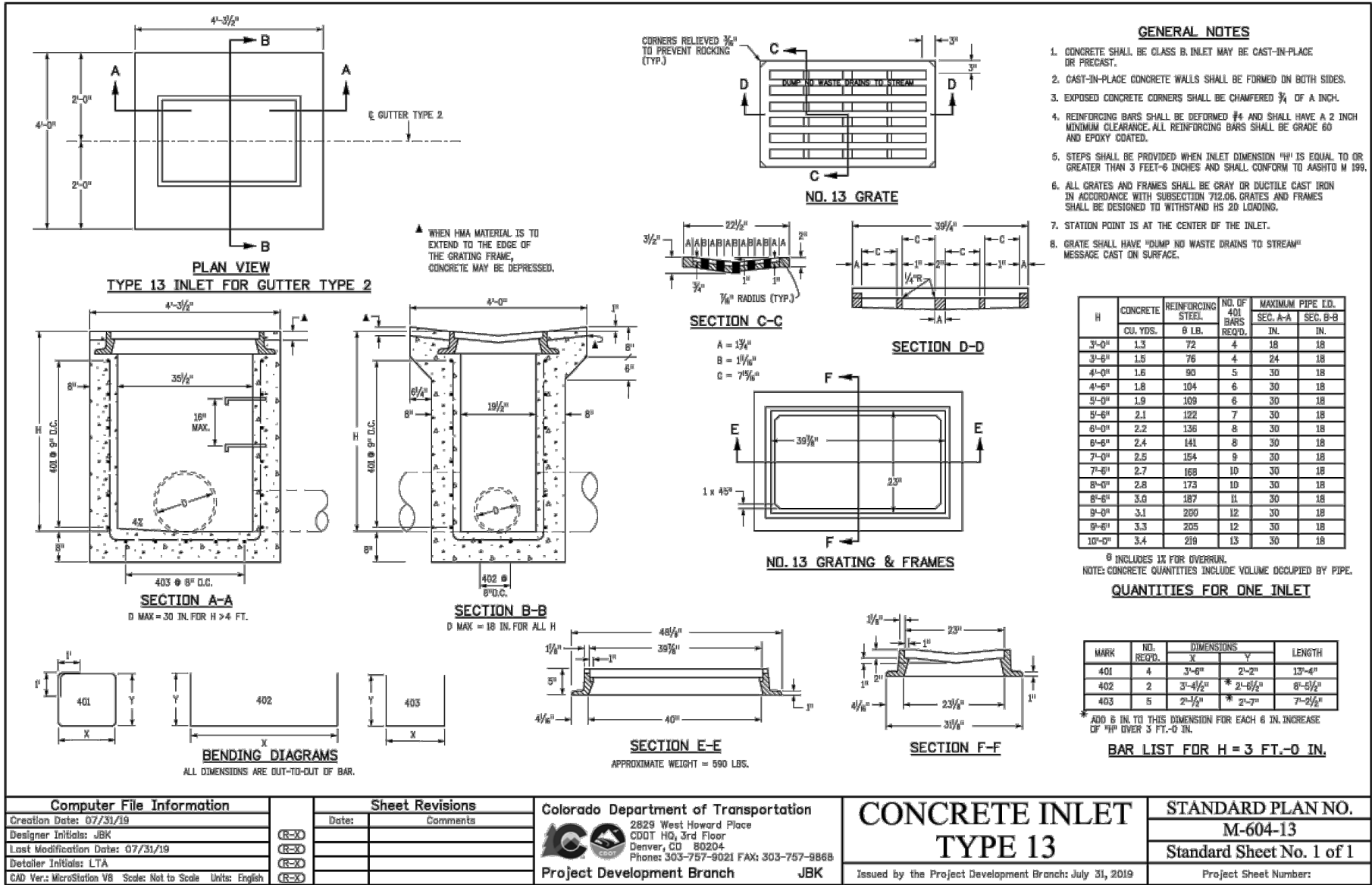
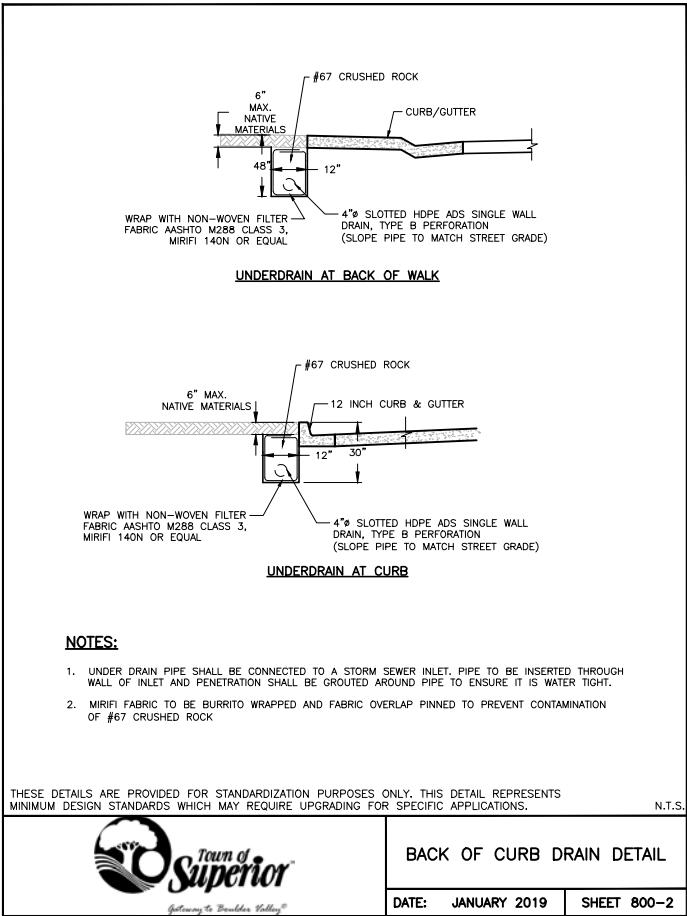
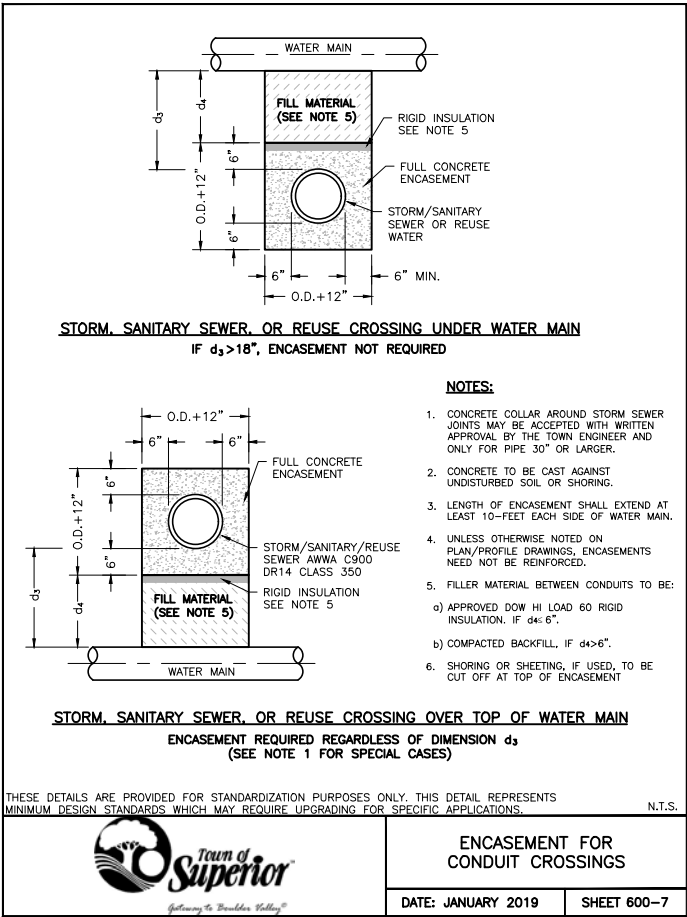


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Community Center Improvements

Town of Superior

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Item Number:5.f.

Information for Meeting of the Superior Town Council

Agenda Item Name: A Resolution of the Town Council of the Town of Superior Announcing the Town's Participation in a Coordinated Election with Boulder County for the Town's November 3, 2026, Regular Election

Meeting Date: July 13, 2026

Presented By: Shannon Dujardin, Town Clerk

Presented For: Approval

Background:

In order to be part of the coordinated election with Boulder County, the Town must notify Boulder County of its participation in a coordinated election at least 100 days before the election.

The regular Town election on November 3, 2026, shall be coordinated with Boulder County.

Recommendation:

Approve the resolution.

Budget Implications:

Motion:

Move to approve a resolution approving the Town's participation in a coordinated election with Boulder County for the Town's November 3, 2026 election.

Attachments:

1. Call for General Election-R062926

**Town of Superior
Resolution Number R-61
Series 2026**

**A Resolution of the Town Council of the Town of Superior
Announcing the Town's Participation in a Coordinated Election
with Boulder County for the Town's November 3, 2026, Regular
Election**

Whereas, pursuant to C.R.S. § 1-7-116(5), the Town must notify Boulder County of its participation in a coordinated election at least 100 days before the election.

Now, therefore, be it resolved by the Town Council of the Town of Superior, Colorado, as follows:

Section 1. The regular Town election on November 3, 2026, shall be coordinated with Boulder County.

Section 2. At the coordinated election, in lieu of the Colorado Municipal Election Code of 1965, the requirements and procedures of the Uniform Election Code of 1992, Articles 1 to 13 of Title 1, C.R.S., to the extent applicable, shall apply.

Adopted this 13th day of July, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk



Item Number:5.g.

Information for Meeting of the Superior Town Council

Agenda Item Name: 2026 Advisory Committee Guidebook Approval
Meeting Date: July 13, 2026
Presented By: Mikaela Gregg, Event & Volunteer Manager
Presented For: Approval

Background:

During the March 2, 2026, Town Council Work Session, staff presented an updated draft of the 2023 Advisory Committee Guidebook. Updates were based on feedback gathered from staff, Council members, and committee members, and in response to requested clarifications. The 2026 Advisory Committee Guidebook draft includes much of the previous edition's content, with additional clarifications on ethics, code of conduct and procedural methods. Council was in support of the draft 2026 Advisory Committee Guidebook and asked staff to present the guidebook to all advisory committees for additional feedback and to ensure alignment. Staff held guidebook work sessions with all seven advisory committees to review the guidebook updates. Support for the updated content was prevalent across the committees, and additional changes were minimal: clarification was added regarding meetings, work sessions, fundraising, communications section, and the repeal of committee term limits was added. Going forward, the guidebook will predominantly live online, on the advisory committee webpage, where it is easy to access and readily updated.

Recommendation:

Staff recommend approval of the 2026 Advisory Committee Guidebook

Budget Implications:

Motion:

Move to approve the 2026 Advisory Committee Guidebook.

Attachments:

1. Advisory Committee Guidebook-R070626
2. 2026 Advisory Committee Guidebook

**Town of Superior
Resolution Number R-62
Series 2026**

**A Resolution of the Town Council of the Town of Superior
Adopting the 2026 Advisory Committee Guidebook**

Whereas, the Town Council find it in the best interest of the public health, safety and welfare of the Town to adopt the 2026 Advisory Committee Guidebook.

Now, therefore, be it resolved by the Town Council of the Town of Superior, Colorado, as follows:

Section 1. The 2026 Advisory Committee Guidebook is hereby adopted in the form attached hereto.

Adopted this 13th day of July, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk



2026 Advisory Committee Guidebook

Table of Contents

Welcome..... 2

Roles and Structure 3

Committee Expectations & Standards..... 7

Advisory Committee Best Practices 7

Committee Member Code of Conduct 9

Conflict of Interest Guidelines..... 10

How Committee Membership Works..... 11

How the Work Gets Done..... 13

Town Communications..... 14

Meeting Policies & Logistics 16

Governance & Accountability..... 20

Advisory Committee Annual Planning 23

Advisory Committee Descriptions & Details..... 24

C.H.A.R.G.E. – A Checklist for Committee Member Effectiveness..... 25

Rules of Procedure Procedural Summary of Roberts Rules..... 26



2026 Advisory Committee Guidebook

Welcome

What is an Advisory Committee?

Your appointment as an active member of an advisory committee (committee, commission, or council) provides you with a valuable opportunity for direct public service. Advisory committees are groups of residents who come together to research and discuss pertinent topics pertaining to the advisory committee's area(s) of responsibility in order to provide information and recommendations to the Town Council. Their specific duties and functions were established by the Town Council by way of resolution. Advisory committees may plan and participate in special projects approved by the Town Council; these are outlined and approved through the advisory committee's annual work plan. Although the specific scope and duties of each advisory committee vary broadly, there are certain responsibilities common to all advisory committee members. The following information and guidelines are intended to help you maximize your contribution to the community. Thank you for giving your time and energy to such an important role in the Town of Superior.

What is the Purpose of an Advisory Committee?

Advisory Committees provide informed recommendations to the Town Council on issues within their committee's focus area. Although committees have no formal decision-making, fiscal, or administrative authority, committee members play an important leadership role in the community.

Responsibilities include:

Inspiring, educating, informing, listening to their peers, and providing resources to both residents and the Town Council.

- Helping to: educate the community and Council, shape the committee's and Town's vision as it relates to specific topics, guide community engagement, and act as a balanced and unbiased "voice of the people."
- Investigating issues and offering thoughtful recommendations, ideally which include alternatives considered, analysis, and broad community input.
- Working within and understanding Town dynamics in order to balance expectations and work efficiently:
 - Recommendation topics may originate from Town Council, Town staff, residents, or committee members, provided they align with current Council goals and the

committee's work plan.

- Town Council encourages creative and innovative ideas from committees (rather than prescriptive or rigid structures), representing community-based input and values.
- Council decisions must balance diverse community interests; committee recommendations may be modified or may not always prevail—this reflects the municipal decision-making process, not the quality of the committee's work.

Introduction to Town Government

Town Council

The Town of Superior is a Home Rule municipality operating under the Town Council/Town Manager form of government. The Town Council adopts ordinances and resolutions, appropriates funds to conduct Town business, and provides policy direction for Town governance through Town Staff and through utilizing recommendations from advisory committees. The Mayor and Town Council are elected by popular vote to four-year terms by the residents of Superior. Each year, the Town Council creates goals and approves a [Budget and Capital Improvement Plan](#) to prioritize the work ahead. These goals, along with funding information, serve as a good starting point for advisory members when considering new projects or work plan items.

Town Manager

The Town of Superior employs a full-time Town Manager appointed by the Town Council. The Town Manager oversees the day-to-day operations of the Town and supervises both staff and contractors, including the following departments:

- | | |
|------------------------------------|------------------------------|
| • Town Clerk | • Public Works and Utilities |
| • Finance Department | • Planning Department |
| • Building Department | • Economic Development |
| • Parks, Recreation and Open Space | • Municipal Court |

The Town Manager assists departments with program planning and implementation, and assists staff in following Town Council directives. The Town Manager conducts research as directed by the Town Council and provides recommendations to the Town Council.

Roles and Structure

Advisory Committee Roles

Chairperson

The role of the chairperson, at its most basic, is to provide leadership and preside over meetings; however, the role is much more varied and encompasses a wide range of responsibilities.

The **responsibilities of the chairperson** are to:

- Conduct a ‘pre-meeting’ with the staff liaison before every regular meeting to outline agenda topics and prepare specifics for the upcoming meeting.
- Assist in planning meetings and developing meeting agendas with the staff liaison, in alignment with the advisory committee’s work plan.
- Conduct committee meetings with a focus on: ensuring the meeting stays on topic, following the agenda and maintaining proper procedures; allowing all committee members to be heard and participate in a safe space; and ensuring the committee’s focus remains on the annual work plan priorities.
- Provide leadership and focus to ensure effective communication and progress during each meeting.
- Clarify ideas as they are discussed and repeat recommendations to ensure all members fully understand the item for which they are voting.
- Ensure decision items made at meetings are followed through with and reported back to the staff liaison and committee.
- Act as a spokesperson for the advisory committee when deemed necessary by the committee as a whole, including but not limited to, presenting to the Town Council.
- Ensure all communication and committee actions are shared with the staff liaison.
- Assist the staff liaison in finalizing committee meeting summaries and committee notes for final publication.
- Assist the staff liaison with new member orientation to the advisory committee, including Town and committee background, procedures, policies, and projects.

An effective chairperson is one who:

- Focuses on listening and allowing room for others to share ideas and opinions.
- Encourages and facilitates each member of the advisory committee to participate.
- Directs the meeting in such a way that all views are heard without the meeting becoming bogged down on one item.
- Acts impartially, letting all views be heard.
- Works in partnership with the staff liaison to maintain open communication and an efficient work environment, provide updates to/from other committee members, uphold Town and committee policies, codes of conduct, and procedures.

Vice Chairperson

The main role of the vice chairperson is to support the chairperson, preside over meetings and handle other tasks when the chairperson is absent.

The **responsibilities of the vice chairperson** are to:

- Stand in for the chairperson if they are absent; including but not limited to, taking on all the responsibilities of the chairperson listed above.

- Assist the chairperson with matters and tasks between meetings.
- Coordinate with members on who will take committee notes during meetings, selecting a note taker before the meeting is called to order. In the event that the vice chairperson is absent, the members in attendance will coordinate the selection. *Note: committees have the option to also vote and select a formal note taker/secretary.

The vice chairperson also needs all of the skills that make for an effective chairperson as described above. There may be instances during which the vice chairperson may be asked to serve as chairperson, some instances may require more than a temporary substitution.

Election of Officers

Each advisory committee shall choose its own officers from its current membership. The election of officers shall be held each year on or before the group's second meeting of the calendar year and following the vacancy of a chair or vice-chair position. The chair and vice chair may serve in this capacity for more than one term if reappointed by the committee. The vice chairperson shall not automatically succeed to the position of chairperson. It is suggested that new advisory committee members attend at least one meeting prior to the election of officers.

Staff Liaisons

Staff support is available to all advisory committees through various staff members and the assigned staff liaison. The Town Manager or department director will appoint a staff member as the liaison to each advisory committee, serving primarily as the **communication link** between the advisory committee and all other Town staff and departments.

The responsibilities the staff liaison (and other committee-supporting staff) are to:

- Handle logistics regarding meeting scheduling, setup and public notification.
- Review and prepare the agenda with the chairperson prior to distribution.
- Ensure meeting agendas are posted to the Town's website.
- Distribute the agenda packet to all advisory committee members in a timely manner.
- Ensure the final meeting summary and committee meeting notes (in the appropriate format and within the appropriate timeline) are submitted for formal distribution.
- Assist the chair in coordinating the annual work plan:
 - Provide electronic access and resources for the committee to gather input in accordance with Town and State policies.
 - Ensure the work plan is scheduled and discussed for submission to the Town Council in January or February of each year.
 - Ensure that the Department Director is familiar with the advisory committee's work plan, potential need for staff resources, and the budget implications for implementation.

- Inform the advisory committee when the Town’s annual budget review occurs and explain the opportunities to provide input/make recommendations. Budget requests and recommendations can take the form of formal recommendations to Council by way of the staff liaison, less formal communication during a committee-Council work session, or through Town staff communicating information during their draft budgeting process.
- Ensure new members are oriented to the advisory committee, including Town and committee background, procedures, policies, projects, goals, and work plans.
- Keep an accurate record of attendance for all meetings of the advisory committee – including virtual attendance.
- When necessary, work with the chair(s) to remind committee members and uphold Committee Guidebook policies and code of conduct.
- In collaboration with the Department Director, coordinate responses to miscellaneous service requests raised during the course of an advisory committee meeting.
- Ensure the election of officers is held on or before the second meeting each year.
- Provide information to the members regarding policy changes and distribute updated information.
- Advise Town staff of the following:
 - Attendance and conduct problems
 - Resignations
 - Meeting changes
 - Contact information changes for committee members

It should be noted that staff liaisons are **not** authorized to:

- Override a decision of the Town Council or the Town Manager (regarding a request by the advisory committee as a whole).
- Initiate or serve as a resource for large-scale projects, programs, and events not on the advisory committee’s work plan without approval from the Town Manager or as directed by the Town Council.

In order to initiate and dedicate staff time to projects not on the advisory committees’ work plan:

- The request must be formally discussed in a committee meeting and supported by a majority of the advisory committee’s members.
- If a majority agrees, the members should make a formal recommendation to the Town Council that is captured in the committee meeting notes. Staff will take the recommendation to leadership.
- The Town Manager will evaluate the appropriateness of the request and will provide direction on whether or not staff should proceed. From time to time, it will be requested that staff liaisons prepare cover memos to the Town Council to present formal recommendations.

Council Liaisons

The Town Council may appoint one of its members as a liaison to any advisory committee to serve as a communications link between committee members and the Town Council as per ARTICLE XII, Section 2-12-40 (i) of the Superior Municipal Code. No Council member shall serve on an advisory committee as per Sec. 2-12-40 (e) of the Superior Municipal Code. An alternate Council liaison may also be selected.

The role of Council Liaison is further outlined as follows:

- To communicate with the committee members when official Council communication is needed.
- To help resolve questions committee members may have about the role of the Town Council and/or municipal government.
- To provide procedural direction and relay the Town Council's position to the members.
- To communicate to committee members if conversations are deviating from the approved work plan and/or Town Council goals.
- To engage in dialogue with committee members in a manner that adds value without directing the group's activities or work, unless the direction comes from the Town Council as a whole.
- Council Liaisons shall make every effort to attend monthly advisory committee meetings. In the event the designated Council Liaison is unavailable, the alternate Council Liaison may attend. Attendance by a Council Liaison should not affect the normal structure of a meeting. Attention should not be focused on the Council Liaison and their input.

Committee Expectations & Standards

What Makes an Effective Committee Member?

Effective committee members demonstrate servant-leadership qualities such as kindness, respect, a willingness to learn, and self-motivation. Committee members need not be experts in a field related to the committee with which they serve; a diverse representation is encouraged and valued. They acknowledge when information is lacking or a mistake has been made, facilitating thoughtful and well-informed recommendations on behalf of the community. Members must be adaptable and patient as they navigate municipal procedures, shifts in the political context, and majority-based decision-making. Throughout their service, they should stay focused on the committee's defined purpose and shared goals as outlined in the committee resolution and work plan.

Advisory Committee Best Practices

The Town recognizes the significant commitment involved in serving on an advisory committee and is dedicated to supporting an experience that is both meaningful and efficient. Although each committee has its own unique structure and distinct expectations for its members, the following components represent core operational best practices that help committees excel.

Commitment to the Public Good

While committee members may be selected in part for their experience, expertise, or connection to a topic or specific stakeholder group(s), each member prioritizes the broader public interest above any individual or organizational interest.

Committee members recognize their value and role as volunteer leaders within a Town group and are purposeful and thoughtful in representing a diversity of community interests and opinions.

Understanding of Roles and Responsibilities

All committee members understand the committee's purpose, fulfill their responsibilities equitably, and commit to serving at least one full term. Committees with stable, engaged membership typically achieve stronger outcomes and experience lower turnover.

Meeting Attendance

Committee members prioritize attending meetings and are active and on-task participants; reliable engagement fosters better productivity.

Committees are expected to attend meetings in person unless the entire meeting is held remotely. While remote participation is permitted, its use is limited to when a member is out of town or for health reasons. These instances should be occasional in nature and not a regular occurrence.

Respectful and Productive Environment

Members foster a respectful, functional, and collaborative environment – with each other and staff – that supports productive participation from all.

Knowledge of Town and Committee Context

All members develop an understanding of the Town and committee's history, the committee's mission (work plan), and the broader goals that guide its work; this knowledge directly informs the committee's purpose and effectiveness.

Execution of Work Within Town Structures

Each member takes responsibility for understanding how to carry out the committee's work plan within the Town's organizational structures and relevant policies, while exhibiting exemplary conduct.

Collaboration with Staff

The committee works closely with Town staff, maintaining open communication to ensure streamlined processes, effective execution of tasks, and efficient use of time for all parties. Staff are included in or provided with an update on all communication or actions (internal and external) made on behalf of the committee or by a committee member as it relates to committee business.

The Staff Liaison and Council Liaison serve as key channels for sharing and gathering information essential to the committee's implementation of its work plan.

Leadership from Chair and Vice Chair

The Chair and Vice Chair demonstrate strong leadership and facilitation skills, guiding meetings in a productive, inclusive manner without dominating discussion or creating an intimidating environment.

Committee Member Code of Conduct

As a volunteer serving in a public-facing leadership role, you help shape how the community experiences its local government. Your professionalism, integrity, and collaboration strengthen both your committee's work and the trust placed in it. The following Code of Conduct outlines expectations designed to support a positive, respectful, and effective committee environment.

1. Represent the Committee and the Town Responsibly

- Committee members **may not** make promises, commitments, agreements, or financial decisions, on behalf of the Town or the committee. Member should also avoid presenting themselves in such a way that eludes to being a representative of the Town or having decision-making authority. These actions must be approved through formal committee consensus and involve the staff liaison.
- When speaking publicly, members should clarify that **committee actions are recommendations**, and only the Town Council can take final action.

2. Speak Only for Yourself Unless Authorized

- Members should not present personal opinions as committee positions unless the committee has formally voted to endorse the statements.
- When expressing personal views—in public comment, emails, social media, or conversations—members should clearly state that they are **speaking as individuals**, not on behalf of the committee or the Town.

3. Model Respect and Professionalism

- Treat fellow committee members, staff, Councilmembers, and the public with **courtesy, dignity, and fairness**.
- Engage in civil, constructive dialogue. Avoid disparaging remarks, inflammatory language, or statements questioning the motives or integrity of others.

4. Uphold Town Policies and Legal Requirements

- Follow all Town systems, policies, procedures, ordinances, code of conduct, and State open-government laws.
- Operate within the boundaries of your role and respect the responsibilities of staff and elected officials.

- Members may not use non-public (internal) information or resources for personal, professional, or private gain.
- Members may not use any Town employee's time for personal or private reasons.
- Members may not use Town vehicles or equipment, except in the same manner as available to any other community member.

5. Support Effective Meeting Participation

- Notify the Chair and Staff Liaison in advance if you are unable to attend a meeting or must attend virtually, as absences may affect quorum and scheduled business.
- Arrive prepared, engaged, and ready to contribute to the committee's work plan and shared goals.

6. Commit to Collaboration and Positive Leadership

- Participate actively and thoughtfully, listen to diverse viewpoints and support a productive committee environment.
- Recognize that your actions and words carry influence; use them to help foster trust, inclusion, and informed decision-making.

Conflict of Interest Guidelines

A conflict of interest for a Town advisory committee member occurs when the member's personal, financial, professional, or family interests could improperly influence – or appear to influence – their judgment, recommendations, or decisions in their official role. This also includes situations in which the member, a family member, or a business associate may benefit, directly or indirectly, from matters being reviewed or decided by the committee.

An "interest" refers to any financial, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. Your interest extends to any business in which you are an officer, director, or employee, or own more than 1% of outstanding shares.

The Town's objective is for appointed committee members to avoid **any** conflicts of interest. A member should carefully consider avoiding even the appearance of impropriety. Where a conflict exists, and even in situations where the member is unsure an actual conflict exists, but impropriety is seemingly present, **the Town requires the following procedures to be followed:**

- Immediately and publicly disclose the nature and extent of the conflict. This can be done in private or during a meeting. If needed, the staff liaison, committee manager, or the committee as a whole can help determine if a conflict of interest exists.
- Do not participate in any discussion or decision regarding the action before the advisory committee. Do not participate in discussions with other members of the advisory committee or Town staff regarding the matter. Do not attempt to influence the matter publicly or privately.
- Leave the room.

Gifts

Occasionally, gifts are offered to committee members. Members may not solicit or accept a present or future gift, favor, discount, service, or other thing of value from a party to a Town contract, or from a person seeking to influence your official action. There is an exception for “occasional non-financial gift” of \$15 or less, unless the gift, no matter how small, may be associated with the member’s official action, whether concerning a contract or some other matter.

If you are unsure of your legal responsibilities on any matter regarding your role as an advisory committee member, please seek the advice of the staff liaison or committee manager as soon as possible.

Liability

When performing authorized functions, advisory members are considered Town volunteers and are entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects committee members from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. **To minimize the risk of liability to themselves or the Town, advisory members should keep in mind that they are members of a collective body and, therefore, should avoid acting individually on a matter unless clearly authorized to do so.** Also, members should stay within their authorized activities and not act in cases where a conflict of interest exists.

How Committee Membership Works

Membership Appointments

All persons appointed, or reappointed, to any advisory committee must be Town residents – with the exception of the Superior Historical Commission (SHC). Any member serving on an advisory committee who relocates outside of the Town during their term of service on an advisory committee, regardless of their date of appointment or reappointment, shall resign their membership.

Each advisory committee (with the exception of the Superior Youth Leadership Council (SYLC)) has staggered-term seats. These staggers were set when each advisory committee was established. The purpose of these staggered terms was to create alternating term-end dates to avoid multiple members’ terms ending at the same time, which could hinder the committee’s ability to meet quorum. A partial term occurs when a seat is vacated prior to the term-end date. As of March 2026, the Town Council repealed the 2012 Ordinance under Section 2-12-40 (g), which established term limits of two consecutive terms. While term-end dates will continue to be tracked, committee members are no longer limited on the number of terms they can serve. Committee members are required to complete one full term of service for formal recognition via proclamation upon resignation.

Please note: SYLC members can serve multiple two-year terms from their 8th-grade year through their senior year of high school.

The Town Council will appoint no person to serve concurrently on more than one advisory committee. This limitation does not apply to groups deemed temporary. Employees may not serve on any advisory committee appointed by the Town Council, with the exception of youth and seasonal positions and employees (i.e. lifeguards and Youth Corps).

Vacancies, Interviews and Appointments

Vacancies on an advisory committee shall be posted on the Town of Superior advisory committee webpage and any other resource deemed necessary, to fill any immediate vacancies and also to create a pool of applicants to fill future vacancies. Staff liaisons are responsible for notifying staff when a member resigns.

Interviews and Town Council appointments are typically held quarterly, unless otherwise noted (or deemed appropriate). Interviews are generally conducted at the first Town Council meeting of the month, with appointments made at the second meeting. Applicants for advisory committees must be residents of the Town of Superior (with the exception of the Superior Historical Commission (SHC)).

Attendance Policy

By applying for and accepting the appointment, advisory committee members affirm their intent and ability to attend committee meetings. Regular attendance is essential to ensure decisions represent the opinions of the group as a whole. In addition, regular attendance enables advisory members to stay well informed about group interests and helps ensure that issues are examined from a variety of perspectives.

Poor attendance (i.e., two or more consecutive absences, a history of unexcused absences, or abuse of the virtual attendance policy) may result in removal from an advisory committee. If a member experiences attendance issues, the chair of the advisory committee (or the vice chair if the chair is the person experiencing the attendance problems) will work with the staff liaison and committee manager to address the issue.

Virtual Participation Policy

Members of the Town Council and advisory committees are expected to attend meetings in person unless the entire meeting is being held virtually. However, **virtual participation shall be permitted for members of Town Council and committees only if a member is out of town or unable to attend for health reasons.** These instances should be occasional in nature and not a regular occurrence. Should a member require virtual participation, the member shall notify the staff liaison and committee chair prior to the meeting and will keep their camera on during the meeting. Remote participation shall be allowed at all meetings for members of the public.

How the Work Gets Done

Work Plans

The Town Council asks all advisory committees to submit work plans in January of each year. Work plans should outline major projects and discussion topics for the upcoming year. If appropriate, an estimate of action to be taken, staff resources, and budget implications should be included. Work plans should also consider and align with the Council goals and associated department and staff work plans. Committee work plans should be concise and easy to read. The Town Council will review and approve the work plan for each advisory committee. Approval of a committee work plan by Council does not necessarily commit funding to the outlined projects. The Town Purchasing Policy outlines approval processes for the expenditure of funds. (See page 21 for work plan timing)

Programming and Events

The Town of Superior Parks, Recreation and Open Space Department offers a wide range of community programs and Town events designed to provide meaningful engagement and entertainment opportunities. Programs are typically finalized three to six months in advance, and major events are generally scheduled one year in advance, with major logistics finalized three to four months prior. Budgeting for all programs and events is completed each October for the following year.

Advisory committees may also wish to host community programs or events, or facilitate a booth/exhibit at a Town event. To ensure high-quality offerings, consistent marketing, and strong attendance – and to support staff work plans and community expectations – committees are asked to follow the Town’s established timelines and best practices.

The following schedule is used by Town staff and shared with third-party partners:

- January–April programs: Content due by October
- May–August programs: Content due by February
- September–December programs: Content due by June

Marketing and communications for all Town programs and events are coordinated and executed by the Town Communications and Community Engagement Department (CCE). Program hosts may share official Town posts and materials on personal channels but **may not** create independent marketing on behalf of the Town.

Committee-Specific Guidelines

- When facilitating a booth, program or event, it is typical for the Town to supply basic event equipment as needed. Committee members are expected to help set up and clean up (this may also require transporting committee-specific supplies). The staff liaison will help coordinate projects and programs, event participation and specific related supplies, but may not always be in attendance. Should a committee choose to participate, members

are expected to be able to facilitate their booth or run their project or program independently as appropriate.

- Committee programs and events must avoid conflicts of interest. Programs offered by a business owned or operated by a committee member may not be presented as committee-sponsored offerings. Committee programs may not be used to advertise or benefit individual committee members or their businesses. Program attendance lists and information are confidential and may only be used for official Town business.
- Committee-led programs and events should generally be offered at no cost to the community. Committees may use their discretionary budgets to cover necessary supplies and materials. If a fee is required, it must be approved by staff and comply with the Town's approved fee schedule. All materials purchased for programs or events become Town property and must be returned after the activity concludes.
- The Town discourages committees from participating in fundraising activities. Per Colorado law, charitable solicitation must be executed under a registered charitable organization; neither the Town nor the advisory committees qualify as such. Additionally, as a municipality, the Town must avoid any potential indirect appropriation of funds, conflicts of interest or 'pay-to-play' perceptions.

Town Communications

Internal Channels of Communication

There are numerous channel and modes of communication committees can utilize to communicate and collaborate with Town staff, other committees, Town Council, and the public; all communication should include the staff liaison. The most common modes of communication include: committee meeting notes and summaries which are reviewed by Town Council and posted publicly; and utilizing the staff and council liaisons to share information and updates internally as appropriate and needed. Additional, more formal options include:

- **Council meeting update** - All regular Town Council meetings have a standing agenda item for committee updates. If at any time a committee would like to provide Council with information formally, the committee should simply request the staff liaison add their committee update to an upcoming meeting agenda.
- **Public Comment** - Committee members have the opportunity to provide information during the public comment portion of any regular Council meeting. This action does not require that an item be formally added to the Council agenda, however, the committee, as a majority, must agree to have a representative present and to the content shared. Due to procedural restriction, Council is limited in its ability to discuss topics, ask or answer questions, or provide input when updates and information are provided during public comment.
- **Recommendation** - Occasionally, a committee may need to make a formal recommendation to Council. This is required when the committee is making a request or recommendation with implications or actions outside their work plan, or that have budget or staff resource implications beyond the typical committee scope of work. The staff liaison will gather the required information from the committee and coordinate necessary documents to provide to Council in advance. The committee chair or vice chair may be asked to present or facilitate questions and feedback from Council during the Council meeting.

- **Council – Committee dinner** - All committees have the opportunity to meet with Council (generally scheduled from May through August) to engage with Council. It is suggested committees use this meeting to discuss their current work plan and proposed work plan items for the next year, specifically items with budget or staffing implications.

External Communications and Community Engagement

The Town of Superior Communications and Community Engagement Department (CCE) serves as the central hub for all outgoing Town-wide communications. The team manages a high-performing portfolio of digital and print channels in support of community, organizational, departmental, and strategic outcomes. CCE fields a large volume and variety of communication and engagement requests from the Town Council, leadership, departments, partner organizations, and others, then designs tailored strategies across audiences and channels, with the messaging and imagery most likely to drive results, after weighing each request against an intake framework based on priority, volume, capacity, and impact.

For advisory committees, CCE supports a number of initiatives through the Town's established Communications Pathway, found in the department's guiding [Communications Plan](#) on the [Communications website](#).

- Committee requests begin with the staff liaison, who works with key committee members to gather details and bring them to CCE as early as possible, so timing and approach can be planned together for an effective partnership leveraging the Town's diverse distribution tactics.
- Liaison-submitted items are reviewed by the team on a recurring weekly basis and scheduled as Town priorities, capacity, and channel saturation allow, with a shared understanding that requests are not guaranteed. Suggestions on timing, distribution, and draft messaging are welcome, yet CCE may refine them for liaison review to keep everything aligned with the Town's brand. The staff liaison remains the single point of coordination through release.
- To support timely distribution, committees should share information as early as possible, at least one week but ideally one month, before an event or deadline.
- Creative, brand, and editorial decisions rest with communications staff. Where the liaison and CCE see something differently, the communications director and events and volunteer manager will collaborate on a path to resolution.

Committee members are encouraged to re-share Town-provided, pre-approved language, links, and resources to amplify official messaging. Members may also share on personal platforms, but must do so representing themselves, not the Town or the committee.

For the Communications Pathway, brand guidelines, and how to engage the team, see the Town of Superior Communications Plan at superiorcolorado.gov/communications.

Meeting Policies & Logistics

Meetings

Per the Colorado Sunshine Law and [Colorado Open Meetings Laws \(COML\)](#), all meetings at which any public business is discussed where a quorum is present are considered public meetings and are open to the public at all times.

No advisory committee shall conduct any closed meetings. All meetings shall occur in public buildings and or public facilities accessible to all members of the public. Meetings will be held only after providing full and timely notice to the public, no less than 24 hours in advance.

A “meeting” is further defined as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by any other means of communication.”

(2) (b) All meetings of a quorum or three or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken, are declared to be public meetings open to the public at all times.

(d) (III) If electronic mail is used to discuss public business, the electronic communication is subject to the above “meeting” requirements. **As a rule of thumb, when responding to emails, reply only to the sender; avoid “reply all.”** Email correspondence regarding public business is also subject to the Open Records law and should be maintained in accordance with the Town's data retention policy.

Agenda and open meeting rules do not apply when advisory members are acting as residents or volunteers carrying out an advisory committee’s program or service, such as attending a conference or third-party meeting, volunteering at a booth or zero-waste stations at Town events, or helping run an advisory committee program. However, members must take care when acting in these types of volunteer roles to ensure they are not engaging in advisory committee discussions to which these rules do apply.

Recommendations and decision-making can only advance from a public meeting that has been properly noticed and conforms to open meetings law policies. Any questions regarding whether a proposed gathering, event or activity requires an agenda and other meeting procedures should be directed to the staff liaison or committee manager.

Virtual Meetings

Meetings accessible only electronically, such as webinars, online video conferences (e.g., Zoom, Teams), or telephone conferences, must also comply with the COML. The means to access the meeting virtually must be made available to the public.

Smaller Group Meetings

Advisory committees may need, from time-to-time, smaller group work and discussion. All intentional, small-group meetings of three or more advisory committee members during which committee business will be addressed or discussed, must follow public-notice guidelines.

- A **work session** should be used when the committee or a group of committee members need to meet (or discuss a topic), yet the nature and intent of the meeting is less formal, is in support of upcoming committee business, or is a matter that will not be (or does not need to be) advanced without additional committee discussion and/or approval. Examples include: research, exploratory discussion, information gathering, drafting language or documents for a topic already agreed upon by the committee, park walks, museum cataloging, holiday dinners, program or event preparation, etc. Work session meetings require public notice and must be open to the public; however, they do not require public record documentation (an agenda and committee notes). A report from the work session must be provided to the advisory committee during a formal meeting for any subsequent discussion or decision-making to occur.
- A **work group** should be formed complementary to the work of the advisory committee when there is a need to pursue objectives that overlap with topic areas and the work is expected to last for an indefinite period of time. A work group does not have decision-making authority; it must report to the advisory committee as a whole for formal voting and any decision-making.
- A **subcommittee** should be formed as needed when the nature of the work is more long-term. The subcommittee should then be formally dissolved once the work is accomplished. Subcommittee meetings should be run under the same rules and guidelines as committee meetings: public notice of the meetings is required; meetings must be open to the public and public records (agenda and committee notes) must be provided. Subcommittees do not have decision-making authority; they must report to the advisory committee as a whole for formal voting and any decision-making.
- A **task force** should be formed if there is an objective that can be achieved in a relatively short period of time (e.g., planning a specific event or analyzing a proposal). Task groups should be disbanded when the task(s) is complete. A task force does not have decision-making authority; the group must report to the advisory committee as a whole for formal voting and any decision-making.

Quorum Requirements

The majority of all of the members of an advisory committee shall constitute a quorum.

Per advisory committee-specific Town Resolutions, “a quorum of (the advisory committee) for the purposes of conducting business shall be five (5) members.” In order to conduct business at any meeting, a quorum must be present. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

An informal meeting may take place if it is free of any formal decision-making and meeting procedures.

For virtual meetings, the presence of a quorum shall be established by an audible roll call at the beginning of the meeting and maintained throughout the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote in which the announced totals add up to fewer than a quorum. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Public Notice, Agendas and Meeting Packets

The staff liaison and advisory committee chair prepare meeting agendas and information. To meet Town deadlines, members need to review the meeting information, determine what is required for meeting preparation, and give the meeting agenda proper and timely consideration.

The following is required for meeting preparation:

- Agendas must be specific and list all topics on which substantive discussions or formal recommendations are expected.
- Agendas must be posted at least 24 hours in advance. Administratively, the Town requests that all agendas are posted the week prior to the meeting to allow anyone who might be interested time to read the materials.
- Meeting notices will be posted via appropriate communication platforms.

During a meeting, substantive discussion is not allowed on any subject not listed on the agenda or not substantially related to a subject listed on the agenda.

Handling of Documents

Information not included in a meeting packet is considered confidential; therefore, all requests for information not publicly available in a meeting packet must comply with the [Colorado Open Records Act](#).

Rules of Order

Generally, meetings can be held in any manner that ensures an orderly, focused discussion and facilitates input from all members of the advisory committee. If it would enable the members to better meet their responsibilities, chairs/vice chairs can recommend to members the procedures for the conduct of meetings as established in *Robert's Rules of Order* (see appendix for Town procedure summary). A recommendation with a motion to vote and a majority vote is necessary to move forward with these procedures.

Public Comment

Each advisory committee shall, at or near the beginning of each of its regular meetings, allow members of the public to speak to a matter within the purview of the advisory committee, regardless of whether such matter is scheduled for consideration at that

meeting. The advisory committee is not required to address or discuss matters raised during public comment, and the Chair may impose time limitations on such public input as necessary to conduct the business of the advisory committee in a timely and efficient manner. A maximum of five minutes will be allowed per speaker. In order to determine the actual amount of time to be allotted to each speaker, the Chair may ask for a show of hands by all persons intending to speak. If the number of persons intending to speak exceeds six, the Chair may reduce the allotted time to allow as many people as possible to address the Committee.

Committee Meeting Notes

Committee notes must be taken at any regular or official meeting of an advisory committee (or subcommittee) at which a recommendation or any formal action occurs or could occur. The committee notes must be open to public inspection and a copy must be filed with the Town Clerk upon finalization (via the Committee Coordinator). Town policy requests that committee meeting notes be submitted no later than one week after a meeting.

At a minimum, the committee notes of a meeting should contain the following information:

- Date, time and location of the meeting.
- Listing of members present and a statement that those members constituted a quorum.
- Name and town of residence of public comment participants.
- General outline of each major topic discussed.
- Comments of individual members that illustrate the individual's viewpoints and opinions.
- Detailed recital of all recommendations and motions, who made the motion and the second, along with the recording of how each member voted on each recommendation.
- Detailed recital of any formal action taken.
- Time of adjournment.

While committee meeting notes should be as accurate as possible, the note taker is not required to record every remark made at the meeting - the notes should **not** be a verbatim transcript.

Meeting agendas and note templates are provided and regularly updated by Town staff. The committee meeting notes should include a brief description of each item being discussed. It is not necessary to list questions and answers during the discussion of each item; however, comments summarizing members' positions can be included as support for each member's vote on issues.

Recording the adjournment of a meeting in the notes is advisable, since it indicates whether the meeting was finally adjourned, or adjourned to a later time before the next regular meeting. The adjournment should specify the time the meeting was adjourned, identifying a later date and time. The chair may adjourn the meeting by declaration.

Written notes of advisory committee meetings are considered permanent records of the municipality. The Town of Superior requires staff liaisons for each advisory committee to file committee notes with the Town Clerk for incorporation into the municipality's records. After committee notes have been finalized, the staff liaison will email a copy of the notes to the Committee Coordinator. Committee notes will be distributed to the Town Council via the Council meeting packet for approval. Final committee meeting notes will be posted on the Town's [meetings and agenda website](#). Electronic recordings do not replace written notes and should be used only to prepare the committee notes.

Governance & Accountability

Advisory Committee General Provisions

Additional details about advisory committees can be found in *Article XII, Section 2-12-10 of the Superior Municipal Code*. The Town Council may, by ordinance, establish appointive groups to advise the Town Council on various issues and perform functions as the Town Council may designate. The establishing resolution of each advisory committee sets the purpose, duties, and operating procedures and establishes the terms of office of the members, including initial overlapping terms.

In addition to the duties and functions specified in the Municipal Code for any particular advisory committee, members are authorized to conduct investigations and make reports and recommendations to the Town Council related to its charge or area of responsibility, upon the request of the Town Council or the Town Manager.

The Town Council may change any or all of the purposes, duties and procedures of any advisory committee. The Council also may abolish any advisory committee, that is not required by the Town municipal code or law.

Removal and Resignation

All advisory committee members are subject to removal by majority vote of the Town Council. Any vacancy during the unexpired term of any member may be filled by appointment from the Town Council for the remainder of the term.

Per *ARTICLE XII, Section 2-12-50 of the Superior Municipal Code*:

- (a) An advisory committee member may be removed by majority vote of the Town Council for any one (1) or more of the following reasons:
 - 1) Absences from three (3) consecutive regular meetings of an advisory committee;
 - 2) A consistent failure to attend regularly scheduled meetings of the advisory committee;
 - 3) A pattern of misconduct at meetings;
 - 4) Violation of the ethics code set forth in the Town of Superior municipal code (*ARTICLE VIII, Section 2-8-10 through Section 2-8-60*).

- 5) Harassment or mistreatment of the public, other advisory committee members or Town staff, whether occurring at a meeting or through other forms of communication, including, without limitation, telephone and electronic mail.
- (b) An advisory committee member subject to removal shall be provided the opportunity to resign prior to the Town Council taking action on any proposed removal. If the member chooses not to resign, the member shall be given no less than five (5) days' notice in writing that the Town Council will be considering the member's removal, and said notice shall include the reasons for the proposed removal. The member shall be given an opportunity to respond to the proposed grounds for removal either in writing or in person at a regular Town Council meeting prior to the Town Council taking any action to remove said member.

Removal Process Guidelines

The Town Code of Ethics and Committee Code of Conduct exist to support public trust, consistent expectations, and respectful, accountable public service. When concerns arise, the Town's goal is to address them constructively and maintain a positive experience for all committee members.

Reporting Concerns

- Committee members should report concerns about attendance, misconduct, or potential Code of Conduct or Ethics violations to the Committee Chair (or Vice Chair if the concern involves the Chair) and/or the staff liaison or the Committee Manager if concerns involve the staff liaison.
- Staff liaisons should report concerns to the Committee Manager or their Director.
- Council Liaisons should report concerns to the staff liaison, Committee Manager, or Town Manager.

Documenting concerns helps:

1. Address issues fairly and promptly
2. Ensure any decisions are based on policy—not personal disagreement.

Review Process

The staff liaison will review the concern(s) with the Committee Manager. Based on the severity and frequency of the issue, an appropriate course of action will be determined. This may include further review by a Director or the Town Manager.

If removal is considered necessary, the process outlined in Section (b) will be followed.

Progressive Approach

For most concerns, the Town follows a progressive, three-step approach:

1. Written notice describing the concern and the applicable policy or Code provision.
2. An opportunity for the committee member to respond.
3. A plan to support improvement and clarify expectations.

If concerns continue – more than three violations are documented – or involve serious misconduct, a recommendation for removal may be made in accordance with ARTICLE XII, Section 2-12-50 of the Superior Municipal Code and the removal process will be implemented as outlined in Section (b).

Reference Materials

Advisory Committee Annual Planning

January	• Draft work plans finalized and submitted for Council review/approval • Election of officers
February	• Begin budget review, request, and recommendation planning for Council-Committee dinners
March	• Quarterly interviews and appointments (if vacancies and applicants)
April	
May	• Committee member term/re-appointment notices • Council-Committee Dinners
June	• Committee member reappointments • Quarterly interviews/appointments • Council-Committee Dinners
July	• Term renewals and appointments • 4th of July Celebration engagement opportunity • Council-Committee Dinners
August	• SYLC new applicant interviews with Council and Senior send off
September	• Work Plans – 1st review discussion • Quarterly interviews and appointments (if vacancies and applicants) • Chili & Beer Fest engagement opportunity • Start reconciliation of volunteer impact numbers (projects, hours, etc.)
October	• Work Plans – 2nd review discussion • SYLC leadership elections
November	• Annual volunteer appreciation reception
December	• Final draft Work Plans submitted • Committee end-of-year/holiday dinners

Advisory Committee Descriptions & Details

[Advisory Committee for Environmental Sustainability \(ACES\)](#)

[Cultural Arts and Public Spaces Advisory Committee \(CAPS\)](#)

[Superior Historical Commission \(SHC\)](#)

[Open Space Advisory Committee \(OSAC\)](#)

[Parks and Recreation Advisory Committee \(PARC\)](#)

[Planning Commission \(PC\)](#)

[Superior Youth Leadership Council \(SYLC\)](#)

C.H.A.R.G.E. – A Checklist for Committee Member Effectiveness

C – Code

Am I familiar with . . .

- ☐ The Town of Superior Municipal Code, in general?
- ☐ The establishing resolution and work plan for my advisory committee, the Town's code of ethics, and the advisory committee guidebook and code of conduct?
- ☐ What my fellow committee members and I expect to achieve for the community?
- ☐ Town Council's goals for the current year.

H – Hierarchy

Do I understand . . .

- ☐ How my advisory committee work affects the community?
- ☐ The scope of authority of my advisory committee?
- ☐ The role of my advisory committee's staff liaison, Trustee liaison, chair and vice chair?
- ☐ My role as an advisory committee member?

A – Accountability

Do I understand . . .

- ☐ My advisory committee's liability and my own liability as an individual member?
- ☐ What constitutes a conflict of interest?
- ☐ How a conflict of interest or code of ethics or conduct violation should be handled?
- ☐ Mine and my advisory committee's accountability to the public?

R – Responsibility

Do I . . .

- ☐ Regularly attend advisory committee meetings?
- ☐ Prepare for the meetings by reviewing the agenda and supplemental materials provided ahead of time?
- ☐ Know what I am responsible for and complete the tasks I have volunteered to take on?

G – Goals

Do I know . . .

- ☐ My advisory committee's goals – short-term and for the year?
- ☐ What tasks must be completed to reach each of our goals?

E – Evaluation

Have I . . .

- ☐ Included everyone in the process (members, liaisons, residents)?
- ☐ Met my responsibilities and deadlines?
- ☐ Discussed with other members and staff what my advisory committee can do to improve our overall performance?

Rules of Procedure

Procedural Summary of Roberts Rules

Section 1. Order of Business. The business of the _____ (the "Committee") shall be conducted in the following order:

Call Meeting to Order
 Roll Call
 Public Comment
 Action Items
 Presentations
 Work Session Items
 Discussion Items
 Committee Reports
 Other Business
 Adjournment

Section 2. Time of Meetings.

- a. Committee meetings will begin precisely at ____ p.m.
- b. No more than two ten-minute breaks will be planned per meeting. All Committee members and staff will return to their seats at the conclusion of each break. The Chair will resume the meeting at the prescribed time.
- c. Every Committee meeting will end no later than 10:30 p.m., except that: (1) any item of business commenced before 10:30 p.m. may be concluded before the meeting is adjourned and (2) the Committee may, by majority vote, extend a meeting until no later than 12:00 a.m. for the purpose of considering additional items of business. Any matter which has been commenced and is still pending at the conclusion of the Committee meeting, and all matters scheduled for consideration at the meeting which have not yet been considered by the Committee, will be continued to the next regular Committee meeting.

Section 3. Public Comment. Up to 30 minutes will be allowed for public comment during the "Citizen Participation" segment of each meeting. A maximum of five minutes will be allowed per speaker. In order to determine the actual amount of time to be allotted to each speaker, the Chair may ask for a show of hands by all persons intending to speak. If the number of persons intending to speak is more than six, the Chair will shorten the allotted time in order to allow as many people as possible to address the Committee within 30 minutes.

Section 4. Committee Questions and Debate. Committee questions and debate regarding an agenda item will occur immediately following citizen input and prior to entertaining any main motion related to the item. Except when raising a point of order, Committee members seeking to ask questions or participate in debate will do so only when called upon by the Chair. The Chair may limit or curtail questions or debate as he or she deems necessary for the orderly conduct of business, except as overridden by a majority of Committee members present and

voting, pursuant to a point of order. No Committee member will speak to an item more than once until all other Committee members have had an opportunity to be heard.

Section 5. Basic Rules of Order. The following commonly used rules of order will govern the conduct of Committee business. Except as specifically noted, all motions require a second. If there is a question of procedure not addressed by these rules, reference shall be made to Robert's Rules of Order, Newly Revised Edition, for any needed clarification or direction. However, in the event of any conflict between these rules and Robert's Rules of Order, these rules of order shall prevail.

MAIN MOTIONS

Main motions are used to bring business before the Committee for consideration and action. A main motion can be introduced only if no other business is pending. Main motions require a second and may be adopted by majority vote of those Committee members present and voting, except that a motion to go into executive session requires a two-thirds vote of those present. A main motion may be made by any Committee member, including the Chair. It is debatable and may be amended.

SUBSIDIARY MOTIONS

These are motions that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

1. **Motion to Amend.** A motion to amend, once seconded, is debatable and may itself be amended once. However, a "secondary amendment," which is a change to a pending "primary amendment," cannot be amended. The point of a motion to amend is to modify the wording – and, within certain limits, the meaning – of a pending motion before the pending motion itself is acted upon. Once a motion to amend has been seconded and debated, it is decided before the main motion is decided. Certain motions to amend are improper. For example, an amendment must be "germane." To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. Another example of an improper motion to amend would be a motion that would merely make the adoption of the amended question equivalent to a rejection of the original motion, or one that would make the question as amended identical with, or contrary to, one previously decided by the Committee during the same session. "Friendly" amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before a vote is taken on the main motion. Only one amendment to a main motion is allowed – after that, any modifications to a main motion must be made by defeating the original main motion and introducing a new main motion.

2. **Withdrawal or Modification of a Motion.** In the brief interval between the making of a motion and the time when the Chair places the Motion before the Committee by stating it, the maker can withdraw or modify the motion. After a motion has been seconded and stated by the Chair, it belongs to the Committee as a whole and the maker must request the Committee's permission to withdraw or modify his or her motion.

3. Motion to Lay on the Table. A motion to table allows the Committee lay the pending question aside temporarily, but only when something else of immediate urgency has arisen. By adopting a motion to lay on the table, a majority has the power to immediately halt the consideration of a question, since a motion to table is neither debatable nor amendable.

4. Motion to Postpone Indefinitely. A motion to postpone indefinitely is, in effect, a motion that the Committee decline to take a position on an agenda item or main motion. Its adoption kills the agenda item or main motion for the duration of the meeting and avoids a direct vote on the item or motion. It is useful in disposing of an item or motion that cannot either be adopted or expressly rejected without undesirable consequences. It is debatable, but not amendable.

5. Motion to Postpone to a Certain Time (or Definitely). This is the motion by which action on an agenda item or a pending motion can be put off to a definite day, meeting or hour, or until after a certain event has occurred. This motion can be debated only to the extent necessary to enable the Committee to determine whether the main question should be postponed and, if so, to what date or time. Similarly, it is amendable only as to the date or time to which the main question should be postponed.

6. Calling the Question. "Calling the question" may sometimes motivate unanimous consent to end debate. If it does not, however, then debate does not automatically end. Instead, if any member objects to ending the debate, the Chair should ask if there is a second to the motion and, if so, he or she must immediately take a vote on whether to end debate. The motion is not debatable or amendable.

INCIDENTAL MOTIONS

These are motions which usually apply to the method of conducting business rather than to the business itself.

1. Point of Order. A Committee member who thinks that the rules of order are being violated can make a point of order, thereby calling upon the Chair for a ruling and an enforcement of the regular rules. Such a motion takes precedence over any pending question out of which it may arise. *This motion does not require a second.* It is not amendable and not debatable. However, with the Chair's consent, the member raising the point of order may be permitted to explain his or her point. In response to a point of order, the Chair can either immediately rule, subject to appeal to the Committee, or the Chair can refer the point of order to the Committee, in which case the point becomes debatable. In ruling, the Chair can also consult the parliamentarian, if there is one, or can request the advice of experienced members of the Committee. However, no member has the right to express an opinion unless requested to do so by the Chair. When the Chair has made a ruling, any two Committee members can appeal the ruling (one making the appeal and the other seconding it). When an appeal is taken, the matter is decided by majority vote of the Committee. A tie vote sustains the decision of the Chair. A point of order must be raised promptly at the time the perceived violation of the rules occurs.

2. Motion to Divide a Question. If a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition by itself, the parts

of the motion can be separated for consideration and voted on as if they were distinct questions by the adoption of a motion for division of the question. This motion, if seconded, takes precedence over the main motion and is not debatable. However, the motion to divide must clearly state the manner in which the question is to be divided, and while the motion to divide is pending, another member can propose a different division by moving an amendment, in which case the amended form of the motion, if seconded, would be decided first. Often, little formality is involved in dividing a question, and it is arranged by unanimous consent.

3. Motion to Suspend the Rules. When the Committee wishes to do something that it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules that interfere with the proposed action. This motion can be made at any time that no question is pending and can be applied to any rule except those that are fundamental principles of the Committee or other applicable laws. This motion is neither debatable nor amendable.

RESTORATIVE MOTIONS

These are motions that bring a question again before the Committee for its consideration.

1. Motion to Take from the Table. The object of this motion is to take from the table and make pending again before the Committee a motion or series of adhering motions that previously had been laid on the table. This motion is neither debatable nor amendable. When a question is taken from the table, it is before the Committee with everything adhering to it, exactly as it was when laid on the table.

2. Motion to Reconsider. This motion enables a majority of the Committee to bring back for further consideration a motion which has already been voted on. This motion is in order only if made on the same date that the vote to be reconsidered was taken. The purpose of reconsidering a vote is to permit the correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote. This motion can be made only by a Committee member who voted with the prevailing side. When a member who cannot make a motion for reconsideration believes that there are valid reasons for one, he or she may try to persuade someone who voted with the prevailing side to make such a motion. This motion is debatable whenever the motion proposed to be reconsidered was debatable. And, when debatable, opens to debate the merits of the question to be reconsidered. It is not amendable. The effect of the adoption of a motion to reconsider is that the question on which the vote was reconsidered is immediately placed before the Committee in the exact position it occupied the moment before the question was voted on originally.

3. Motion to Rescind or Amend Something Previously Adopted. By a motion to rescind or to amend something previously adopted, the Committee can change an action previously taken. This motion is debatable and amendable. In contrast to a motion to reconsider, there is no time limit on making a motion to rescind or a motion to amend something previously adopted (provided that no action has been taken by anyone in the interim that cannot be undone), and these motions can be moved by any member of the Committee, regardless of how he or she voted on the original question. The effect of passage of this motion is not to place the matter back before the assembly as it was just prior to a vote being taken. Instead, it either entirely

nullifies the previous action or modifies it, depending upon which motion is used. For that reason, this motion should not be made if third parties have relied to their detriment on the previous action.

PRIVILEGED MOTIONS

These motions are of such urgency or importance that they are entitled to immediate consideration, even when another motion is pending, because these motions do not relate to the pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

1. Motion to Adjourn. A motion to adjourn is always a privileged motion except when the motion is conditioned in some way, as in the case of a motion to adjourn at, or to, a future time. Such a conditional motion is not privileged and is treated just as any other main motion. A conditional motion to adjourn at or to a future time is always out of order while business is pending. However, an unconditioned, privileged motion to adjourn takes precedence over most other motions. The privileged motion to adjourn is neither debatable nor amendable, while a conditioned motion to adjourn is debatable and may be amended.

2. Motion to Recess. A motion to recess that is made when no question is pending is a main motion and should be treated as any other main motion. A motion to recess is said to be privileged if it is made when another question is pending, in which case it takes precedence over all subsidiary and incidental motions and most other privileged motions. It is not debatable and is amendable only as to the length of the recess.



Item Number:5.h.

Information for Meeting of the Superior Town Council

Agenda Item Name: An Ordinance of the Town Council of the Town of Superior Amending the Superior Municipal Code Declaring Dangerous Open Pits or Excavations as Specific Nuisances

Meeting Date: July 13, 2026

Presented By: Martin Toth, Asst. Town Manager

Presented For: Approval

Background:

Throughout the Marshall Fire rebuild process, staff has worked closely with residents and builders to facilitate our community's recovery from this disaster. With approximately 50 residential lots remaining that have yet to initiate the building review process, staff continues to provide information, resources and be available to meet with residents and builders to support their rebuilds. Staff is aware that some lots will likely remain vacant for potentially a considerable amount of time as fire survivors and their families deal with various circumstances that delay their rebuild, and that some have sold their property to entities which do not yet have a timeline for rebuilding. Since most homes lost to the fire in our community have been rebuilt and the sheer volume of construction activity has diminished, staff has begun to transition focus toward preserving quality of life standards in these neighborhoods by communicating with owners of vacant lots to establish ongoing maintenance compliance. This work includes eliminating nuisance items with residents living in homes next and adjacent to the remaining vacant lots. The presence of open foundation excavations that have not yet been filled on approximately 5 lots presents a potentially dangerous circumstance as stagnant water can result in an insect nuisance violation and a safety concern in the event a neighbor traverses a vacant lot.

Scheduled under this agenda item is the Council's consideration of an Ordinance updating the Municipal Code to declare open excavations, pits and depressions as a specific nuisance, and address these violations in the same manner, for example, as weeds, inoperable vehicles and garbage accumulation. This addition to the Code will allow staff to address these violations consistently across the community, and in the future when these situations occasionally happen during the course of construction for non-Marshall Fire rebuilds. The violation process will be the same as other specific nuisances, with staff initially communicating and attempting to work with the property owner to address the excavation, and then processing a violation if this outreach is unsuccessful in remedying the violation.

Recommendation:

Approval of the Ordinance

Budget Implications:

N/A

Motion:

Move to approve an Ordinance Amending Superior Municipal Code Section 7-1-90 Declaring Dangerous Open Pits or Excavations as Specific Nuisances

Attachments:

1. Ordinance - Dangerous Pit Nuisance

Town of Superior
Ordinance Number O-17
Series 2026

An Ordinance of the Town Council of the Town of Superior
Amending Section 7-1-90 of the Superior Municipal Code Regarding
Specific Nuisances

Whereas, the Town Council finds that it is in the best interest of the public health, safety, and welfare to declare dangerous pits a specific nuisance.

Now, therefore, be it ordained by the Town Council of the Town of Superior, Colorado:

Section 1. Section 7-1-90 of the Superior Municipal Code is amended by the addition of a new subsection 20, to read as follows:

Sec. 7-1-90. – Specific nuisances.

* * *

(20) Open depression, pit or excavation. Any open depression, pit or excavation that is below the natural or artificial grade of the adjacent right-of-way is a nuisance unless it is adequately covered with a locked lid or other covering weighing at least sixty (60) pounds or is securely fenced with a solid fence at least five (5) feet in height.

Section 2. Safety. This Ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 3. Effective Date. This Ordinance shall take effect 10 days after publication following adoption.

Introduced, read, passed and ordered published this ____ day of _____, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk

Summary of Measured Noise Levels

in the

Town of Superior, Colorado

due to

Rocky Mountain Metropolitan Airport Operations

May 2026



Prepared by:

Hankard Environmental, Inc.
Colorado, Wisconsin



Monthly Summary – May 2026 (Water Bladder Site)

The following summarizes the daytime noise levels measured at the Water Bladder measurement location located off S. Torreys Peak Dr. and aircraft operations detected over the Town of Superior for the month of May 2026. Additional information regarding the measurements follows.

- Over the entire month, a total of 8,018 aircraft operations¹ occurred within 1.25 miles of the measurement location (the distance within which aircraft are audible).
- Of these, 3,399 were touch and go (T&G) operations (42%).
- Over the entire month, aircraft operations were clearly noticeable (aircraft noise measured at approximately 5 dBA above the ambient sound level) for 5,687 minutes (95 hours).
- If T&G operations were not conducted at the airport, an analysis of the measurement data indicates that noticeable aircraft operations would decrease to 2,773 minutes (46 hours), which is a 51 % reduction.
- The following summarizes the May 2026 noise survey results at the Water Bladder.

**Table 1 - Summary of Daytime Measured Noise Levels and Aircraft Operations, May 2026
(Water Bladder)**

Operations	Quantity	Audible Aircraft Operations	Aircraft Noise Above Ambient (dBA)	Aircraft 5 dBA Above Ambient (minutes)	Aircraft 10 dBA Above Ambient (minutes)	Aircraft 20 dBA Above Ambient (minutes)
All	Total for month	8,018	---	5,687	3,666	634
	Daily average	259	18	183	118	20
Touch and Go Removed	Total for month	5,308	---	2,773	1,618	200
	Daily average	171	13	89	52	6

- Figure 1 shows the flight paths on May 9, a day with total operations close to the median for the month. Note the concentration of T&G operations over the Town of Superior and Boulder County.
- Figure 2 shows the measured noise levels and concurrent aircraft activity for this day. Maximum noise levels generated by individual aircraft operations exceeded the ambient sound level by at least the following levels for the durations noted:
 - 5 dBA (clearly noticeable), 192 minutes.
 - 10 dBA (significant increase), 131 minutes.
 - 20 dBA (much louder), 25 minutes.
- Table 2 shows the hourly average noise levels and operation counts for this day.
- Figure 3 shows an hour on this day, during which time the measured noise level was often above ambient conditions (35 dBA for this hour), meaning that aircraft noise was regularly present.
- Figure 4 shows the flight paths for the entire month of May 2026.

¹ This report counts each touch and go operation as a single operation. The Federal Aviation Administration counts each touch and go operation as two operations.

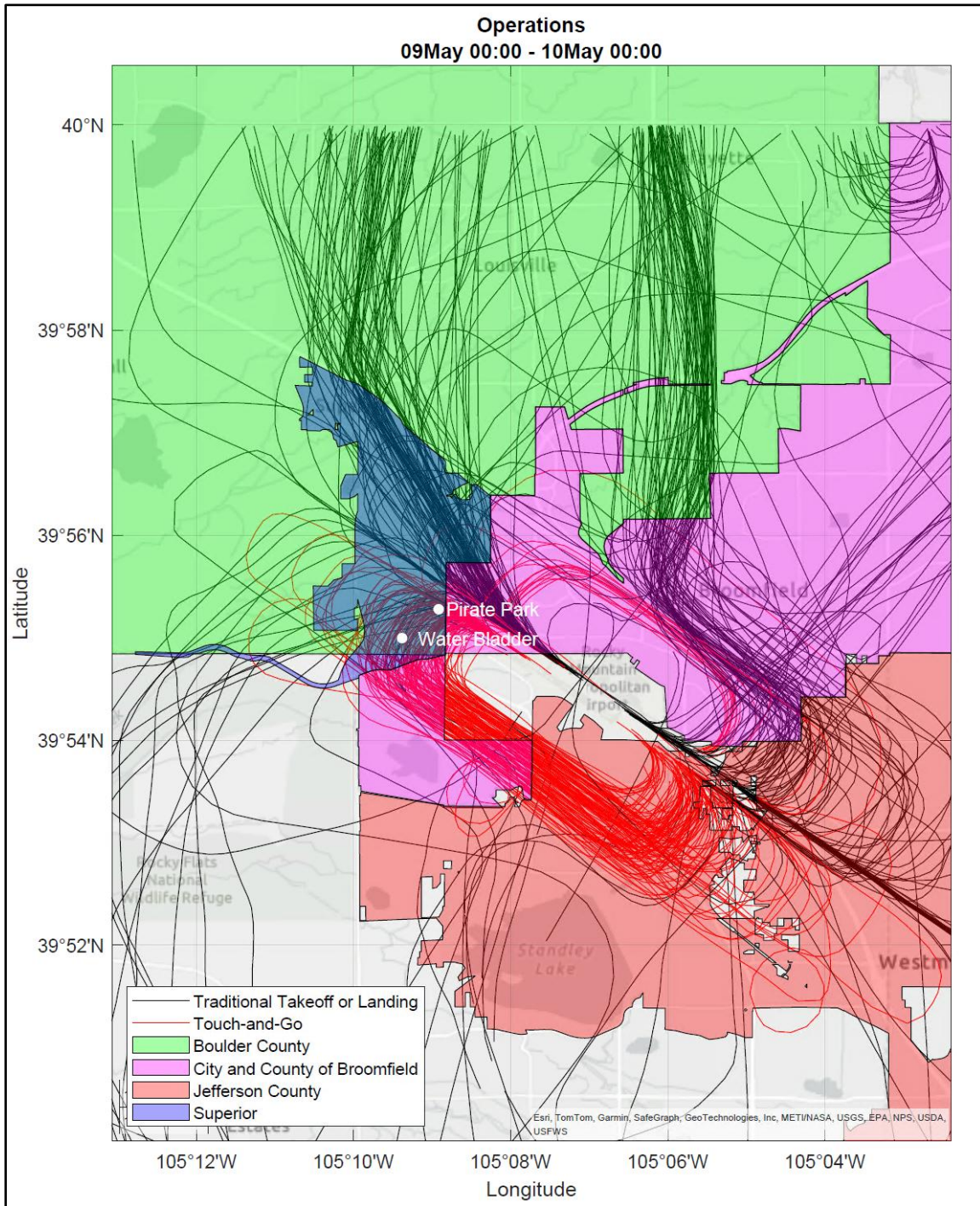


Figure 1 – Flight Paths on Median Day in May 2026 (404 Operations; 145 T&G)

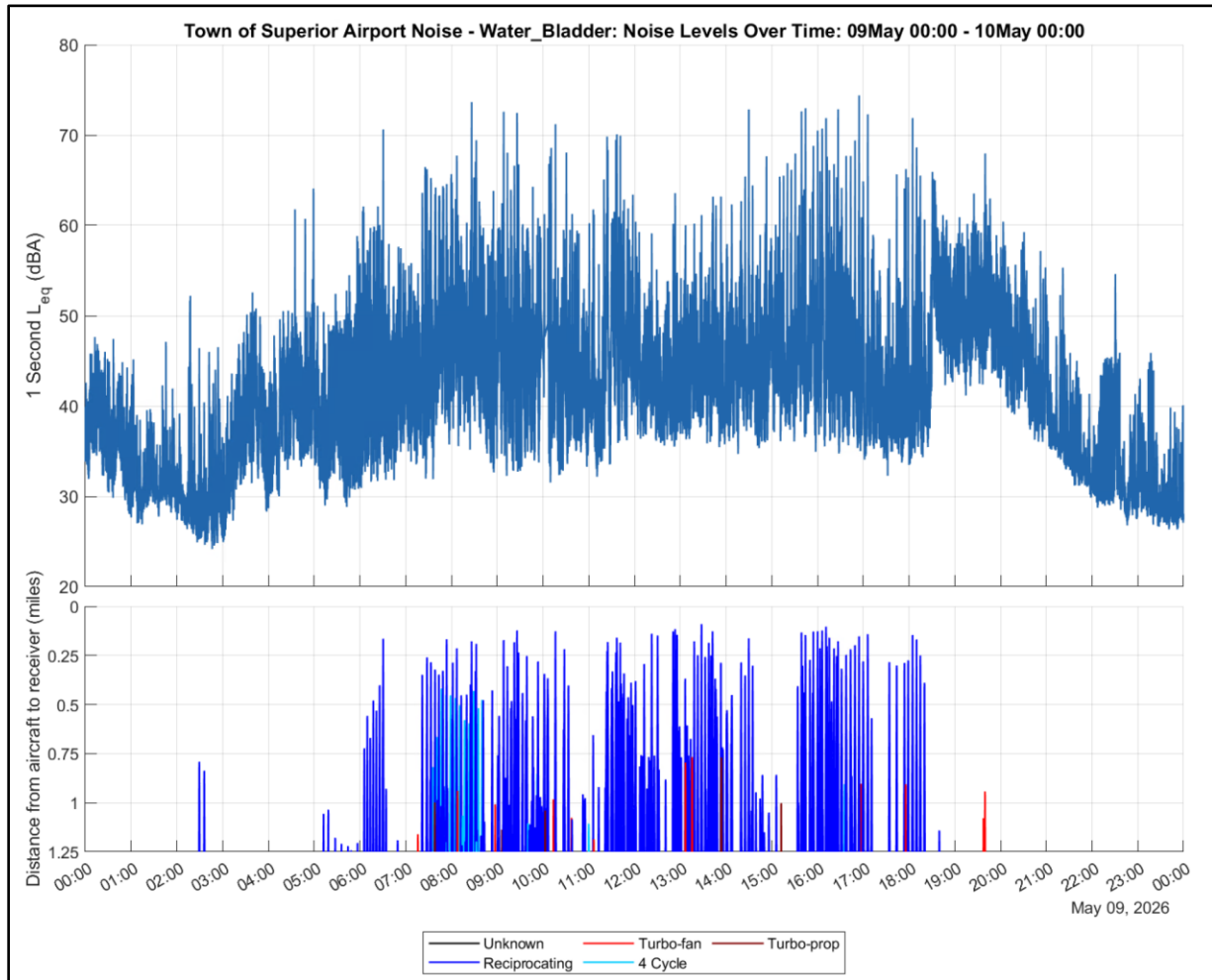


Figure 2 – Noise Levels and Aircraft Operations on Median Day (Water Bladder)

Table 2 – Hourly Noise Levels and Aircraft Operations on Median Day (Water Bladder)

Time	7 am	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm	7 pm	8 pm	9 pm
Average Noise Level (dBA)	51	52	52	49	53	46	47	50	52	54	49	53	52	48	39
Number of Operations	25	51	51	32	39	30	40	28	20	33	11	11	5	0	1

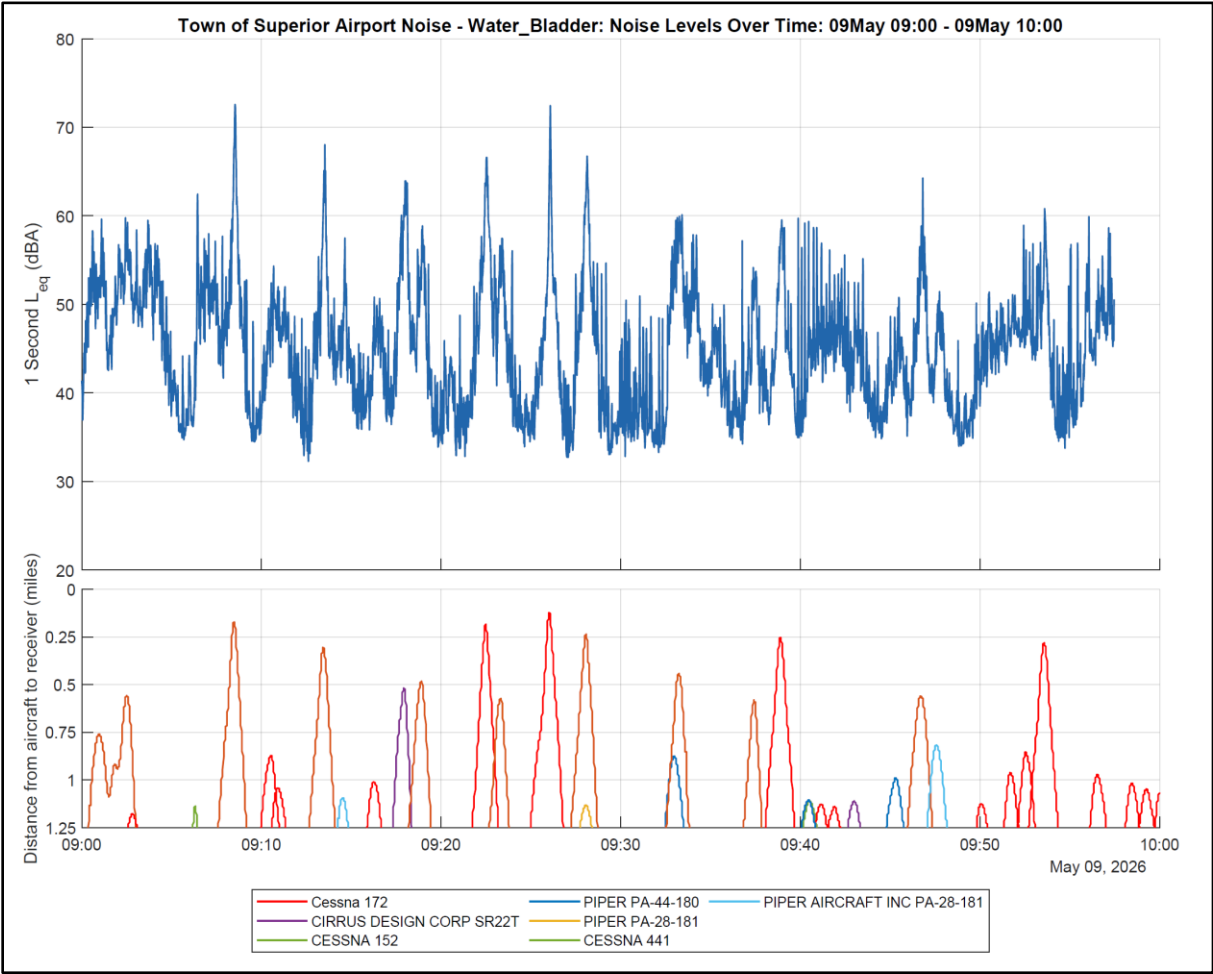


Figure 3 – Noise Levels and Aircraft Operations during an Example Hour on Median Day (Water Bladder)

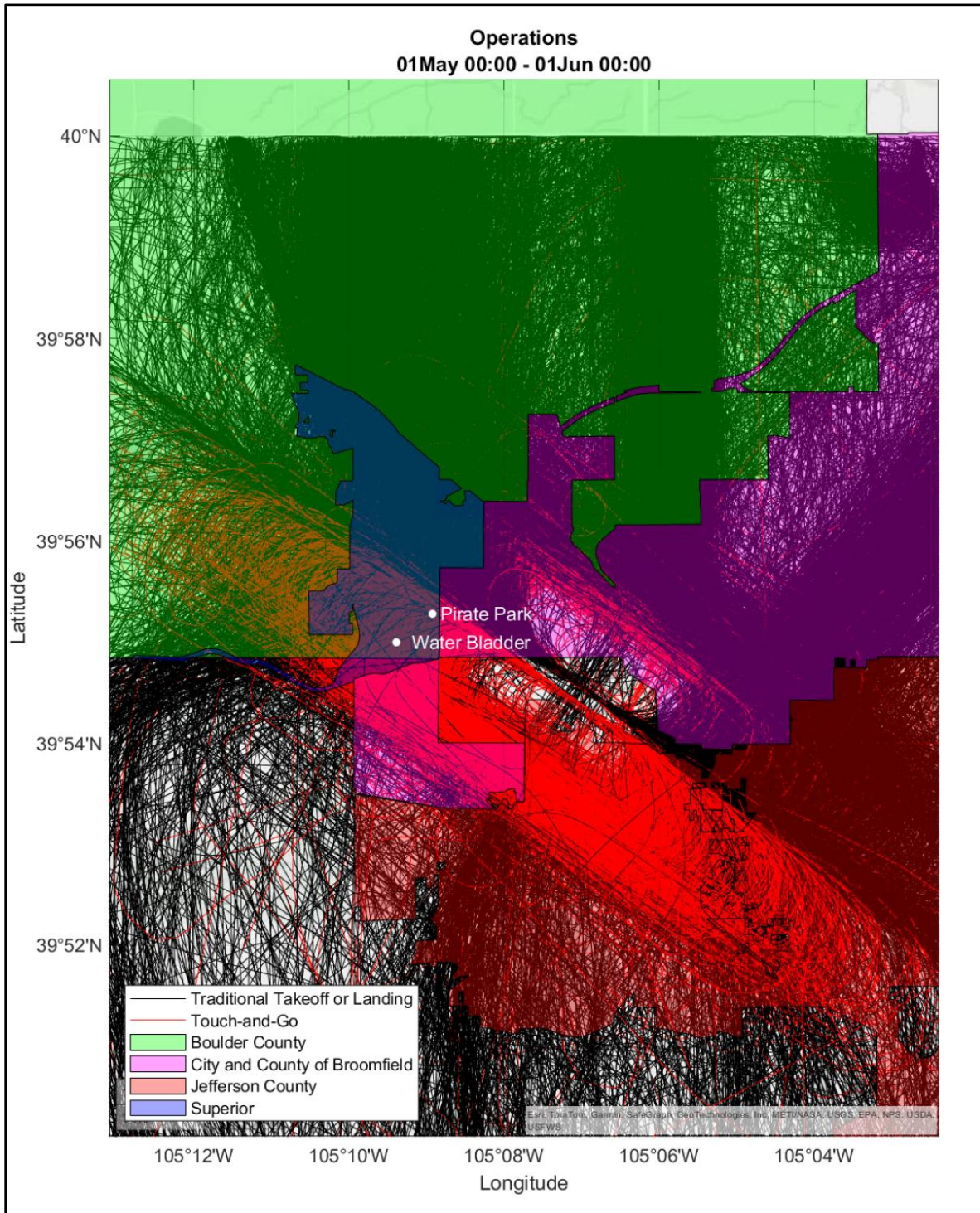


Figure 4 – All Flight Paths in May 2026 (13,421 Operations; 3,772 T&G)

Monthly Summary – May 2026 (Pirate Park Site)

The following summarizes the daytime noise levels measured at the Pirate Park measurement location located near Pirate Park off Yarrow Circle and aircraft operations detected over the Town of Superior for the month of May 2026. Additional information regarding the measurements follows.

- Over the entire month, a total of 8,451 aircraft operations² occurred within 1.25 miles of the measurement location (the distance within which aircraft are audible).
- Of these, 3,480 were touch and go (T&G) operations (41%).
- Over the entire month, aircraft operations were clearly noticeable (aircraft noise measured at approximately 5 dBA above the ambient sound level) for 5,660 minutes (94 hours).
- If T&G operations were not conducted at the airport, an analysis of the measurement data indicates that noticeable aircraft operations would decrease to 3,549 minutes (59 hours), which is a 37% reduction.
- The following summarizes the May 2026 noise survey at Pirate Park. Note the daily average minutes that aircraft noise was 20 dBA above ambient is much higher than at the Water Bladder site due to the closer proximity to the runway and the lower, climbing aircraft.

Table 3 - Daytime Measured Noise Levels and Aircraft Operations, May 2026 (Pirate Park)

Operations	Quantity	Audible aircraft operations	Aircraft noise above ambient (dBA)	Aircraft 5 dBA Above Ambient (minutes)	Aircraft 10 dBA Above Ambient (minutes)	Aircraft 20 dBA Above Ambient (minutes)
All	Total for month	8,451	---	5,660	3,811	974
	Daily average	273	19	202	136	35
Touch and Go Removed	Total for month	5,701	---	3,549	2,404	519
	Daily average	184	17	127	86	19

- Figure 5 shows the measured noise levels and concurrent aircraft activity for May 9, a day with total operations close to the median for the month. Maximum noise levels generated by individual aircraft operations exceeded the ambient sound level by at least the following levels for the durations noted:
 - 5 dBA (clearly noticeable), 186 minutes.
 - 10 dBA (significant increase), 106 minutes.
 - 20 dBA (much louder), 21 minutes.
- Table 4 shows the hourly average noise levels and operation counts for this day.
- Figure 6 shows an hour on this day, during which time the measured noise level was often above ambient conditions (36 dBA for this hour), meaning that aircraft noise was regularly present.

² This report counts each touch and go operation as a single operation. The Federal Aviation Administration counts each touch and go operation as two operations.

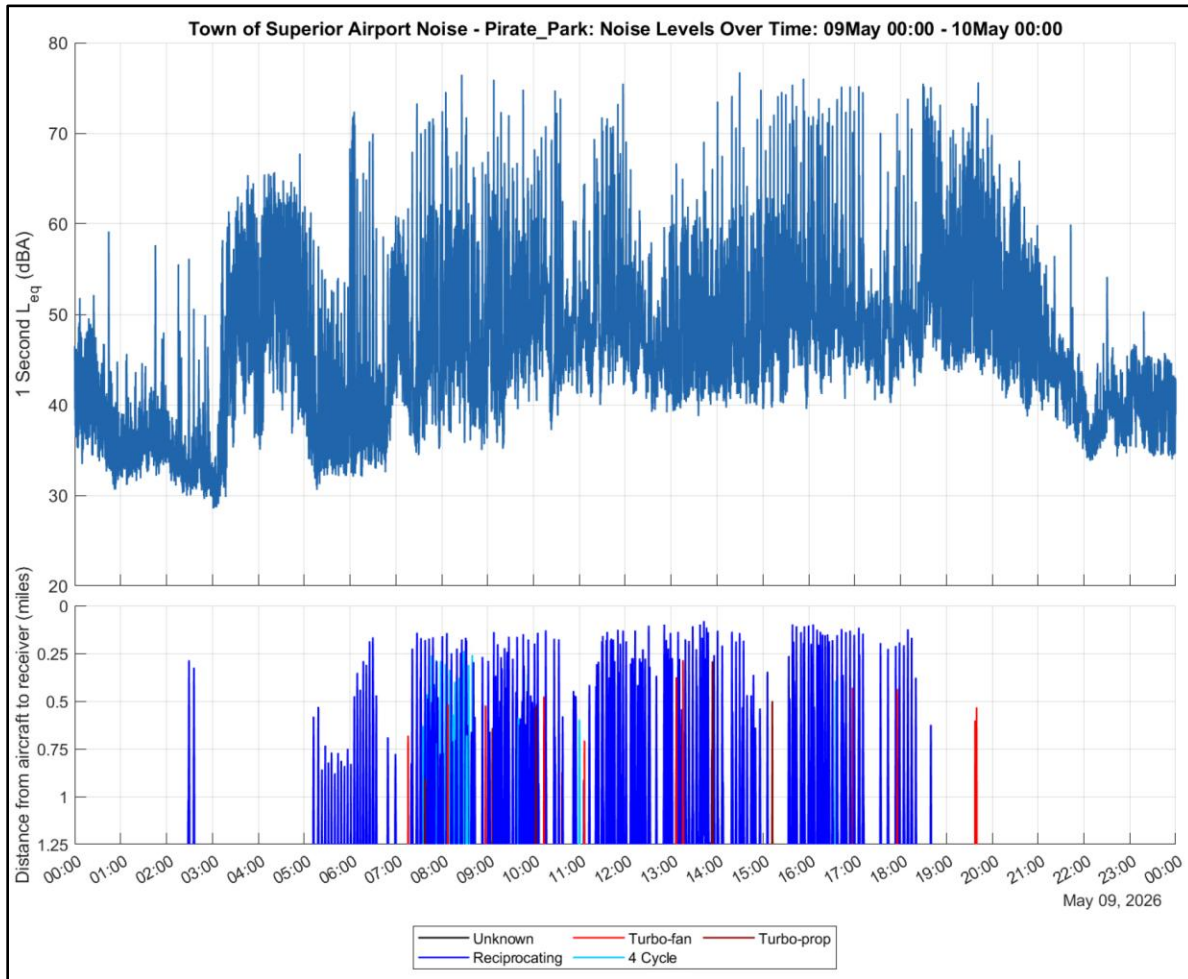


Figure 5 – Noise Levels and Aircraft Operations on Median Day (Pirate Park)

Table 4 – Hourly Noise Levels and Aircraft Operations on Median Day (Pirate Park)

Time	7 am	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm	7 pm	8 pm	9 pm
Average Noise Level (dBA)	51	55	56	56	55	56	50	52	55	57	58	54	60	60	53
Number of Operations	25	51	51	32	39	30	40	28	20	33	11	11	5	0	1

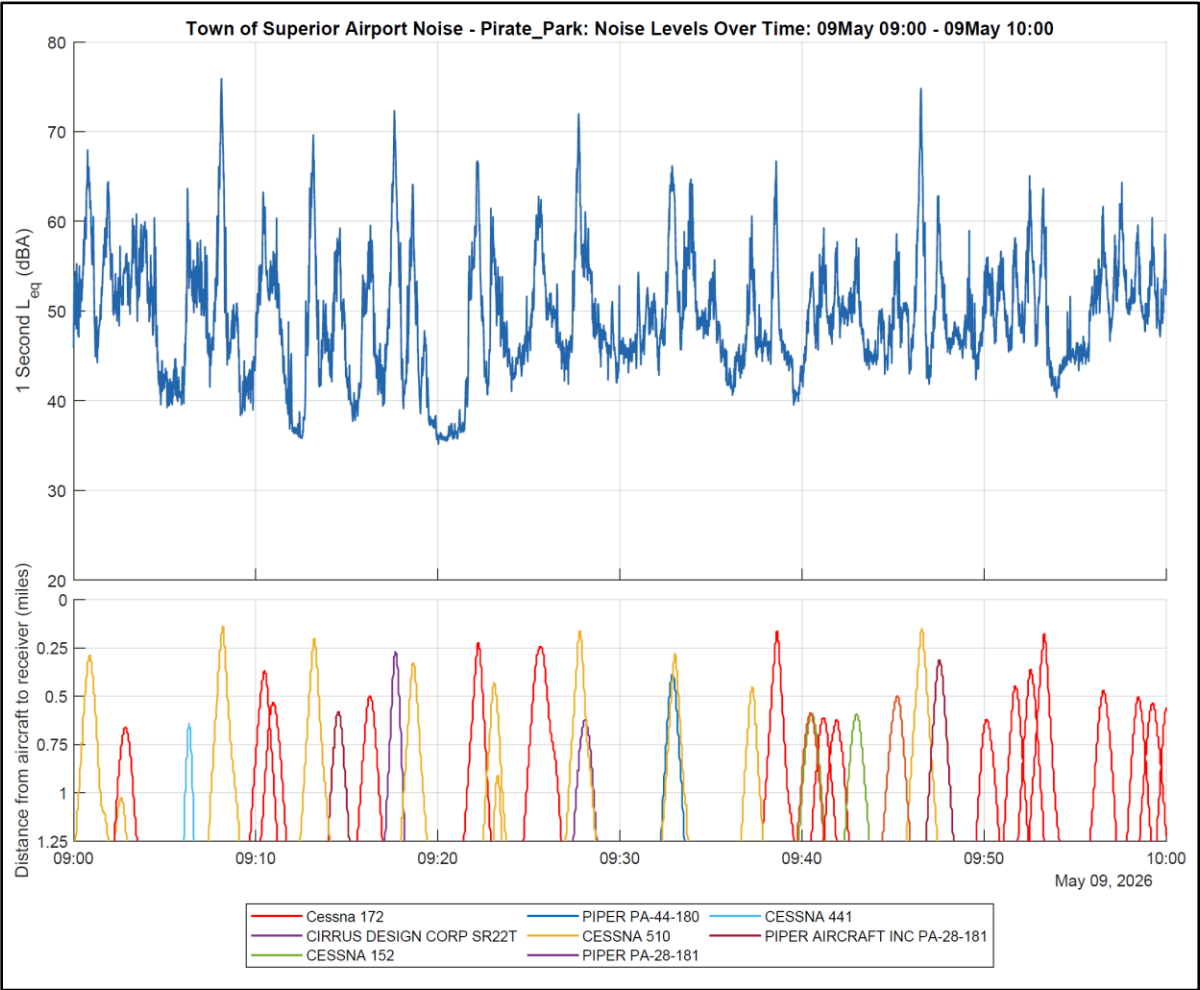


Figure 6 – Noise Levels and Aircraft Operations during an Example Hour on Median Day (Pirate Park)

Detailed Results

1. Measurement Locations and Flight Paths

Noise level monitors were placed at the locations shown in Figure 1-1 and configured to continually measure noise levels. The meters were in service for the entirety of May 2026. The selection of measurement locations considered proximity of Town of Superior residences, aircraft flight paths, and availability of public land. The Water Bladder location was chosen as it is removed from busy roads and in the flight path of touch and go operations. The Community Center location was chosen as it is directly in the flight path of runway 12 L. The Pirate Park location was chosen as it is directly in the flight path of runway 12 R while still being nearby to residences.

Aircraft flight paths are limited due to Denver International Airport airspace to the east and mountains to the west. This, along with prevailing wind patterns, pushes a majority of operations over the Town of Superior, as shown in Figures 1 and 4 (above).

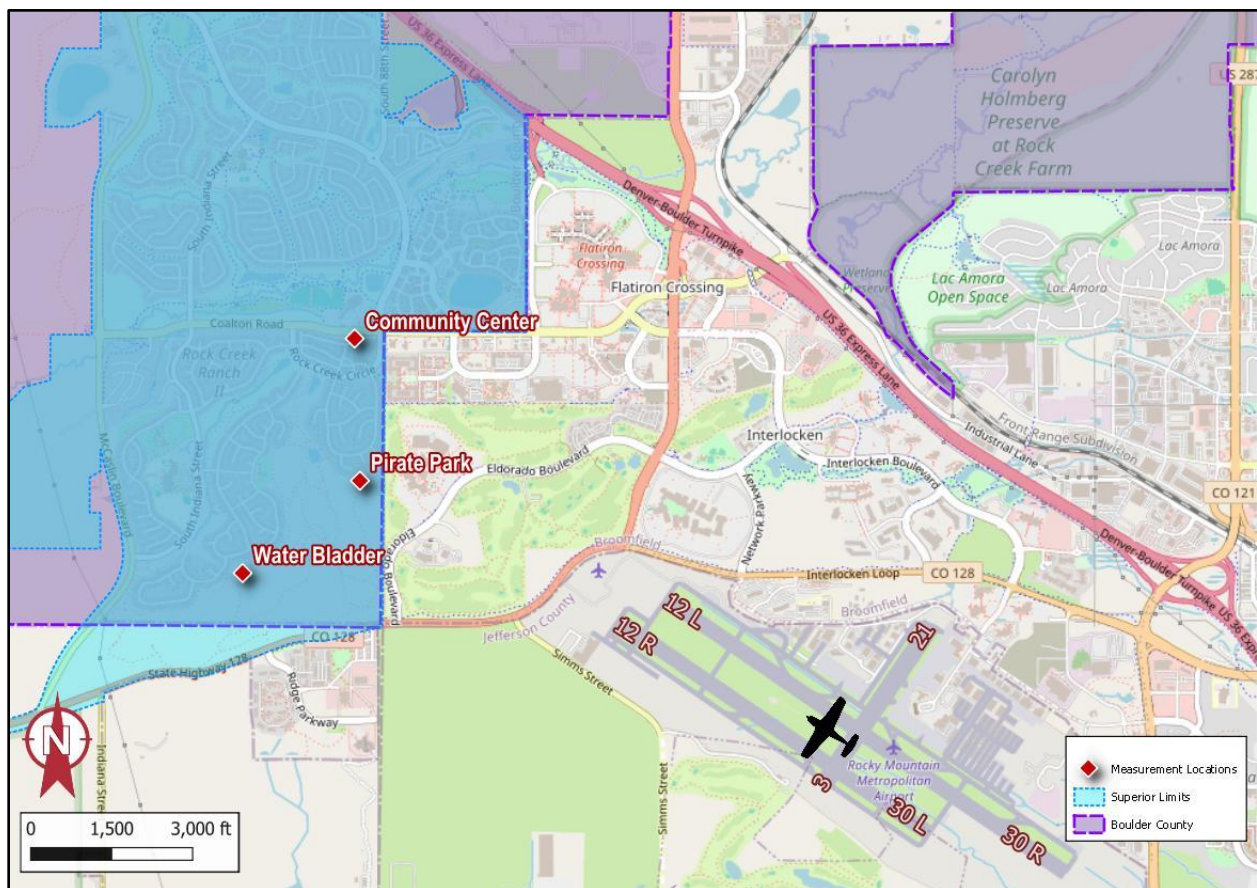


Figure 1-1. Measurement Locations and Airport

2. Noise and Aircraft Operations Measurement Procedures

Noise levels were measured in accordance with applicable acoustical standards as well as the author's experience in this specialized field. The following sections describe the acoustical standards followed, measurement equipment specifications and settings, measurement duration, ground wind measurement equipment, and aircraft operations data integration.

2.1 Applicable Noise Measurement and Analysis Standards

The measurements were executed in accordance with the relevant aspects of the following standards:

1. Noise measurement equipment meets the Type 1 specifications of American National Standards Institute (ANSI) standard S1.4-2014 (R2024) American National Standard Specification for Sound Level Meters.
2. ANSI S1.11-2004 (R2009), Electroacoustics - Octave-band and Fractional-octave-band Filters - Part 1: Specifications.
3. ANSI S1.40-2006 (R2016), American National Standard Specifications and Verification Procedures for Sound Calibrators.
4. The measurement and analysis procedures followed the applicable portions of ANSI S12.9-2013 Part 3 (R2018) Quantities and Procedures for Description and Measurement of Environmental Sound - Part 3: Short-Term Measurements with an Observer Present.
5. ANSI S12.18-1994 (R2019) Outdoor Measurement of Sound Pressure Level.
6. ANSI S1.13-2020 American National Standard Measurement of Sound Pressure Level in Air.

2.2 Noise Measurement Equipment

Noise levels were measured using Larson Davis Model 831 sound level meters with associated preamplifiers and ½ inch free-field precision microphones. All measurement and field calibration equipment were certified by a traceable laboratory within 18 months prior to the measurements. Field calibrations were conducted on May 9, 2026 for all sites and the drift in the measured noise level was well within tolerance (Water Bladder +0.31 dB, Pirate Park +0.39 dB, and Community Center +0.17 dB). Calibration certificates and records are available upon request.

The microphones were mounted on steel poles and positioned five feet above the ground (per ANSI S12.9). The microphones were covered with hydrophobically treated 7-inch diameter, 80-pores-per-inch density windscreens (ACO Pacific Model WS7-80T). Audio from each sound level meter was recorded using Tascam DR-05X digital recorders. The sound level meters were configured to continuously measure and record 1-second and 1-hour averages of the following metrics: overall L_{eq} , L_{10} , L_{50} , and L_{90} , as well as one-third octave band L_{eq} levels (6.3 Hz to 20 kHz).

2.3 Aircraft Position Measurement Equipment

Aircraft position data is being collected in the area with an Automatic Dependent Surveillance-Broadcast (ADS-B) monitoring system that receives real-time data from each aircraft in the area, including location, speed, and a unique identifier (hex code). Aircraft position data is being logged on 1-second intervals and is combined with the Federal Aviation Administration (FAA) aircraft registration database to get additional information for each aircraft, including make/model, engine type, and owner. Aircraft from flight schools were identified based on the owner and listed registration numbers from the flight school websites. Altitude data from the aircraft is based on barometric pressure on the aircraft and is not corrected for barometric pressure on the ground. During data processing, the altitude data is corrected based on barometric pressure from the airport. Aircraft above 11,000 feet are filtered out of the database to eliminate from the analysis aircraft that are merely passing overhead and not using Rocky Mountain Metropolitan Airport.

2.4 Meteorological Data

Wind speeds and direction are being measured continuously at each monitoring site using Vaisala WXT530 series sonic anemometers, mounted on steel poles approximately 6.5 feet above the ground (per ANSI S12.18) and placed within approximately 10 feet of the microphones. Barometric pressure data was obtained from the airport's weather station.

2.5 Resulting Measurement Database

This report presents the results of measurements conducted throughout the month of May 2026. A total of 744 hours of continuous noise, aircraft, and ground wind data were collected. All data was organized into a single database and time synchronized through the cellular network.

Figure 2-1 shows noise levels versus time (top graph) and distance to the nearest aircraft over time (bottom graph) for an example one-hour period at Pirate Park. This example shows a Piper PA-28-181 (shown in orange) performing touch and go operations, which involves landing and immediately taking off again, and results in the airplane passing over the microphone every few minutes. Two other aircraft (shown in yellow and blue) perform traditional takeoffs or landings. Note the ambient sound level, the level occurring with no aircraft present, is approximately 38 dBA during this example hour. With aircraft present, levels are as high as 78 dBA, which is a 40 dBA increase over the ambient sound level.

Figure 2-2 shows the measured noise levels and aircraft operations for a representative hour with frequent aircraft operations. During this hour the ambient sound level for this day of 42 dBA is rarely reached because there was very little time when aircraft noise was not audible.

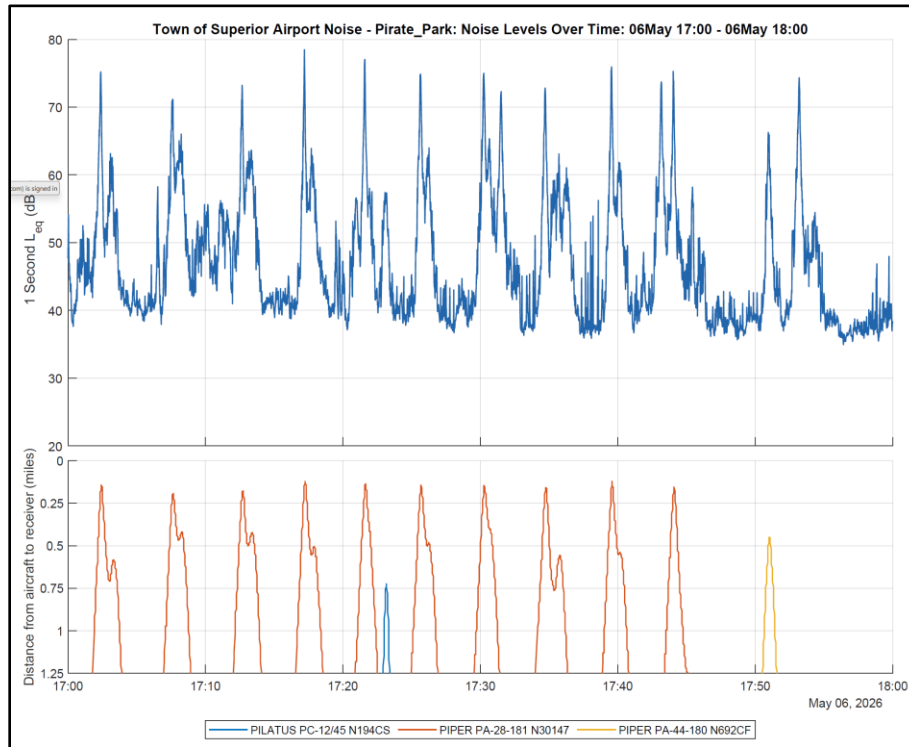


Figure 2-1. Example Time Plot of Measured Noise Levels - Touch and Go Operations

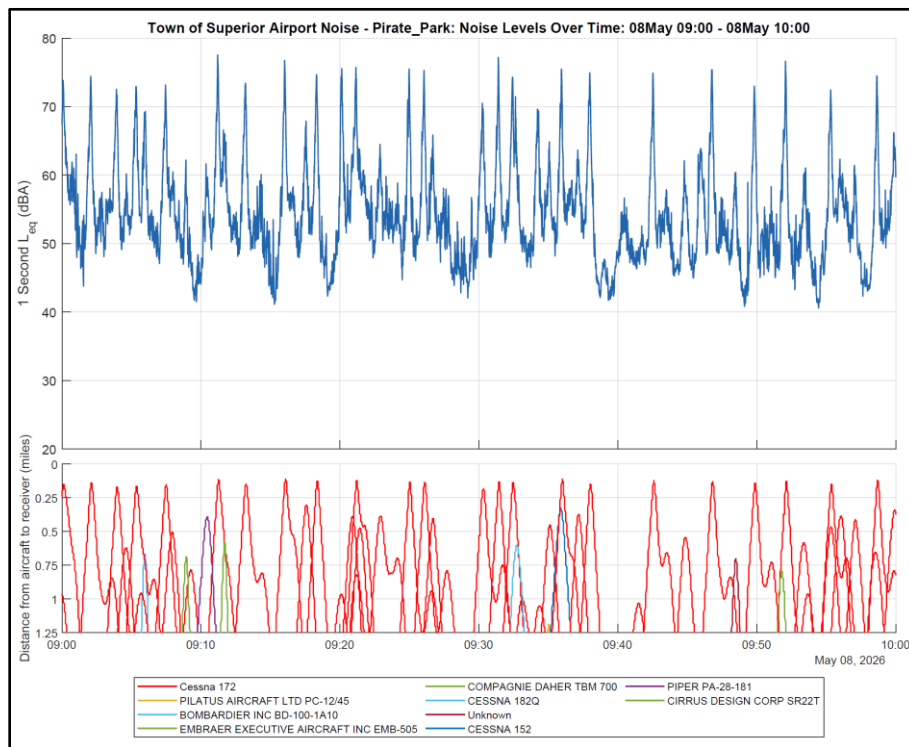


Figure 2-2. Example Time Plot During an Hour with Frequent Aircraft Operations

3. Data Analysis Procedures

The measured noise level and aircraft operations data were analyzed as follows.

3.1 Duration of Analysis Intervals

The measured data was recorded and analyzed in 1-second intervals. This interval was chosen because it provides sufficient resolution to capture changes in noise levels against aircraft proximity over time and follows the FAA's procedures. Results are summarized and presented herein in terms of daily averages of noise levels when aircraft are present versus ambient noise levels in the area (noise generated by non-aircraft sources, such as distant roadway traffic).

3.2 Aircraft Types and Operations

Each 1-second ADS-B sample was classified into one of five operational types: (1) on-the-ground, (2) flyover, (3) touch and go (T&G), (4) takeoff, and (5) landing. The number of operations per day for each operational type is shown in Table 3-1. Samples classified as on-the-ground were excluded from further analysis as planes would not be audible during these times, and samples for aircraft above 11,000 feet or classified as flyovers were excluded from further analysis as these operations were not generated by this airport.

Each aircraft detected in the month is analyzed separately. Each 1-second sample in which the individual aircraft's signal was detected is arranged into a table in chronological order. Each sample is labeled as on the ground (known from the positional information) or airborne. Airborne samples are then grouped into events, which include takeoff, landing, touch and go operation, and flyover. Starting with the first 1-second sample in time where the aircraft was detected as being airborne, the following logic is applied. This is also shown in the table below.

- If the previous sample was on the ground, and a sample within the next 20 minutes is on the ground, the entire window of samples when the aircraft was airborne is classified as touch and go.
- If the previous sample was on the ground, and no samples within the next 20 minutes are on the ground, the entire 20-minute window of samples is classified as takeoff.
- If the previous sample was not on the ground, and a sample within the next 20 minutes is on the ground, the entire window of samples when the aircraft was airborne is classified as landing.
- If the previous sample was not on the ground, and no samples within the next 20 minutes are on the ground, the entire 20-minute window of samples is classified as a flyover and is disregarded from further analysis.

	Is on the ground within the next 20 minutes	Is not on the ground within the next 20 minutes
Previous sample was on the ground	Touch and Go	Takeoff
Previous sample was not on the ground	Landing	Flyover

Additionally, T&G operations were further classified as initial (the initial takeoff) or subsequent (subsequent touch and go landings and takeoffs) depending on whether the previous operation of the aircraft was classified as a T&G operation. As described in more detail below, this was done to allow for the estimation of noise levels for a scenario where T&G operations occurred at another distant airfield.

Each ADS-B sample was also classified by aircraft engine type, as shown in Table 3-2. Aircraft engine type is identified from the aircraft registration “N Number” broadcast by the aircraft, and the FAA aircraft registration database, which provides details about each registered aircraft. Flight schools are identified based on the aircraft registered owner, a list of planes and N Numbers on each flight school’s website, and observations of aircraft at the airport. Most aircraft are identified as piston engine (reciprocating or 4-cycle) and a majority of them are registered to flight schools.

3.3 Ambient Sound Levels

For the purposes of this analysis, the ambient daytime noise levels for each day are defined as the L_{90} dBA noise level measured during daytime hours. This is calculated by ordering all 1-second L_{eq} dBA noise level samples measured between 7:00 AM and 10:00 PM and determining the 90th percentile, which is the noise level exceeded 90 percent of the time. Noise level contributions from aircraft operations are effectively removed with the L_{90} metric.

3.4 Aircraft Noise Levels

Aircraft noise levels represent the 1-second measurement samples when any aircraft operations were audible. Noise levels are plotted against the concurrently measured distance from each aircraft to quantify the relationship between these two variables. The data indicates that at distances of 1 to 1.25 miles, aircraft begin to have an effect on noise levels and, at distances of 1 mile or less from the measurement location, aircraft have a significant influence on measured noise levels. For the purposes of this analysis operations were considered audible if the aircraft came within 1.25 miles of a measurement site at any time during the operation.

3.5 Aircraft Noise Levels without T&G Operations

Aircraft noise levels without T&G operations represent the average of all 1-second samples taken when aircraft operations were audible, but with noise levels during all times when an aircraft operation was classified as a subsequent T&G set to the ambient sound level for that day. This simulates what the average noise level would have been if T&G operations took place elsewhere, i.e., a distant airfield. Initial T&G operations were not removed from the analysis because an aircraft would need to take off and land at the airport even if T&G operations were located elsewhere. This initial T&G operation represents the takeoff and landing.

Table 3-1. Aircraft Operations by Type³

Day	Operation Type			Total Operations	Percentage T&G	Total Number of Unique Aircraft
	T&G	Takeoff	Landing			
1-May-26	180	231	237	648	28%	162
2-May-26	156	172	170	498	31%	129
3-May-26	107	179	163	449	24%	160
4-May-26	30	150	146	326	9%	134
5-May-26	0	22	20	42	0%	31
6-May-26	47	48	52	147	32%	60
7-May-26	179	244	247	670	27%	151
8-May-26	241	249	249	739	33%	152
9-May-26	145	127	132	404	36%	98
10-May-26	111	144	144	399	28%	122
11-May-26	99	247	240	586	17%	160
12-May-26	155	238	241	634	24%	146
13-May-26	166	221	244	631	26%	177
14-May-26	100	178	166	444	23%	141
15-May-26	114	218	214	546	21%	144
16-May-26	102	109	103	314	32%	96
17-May-26	91	72	80	243	37%	93
18-May-26	0	16	17	33	0%	25
19-May-26	130	48	56	234	56%	71
20-May-26	229	122	116	467	49%	109
21-May-26	193	204	200	597	32%	149
22-May-26	123	230	231	584	21%	159
23-May-26	159	180	177	516	31%	134
24-May-26	109	121	123	353	31%	117
25-May-26	81	155	158	394	21%	129
26-May-26	162	182	174	518	31%	128
27-May-26	129	166	179	474	27%	134
28-May-26	166	179	170	515	32%	143
29-May-26	95	127	119	341	28%	117
30-May-26	108	121	128	357	30%	107
31-May-26	65	124	129	318	20%	116
Month Total	3,772	4,824	4,825	13,421	28%	-

³ This report counts each touch and go operation as a single operation. The Federal Aviation Administration counts each touch and go operation as two operations.

Table 3-2. Aircraft Operations by Aircraft Engine Type⁴

Day	Engine Type					
	Piston	Turboprop	Turboshaft	Turbojet	Turbofan	Unknown
1-May-26	542	23	10	0	71	2
2-May-26	445	7	3	0	40	3
3-May-26	346	20	0	0	79	4
4-May-26	244	17	3	0	55	7
5-May-26	0	6	0	0	34	2
6-May-26	73	11	9	0	51	3
7-May-26	587	21	2	0	55	5
8-May-26	670	19	5	0	36	9
9-May-26	367	6	5	0	23	3
10-May-26	351	11	1	0	34	2
11-May-26	499	27	8	0	44	8
12-May-26	561	19	6	0	41	7
13-May-26	547	23	12	0	45	4
14-May-26	355	23	13	0	48	5
15-May-26	476	17	6	0	39	8
16-May-26	275	11	9	0	19	0
17-May-26	181	9	7	0	41	5
18-May-26	4	3	1	0	22	3
19-May-26	178	11	0	0	40	5
20-May-26	402	17	5	0	37	6
21-May-26	529	12	0	0	46	10
22-May-26	507	14	6	0	50	7
23-May-26	457	12	5	0	39	3
24-May-26	314	6	3	0	27	3
25-May-26	345	7	4	0	35	3
26-May-26	448	17	12	0	32	9
27-May-26	396	11	6	0	50	11
28-May-26	428	15	10	0	54	8
29-May-26	286	10	1	0	39	5
30-May-26	320	6	5	0	19	7
31-May-26	271	4	7	0	34	2
Month Total	11,404	415	164	0	1,279	159

⁴ This report counts each touch and go operation as a single operation. The Federal Aviation Administration counts each touch and go operation as two operations.

4. Noise Measurement and Analysis Results

Tables 4-1 through 4-3 provide a summary of the noise levels and aircraft operations measured during each day of May 2026 at each of the three measurement locations. The tables provide the following information:

- The daily measured ambient (background) sound level (L_{90}).
- The number of audible aircraft operations each day. For the purposes of this analysis operations were considered audible if aircraft came within 1.25 miles of a measurement site, based on an analysis of measured noise level and aircraft distance data. This will exclude any takeoffs and landings from and to runways 30 L and 30 R.
- The average measured noise level with aircraft from the airport present (within 1.25 miles).
- The number of decibels that aircraft noise is above the daily ambient sound level.
- The number of minutes each day that aircraft were present, and the noise level they generated that exceeded the ambient sound level by at least 5, 10, and 20 dBA, respectively.
- This information is then repeated with T&G operations excluded from the analysis.

Table 4-1. Summary of Measured Noise Levels and Aircraft Operations⁵ – Water Bladder

Date	Ambient Noise Level (dBA)	Daytime - All Operations						Daytime - T&G Operation Removed					
		Number of Audible Operations	Average Noise Level with Aircraft (dBA)	Aircraft Noise Level Increase Above Ambient (dBA)	Duration of Aircraft Noise Levels			Number of Audible Operations	Average Noise Level with Aircraft (dBA)	Aircraft Noise Level Increase Above Ambient (dBA)	Duration of Aircraft Noise Levels		
					> 5 dBA	> 10 dBA	> 20 dBA				> 5dBA	> 10 dBA	> 20 dBA
1-May-26	37	365	56	19	306	224	40	250	50	14	153	103	13
2-May-26	34	330	53	20	229	159	39	219	51	17	128	90	19
3-May-26	37	239	54	18	173	114	19	172	51	15	100	64	9
4-May-26	39	143	53	14	72	40	3	137	53	14	71	39	3
5-May-26	35	16	56	21	4	3	1	16	56	21	4	3	1
6-May-26	34	80	60	26	78	72	34	43	49	16	20	17	5
7-May-26	38	369	56	17	311	214	33	238	52	13	145	93	11
8-May-26	39	499	54	15	304	169	21	312	48	9	133	63	5
9-May-26	37	247	55	18	192	131	25	141	49	12	79	49	7
10-May-26	36	237	50	15	155	77	9	154	48	12	78	41	5
11-May-26	35	327	53	17	190	120	18	265	51	15	143	83	10
12-May-26	37	404	51	14	244	130	16	287	46	9	117	52	3
13-May-26	37	364	55	18	274	190	30	250	50	13	143	87	9
14-May-26	37	233	56	18	151	100	18	171	53	16	92	58	8
15-May-26	35	326	51	16	191	112	14	251	49	14	136	75	7
16-May-26	37	184	56	19	153	114	21	115	51	14	72	50	8
17-May-26	37	171	54	17	137	86	12	101	50	13	56	33	4
18-May-26	37	11	55	17	2	2	0	11	55	17	2	2	0
19-May-26	36	171	54	18	156	111	21	57	45	9	31	22	3
20-May-26	38	322	58	20	312	225	54	125	49	11	74	48	7
21-May-26	38	374	57	19	261	171	30	223	51	13	102	55	5
22-May-26	37	360	52	15	211	99	12	266	48	11	115	48	4
23-May-26	36	302	56	20	235	169	37	186	51	15	101	65	8
24-May-26	37	205	56	19	156	113	25	122	51	14	72	46	6
25-May-26	36	231	51	15	126	63	7	180	50	15	88	44	5
26-May-26	39	340	53	14	192	90	10	219	48	9	89	37	2
27-May-26	37	298	49	11	189	83	4	204	46	8	97	40	1
28-May-26	38	311	56	18	251	182	28	189	51	13	97	60	8
29-May-26	38	193	56	18	155	106	18	137	51	13	77	46	6
30-May-26	37	185	54	17	148	105	15	124	49	12	73	46	5
31-May-26	35	181	55	20	131	91	20	143	52	17	85	60	12
Monthly Average	37	259	54	18	183	118	20	171	50	13	89	52	6
Monthly Total	-	8,018	-	-	5,687	3,666	634	5,308	-	-	2,773	1,618	200

⁵ This report counts each touch and go operation as a single operation. The Federal Aviation Administration counts each touch and go operation as two operations.

Table 4-2. Summary of Measured Noise Levels and Aircraft Operations⁶ – Community Center

Date	Ambient Noise Level (dBA)	Daytime - All Operations						Daytime - T&G Operation Removed					
		Number of Audible Operations	Average Noise Level with Aircraft (dBA)	Aircraft Noise Level Increase Above Ambient (dBA)	Duration of Aircraft Noise Levels			Number of Audible Operations	Average Noise Level with Aircraft (dBA)	Aircraft Noise Level Increase Above Ambient (dBA)	Duration of Aircraft Noise Levels		
					> 5 dBA	> 10 dBA	> 20 dBA				> 5dBA	> 10 dBA	> 20 dBA
1-May-26	44	382	58	14	258	150	19	267	57	14	193	115	17
2-May-26	41	337	56	15	179	90	19	226	56	15	140	75	17
3-May-26	39	267	57	18	211	139	29	199	57	18	169	118	27
4-May-26	44	183	65	21	127	64	6	170	65	21	124	62	6
5-May-26	44	22	66	22	9	7	2	22	66	22	9	7	2
6-May-26	41	87	58	18	64	41	9	49	57	17	32	23	7
7-May-26	43	409	59	16	299	183	24	277	58	15	225	144	21
8-May-26	45	502	57	11	220	88	10	315	56	10	157	64	9
9-May-26	45	261	58	13	148	69	8	149	57	13	109	55	8
10-May-26	42	240	55	13	141	47	7	157	55	13	103	39	6
11-May-26	45	345	61	17	206	120	23	283	61	16	189	112	22
12-May-26	44	406	56	12	178	64	10	289	56	11	142	54	10
13-May-26	45	370	59	15	222	126	21	254	59	14	172	101	20
14-May-26	44	262	58	13	139	70	9	199	57	13	118	63	8
15-May-26	45	338	57	12	173	69	7	260	57	11	152	64	7
16-May-26	43	192	59	16	136	75	12	120	58	15	97	58	10
17-May-26	43	172	59	16	92	42	9	102	58	15	62	31	9
18-May-26	47	13	65	17	6	4	1	13	65	17	6	4	1
19-May-26	43	175	59	16	113	52	9	62	58	15	44	27	7
20-May-26	43	343	59	16	254	144	21	147	57	14	126	84	17
21-May-26	45	386	59	14	212	109	16	233	59	14	155	84	14
22-May-26	44	364	56	12	178	61	10	270	56	12	145	53	10
23-May-26	43	322	58	15	208	119	20	203	57	14	148	88	17
24-May-26	42	222	60	18	142	89	15	139	60	17	106	68	13
25-May-26	42	235	55	13	117	45	7	184	55	13	99	40	7
26-May-26	43	348	57	14	206	89	13	226	57	14	153	72	13
27-May-26	43	300	56	13	153	54	9	206	56	13	116	47	9
28-May-26	44	329	62	17	200	124	22	207	61	16	134	87	19
29-May-26	44	200	59	15	132	71	12	144	59	14	101	57	11
30-May-26	44	195	59	15	118	68	11	134	58	14	92	57	10
31-May-26	43	198	57	14	127	62	9	160	57	14	109	55	8
Monthly Average	44	271	59	15	160	82	13	183	58	15	120	65	12
Monthly Total	-	8,405	-	-	4,967	2,535	397	5,666	-	-	3,728	2,008	362

⁶ This report counts each touch and go operation as a single operation. The Federal Aviation Administration counts each touch and go operation as two operations.

Table 4-3. Summary of Measured Noise Levels⁷ and Aircraft Operations⁸ – Pirate Park

Date	Ambient Noise Level (dBA)	Daytime - All Operations						Daytime - T&G Operation Removed					
		Number of Audible Operations	Average Noise Level with Aircraft (dBA)	Aircraft Noise Level Increase Above Ambient (dBA)	Duration of Aircraft Noise Levels			Number of Audible Operations	Average Noise Level with Aircraft (dBA)	Aircraft Noise Level Increase Above Ambient (dBA)	Duration of Aircraft Noise Levels		
					> 5 dBA	> 10 dBA	> 20 dBA				> 5dBA	> 10 dBA	> 20 dBA
1-May-26	38	383	59	21	331	244	70	267	55	17	209	150	35
2-May-26	36	338	57	20	230	159	41	225	54	18	151	108	28
3-May-26	39	270	59	20	230	180	52	202	56	17	161	125	31
4-May-26	40	185	58	18	151	126	22	171	58	18	148	123	21
5-May-26	38	22	65	27	9	8	5	22	65	27	9	8	5
6-May-26	35	87	62	27	87	81	40	49	56	21	32	29	15
7-May-26	39	412	60	21	370	287	82	280	56	17	227	177	40
8-May-26	42	503	58	16	304	145	24	316	53	11	171	80	9
9-May-26	42	262	59	16	186	106	21	150	55	13	97	55	8
10-May-26	40	240	54	14	169	90	7	157	52	13	99	56	5
11-May-26	38	348	57	18	230	174	29	286	55	17	190	141	22
12-May-26	40	407	56	16	222	111	18	290	52	12	139	69	10
13-May-26	39	373	59	20	275	195	53	257	55	17	175	125	28
14-May-26	40	262	59	19	187	144	39	199	57	17	136	106	26
15-May-26	38	339	57	19	167	121	24	260	55	17	137	100	18
16-May-26	-	193	-	-	-	-	-	121	-	-	-	-	-
17-May-26	-	174	-	-	-	-	-	104	-	-	-	-	-
18-May-26	39	13	65	26	3	3	2	13	65	26	3	3	2
19-May-26	-	177	-	-	-	-	-	63	-	-	-	-	-
20-May-26	38	345	61	23	332	245	91	148	54	16	116	86	25
21-May-26	40	390	60	20	265	186	53	236	55	16	145	99	22
22-May-26	39	363	55	16	227	120	18	269	53	14	153	82	12
23-May-26	38	325	59	21	265	191	57	205	55	17	148	104	27
24-May-26	39	222	60	22	171	125	42	139	57	19	101	75	21
25-May-26	38	234	53	15	137	70	9	183	52	14	103	54	8
26-May-26	41	349	57	16	203	113	19	227	54	13	124	68	10
27-May-26	39	299	53	14	174	84	10	205	51	12	110	55	9
28-May-26	40	332	60	20	246	167	50	210	56	16	132	90	20
29-May-26	41	205	60	19	175	113	28	148	57	16	111	73	15
30-May-26	40	200	59	19	150	99	25	138	56	16	96	63	13
31-May-26	38	199	58	21	163	123	43	161	57	19	124	99	33
Monthly Average	39	273	58	19	202	136	35	184	56	17	127	86	19
Monthly Total	-	8,451	-	-	5,660	3,811	974	5,701	-	-	3,549	2,404	519

⁷ No usable noise data from May 16, 17, and 19 due to equipment malfunction.

⁸ This report counts each touch and go operation as a single operation. The Federal Aviation Administration counts each touch and go operation as two operations.



Item Number:6.a.

Information for Meeting of the Superior Town Council

Agenda Item Name: Consideration of Resolution of the Town Council of the Town of Superior Approving Appointment to the Planning Commission (PC) by way of Vote

Meeting Date: July 13, 2026

Presented By: Matt Magley, Town Manager

Presented For: Action

Background:

Section 2-12-40 of the Superior Municipal Code addresses membership of Town Advisory Committees, including appointments. The Planning Commission (PC) has 1 vacancy and 2 applicants on the waitlist with their interview dates as outlined below. This vacancy has been posted through Town media over recent weeks. The Council has the option to vote to appoint or not appoint a candidate, and staff will continue to advertise the vacancy(s).

Planning Commission (PC) – 1 vacancy

- Tim Peterson – interviewed 3/23/26
- Samuel Feldman – interviewed 4/27/26

ALTERNATIVES CONSIDERED:

Make no appointments and continue to advertise to fill the vacancy.

Recommendation:

Budget Implications:

None

Motion:

Move to approve the Resolution making an appointment to the Planning Commission

Attachments:

1. Resolution_PC Appointment

Town of Superior
Resolution Number R-59
Series 2026

**A Resolution of the Town Council of the Town of Superior
Making Appointments to the Planning Commission.**

WHEREAS, there currently is a vacancy on the Planning Commission; and

WHEREAS, interviews were held with interested applicants.

Now, therefore, be it resolved by the Town Council of the Town of Superior, Colorado, as follows:

Section 1. The Town Council hereby makes the following appointment to the Planning Commission:

<u>Name</u>	<u>Term Expires</u>
_____	June 2029 (Partial Term)

ADOPTED this 13th day of July, 2026.

Mark Lacis, Mayor

ATTEST:

Shannon Dujardin, Town Clerk



Item Number:7.a.

Information for Meeting of the Superior Town Council

Agenda Item Name:	An Ordinance of the Town Council of the Town of Superior Amending Section 16-20-30(b) of the Superior Municipal Code Regarding the Definition of Nighttime Hours for Outdoor Lighting Requirements
Meeting Date:	July 13, 2026
Presented By:	Geoffrey Weathers, Planner II
Presented For:	Approval

Background:

On February 17, 2026, the Planning Commission considered, and recommended adoption of, changes to the Town's Outdoor Lighting Code. The following Monday, Town Council voted to adopt this Code amendment.

The stated purpose of this amendment is to prevent the trespass of artificial light in the Town in ways that constitute a hazard to public safety or interfere with the quiet enjoyment of private property, preserve the visual quality of the night sky, curtail light pollution, reduce skyglow, and promote energy conservation in the Town. Part of the amendment defined nighttime hours as between 9:00 p.m. and sunrise or 8:00 a.m., whichever comes earlier. The Code requires that non-essential lighting be extinguished during these nighttime hours.

Subsequent to the amendment's adoption, it became clear that this definition generally prohibits the nighttime enjoyment of outdoor areas during summer months when the sun sets closer to 9:00 p.m. because it does not allow these areas to be illuminated with non-essential lighting. To allow residents enjoyment of summer nights, this amendment proposes to redefine nighttime hours as 10:00 p.m. and sunrise or 8:00 a.m., whichever comes earlier.

The Planning Commission held a properly noticed public hearing on Tuesday, July 7, 2026 to review the proposed amendment to Section 16-20-30(b) of the Superior Municipal Code regarding outdoor lighting requirements. During the hearing, the Commissioners asked several questions regarding precedents for lighting curfews. Staff finds that the International Dark-Sky Association does not recommend a curfew for lighting in general but instead requires that outdoor recreational and athletic field lights be extinguished by 10pm or one hour after play ceases, whichever is later. Berthoud is the only front-range community Staff was able to locate that imposes a lighting curfew at all. That curfew is 10pm. The City of Boulder, Boulder County,

Lafayette, and Louisville do not appear to impose lighting curfews. Aspen's lighting curfew only applies to trespass and doesn't require that lighting be extinguished. The proposed change of the Superior curfew is also consistent with other similar Town nuisance regulations, such as the residential noise limit of 50 dBA starting at 11pm and the extinguishing of recreational and athletic field lighting at 10pm. Therefore, Staff determines that the proposed change of the Town's lighting curfew from 9pm to 10pm is generally consistent with precedent standards.

Ultimately, in a vote of 8 to 0, the Planning Commission recommended that Town Council approve Ordinance 16 Series 2026 amending the outdoor lighting curfew from 9pm to 10pm.

Recommendation:

Approve the Ordinance.

Budget Implications:

None

Motion:

Move to approve an Ordinance of the Town Council of the Town of Superior Amending Section 16-20-30(b) of the Superior Municipal Code regarding outdoor lighting requirements.

Attachments:

1. Outdoor Lighting Nighttime Amend-O052026
2. PC Resolution_Outdoor Lighting Amendment_Executed

Town of Superior
Ordinance Number O-16
Series 2026

**An Ordinance of the Town Council of the Town of Superior
Amending Section 16-20-30(b) of the Superior Municipal Code
Regarding the Definition of Nighttime Hours for Outdoor Lighting
Requirements**

Whereas, the Town desires to amend the beginning of "nighttime hours" under its outdoor lighting requirements from 9:00 p.m. to 10:00 p.m.;

Whereas, on July 7, 2026, the Planning Commission considered the changes to the Code contained herein and recommended adoption; and

Whereas, after giving due consideration to the issue, the Town Council finds it is in the best interest of the public health, safety and welfare to adopt the following changes to the Code.

Now, therefore, be it ordained by the Town Council of the Town of Superior, Colorado:

Section 1. Section 16-20-30(b) of the Superior Municipal Code is amended as follows:

Sec. 16-20-30. – Outdoor lighting requirements.

* * *

(b) *Definitions.* For purposes of this Section, the following terms shall have the following meanings:

* * *

Nighttime hours means the time between ~~9:00 p.m.~~ 10:00 p.m. and sunrise or 8:00 a.m., whichever comes earlier. For businesses and events with operating hours later than ~~9:00 p.m.~~ 10:00 p.m., nighttime hours will begin thirty (30) minutes after closing.

* * *

Section 2. Safety. This Ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 3. Effective Date. This Ordinance shall take effect 10 days after publication following adoption.

Introduced, read, passed and ordered published this 13th day of July, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk

**Town of Superior
Planning Commission
Resolution Number PC-07
Series 2026**

**A Resolution of the Planning Commission of the Town of Superior
Recommending Approval of Amendments to Section 16-20-30(b) of
the Superior Municipal Code Regarding Outdoor Lighting
Requirements**

Whereas, the Town desires to amend the beginning of
"nighttime hours" under its outdoor lighting requirements from
9:00 p.m. to 10:00 p.m.; and

Whereas, on July 7, 2026, the Planning Commission
considered the changes to the Superior Municipal Code contained
herein.

**Now, therefore, be it resolved by the Planning Commission
of the Town of Superior, Colorado, as follows:**

Section 1. The Planning Commission hereby recommends
that the Town Council approve the amendments to Section 16-20-
30(b) of the Superior Municipal Code as shown in Exhibit A.

Section 2. This Resolution is hereby adopted by a
majority of those Planning Commissioners present to hear the matter
according to the following numbers of votes:

8 "yes" votes

0 "no" votes

Adopted this 7th day of July, 2026.

David J. Harper

David Harper, Chair

Attest:

Shannon Dujardin, Town Clerk

Exhibit A

Section 1. Section 16-20-30(b) of the Superior Municipal Code is amended as follows:

Sec. 16-20-30. - Outdoor lighting requirements.

* * *

(b) *Definitions.* For purposes of this Section, the following terms shall have the following meanings:

* * *

Nighttime hours means the time between ~~9:00 p.m.~~ 10:00 p.m. and sunrise or 8:00 a.m., whichever comes earlier. For businesses and events with operating hours later than ~~9:00 p.m.~~ 10:00 p.m., nighttime hours will begin thirty (30) minutes after closing.

* * *