



Town Council
Liquor Licensing Authority
Meeting Agenda
Monday, August 10, 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. Preliminary Matters
 - 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)
2. Committee Interviews
 - a. Superior Youth Leadership Council Candidate Interviews
3. Presentations
 - a. Presentation of Physical Security Assessment of Town Buildings and Offices
4. Consent Agenda
 - a. Approval of Council Meeting Minutes
 - b. Acceptance of Committee Meeting Notes
 - c. Proclamation for Outgoing Superior Youth Leadership Council Members
 - d. A Resolution of the Town Council of the Town of Superior approving an Intergovernmental Agreement with the Boulder County Clerk and Recorder for the Town's Participation in the 2026 Coordinated Election.
 - e. Consideration of Resolution Approving Advisory Committee Appointments
 - i. Cultural Arts and Public Spaces Advisory Committee (CAPS)

- ii. Open Space Advisory Committee (OSAC)
 - f. Alcohol in Public Permit — Space & Mission Systems BAE Systems
 - g. Consideration of Resolution Approving Reappointments to the Superior Youth Leadership Council (SYLC)
 - h. A Resolution of the Town Council of the Town of Superior, Colorado, in Support of Senate Bill 4505, a Bill to Require the United States Postal Service to Designate ZIP Codes for Certain Communities
 - i. Adoption of a Resolution of the Town Council of the Town of Superior approving a Design-Build Contract with Altitude Recreation, Inc. for the Pirate Park Playground Renovation Project
 - j. IGA - Boulder County - Grant to Draft Policy to Streamline AH Applications
 - k. Airport Noise Report - June
 - 5. Public Hearing
 - a. First Reading - An Ordinance of the Town Council of the Town of Superior Adopting by Reference the 2024 Edition of the International Fire Code
 - 6. 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:2.a.

Information for Meeting of the Superior Town Council

Agenda Item Name: Superior Youth Leadership Council Candidate Interviews
Meeting Date: August 10, 2026
Presented By: Matt Magley, Town Manager
Presented For: Action

Background:

Staff has scheduled interviews with the Town Council for candidates interested in consideration for appointment to serve on the Superior Youth Leadership Council (SYLC). All vacancies are advertised through Town media. Each candidate has prepared a brief introduction statement to present to the Board.

Listed below are the applicants scheduled to interview with the Council this evening:

Superior Youth Leadership Council (SYLC) – 12 Vacancies:

1. Aileen Hong
2. Ela Patel
3. Sue Suah Oh
4. Jamason McDonald

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:

Motion:

Attachments:

1. 08.10.26_SYLC Applicants_v2
2. Advisory Committee Specific Interview Questions



Town of Superior Advisory Groups

Superior Youth Leadership Council (SYLC)

Board Details

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

The Superior Youth Leadership Council (SYLC) is an advisory committee of the Town of Superior. SYLC is charged with the following duties: supporting and providing a voice for Superior's youth; contributing to the Superior community through service, focusing on activities, education and communication to and for Superior's youth; representing youth interests within the Town; and providing feedback and information about youth needs and interests.

Requirements: SYLC members must be residents of the Town of Superior in grades 8-12. SYLC members are required to submit an application and participate in an interview process. The Town Council makes appointments to SYLC each August. Once appointed, members serve a two-year term and are expected to demonstrate commitment and consistent participation throughout their service on the council.

Responsibilities: Attend and actively participate in a monthly meeting. Participate and provide leadership in SYLC programming and events through their term. Monthly meetings will occur at the Superior Community Center on the first Wednesday of every month from 6:30-8:00 pm.

Overview

- ☐ **Size** 25 Seats
 - ☐ **Term Length** 2 Years
 - ☐ **Term Limit** 3 Terms
-

Additional

Meeting Information

Date: 1st Wednesday of Each Month Time: 6:30 pm - 8:00 pm Location: Superior Community Center
1500 Coalton Road, Superior, CO. 80027 *August through December meetings will be held at Civic
Space 2250 Main St. #1001 Superior, CO 80027 SYLC meetings are held in person with a concurrent
virtual option: <http://bit.ly/2XwEF5G>

Contact the Committee Members

<https://us.openforms.com/Form/6303bc6f-7351-4960-a3a4-bf36f45f2a95>>Message
SYLC<a>

Staff Liaison

Allison Humphries - Events & Volunteer Coordinator II Jamie Osborne - Events & Volunteer Coordinator

Town Council Liaison and Alternate

Mike Foster, Mayor Mark Lacis

Establishing Resolution

[20150824_Resolution_R-37_Terms_and_Meeting_Procedures.pdf](#)

[20150126_Resolution_R-6_Renaming_to_SYLC.pdf](#)

[Reestablishing_SYLC.pdf](#)

Committee Work Plan

[SYLC_2026_Work_Plan_Final.pdf](#)

[SYLC_2024-2025_Work_Plan.pdf](#)

Additional Documents

Town of Superior Advisory Groups

Superior Youth Leadership Council (SYLC)

Board Roster

Ryan Alaniz

1st Term Aug 26, 2025 - Aug 30, 2027

Carter J Ausmus

1st Term Nov 10, 2025 - Aug 30, 2027

Sathya Balamurugan

1st Term Sep 09, 2024 - Aug 31, 2026

Jane V Baldwin

1st Term Apr 14, 2026 - Aug 31, 2028

Livia K Baldwin

2nd Term Aug 28, 2023 - Aug 31, 2026

Courtney A Craig

1st Term Jun 03, 2026 - Aug 30, 2028

Lindsay J Craig

2nd Term Jan 08, 2024 - Aug 31, 2026

Avika Dhar

1st Term Sep 09, 2024 - Aug 31, 2026

Lauren D Dixon

1st Term May 13, 2024 - Aug 31, 2026

□

Annie E England

1st Term Sep 09, 2024 - Aug 31, 2026

□

Elle T Holmes

1st Term Sep 09, 2024 - Aug 31, 2026

□

Corinne A Jones

2nd Term Aug 08, 2022 - Aug 31, 2026

Office/Role Vice Chair Events & Community Service

□

Jackson A Lacis

1st Term Aug 26, 2025 - Aug 30, 2027

□

Dylan A Lacis

1st Term Aug 26, 2025 - Aug 30, 2027

□

Hannah Lee

1st Term Sep 09, 2024 - Aug 31, 2026

□

Megan Y Liao

1st Term Aug 26, 2025 - Aug 30, 2027

□

Elizabeth G Marsella

2nd Term Aug 08, 2022 - Aug 31, 2026

Office/Role Vice Chair Communications

□

Sebastian K Medina

1st Term Sep 09, 2024 - Aug 31, 2026

□

Rachel L Mills

2nd Term Nov 14, 2022 - Aug 31, 2026

Office/Role Chair

□

Neel Ruhil

2nd Term Aug 14, 2023 - Aug 31, 2026

□

Minkee(michael) Seo

2nd Term Aug 28, 2023 - Aug 28, 2027

□

Mili Sobti

1st Term Aug 26, 2025 - Aug 30, 2027

□

Aadi Sobti

1st Term Sep 09, 2024 - Aug 31, 2026

□

Emma Taylor

1st Term Sep 09, 2024 - Aug 31, 2026

□

Om Vegesna

2nd Term Aug 14, 2023 - Aug 30, 2027

Office/Role Secretary

Application Form

Profile

General Instructions:
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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

Superior Youth Leadership Council (SYLC): Submitted

Aileen		Hong
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 Superior Youth Leadership Council (SYLC)

Current School

Fairview High School

Question applies to Superior Youth Leadership Council (SYLC)

Current Grade Level

12

Question applies to Superior Youth Leadership Council (SYLC)

Why do you want to be a part of the Superior Youth Leadership Council?

I want to be part of the Superior Youth Leadership Council because SYLC gets to plan real events and service projects. The hands on structure is what draws me in. Joining this council means working alongside people who actually want to build something for this community. I want to gain more leadership skills as well.

Question applies to Superior Youth Leadership Council (SYLC)

What issues do you feel are important to youth in the Town of Superior?

The Community Center's temporarily closing in August, so a lot of what teens use is about to disappear. Superior never really has much for teens compared to Boulder or Louisville. I feel like you kind of have to drive somewhere else to do anything. I want SYLC to make sure teens actually get a say in what temporary programming looks like, and push for something more permanent long term.

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:

Question applies to Superior Youth Leadership Council (SYLC)

Have you attended or viewed a SYLC meeting?

☐ Yes ☒ No

Experience

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, but I'm ready to start making a positive impact

Question applies to Superior Youth Leadership Council (SYLC)

Volunteer and Activity Experience: Please list any other organizations, clubs, teams or volunteer activities you are involved in, how many years you have been participating, and what your role is:

Bottled | Co-Founder & CEO Boulder, CO • Jan 2026 – Present -Founded a sustainable skincare startup, growing to \$1,000+ in sales within the first months of launch -Directs all business operations including product development, marketing, and customer outreach - Donates 10% of revenue to The Ocean Cleanup, integrating social responsibility into the business model The Third Space | Co-Founder Boulder, CO • Dec 2025 – Present -Founded The Third Space, a teen community initiative promoting in-person connection over screen time, drawing attendees from 4+ local schools -Designs and hosts recurring phone-free social events, building a cross-school community focused on genuine, in-person engagement. Fairview Girls In Action | Co-President Boulder, CO • Aug 2024 – Present -Leads a 40+ member club, planning and executing 25+ meetings and events promoting active, screen-free lifestyles -Spearheads fundraising initiatives for the Women's Sports Foundation, raising \$2,500+ to date -Coordinates logistics, communicates with school administration, and delegates tasks to club officers The Lance Yearbook at Fairview | Editor In Chief Boulder, CO • Aug 2024 – Present -Oversees the yearbook's social media presence across Instagram, TikTok, and YouTube, maintaining a consistent posting schedule -Manages an editorial team to produce and publish the school's online student news articles Boulder Korean School | Teacher's Assistant Boulder, CO • Aug 2023 – Present -Supports 15 students aged 4–6 in learning Korean language skills every Saturday morning -Bridges communication between students and lead teacher, adapting explanations for young learners -Contributes to a structured, nurturing classroom environment during weekly 3-hour sessions Private Family | Babysitter & Math Tutor Boulder, CO • Summer 2023 – Present -Provided full-time daily childcare for a family every day for one month during summer 2025, and has babysitting regularly since 2023 -Tutors two children (4th and 6th grade) in math every weekend, tracking their progress and adapting lessons to each student's level -Built a trusted, long-term relationship with the family, demonstrating reliability and professionalism over 2+ years For Fairview High School: National Honor Society (1 year), Varsity Golf (3 years), Project Kenya (Head of Fundraising) (3 years), Rotary Club (1 year), FBLA (1 year)

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

Question applies to Superior Youth Leadership Council (SYLC)

SYLC Work Plan

☒ Yes ☐ No

Application Form

Profile

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

Superior Youth Leadership Council (SYLC): Submitted

Ela	K	Patel
First Name	Middle Initial	Last Name

Question applies to multiple boards
Preferred Pronouns (Optional)

She/Her

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

Question applies to Superior Youth Leadership Council (SYLC)

Current School

Monarch High School

Question applies to Superior Youth Leadership Council (SYLC)

Current Grade Level

10th

Question applies to Superior Youth Leadership Council (SYLC)

Why do you want to be a part of the Superior Youth Leadership Council?

I want to be a part of the Superior Youth Leadership Council because I beleive it would be an amazing opportuity to not only grow as a leader but it would also allow me to simultaneously create a positive impact in my community. I want to work with other kids my age to share ideas to better our community and represents youth voices. Being on the council will also help me with building communication, responsibility and teamworking skills.

Question applies to Superior Youth Leadership Council (SYLC)

What issues do you feel are important to youth in the Town of Superior?

One important issue I would like to address for the youth of the town of Superior would be mental health support, having access to safe and inclusive spaces. As social medias reach grows many youths mental health declines. It is important that the teens of the town have resources to get the support they need without stigmas or judgments.

Question applies to multiple boards

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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 Superior Youth Leadership Council (SYLC)

Have you attended or viewed a SYLC meeting?

☒ Yes ☐ No

Experience

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.

I don't have experience volunteering for the Town of Superior specifically but I have in the past volunteered for other various activities. I would also like to add that I am willing/planning to do so in the future. I have spoken at a town hall meeting.

Question applies to Superior Youth Leadership Council (SYLC)

Volunteer and Activity Experience: Please list any other organizations, clubs, teams or volunteer activities you are involved in, how many years you have been participating, and what your role is:

Reading Buddies at the Louisville library, this year will be my second year in the program. I volunteered at Superior elementary school for a school fundraiser. I did a Youth Equity Panel at Monarch Highschool. This is my second year on the Monarch High School Tennis Team.

Town Documents

Question applies to multiple boards

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- [Planning Commission \(PC\)](#)
- [Superior Youth Leadership Council \(SYLC\)](#)

Question applies to multiple boards

Superior Comprehensive Plan

☒ Yes ☐ No

Question applies to Superior Youth Leadership Council (SYLC)

SYLC Work Plan

☒ Yes ☐ No

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

Superior Youth Leadership Council (SYLC): Submitted

_____	_____	_____
First Name	Middle Initial	Last Name

Question applies to multiple boards

Preferred Pronouns (Optional)

she/her

Email Address		
_____		_____
Home Address		Suite or Apt
_____		_____
City	State	Postal Code

Primary Phone		

Question applies to Superior Youth Leadership Council (SYLC)

Current School

Monarch High School

Question applies to Superior Youth Leadership Council (SYLC)

Current Grade Level

10

Question applies to Superior Youth Leadership Council (SYLC)

Why do you want to be a part of the Superior Youth Leadership Council?

I really want to see the impact that I can make on our community. I believe joining this Youth Leadership Council will help me be the voice of my peers to help create a community that is inclusive and supportive towards everyone. I see myself being a part of a council that actually has a say in what goes on in our town. After the Marshall Fire when my house burned down, my family and I received so much love and support. I've always wanted to give back to my community to help others the same way I had been supported. I really enjoy volunteering and doing community service because it is so fulfilling to see how I actually made a difference.

Question applies to Superior Youth Leadership Council (SYLC)

What issues do you feel are important to youth in the Town of Superior?

A sense of community and belonging are crucial to the youth in our town, as sometimes it can feel as if you are alone. Every teenager just wants to be involved and included. Town events like the Chili Fest and 4th of July Celebration are so important to bring our community together. Additionally, I think many teenagers feel like they don't have a say in what goes on because they can't be taken seriously. Being a member of SYLC could help convince other youth to stand up for what they believe in. I believe that even a small change can make a lasting impact, which is what I strive to do in this council.

Question applies to multiple boards

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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 Superior Youth Leadership Council (SYLC)

Have you attended or viewed a SYLC meeting?

☒ Yes ☐ No

Experience

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.

I'm a part of the Boulder County Youth Corps where we do physical public service like planting trees and cleaning up the trails. Specifically, I am in the Community Forestry Corps where we plant trees in Louisville and Lafayette, and we take care of them throughout the summer. Members of the Youth Corps work in groups of 10 to collaborate on different projects around Boulder County to improve both our community and ourselves.

Question applies to Superior Youth Leadership Council (SYLC)

Volunteer and Activity Experience: Please list any other organizations, clubs, teams or volunteer activities you are involved in, how many years you have been participating, and what your role is:

I've volunteered at the Boulder Korean School for the past 3 years, and I help teach young kids how to read and write Korean. I also volunteered at the Longmont Humane Society for the past year where I help cats adjust with human interaction. I'm a 360 leader, and I have been doing it for the past year. I help incoming freshmen and eighth graders adjust to high school and middle school. Additionally, I am the treasurer of AASIA club and have been a member for a year, and I manage the finances of our club. I am the Chief Financial Officer of FBLA for the past year where I manage our funds and plan fundraisers. Also, I have played violin for 8 years, and I'm a part of the Boulder Suzuki Strings where I am in the most advanced group. We are the role models for the younger kids and we help lead pieces when in a group.

Town Documents

Question applies to multiple boards

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

Question applies to multiple boards

Superior Comprehensive Plan

☒ Yes ☐ No

Question applies to Superior Youth Leadership Council (SYLC)

SYLC Work Plan

☒ Yes ☐ No

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

Superior Youth Leadership Council (SYLC): Submitted

Jamason	A.h.	Mcdonald
First Name	Middle Initial	Last Name

Question applies to multiple boards
Preferred Pronouns (Optional)

He, him, his

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

Question applies to Superior Youth Leadership Council (SYLC)

Current School

Monarch pk-8

Question applies to Superior Youth Leadership Council (SYLC)

Current Grade Level

8th grade

Question applies to Superior Youth Leadership Council (SYLC)

Why do you want to be a part of the Superior Youth Leadership Council?

To help build my leadership skill also,be involved in my community.

Question applies to Superior Youth Leadership Council (SYLC)

What issues do you feel are important to youth in the Town of Superior?

Having community involvement is important and to keep the town inclusive and safe. More activities for kids and teens.

Question applies to multiple boards

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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:

Dungeons and dragons club and the school musical

Question applies to Superior Youth Leadership Council (SYLC)

Have you attended or viewed a SYLC meeting?

☐ Yes ☒ No

Experience

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.

I haven't yet with Superior, but I was a volunteer in the Louisville Library Teen Squad this summer.

Question applies to Superior Youth Leadership Council (SYLC)

Volunteer and Activity Experience: Please list any other organizations, clubs, teams or volunteer activities you are involved in, how many years you have been participating, and what your role is:

Student council, student government, and library volunteering teen squad

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

Question applies to multiple boards

Superior Comprehensive Plan

☐ Yes ☒ No

Question applies to Superior Youth Leadership Council (SYLC)

SYLC Work Plan

☒ Yes ☐ No

Advisory Committee Interview Questions

GENERAL/ALL

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

Advisory Committee for Environmental Sustainability (ACES)

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

Cultural Arts and Public Spaces Advisory Committee (CAPS)

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

Open Space Advisory Committee (OSAC)

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

Park and Recreation Advisory Committee (PARC)

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

Superior Historical Commission

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



Item Number:3.a.

Information for Meeting of the Superior Town Council

Agenda Item Name:	Presentation of Physical Security Assessment of Town Buildings and Offices
Meeting Date:	August 10, 2026
Presented By:	Nadine Smith, Administrative Services Manager
Presented For:	Discussion Presentation

Background:

In December 2025, Council discussed potential security enhancements at Town facilities and directed staff to engage a qualified consultant to perform a comprehensive physical security assessment. Following that direction, the Town retained Wold Architects & Engineers to evaluate the Town's facilities and provide recommendations to improve the safety and security of employees, elected officials, and the public.

The assessment included Town Hall, the Bungalow, Superior Plaza (Suite 200 & 220), the Community Center, Civic Space, and the Firehouse.

Wold Architects & Engineers assessed seven Town-operated facilities through staff engagement, building walkthroughs, risk ranking, and planning-level cost estimating. The assessment identified 58 deficiencies, including 13 high-risk items, with the greatest concerns concentrated at Town Hall, Suite 200, Civic Center, and the Community Center. These locations have the highest levels of public interaction and the most significant gaps related to staff/public separation, duress capability, egress, access control, and exposed public-facing areas.

The report recommends a phased “greater impact first” approach. Near-term priorities include adding duress capability at public-facing workstations, addressing immediate Town Hall life-safety concerns, and correcting repeated low-cost deficiencies. Mid-term work would focus on reception security, egress, and access control at Suite 200, Civic Center, and the Community Center. Longer-term recommendations include consolidating access-control systems, modernizing surveillance, and completing larger reconstruction or ballistic-rated improvements as funding allows.

Planning-level costs include approximately \$172,100 to \$223,100 for building improvements, plus a systemwide security technology option ranging from approximately \$286,000 to

\$403,000. These figures are intended to support future capital planning and project prioritization rather than represent a single immediate funding request.

Recommendation:

Staff is seeking Council's feedback regarding the proposed implementation strategy, overall priorities, and whether staff should begin incorporating the recommended improvements into future capital planning and annual budget discussions.

Budget Implications:

Motion:

Attachments:

1. Security Assessment Final - Town of Superior_v2
2. Superior Security Assessment_Council Presentation_



PHYSICAL SECURITY ASSESSMENT

Final Report

July 22, 2026





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EXECUTIVE SUMMARY

Town of Superior: Physical Security Assessment

INTRODUCTION

Wold Architects and Engineers is pleased to present this Physical Security Assessment for the Town of Superior. This assessment was completed to provide the Town with an independent, practical review of physical security risks across Town-operated facilities and to identify improvements that support staff and visitor safety, continuity of operations, and long-range capital planning. This study is intended to serve as a decision-making tool, and the recommendations in this report are intended to support future budgeting, implementation, and consistent security practices across the Town's portfolio.

The assessment reflects the Town's need to balance public accessibility with appropriate protection. Superior's facilities are community-serving spaces that must remain welcoming and functional, while also providing staff with the safeguards, procedures, and infrastructure necessary to reduce vulnerability during daily operations, public meetings, court proceedings, and special events. The result is a road-map for near-term actions and longer-term investments that strengthen safety without losing sight of the public-facing nature of these buildings.

CORE PLANNING GROUP

We thank the members of the Core Planning Group for their participation and input in the study:

NAME	TITLE	ORGANIZATION
Nadine Smith	Administrative Services Manager	Town of Superior
Leslie Clark	Director of Parks, Recreation, & Open Space	Town of Superior
Brannon Richards	Public Works and Utilities Director	Town of Superior
Jeff Stone	Finance Director	Town of Superior
Martin Toth	Assistant Town Manager	Town of Superior
Allison James	Disaster Preparedness and Recovery Manager	Town of Superior
Renae Stavros	Planning & Building Director	Town of Superior
David Salaman	Sheriff's Deputy	Boulder County Sheriff's Office

SCOPE & OBJECTIVES

The purpose of this assessment was to evaluate physical security risks in seven Town-operated facilities and to develop clear options for improvement. Throughout the study, particular attention was given to locations with the highest public exposure, including primary entrances, service counters, Council Chambers, court-related spaces, and other areas where staff interact directly with the public. The assessment also prioritized life safety, service continuity, protection of public assets, and practical implementation.

ASSESSMENT FINDINGS

Overall, the assessment identified several recurring vulnerabilities across facilities, but also significant opportunities to improve safety through relatively targeted, achievable interventions. While some facilities have partial security measures in place, the level of protection, staff separation, access control, and emergency-response capability varies considerably from building to building.

The findings indicate that the highest-priority concerns are concentrated in spaces with direct and frequent public interaction. These include public entrances, reception counters, Council Chambers, court-related functions, and staff work areas that are immediately adjacent to public zones. In these settings, deficiencies such as unsecured glazing, lack of duress capability, limited staff escape or secondary egress options, and insufficient separation between staff and visitors create the greatest concern.

Town Hall appears to have the most significant concentration of high-priority issues due to its role as the Town's primary civic building, the presence of Council Chambers and court functions, and several physical vulnerabilities tied to public access and staff protection. Other high-need buildings include Suite 200, the Civic Center, and the Community Center, each of which presents a different mix of public exposure, staff proximity, and limited protective features. By contrast, facilities with lower public traffic and more controlled access generally present fewer and less urgent concerns, though targeted hardening and access-control improvements remain worthwhile at nearly every building.

RISK PRIORITIES

As part of the study, Town department leadership participated in a risk assessment process to identify and rank threats by probability, severity, and current response capability. While subjective in nature, this process reinforced the importance of both traditional physical threats and broader operational risks. Higher-ranked concerns include cyberattack, fire, active shooter incidents, hostile interactions at service counters, suspicious packages, demonstrations or civil disturbance, burglary, and vehicle-related threats.

While not every highly ranked threat is resolved solely through physical improvements, the results helped confirm where facility upgrades, operational changes, and emergency-response enhancements could be prioritized. The findings also reinforced that the Town's most exposed areas are those where public access, staff interaction, and limited protective features overlap.

HIGHEST PRIORITY ACTIONS

The assessment recommends that the Town begin with improvements that provide the greatest life-safety benefit, close the most repeated gaps across the portfolio, and can be implemented quickly. The highest priorities include:

- Adding duress capability at public-facing staff locations where none currently exists.
- Improving protection at Town Hall, particularly around Council Chambers, related glazing, and other exposed public/staff interface points.
- Creating better staff/public separation and more secure reception conditions at Suite 200.
- Addressing isolated reception and public-adjacent staff workspace concerns at the Civic Center.
- Improving reception safety, egress, and access-control weaknesses at the Community Center.
- Advancing basic hardening and access-control measures at facilities with lower public exposure but identifiable security gaps.

RECOMMENDED IMPLEMENTATION APPROACH

This report is intended to support a phased implementation strategy that advances improvements through near-term, mid-term, and long-term actions based on risk, cost, and operational impact.

Across all seven facilities, the building-by-building improvements are estimated at \$531,400 to \$588,400. A separate, systemwide security-technology program, detailed later in this report under Systemwide Technology Probable Cost, represents an additional \$286,000 to \$403,000 depending on the option selected, bringing the combined potential investment to roughly \$817,400 to \$991,400.

PHASE	REPRESENTATIVE ACTIONS
Near-Term <i>0–12 months</i>	Add duress capability at all public-facing staff counters; harden Town Hall Council Chambers glazing and exposed public/staff interface points; close the most repeated, low-cost gaps across facilities.
Mid-Term <i>1–3 years</i>	Improve staff/public separation and secure reception at Suite 200; address isolated reception and public-adjacent workspaces at the Civic Center; improve reception safety, egress, and access control at the Community Center.
Long-Term <i>3+ years</i>	Advance access-control and hardening at lower-exposure facilities; pursue larger reconstruction items such as enclosed, ballistic-rated counters and structural separation as capital funding allows.

CONCLUSION

The findings of this assessment confirm that there are practical opportunities to strengthen safety, improve consistency, and better protect staff and the public across Town-operated facilities. The study also shows that a number of meaningful improvements can be made without compromising the welcoming character of Superior's civic spaces.

This report provides the Town with a framework for action, identifying where risk is greatest, where investment will have the highest value, and how improvements can be sequenced over time. Used in that way, the assessment is a roadmap for making Town facilities safer, more resilient, and better equipped to support the services provided to the Superior community.

STUDY GOALS & GUIDING PRINCIPLES

Purpose, Objectives, and Guiding Values

■ STUDY GOALS

This assessment is an independent review of physical security risks in seven Town-operated facilities, along with options and costs to make improvements. The reasons for conducting this assessment are to:

- Protect staff, residents, and visitors in the civic spaces they use every day.
- Maintain essential public services and workforce confidence by reducing disruptions from threats, emergencies, or unsafe conditions.
- Identify and prioritize facility vulnerabilities so limited funding can be directed to the highest-risk needs first.
- Create consistent safety practices across Town facilities, including access control, visitor management, emergency response, and staff procedures.
- Balance openness and security so public facilities remain welcoming, accessible, and safe.
- Support long-term capital planning and leadership decisions with clear, objective recommendations.

■ GUIDING PRINCIPLES & VALUES

- Locations with public exposure, such as primary building entrances, service counters, and the Town Council Chambers, are high priority.
- Security should be integrated with a welcoming atmosphere for the public.
- This study prioritizes life safety for staff and visitors, protection of assets and infrastructure, and continuity of services.

ASSESSMENT FINDINGS

Methodology and Risk-Level Framework

■ METHODOLOGY

The Assessment Findings that follow were developed through a consistent methodology applied across all seven Town-operated facilities:

- The assessment team walked every space together with Town staff.
- The team documented each deficiency observed.
- Each deficiency was assigned a risk level based on the descriptions that follow.
- Findings were reviewed with the Core Planning Group and updated based on that discussion.

■ RISK LEVELS

Each deficiency identified in this assessment carries a risk rating. The categories below describe how the levels were assigned and provide a framework for discussion.

HIGH

- Directly threatens the life safety of staff, visitors, or vulnerable occupants.
- Affects locations with the highest public exposure, including Council Chambers, court sessions, and public-facing reception desks.
- Compromises emergency response, egress, or duress capability in occupied spaces.

MEDIUM

- Weakens access control or perimeter security but does not directly threaten life safety.
- Creates gaps in surveillance, detection, or audit capability.
- Exposes assets and infrastructure (records, IT systems, stored equipment) to theft or damage.

LOW

- Functional or quality-of-system deficiencies rather than active threats.
- Operational or maintenance concerns with limited safety consequence.
- Single-point hardening with limited downstream impact if exploited.
- Some items rated low involve ballistic-resistance scope (glazing, paneling, wall hardening) and carry a life-safety dimension. These items are designated Low because the facilities involved are high-traffic, community-oriented public spaces where full bullet-resistant hardening conflicts with the open, welcoming function of the building.

OVERVIEW OF STUDY FINDINGS

Greatest Need, Life-Safety Priorities, and Recommended Sequencing

■ HOW COSTS WERE CALCULATED

The cost ranges shown throughout this report were prepared by Wold's internal estimating team and represent anticipated construction costs for planning purposes rather than competitively bid prices. Each estimate includes hard construction costs, general contractor markups, design and pricing contingency, and escalation to an assumed summer 2027 construction midpoint. Actual costs will depend on final scope, market conditions at the time of bidding, and the phasing decisions made by the Town.

■ BUILDINGS RANKED BY NEED

RANK	BUILDING	HIGH	COST RANGE	DRIVER OF RANKING
1	Superior Town Hall	5	\$200,800 – \$255,900	Highest count of high-risk items, public-facing Council Chambers and court operations, exposed glazing, dais duress gap, unsecured mail handling.
2	Suite 200 (Planning & Building; Public Works & Utilities)	3	\$84,200	No staff/public separation, single egress, daily public transaction volume, no duress at reception.
3	Civic Center	2	\$98,900 – \$99,900	Community-access design overlaid on staff workspaces, isolated reception, large public events.
4	Community Center	2	\$56,700 – \$57,600	High-traffic public facility, no reception egress, no duress, REX and keypad weaknesses.
5	Suite 220	1	\$29,000	Shared multitenant lobby, no video intercom, no main-entry access control.
6	Grasso Bungalow	0	\$38,000	Remote site with no access control, no duress, partial camera coverage.
7	Firehouse (Parks & Rec)	0	\$23,800	No public access, lowest exposure; standard hardening items only.

■ PORTFOLIO TOTALS AT A GLANCE

Total deficiencies	58 across seven buildings
High risk	13 items (22 percent of total)
Medium risk	38 items (65 percent of total)
Low risk	7 items (12 percent of total)

■ PORTFOLIO COST SUMMARY

The estimated costs fall into two independent categories. Building items are the architectural and physical improvements identified at each facility. Technology items are the security systems work, which can be approached in three different ways.

CATEGORY	APPROACH	COST RANGE
Building Items	Building by building, architectural scope only	\$172,100 – \$223,100
Technology Items	Option A: Piecemeal, building by building	\$359,300 – \$365,300
Technology Items	Option B: Systemwide overhaul, new open platform	\$403,000
Technology Items	Option C: Systemwide overhaul, expand existing systems	\$286,000 – \$326,000

■ HOW TO READ THESE NUMBERS

The building item cost includes all recommendations for architectural modifications, such as doors, hardware, glazing, vestibules, wall hardening, and similar work at individual facilities. These items are identified separately from security-related technology systems modifications.

Three options for technology modifications are provided. Each option accomplishes similar portfolio-wide security goals, with different cost, implementation and long-term considerations. The total project costs will include building items plus the technology option that is chosen.

Technology Option A prices each technology deficiency individually, and individual items could be selected for improvement. Options B and C assume a larger volume of work would be executed across all seven facilities, which allows shared servers, storage, software licensing, programming, and mobilization to be spread across the entire portfolio rather than duplicated site by site. These system-wide options deliver greater efficiency of investment and capability than Option 1, at a comparable or lower cost. Both are presented in full detail under Systemwide Technology Probable Cost later in this report.

LIFE-SAFETY PRIORITIES (HIGH RISK)

BUILDING	ITEM	COST
Town Hall	Council Chambers exterior glazing and sightlines	\$20,400 – \$59,500
Town Hall	Lobby-to-Chambers door (unsecured glass)	\$13,600 – \$25,500
Town Hall	Rear egress trapped in fenced area	\$6,800
Town Hall	Conference Room door behind Judge	\$6,000
Town Hall	Duress at dais	\$5,100
Suite 200	Secure vestibule at reception	\$42,200
Suite 200	Secondary egress through Conference Room	\$6,800
Suite 200	Duress at reception	\$600
Suite 220	Duress at reception	\$600
Civic Center	Duress at isolated Reception desk	\$600
Civic Center	Consolidate staff out of public-adjacent offices	Planning action
Community Ctr	Reception egress path	Coordinate
Community Ctr	Duress at reception	\$600

Duress capability is the single most repeated high-risk gap across the portfolio. Five separate buildings lack duress at their primary public-facing staff positions. Resolving all five for roughly \$7,500 total remains the highest-value first action. Each single-station duress button is priced consistently at \$600 across all buildings (the Grasso Bungalow, Suite 200, Suite 220, the Civic Center, and the Community Center), tied into the same central monitoring as Town Hall; Town Hall is higher only because its scope covers multiple buttons at the dais (Council members, Judge, and staff) plus a supplemental button at the front desk.

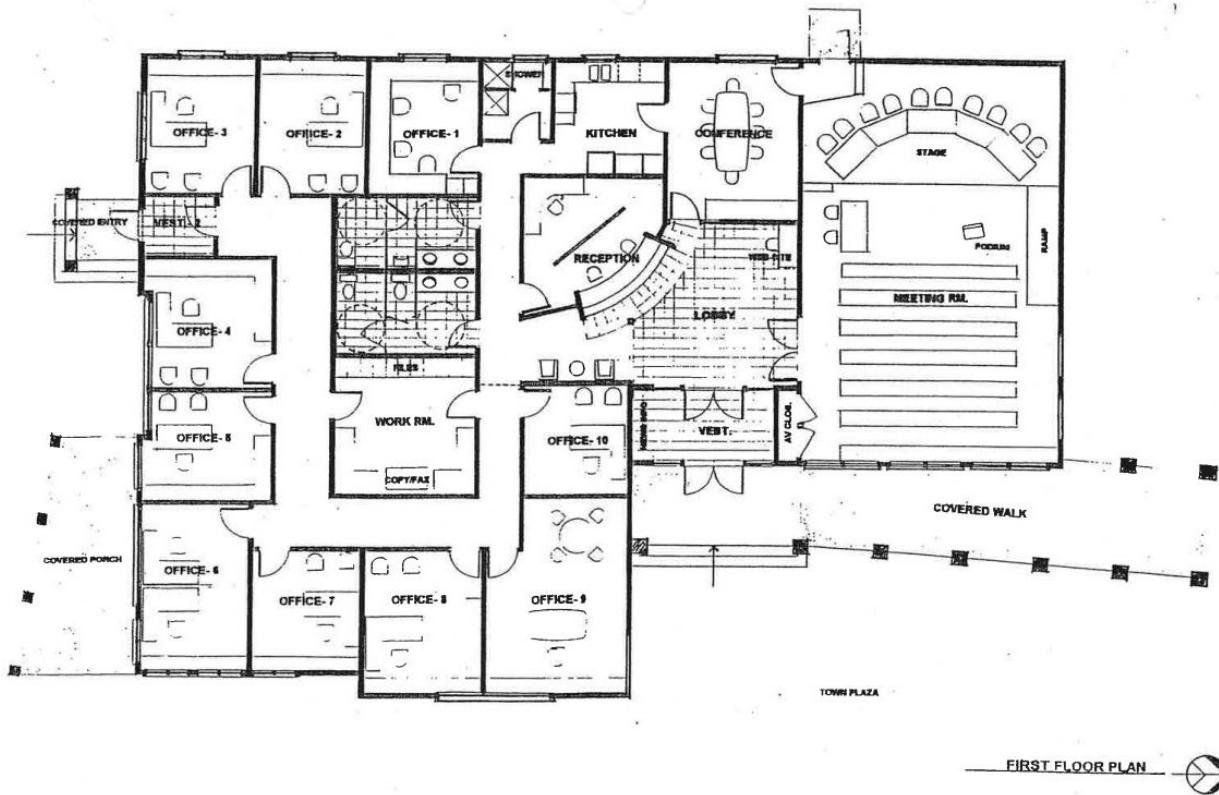
RECOMMENDED SEQUENCING

PHASE	SCOPE	INDICATIVE COST
1	Duress buttons at all public-facing staff stations including the Town Hall dais (five locations), rear-egress gate, and Conference Room card reader.	\$20,300
2	Suite 200 secure vestibule and secondary egress.	\$49,000
3	Portfolio access control consolidation: card readers replacing keypads, exposed-wiring protection, REX retuning, video intercoms.	\$93,600 – \$110,600
4	Surveillance modernization: DVR replacement, camera coverage gaps, analytics enablement, Knox Box relocation, planning actions for multitenant consolidation and bid-opening protocol.	\$161,600 – \$187,100

The sequencing above is ordered by impact per dollar rather than by building or by system type. Phase 1 resolves seven of the thirteen high-risk findings for \$20,300, the largest reduction in life-safety exposure available anywhere in the portfolio for the money spent. Phase 2 adds two more for \$49,000 by giving Suite 200 the staff and public separation it currently lacks. Phases 3 and 4 carry the remaining work, where the cost per deficiency corrected is higher and the exposure shifts from life safety toward asset protection and audit capability. Because each phase is self-contained, the Town can stop at the end of any phase and still hold a defensible improvement over where it stands today.

SUPERIOR TOWN HALL

First Floor Plan: Council Chambers, Reception, Offices



SUPERIOR TOWN HALL EXPANSION
AUGUST 24, 1998

STEWART ARCHITECTURE & PLANNING

CURRENT PHYSICAL SECURITY MEASURES

The Town Hall serves as the primary seat of municipal government for the Town of Superior, housing the Town Council Chambers, a public-facing reception counter, and administrative offices. The building hosts regular Council meetings and court sessions open to the public, with Sheriff's deputies present on those days. The reception counter provides daily public access during business hours.

#	DESCRIPTION
1	Level 4 bullet resistant panels and glass system at the main reception counter, floor to approximately 8'-0" AFF.
2	Planned Level 3 bullet resistance at the dais (in progress).
3	Sheriff's deputies are present at all council meetings and court days.
4	Duress button provided under the reception desk.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
1	Exterior windows looking into the Council Chambers provide a direct line of sight to the council dais. Extensive clear glazing and unobstructed sightlines may increase vulnerability to targeted violence, unauthorized surveillance of occupants and operations, crowd escalation, and reduced ability to secure the space during emergencies.	OPTION 1: Provide light-filtering shades at existing windows to block line of sight to the interior during meetings. \$20,400 OPTION 2: Add UL level 1 bullet resistant to exterior windows to reduce risk of harm/damage. \$30,600 OPTION 3: Replace existing windows with UL level 3 bullet resistant windows with shades or film to reduce sightlines. \$59,500	HIGH	\$20,400 - \$59,500
2	Double-door from the lobby to the Council Chambers is full glass (not ballistic rated) and is unlocked during the day and during Council meetings. Unrestricted access at all times may increase the risk of unauthorized entry, disruption of council and court operations, theft or vandalism, targeted violence, and delayed response to security incidents or emergencies.	OPTION 1: Apply opaque privacy film, add an autocloser, and provide an additional locking mechanism with controlled access. \$13,600 OPTION 2: Upgrade to security/anti-shatter film, add an autocloser, and provide an additional locking mechanism with controlled access. \$20,400 OPTION 3: Replace existing doors with secure doors and add card-reader access control. \$8,200 for access control – \$25,500 total	HIGH	\$13,600 - \$25,500
3	Exterior exit door at the rear of the Council Chambers serves as emergency egress for Council members and the Judge but discharges into a fenced and locked back area with no path to the public way. A blocked or unusable egress path may trap occupants during active threats, fire, or medical emergencies, materially increasing the potential for injury or loss of life and delaying first-responder access to the affected zone.	Add a pedestrian gate with panic hardware to the existing fence to provide a continuous egress path.	HIGH	\$6,800

CONTINUED FROM PREVIOUS SHEET

Continued from previous sheet. Deficiencies 4 to 9 below; refer to the building floor plan for context.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
4	Door between Council Chambers and the Conference Room is not card-reader controlled. The Conference Room is occupied during court sessions, allowing unrestricted access behind the Judge. Uncontrolled access immediately adjacent to the Judge's bench during active court sessions creates opportunity for a hostile actor to approach decision-makers without screening or warning.	Add a card reader on the Conference Room side of this door to restrict access from the Conference Room into Council Chambers.	HIGH	\$6,000
5	No bollards or vehicle barriers are provided at the building perimeter to prevent a vehicle from ramming the building or adjacent pedestrian areas. There is a risk of unauthorized or accidental vehicle intrusion into pedestrian areas, sensitive facilities, and critical infrastructure, including deliberate vehicle ramming as an attack vector.	Provide bollards or other approved vehicle barriers at vulnerable perimeter locations adjacent to building entries and pedestrian zones.	MEDIUM	\$17,000
6	Card-access keypads are mounted in public-facing locations where PIN entry can be observed during use. Visible keypad entry allows credentials to be observed and reused by unauthorized individuals, defeating the access control system.	Remove keypads from public-facing areas and rely solely on badge authentication for access control. \$2,700 for reprogramming only; \$6,800 to remove combo keypad/card reader and replace with card reader only.	MEDIUM	\$2,700 – \$6,800
7	Access control wiring is exposed above doors and within door frames, with unprotected wire runs visible. Exposed access control wiring allows tampering, disabling, or splicing of the credentialing system, defeating door security.	Provide additional wiremold protection at exposed wiring runs and plug any exposed holes in wall and frame penetrations.	MEDIUM	\$600
8	Request-to-exit (REX) sensors at controlled doors pick up general office circulation traffic, unlocking doors without credentials based on nearby motion. An over-sensitive REX sensor automatically unlocks doors based on incidental motion rather than intent to exit, bypassing credential requirements and allowing unauthorized passage.	Reposition or aim the REX sensor coverage to detect door-handle movement only.	MEDIUM	\$600

CONTINUED FROM PREVIOUS SHEET

Continued from previous sheet. Deficiencies 10 to 13 below; refer to the building floor plan for context.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
9	Security panel in the Copy room is not accessible because the door swing conflicts with adjacent equipment panels. Inability to physically access the security panel delays response to alarms or faults and complicates routine maintenance.	Reposition the security panel to allow unobstructed access.	LOW	\$400
10	The camera surveillance system uses an older-style Honeywell DVR located in an exposed area of the building. An exposed DVR can be physically tampered with, removed, or disabled, destroying surveillance evidence at the moment it is most needed.	Replace the camera DVR with current Ubiquiti standard equipment and house it within a locking cabinet or dedicated closet. Township-wide camera recording server; must replace all non-UniFi cameras.	MEDIUM	\$34,000
11	Existing camera models and field-of-view orientations do not provide complete coverage of the facility. Coverage gaps leave blind spots that allow unauthorized activity to occur without detection or evidentiary record.	Replace aging camera hardware and adjust existing camera views to provide better site awareness. Add cameras where needed to close coverage gaps. \$25,500 to maintain existing Honeywell DVR and keeping/updating cameras.	MEDIUM	\$25,500
12	The existing camera system has no analytics or AI functions to flag suspicious activity proactively. Without analytics, threats must be detected through manual review of recorded footage, eliminating the ability to respond in real time.	Add cameras with analytics capability and program any existing analytics-capable cameras to enable proactive engagement. All Ubiquiti cameras include analytics; \$900 for training. Replace all cameras with Ubiquiti equipment with analytics and training.	LOW	\$37,400

CONTINUED FROM PREVIOUS SHEET

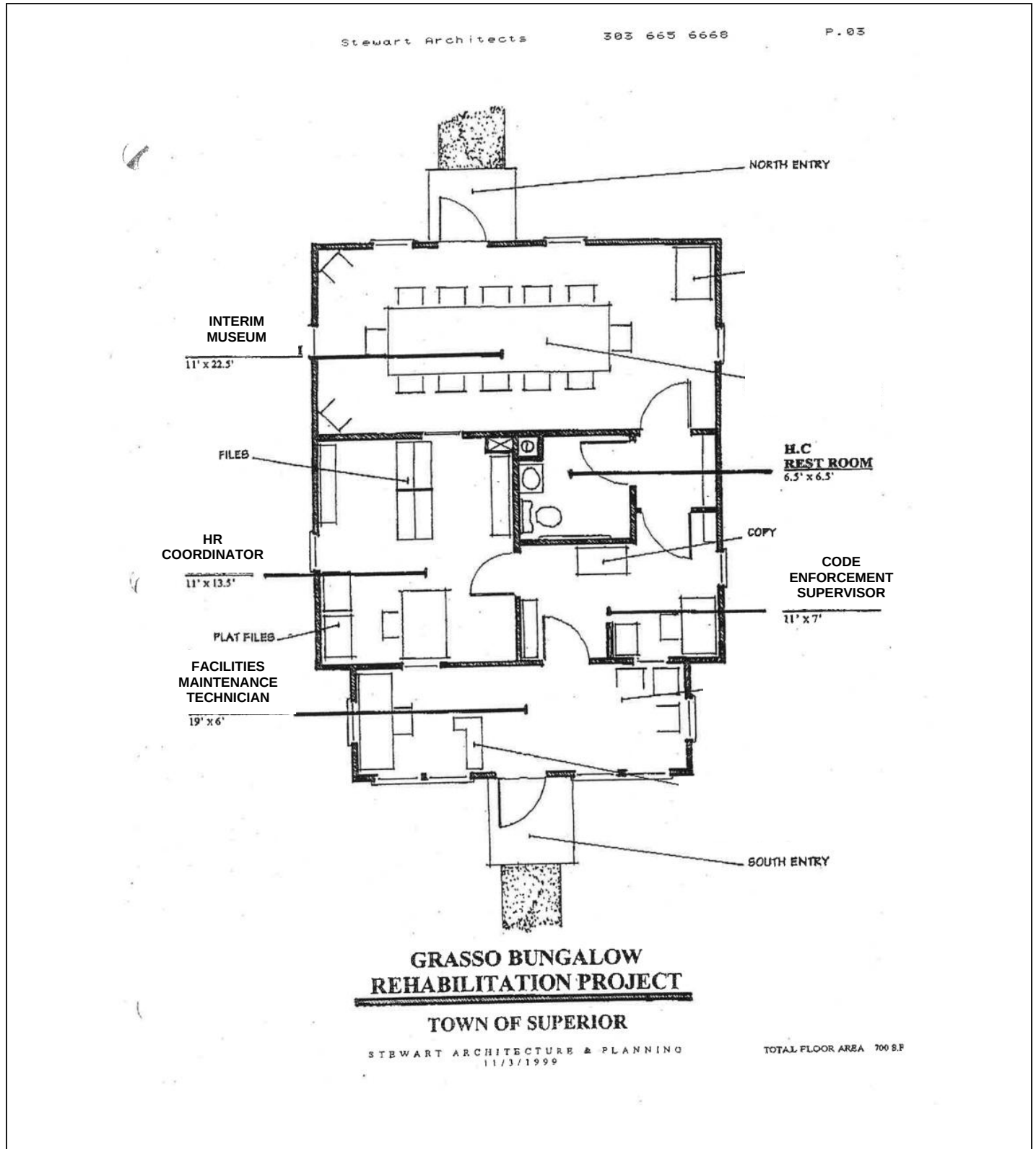
Continued from previous sheet. Deficiencies 14 to 16 below; refer to the building floor plan for context.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
13	The Server room contains an exterior window and a window/floor-mounted AC unit, creating both a security weakness and an environmental control concern. An accessible server room window provides a route for forced entry, observation of critical IT equipment, and weather-related damage to infrastructure supporting all Town operations.	Wall off the existing window to remove the forced-entry and observation route. The IT closet already has a wall-mounted split AC unit serving as primary cooling, with the existing floor-mounted unit retained as backup, so no new cooling equipment is required. The scope and cost reflect the window infill only.	MEDIUM	\$25,500
14	Digital recorders supporting AV systems are located in an office with an exterior window, exposing the recording equipment to potential forced entry. Exposure of the AV recording infrastructure creates a single point of compromise for council meeting records, court audio, and other operational documentation.	Add a motion sensor and glass-break detection to the room housing the digital recorders.	LOW	\$900
15	No duress button is provided at the dais in Council Chambers for use by Council members, the Judge, or staff seated at the bench. (Existing duress capability is located only under the reception desk.) Personnel seated at the dais during meetings or court sessions have no covert means to summon help during a hostile incident, materially delaying emergency response in the highest-exposure space in the building.	Provide duress buttons at the dais in Council Chambers, with an additional button at the front desk to supplement the existing reception button.	HIGH	\$5,100
16	The Town Hall has no designated mail sorting or screening area. Reception accepts incoming mail and notifies offices, while individual offices also receive mail directly. Large packages and unknown parcels are staged on an exterior bench along the side of the building prior to distribution. Staging unscreened mail and packages in an unsecured outdoor location exposes staff and the public to potential hazards from dangerous chemicals, suspicious packages, or incendiary devices without any barrier or screening protocol. The lack of a controlled intake point creates a gap consistent with the heightened weighted-severity scores documented in the Risk Assessment for both suspicious/dangerous packages (31.21) and incendiary fire (23.99).	Designate a secured, interior mail intake and sorting room with a defined screening protocol. Eliminate use of the exterior bench for package staging. Consider a package-receiving vestibule or lockable exterior parcel locker for after-hours deliveries. A recommended location is a small dedicated room or alcove off the existing side/service entrance where parcels are received today, separated from both the public lobby and staff-occupied offices, with a door that can be closed and the space ventilated. This keeps unscreened mail out of occupied areas while staying convenient to reception. The final location will be confirmed in a follow-up walk-through.	MEDIUM	\$4,300

GRASSO BUNGALOW

First Floor Plan: Museum & Staff Offices



NOTE: THE PLAN SHOWN IS AN OUTDATED VERSION AND DOES NOT REFLECT THE CURRENT LAYOUT OF THE BUILDING.

CURRENT PHYSICAL SECURITY MEASURES

The building functions as a small museum, with the front room open to the public one Saturday per month. The back of the building houses two offices occupied intermittently by three staff. Museum hours do not coincide with regular staff hours, so staff and visitors are not present in the building at the same time. No physical security measures are currently in place at this facility.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
1	Front and rear doors are secured with keyed locks only; no card-reader access control is in place at either entry. Lack of electronic access control increases the risk of unauthorized after-hours entry, lost-key compromise, and inability to audit or revoke access for departed staff or contractors.	Add card readers at both front and rear doors to match the existing Town Hall card-access system. Provide new door with access control and door power supply.	MEDIUM	\$28,900
2	No duress button is provided at the staff office desk. Staff working in this remote building, separated from other Town facilities, would face delayed emergency response in the event of a medical emergency, intruder, or other incident without a duress capability tied to a monitored response.	Provide a duress button at the existing office desk, tied to the same monitoring response as the Town Hall.	MEDIUM	\$600
3	Exterior camera coverage is lacking along the building perimeter adjacent to the park walkway. Without camera coverage of the park-facing exterior, suspicious activity, trespass, attempted forced entry, and vandalism along this approach go undetected and unrecorded.	Add an exterior camera at the southwest and northeast building corners to provide coverage of the park walkway approach. Owner-required POE switch if not existing.	MEDIUM	\$8,500

FIREHOUSE

Existing Building: Parks & Recreation Department



EXTERIOR VIEW: SOUTH ELEVATION. FLOOR PLAN NOT AVAILABLE. NOTE: THE STAFF OCCUPYING THIS FACILITY ARE PARKS MAINTENANCE STAFF.

CURRENT PHYSICAL SECURITY MEASURES

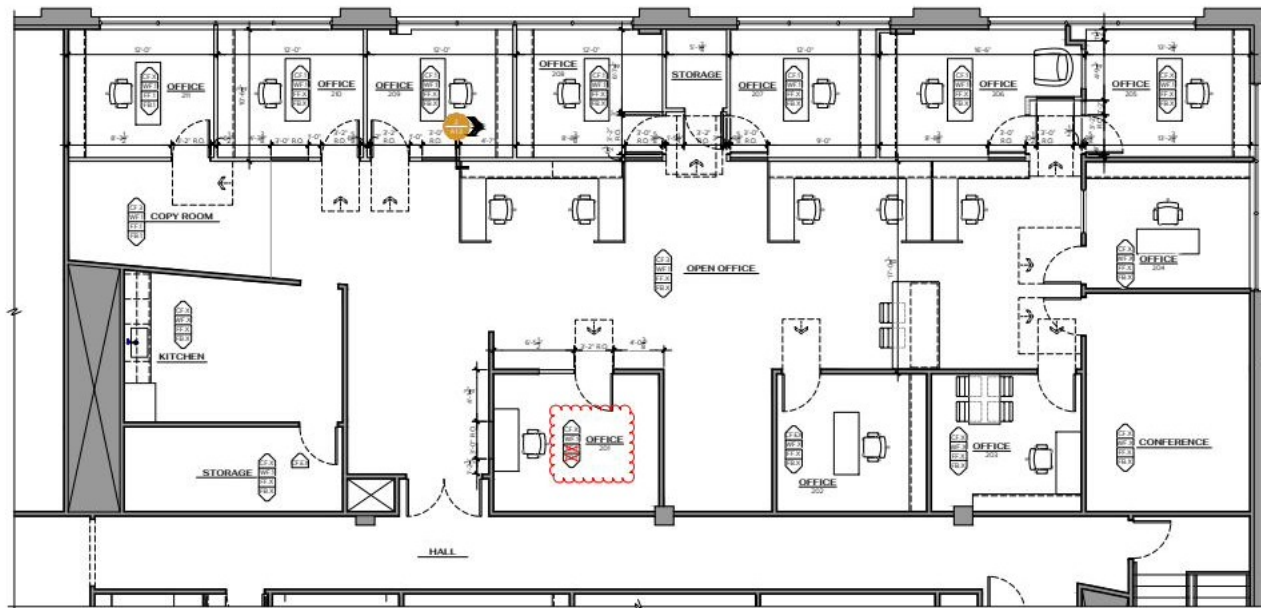
This facility houses the Parks & Recreation Department and includes approximately six workstations along with a garage area for Parks & Recreation equipment. The building is not considered high risk, as it is not open to the public. No physical security measures are currently in place at this facility.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
1	Camera coverage of the front and rear façades of the building is incomplete. Without full surveillance coverage of the building exterior, attempts at forced entry, vandalism, theft of stored Parks & Recreation equipment, and other suspicious activity at the building perimeter cannot be observed or recorded.	Add additional front and rear exterior cameras to provide full coverage of both façades.	MEDIUM	\$8,500
2	Entrance doors are controlled by keypad only, with no card-reader access control in place. Keypad-only entry allows codes to be observed and shared, provides no audit trail of individual access events, and eliminates the ability to revoke credentials for specific users without changing the code for all staff.	Remove keypad access on controlled entrance doors and replace with card readers tied to the Town's existing access control system.	MEDIUM	\$6,800
3	No intrusion detection system is present at the facility. Without an intrusion alarm, after-hours forced entry, vandalism, or theft of Parks & Recreation equipment can occur without detection or monitored response, delaying law enforcement notification.	Provide an intrusion detection system with door contacts at all exterior doors, motion sensors at key interior spaces, and central monitoring.	MEDIUM	\$8,500

SUITE 200

Planning & Building Department and Public Works and Utilities Department: Leased Office Suite



CURRENT PHYSICAL SECURITY MEASURES

This suite functions as office space for the Town's Planning & Building Department and Public Works and Utilities Department, serving members of the public who visit for permitting, development review, and related transactions.

#	DESCRIPTION
1	Ring doorbell at the suite exterior entry, connected to staff's phones.
2	Privacy film applied to the glass doors leading into the suite.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
1	After entry into the suite, a visitor has unrestricted access to the entire space with no physical barriers separating the public from staff areas. Unrestricted public access to staff areas increases the risk of theft, vandalism, targeted violence, unauthorized access to sensitive records and computer systems, and physical assault on staff working away from the entry.	Add a wall to create a secure vestibule and waiting area off the entry. Update the existing office and transaction opening as required; consider glazing the transaction opening. Provide access control on new door.	HIGH	\$42,200
2	Only one entry/exit serves the suite. If an incident occurs at the entry, staff have no alternate way out. A single point of entry and exit eliminates egress redundancy during an emergency, leaving staff with no escape route if an incident, fire, or hostile actor occurs at the primary entry.	Add a secondary exit through the existing Conference Room to provide a second means of egress. Ubiquiti: \$6,500 for card reader and door contact.	HIGH	\$6,800
3	The current Ring doorbell is a residential-grade product, not appropriate for a municipal department managing public transactions. Residential-grade access screening provides limited image quality, no integration with staff workstations, and no audit trail, reducing the staff's ability to identify, document, and respond to potential threats prior to opening the door.	Replace with a Ubiquiti video intercom with door-release control at reception, allowing staff to visually screen visitors and remotely allow or disallow access into the facility. Because the Ubiquiti intercom is IP-based on the Town network, it does not require a dedicated receptionist: calls can ring multiple staff devices or workstations for shared answering and, when the suite is unattended, be routed back to Town Hall reception for screening and remote door release.	LOW	\$5,400
4	No duress buttons are provided for staff. Without a duress capability at the public transaction window, staff have no covert means to summon assistance during a hostile encounter, materially delaying emergency response.	Once the secure vestibule (Item 1) is in place, add a duress button at the front transaction window where staff interact with the public.	MEDIUM	\$600

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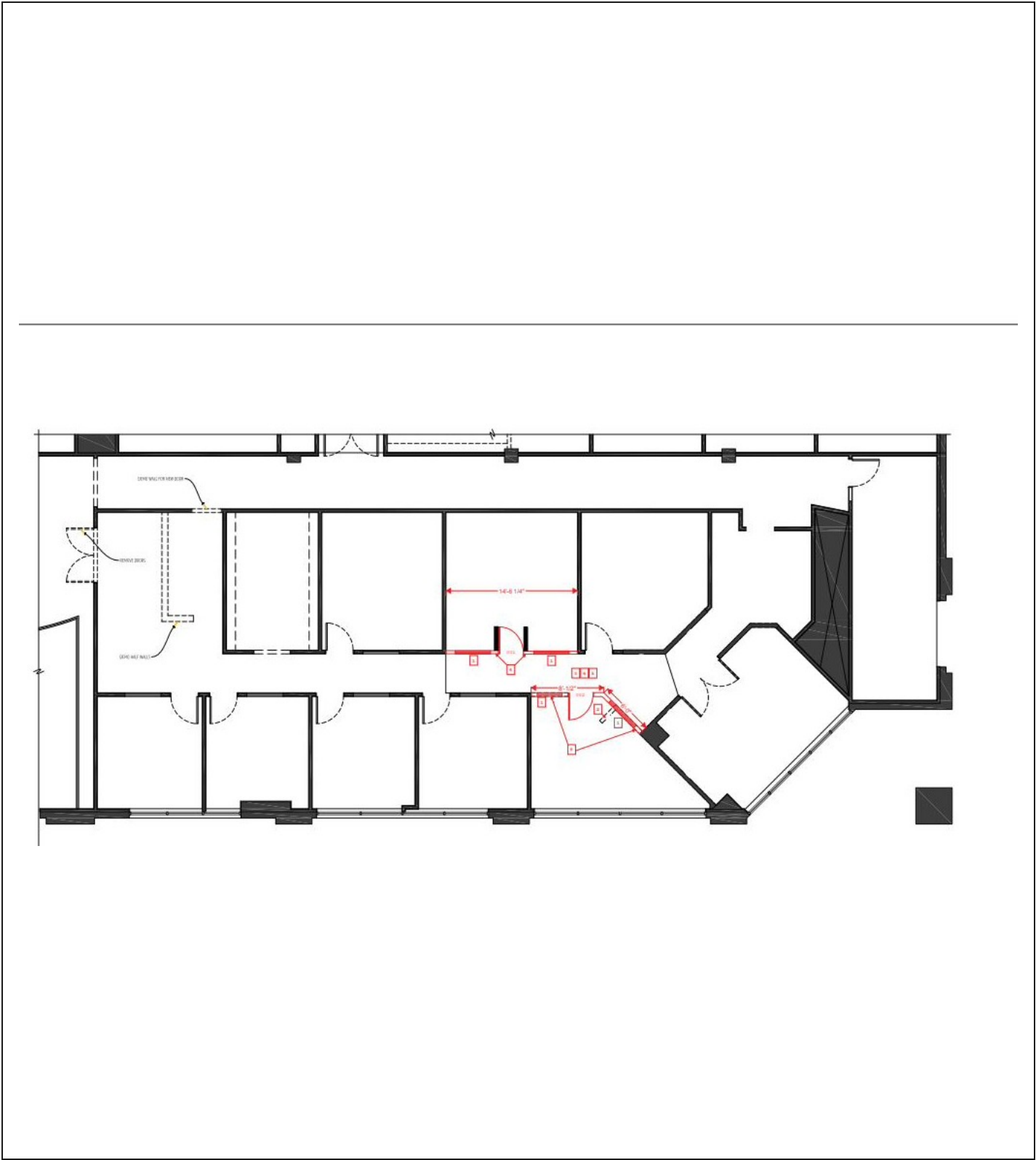
Continued from previous sheet. Deficiencies 5 to 7 below; refer to the building floor plan for context.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
5	No camera coverage is provided at the suite entry area. Without camera coverage at the primary entry, suspicious approach, attempted forced entry, and after-incident identification of individuals cannot be observed or recorded.	Add two cameras outside the suite area and one in the vestibule/entry to cover the area immediately inside the main door.	MEDIUM	\$6,500
6	The main entry door to the suite is secured with a key lock only, with no electronic access control. A key-only main entry provides no audit trail of staff or after-hours access, no ability to revoke access remotely, and increases the risk of lost-key compromise of the entire suite.	Add a card reader and electric door hardware at the main entry to provide controlled, auditable access. \$6,500 for card reader and door contact. The \$6,500 card reader and door contact is a component of the \$13,600 total shown in the Price column; the balance covers electric door hardware, power supply, and installation.	MEDIUM	\$13,600
7	No intrusion detection system is present at the suite. Without an intrusion alarm, after-hours forced entry, vandalism, or theft can occur without detection or response, delaying law enforcement notification and recovery of records or equipment.	Provide an intrusion detection system with door contacts at all exterior doors, motion sensors at key interior spaces, and central monitoring.	MEDIUM	\$8,500
8	The suite currently participates in shared multitenant access control arrangements across leased building floors rather than consolidating credential management under Town-owned systems. Relying on multitenant shared access control reduces the Town's ability to audit, revoke, or enforce credential policies independently, increasing exposure in the event of a neighboring tenant security incident.	Consolidate access control for all Town-occupied suites under a single Town-owned system to enable centralized credential management and auditing.	MEDIUM	-
9	Bid openings are currently held in the staff work area, exposing staff and sensitive office operations to members of the public attending bid events. Conducting public bid openings in active staff work areas removes the physical separation between public visitors and staff operations, increasing risk of unauthorized access to workstations, records, and personnel.	Change protocol to conduct bid openings in a non-staff work area designated for public-facing functions.	LOW	-
10	No duress button is provided for reception staff. Without a duress button, reception staff have no means of silently alerting security or law enforcement during a threatening encounter at the front desk.	Provide a duress button at the reception station connected to the building security monitoring system.	HIGH	\$600

SUITE 220

Leased Office Suite: Appointment-Based Public Access



CURRENT PHYSICAL SECURITY MEASURES

This suite functions as an office space for various town employees.

#	DESCRIPTION
1	Privacy film applied to the existing glass doors at the suite entry.
2	Good secondary egress already in place from the suite.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
1	No A/V intercom is provided at the suite entry. Combined with the privacy film, staff at reception cannot see a potential threat until the door has been opened. Inability to visually screen visitors before opening the door eliminates the staff's primary opportunity to identify a threat and secure the suite, exposing staff to direct contact with unscreened individuals.	Install a commercial A/V video intercom at the entry with door-release control at reception, allowing staff to visually screen visitors and remotely allow or disallow access into the facility. Because the Ubiquiti intercom is IP-based on the Town network, it does not require a dedicated receptionist: calls can ring multiple staff devices or workstations for shared answering and, when the suite is unattended, be routed back to Town Hall reception for screening and remote door release.	MEDIUM	\$5,400
2	The suite is part of a leased building. Because the Town does not own the full facility, anyone can enter the shared lobby and public restrooms. Unhoused individuals have previously been encountered in these common areas. Lack of control over the shared building common areas creates opportunity for trespass, harassment of staff and visitors, sanitation issues, and unauthorized loitering immediately adjacent to the secured suite entry, which degrades the protective value of the suite's controlled-access measures.	Long term, plan to consolidate this department into the Town Hall space, where the Town controls the full building envelope. Note: other intermediate items as noted here can help alleviate the need to consolidate.	MEDIUM	-
3	No camera coverage is provided to view the reception area or the office hallway. Without camera coverage of the reception area and primary office circulation, incidents, suspicious activity, and post-incident identification of individuals cannot be observed or recorded.	Add three cameras outside the suite area and one at the entry to view both the reception area and the office hallway.	MEDIUM	\$9,400
4	The main entry door to the suite is secured with a key lock only, with no electronic access control. A key-only main entry provides no audit trail of staff or after-hours access, no ability to revoke access remotely, and increases the risk of lost-key compromise of the entire suite.	Add a card reader and electric door hardware at the main entry to provide controlled, auditable access. \$6,500 for card reader and door contact.	MEDIUM	\$13,600

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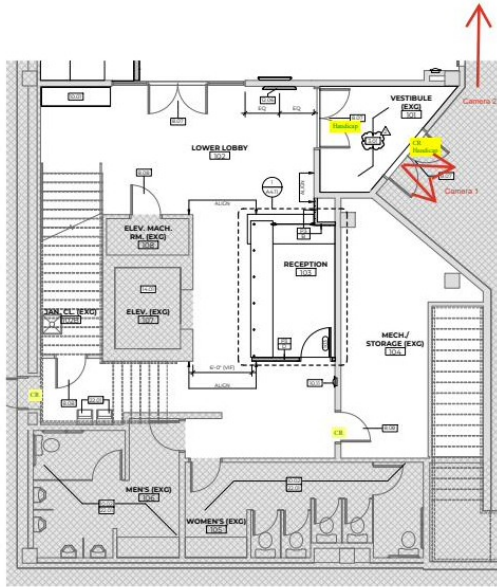
Continued from previous sheet. Deficiencies 5 and 6 below; refer to the building floor plan for context.

DEFICIENT SECURITY MEASURES

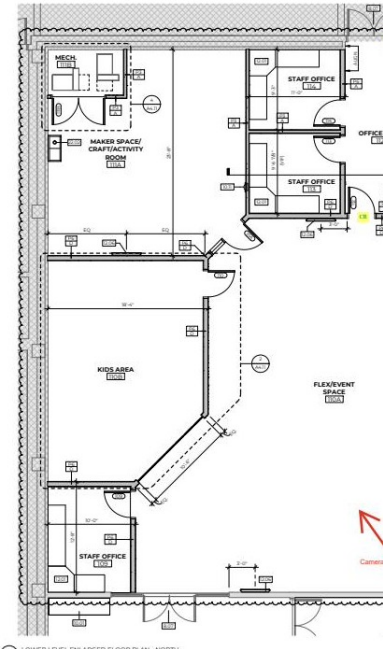
#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
5	An intrusion detection system appears to be installed at the suite, but it is unclear whether staff understand its function or know how to operate it. An intrusion system that staff cannot confidently operate provides no effective deterrent or response benefit. An unmonitored or improperly armed system leaves the suite unprotected during after-hours periods.	Confirm the purpose, monitoring status, and arming procedures of the existing panel with the system provider, and conduct training for all staff who are responsible for arming or disarming the system.	MEDIUM	-
6	No duress button is provided for staff at the reception station. Without a duress capability at the reception station, staff have no covert means to summon assistance during a hostile encounter, materially delaying emergency response.	Provide a duress button at the reception station connected to the building security monitoring system.	HIGH	\$600

CIVIC CENTER

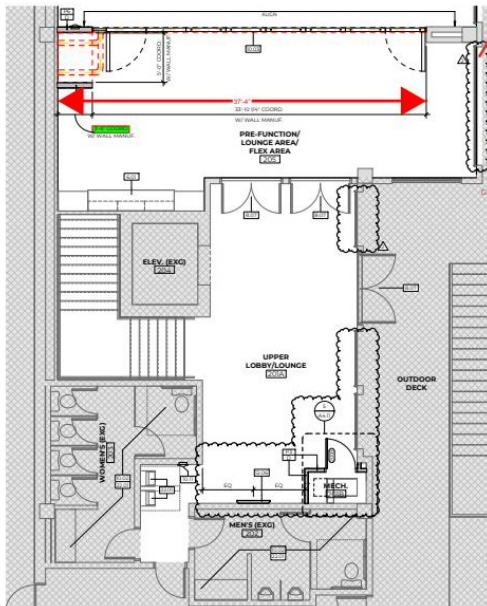
Community Civic Space: Within Housing Complex



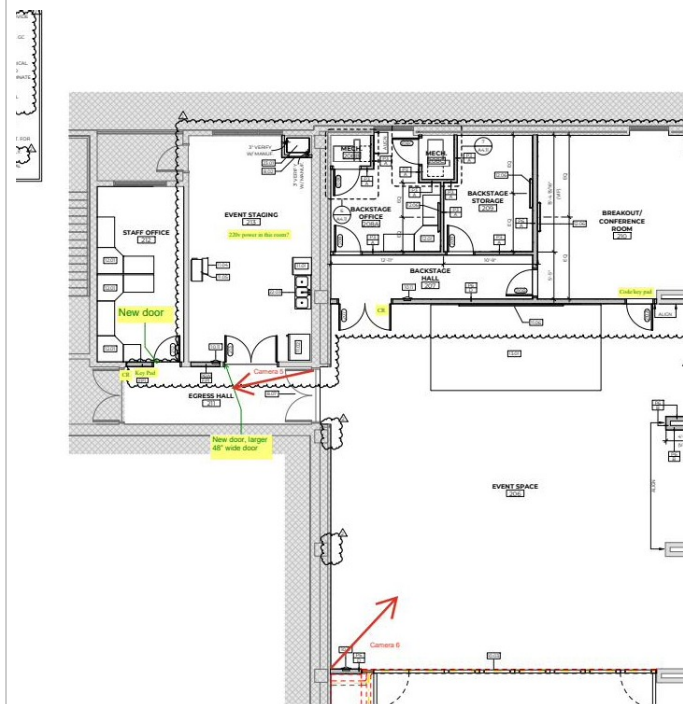
LOWER LEVEL: SOUTH



LOWER LEVEL: NORTH



UPPER LEVEL: SOUTH



UPPER LEVEL: NORTH

FLOOR PLANS: LOWER & UPPER LEVELS.

CURRENT PHYSICAL SECURITY MEASURES

This building serves as a community-driven civic space within a recently completed housing complex. By design, the space is open and accessible to the public, which must be respected. Town staff also occupy a first-floor reception desk and several offices throughout the building, creating a tension between open community access and staff security that must be managed carefully.

DESCRIPTION

Existing camera coverage is in place at the facility.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
1	The first-floor Reception desk is isolated from other staff, with no duress capability available to the staff member stationed there. An isolated reception staff member without a duress capability faces delayed emergency response in the event of a hostile encounter or other incident. This is particularly significant in a community space where visitor screening is minimal by design.	Add a duress button at the Reception desk, tied to the same monitoring response as the Town Hall.	HIGH	\$600
2	Multiple staff offices have doors that open directly into public-occupied spaces. Two of the staff offices also open onto a corridor that contains an exit pathway with a permanently free-egress door, giving an intruder additional time and cover to attempt entry into a staff office or other restricted area. Direct adjacency between staff workspaces and uncontrolled public areas, combined with a free-egress door providing an extended approach corridor, increases the risk of forced entry, unauthorized surveillance, and prolonged hostile access attempts before staff or law enforcement can respond.	Develop a plan to consolidate Town staff into one secure location where the staff working environment is separated from the public civic space. Note: Other items like existing camera coverage would be recommended as an intermediate option and have already been completed.	HIGH	-
3	Camera coverage is insufficient at the building exterior and within the event and lobby areas. Without comprehensive surveillance coverage of high-occupancy interior spaces and the building perimeter, incidents, suspicious activity, and post-incident identification of individuals cannot be observed or recorded.	Provide additional camera coverage at the building exterior and within the event and lobby areas.	MEDIUM	\$28,900

CONTINUED FROM PREVIOUS SHEET

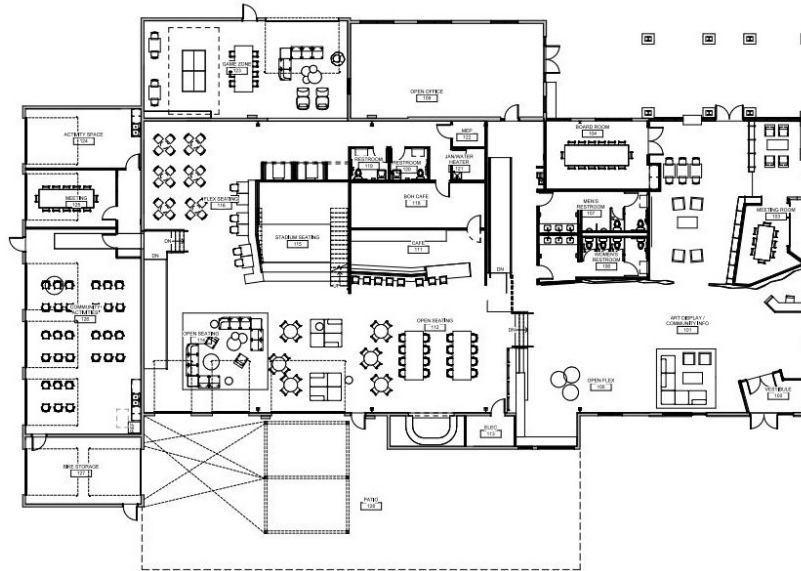
Continued from previous sheet. Deficiencies 4 to 7 below; refer to the building floor plan for context.

DEFICIENT SECURITY MEASURES

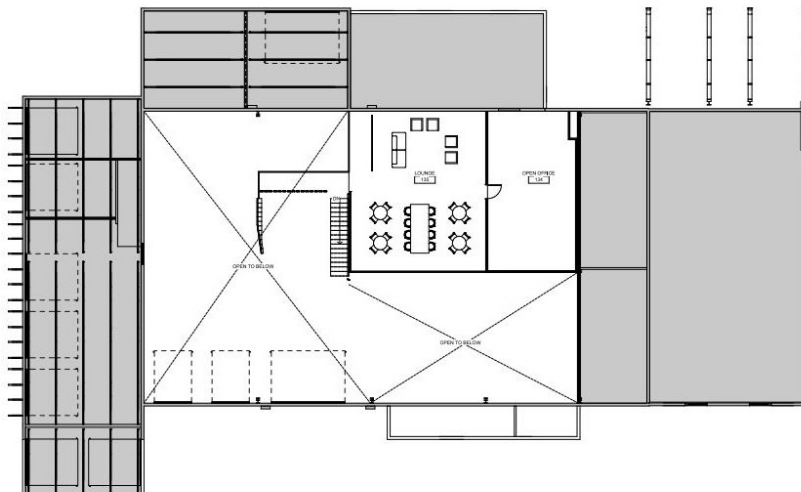
#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
4	A door contact on the roll-up door to the outside deck is not properly aligned, preventing the access control system from confirming a secure door state. A misaligned door contact creates a false-secure condition in which the access control system may report the door as closed while it remains open or unlatched, eliminating the ability to detect unauthorized entry through this opening.	Realign the door contact and strike on the roll-up door to restore accurate door-state monitoring by the access control system.	LOW / LIFE-SAFETY	\$400
5	Card-access keypads are mounted in public-facing locations where PIN entry can be observed during use. Visible keypad entry allows credentials to be observed and reused by unauthorized individuals, defeating the access control system.	Remove keypads from public-facing areas and rely solely on badge authentication for access control. \$1,000 for reprogramming only; \$2,000 to remove combo keypad/card reader and replace with card reader only (Ubiquiti).	MEDIUM	\$1,000 – \$2,000
6	Reception does not have a direct line of sight to the main entrance. Visitors entering the building cannot be visually screened by staff before approaching the reception area. Inability to identify visitors prior to their arrival at the reception desk reduces the staff's reaction time during a hostile encounter and limits the ability to discreetly notify others or initiate a response.	Add a commercial A/V video intercom at the main entrance with door-release control at reception, allowing staff to visually screen visitors and remotely allow or disallow access into the facility. (Coordinate with the building's community-access design intent.)	MEDIUM	\$5,400
7	There is no controlled separation between the public event areas and the office hallway on the upper level. The doors on the north side of the upstairs event room currently allow unrestricted passage between public and staff spaces. Uncontrolled access between high-occupancy public event areas and staff workspaces increases the risk of unauthorized access to records, theft, and staff harassment, particularly during events when large numbers of unscreened visitors are present.	Add card-reader access control and electric locking hardware to the doors listed below: (\$21,400); two card readers for offices downstairs (\$14,300); one card reader for Technology room (\$6,500); one card reader to back exit (\$7,100).	MEDIUM	\$42,200 full scope
8	The reception desk does not incorporate ballistic glazing or ballistic-rated materials. Staff at reception are directly exposed to the main entrance and adjacent public circulation with no ballistic barrier. Absence of ballistic protection at the primary staff-public interface point leaves reception personnel without a physical barrier during a hostile ballistic event, increasing risk of serious injury or death.	Install Level 3 ballistic-rated transaction glazing and ballistic panel materials at the reception desk counter, including a pass-through transaction window. Coordinate with existing millwork and access control layout.	LOW / LIFE-SAFETY	\$20,400

COMMUNITY CENTER

Public Community Facility: 1500 Coalton Road



LEVEL I



MEZZANINE

FLOOR PLANS: LEVEL I & MEZZANINE. NOTE: THE PLANS SHOWN ARE NOT UPDATED TO THE CURRENT LAYOUT.

CURRENT PHYSICAL SECURITY MEASURES

This facility serves as the Town's primary community center, providing public meeting and activity spaces, a café, a Board Room, open offices, and a variety of flexible community-use areas across two levels.

DESCRIPTION

1 Existing camera coverage is in place at the facility.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
1	Card-access keypads are mounted in public-facing locations where PIN entry can be observed during use. Visible keypad entry allows credentials to be observed and reused by unauthorized individuals, defeating the access control system.	Remove keypad access on controlled doors and rely solely on badge authentication in all public-facing areas. \$500 for reprogramming only; \$1,400 to remove combo keypad/card reader and replace with card reader only.	MEDIUM	\$500 – \$1,400
2	Access control wiring is exposed above doors and within door frames, with unprotected wire runs visible. Exposed access control wiring allows tampering, disabling, or splicing of the credentialing system, defeating door security.	Provide additional wiremold protection at exposed wiring runs and plug any exposed holes in wall and frame penetrations.	MEDIUM	\$600
3	No duress button is provided for staff at the reception area. Without a duress capability, staff at reception have no covert means to summon assistance during a hostile encounter, materially delaying emergency response in a high-traffic public facility.	Provide a duress button at the reception desk, tied to the same monitoring response as the Town Hall.	HIGH	\$600
4	Request-to-exit (REX) sensors at controlled doors pick up traffic from the open office area, unlocking doors without credentials based on nearby motion. An over-sensitive REX sensor automatically unlocks doors based on incidental motion rather than intent to exit, bypassing credential requirements and allowing unauthorized passage.	Reposition the REX sensor to detect door-handle movement only, or change the door hardware to use a credential-required release.	MEDIUM	\$600
5	The exterior door at the open office is secured with a keypad and key only, with no electronic access control. A keypad-and-key entry provides no audit trail of access, allows codes to be observed during entry, and increases the risk of lost-key compromise of the office area.	Add a card reader at the open office exterior door to provide controlled, auditable access. Scope covers both the interior and exterior doors to open offices.	MEDIUM	\$13,300

CONTINUED FROM PREVIOUS SHEET

Continued from previous sheet. Deficiencies 6 to 9 below; refer to the building floor plans for context.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
6	The Knox Box is mounted at ladder height, making it inaccessible to first responders on the ground without additional equipment. A Knox Box positioned above reachable height delays first-responder entry during an emergency, increasing response time and the potential for harm in time-critical situations.	Relocate the Knox Box to a standard accessible height reachable from the ground without a ladder.	LOW	\$300
7	Reception staff have no direct, safe secondary egress path from the reception desk area. The current layout does not provide an exit route away from the primary public entry in the event of a hostile incident. A single, unprotected egress route for reception staff eliminates the ability to safely withdraw during an active threat, materially increasing the risk of injury in the event of a targeted incident at the front desk.	Extend the reception desk to incorporate a non-functioning door panel as a visual barrier and add door hardware to create an exit-only egress path for reception staff.	HIGH	-
8	A public meeting room adjacent to staff areas is currently used for committee and council meetings, bringing unscreened members of the public into immediate proximity with staff workspaces. Conducting public meetings in a room directly adjacent to active staff work areas removes the physical separation between the public and staff operations, increasing the risk of unauthorized access to workstations, records, and personnel during meeting events.	Remove keypad access on controlled doors and rely solely on badge authentication in all public-facing areas. Change protocol so that committee and council meetings are not held in this space.	MEDIUM	-
9	Existing camera viewing angles may not cover all desired areas of the facility. The Game Zone in particular has no camera coverage. Coverage gaps leave blind spots that allow unauthorized activity to occur without detection or evidentiary record.	Replace legacy camera hardware and adjust existing camera views to provide better coverage. Add a camera in the reception area.	MEDIUM	\$4,800

CONTINUED FROM PREVIOUS SHEET

Continued from previous sheet. Deficiencies 10 to 12 below; refer to the building floor plans for context.

DEFICIENT SECURITY MEASURES

#	DEFICIENCY / POTENTIAL RISK	PROPOSED REMEDY	RISK	PRICE
10	The reception desk does not incorporate ballistic-rated materials. Staff seated at the desk are not shielded from projectile threats originating in the public lobby or entry areas. An unprotected reception desk provides no barrier between staff and a ballistic threat from the public-facing side of the counter, materially increasing the risk of injury to staff during a targeted incident at a high-traffic public facility.	Reconstruct or retrofit the reception desk to incorporate UL Level 3 ballistic-rated panel materials at the front and side faces of the counter, providing staff protection from the seated position.	LOW	\$20,400
11	Exterior windows directly contiguous to the reception desk area are not ballistic rated. Clear glazing provides no resistance to projectile threats from outside the building. Unrated exterior glazing adjacent to the reception desk creates a direct line of fire from the building exterior to staff at the counter, exposing personnel to ballistic threats that originate outside the facility perimeter.	Apply UL Level 3 ballistic-rated window film to all exterior windows directly contiguous to the reception desk area to provide a minimum ballistic barrier at the glazing perimeter.	LOW	\$5,400
12	Walls within the office space at the reception desk are standard construction and are not ballistic rated. Staff retreating to this office during a hostile incident have no hardened shelter-in-place capability. Non-rated wall construction in the office adjacent to reception provides no resistance to ballistic penetration, eliminating an effective refuge option for staff during an active threat event at the primary public counter.	Retrofit the walls of the office within the reception desk area to achieve a minimum UL Level 3 ballistic rating, using rated panel systems or equivalent construction installed at the interior face of existing walls.	LOW	\$10,200

SYSTEMWIDE TECHNOLOGY APPROACH

Coordinated Security-Technology Direction for All Town Facilities

■ SECURITY CONTEXT

Municipal facilities face a different risk profile than conventional commercial buildings because they include open and public-facing spaces where public access and contentious public processes intersect. These spaces are more likely to see disruption, confrontation, and unauthorized access, particularly in lobbies, chambers, and other shared areas. As a result, these facilities require a more capable and coordinated security approach than stand-alone systems were originally designed to support.

■ SECURITY

SOFTWARE

- Software will be open-platform and incorporate industry standards: widespread compatibility, documentation, and support
- Provides greater flexibility in system selection and future expansion
- Enhanced situational awareness through unified security management
- Better advanced analytics options, extensive libraries of hardware and 3rd-party software available
- Integration of Access Control and Surveillance.
 - Card reader-to-camera associations
 - Intercom-to-camera and intercom-to-door associations
 - Event-triggered live video call-up
 - Event-triggered recorded video call-up
 - Event and alarm routing between platforms
 - Recorded video bookmarking
 - Combined graphical mapping
 - Intercom call routing and workstation answering workflow
 - Camera analytic-to-access control event integration
- Users will no longer need to swap between multiple systems

ACCESS CONTROL

- Swap to a new access control system.
 - Replace door controllers and headend
 - Existing door hardware can be maintained
 - Addition of new access control doors.
- Add duress buttons and secure building in a duress situation.
- Remove keypad options from card readers.
 - Keycodes are not secure
 - Unauthorized personnel able to easily obtain codes visually
- Video intercom communication at building access points, with live video, 2-way audio, remote door release, and related situational awareness to support visitor screening and controlled access.
- Secure existing devices and protecting them from tampering

SURVEILLANCE

- Demo all Ubiquiti cameras and infrastructure.
 - Ubiquiti cameras are not compliant with open-platform standards
- Demo outdated surveillance equipment and cameras.
- Provide new interior and exterior surveillance cameras.
- Configure analytics capabilities and views.
- Provide new centralized storage server located at Town Hall
 - Removing existing DVRs and NVRs.
- Capability to view camera coverage live from any computer or device with appropriate authorization.
 - Mobile client
 - Web browser client
 - Standard networked client
- Provide capabilities to integrate camera views from additional sites, as needed.

INTRUSION DETECTION SYSTEM

- Maintain the DMP intrusion system and integrate bidirectional communication with new access control system.
- Securing the building contents and guard against intruders entering the building when it is not occupied.
- Door position switches (door contacts) on exterior doors (can be shared with access control).
- Add intrusion to Suite 200/220 and Fire house.

NETWORK EQUIPMENT

- All edge network equipment (routers, switches) and servers shall be provided by Owner.

SYSTEMWIDE TECHNOLOGY PROBABLE COST

Option 1: New Open-Platform System (Full Overhaul)

■ ABOUT THIS PROGRAM

The figures on these two pages describe a separate, systemwide security-technology program for all Town facilities. Where the building-by-building items elsewhere in this report address individual deficiencies one at a time, this program is a single coordinated overhaul that replaces and standardizes the Town's security technology on one open platform. Two directions are presented: a full open-platform overhaul (Option 1), and a lower-cost path that expands the Town's existing Ubiquiti and DMP systems (Option 2). The Town can pursue the targeted building items, this systemwide program, or a combination of the two.

■ OPTION 1: CATEGORY SUMMARY

CATEGORY	TOTAL
Server / Storage / Programming / Software Configuration / Monitoring Access (Fixed)	\$60,000
Surveillance	\$182,000
Access Control + Video Intercom	\$146,000
Intrusion	\$15,000
Total	\$403,000

■ OPTION 1: COST BY SITE

SITE	SURVEILLANCE	ACCESS CONTROL / INTERCOM	INTRUSION	TOTAL
Town Hall	\$40,000	\$27,000	-	\$67,000
Bungalow	\$7,000	\$9,000	-	\$16,000
Fire House	\$12,000	\$12,000	\$5,000	\$29,000
Civic Center	\$40,000	\$42,000	-	\$82,000
Community Center	\$65,000	\$32,000	-	\$97,000
Suite 200	\$8,000	\$12,000	\$5,000	\$25,000
Suite 220	\$10,000	\$12,000	\$5,000	\$27,000

SYSTEMWIDE TECHNOLOGY PROBABLE COST

Option 2: Expand Existing Ubiquiti and DMP (Material + Labor + 10%)

OPTION 2: CATEGORY SUMMARY

CATEGORY	TOTAL
Server / Storage / Programming / Software Configuration / Monitoring Access (Fixed)	\$45,000
Surveillance	\$98,000 – \$138,000
Access Control + Video Intercom	\$128,000
Intrusion	\$15,000
Total	\$286,000 – \$326,000

OPTION 2: COST BY SITE

SITE	SURVEILLANCE	ACCESS CONTROL / INTERCOM	INTRUSION	TOTAL
Town Hall	\$40,000	\$22,000	-	\$62,000
Bungalow	\$6,000	\$9,000	-	\$15,000
Fire House	\$12,000	\$12,000	\$5,000	\$29,000
Civic Center	\$20,000	\$33,000	-	\$53,000
Community Center (Analytics)	\$2,000 – \$42,000	\$28,000	-	\$30,000 – \$70,000

Note: Suite 200 and Suite 220 are not broken out in this expand-existing option and will be added when the two directions are compared side by side. This systemwide program is a comprehensive alternative to the individual building technology items listed earlier in the report; the Town can implement either approach, or combine them.

RISK ASSESSMENT RESULTS

Compiled Averages from Seven Staff Surveys, Ranked by Weighted Severity

These results reflect a risk assessment survey completed by leadership across seven Town departments. Each participant rated a common list of potential threats on a one-to-five scale across three dimensions; the probability of the event, the severity of its consequences, and the Town's current capacity to respond. The individual ratings were averaged across departments and combined into a single weighted-severity score, which ranks the threats from greatest to least concern.

Because the survey captures the informed judgment of the people who operate these facilities every day, it is inherently subjective; its value lies in showing where staff perceive the greatest exposure and the widest gap between a threat and the Town's readiness to meet it. Read alongside the building-by-building findings, the results help the Town prioritize not only physical improvements but also training, procedures, and emergency-response planning, and they establish a baseline that can be re-surveyed over time to measure progress.

THREAT RANKING BY WEIGHTED SEVERITY

RANK	THREAT	PROB. (A)	SEV. (B)	RESP. (C)	WEIGHTED
1	Cyberattack	4.29	4.29	3.00	55.21
2	Fire	3.64	3.86	3.14	44.12
3	Active shooter	2.14	4.86	3.86	40.15
4	Hostile customer at service counter	4.29	2.71	2.71	31.51
5	Suspicious or dangerous package	2.71	3.50	3.29	31.21
6	Demonstrations and civil disturbance	3.14	2.71	3.29	28.00
7	Burglary	2.86	3.00	3.00	25.74
8	Infectious, communicable, or pandemic disease	2.79	3.14	2.86	25.06
9	Vehicle impact or errant vehicle into building	2.50	3.00	3.33	24.98
10	Incendiary fire	2.14	3.57	3.14	23.99
11	Equipment failure	3.17	2.50	2.67	21.16
12	Bomb threat	1.57	3.57	3.71	20.79
13	Armed robbery	1.43	3.71	3.57	18.94
14	Hostile vehicle attack	1.86	3.14	3.14	18.34
15	After-hours rental or event security incident	2.57	2.57	2.57	16.97
16	Suspicious mail or package screening	2.71	2.43	2.43	16.00
17	Domestic dispute spillover	1.86	2.86	2.86	15.21

Weighted Severity = A x B x C. Range is 1 to 125. Higher scores indicate greater concern. Top three items (highlighted) carry weighted scores more than 40 percent above the fourth-ranked item.

THREE HIGHEST-CONCERN THREATS

Cyberattack

55.21

Highest probability (4.29) and highest severity (4.29) of any threat surveyed. Current response capacity rated moderate (3.00), leaving the largest gap between exposure and readiness.

Fire

44.12

High probability (3.64) and high severity (3.86). Despite established life-safety systems, respondents flagged response capacity at 3.14, indicating room for staff training and procedural reinforcement.

Active shooter

40.15

Lower probability (2.14) but the highest severity score in the survey (4.86). Response capacity rated 3.86, the second-largest readiness gap. Duress and hardening recommendations elsewhere in this report directly address this threat.

SCORING METHOD

A: Probability	1 = Less likely, 5 = More likely
B: Severity	1 = Moderate, 5 = Severe
C: Response	1 = Sufficient resources, 5 = Absence of resources
Weighted	A x B x C, range 1 to 125. Higher = greater concern.

ERIE TOWN HALL

Precedent Tour · Observations & Takeaways

On Tuesday, May 26, members of the Core Planning Group toured the recently renovated Erie Town Hall to observe how a comparable Colorado municipality has approached physical security in an active, public-facing civic building. Erie's facility was of particular interest because many of its measures address the same conditions the Town of Superior is evaluating: public service counters, a council chamber that also serves court functions, and a mix of public and staff-only zones.

FRONT COUNTER & RECEPTION

At the time of the tour, the main front counter remained open, but staff noted that it is being changed to a fully enclosed, bullet-resistant configuration. Camera views are displayed on a television in the public lobby as well as on the receptionists' screens, giving staff continuous awareness of activity at the entry and approach. Each counter that serves the public is equipped with a duress button and is protected by a Level 3 bullet-resistant window and wall system.

COUNCIL CHAMBERS

In the Council Chambers, bullet-resistant protection is provided at the dais. The chamber has a second entrance and a dedicated emergency exit, giving officials more than one egress path during a disturbance. The group did note one planning concern: the judge's office is located across the hall from the chambers, which requires the judge to pass briefly through a public corridor to reach the chamber on court days, an arrangement that is not ideal from a security standpoint.

UPPER LEVEL

Upstairs, the group observed fewer cameras overall, though cameras were present in the HR conference room.

TAKEAWAYS

Erie's approach reinforced several of the priorities identified for Superior, particularly the value of enclosed, bullet-resistant service counters, duress capability at every public-facing position, redundant egress at the council and court space, and live camera awareness at reception. It also highlighted the importance of circulation planning: keeping judicial and other sensitive movement separated from public corridors wherever possible.

ERIE TOWN HALL

Precedent Tour · Photo Documentation (1 of 2)



Open front reception counter and public lobby. Live camera views are displayed on the lobby television and on the receptionists' screens.



Building & Planning service counter, with the same enclosed, bullet-resistant protection.



Enclosed Finance service counter, protected by a Level 3 bullet-resistant window and wall system. Each public counter has a duress button.



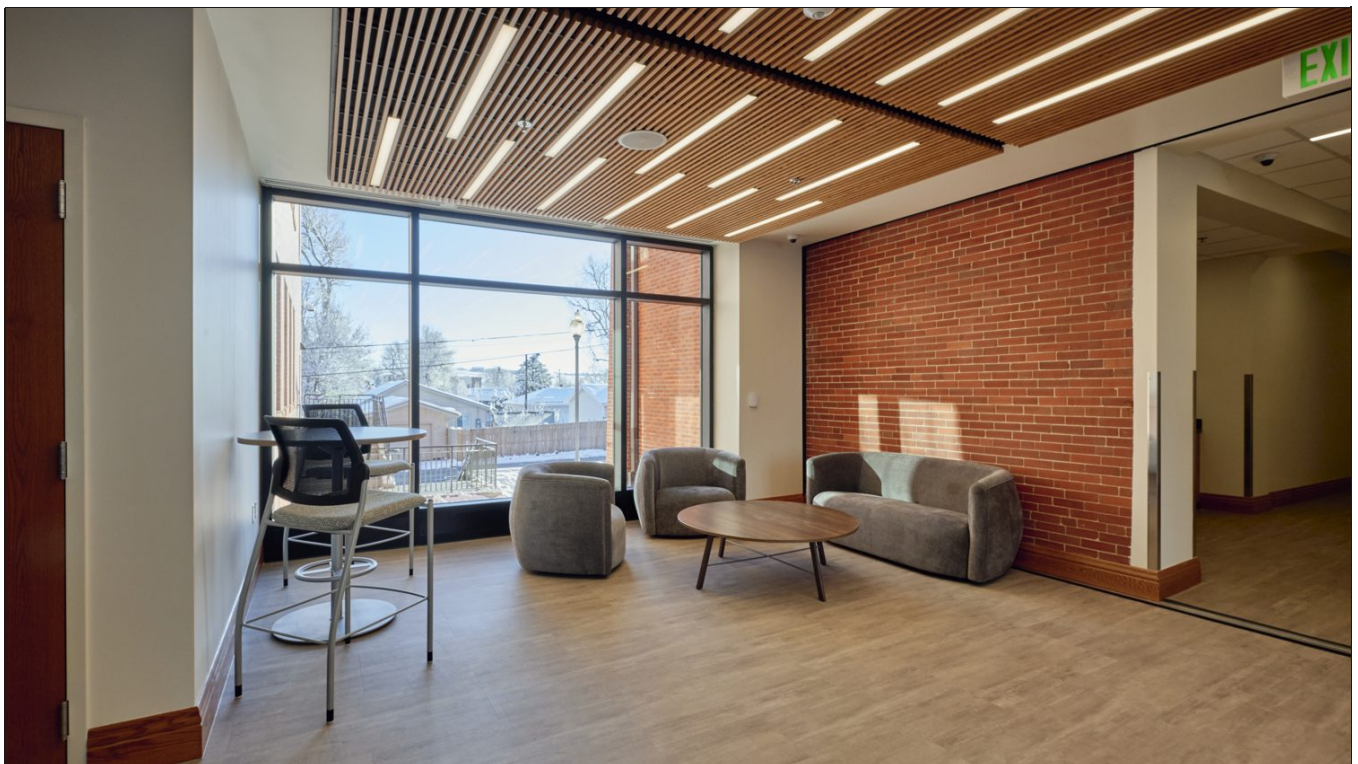
Staff work room and corridor serving the public-facing counters.

ERIE TOWN HALL

Precedent Tour · Photo Documentation (2 of 2)



Council Chambers dais, where bullet-resistant protection is provided. The chamber has a second entrance and a dedicated emergency exit.



Public lobby waiting and circulation area off the main service counters.



Council Chambers seating and public gallery.



Upper-level offices and conference rooms. Cameras are present in the HR conference room upstairs.

RECOMMENDATIONS & NEXT STEPS

Translating the Findings into a Prioritized, Phased Plan

OVERVIEW

- This assessment identified 58 deficiencies across seven Town-operated facilities, with an estimated portfolio cost of \$531,400 to \$588,400. The recommendations below translate those findings into a prioritized, phased plan that focuses first on life safety and the Town's highest-exposure public spaces (Town Hall, Suite 200, the Civic Center, and the Community Center) while advancing a consistent, open-platform security-technology standard across the portfolio.

PRIORITY RECOMMENDATIONS

- Add duress capability at public-facing staff locations where none currently exists.
- Improve protection at Town Hall, particularly around Council Chambers, related glazing, and other exposed public/staff interface points.
- Create better staff/public separation and more secure reception conditions at Suite 200.
- Address isolated reception and public-adjacent staff workspaces at the Civic Center.
- Improve reception safety, egress, and access-control weaknesses at the Community Center.
- Advance basic hardening and access-control measures at facilities with lower public exposure but identifiable gaps.

SECURITY-TECHNOLOGY DIRECTION

- Adopt an open-platform system that integrates access control and surveillance for unified situational awareness.
- Replace the access-control headend and controllers, add duress capability, remove insecure keypads, and add video intercoms at access points.
- **Town comment – codes vs. cards/fobs:** Yes. Where a combination keypad/card-reader already exists, the code function can simply be disabled and staff issued cards/fobs (the lower-cost “reprogramming only” option), avoiding hardware replacement. Only doors that currently have a keypad but no card reader require new reader hardware to accept cards/fobs.
- Replace non-compliant and outdated cameras; add interior and exterior coverage with analytics and centralized storage at Town Hall.
- Maintain and integrate the DMP intrusion system, extending detection to Suite 200/220 and the Firehouse.

PHASED IMPLEMENTATION

- **Near-Term (0–12 months):** add duress at public-facing counters; harden Town Hall Council Chambers glazing and exposed interface points; close the most repeated, low-cost gaps.
- **Mid-Term (1–3 years):** staff/public separation and secure reception at Suite 200; isolated reception and public-adjacent workspaces at the Civic Center; reception safety, egress, and access control at the Community Center.
- **Long-Term (3+ years):** access control and hardening at lower-exposure facilities; larger reconstruction such as enclosed, ballistic-rated counters as capital funding allows.

NEXT STEPS

- Prioritize near-term, low-cost, high-life-safety items (such as duress and glazing) for immediate budgeting.
- Use the assessment to guide multi-year capital planning and consistent security standards across all facilities.



TOWN OF SUPERIOR

PHYSICAL SECURITY ASSESSMENT

August 10, 2026

THE STUDY INCLUDED:

7 LOCATIONS ASSESSED

STAFF ENGAGEMENT

BUILDING WALK-THROUGHS

RISK RANKING

PLANNING-LEVEL COST
ESTIMATING

STUDY GOALS

- ☐ Protect staff, residents, and visitors in the civic spaces they use every day.
- ☐ Maintain essential public services and workforce confidence.
- ☐ Direct limited funding to the highest-risk needs first.
- ☐ Create more consistent safety practices across seven Town-operated facilities.
- ☐ Prioritize public entrances, service counters, Council Chambers, and other exposed interfaces.
- ☐ Integrate security with a welcoming public atmosphere.
- ☐ Advance practical improvements that can be phased with capital planning.
- ☐ Support life safety, continuity of services, and protection of public assets.

TOTALS AT A GLANCE

Total Deficiencies	58
High Risk	13 (22%)
Medium Risk	38 (65%)
Low Risk	7 (12%)

PLANNING-LEVEL COST ESTIMATE

Building Items	\$172,100 - \$223,100
Technology Option 1: Individual Items	\$359,300 - \$365,300
Technology Option 2: Systemwide Overhaul – <i>New Open Platform</i>	\$403,000
Technology Option 3: Systemwide Overhaul – <i>Expand Existing Systems</i>	\$286,000 - \$326,000

RISK LEVELS

HIGH

Direct threats to life safety, emergency response gaps, greatest public exposure

MEDIUM

Gaps in access-control, surveillance, asset-protection

LOW

Quality-of-system, limited-impact

BUILDINGS RANKED BY NEED

BUILDING		COST	NEED
1	Town Hall	\$200,800 - \$255,900	Council Chambers, municipal court operations, exposed glazing, duress gap
2	Suite 200	\$84,200	No staff/public separation, single egress, daily transactions
3	Civic Center	\$98,900 - \$99,900	Isolated reception, public adjacent offices, large events
4	Community Center	\$56,700 - \$57,600	High traffic, reception egress, duress, and access control gaps
5	Suite 220	\$29,000	Shared lobby with no video intercom or main entry access control
6	Grasso Bungalow	\$38,000	Remote site with no access control, no duress, partial cameras
7	Firehouse	\$23,800	Hardening items, no public access

SYSTEM-WIDE TECHNOLOGY IMPROVEMENTS

- ☐ Create one coordinated security platform
- ☐ Integrate access control and surveillance
- ☐ Improve portfolio-wide surveillance
- ☐ Retain and expand intrusion detection

TWO IMPLEMENTATION PATHS:

1. Option 1 - Complete open-platform replacement = **\$403,000**
2. Option 2 - Expand the existing Ubiquiti and DMP systems = **\$286,000–\$326,000**

ONE IMPLEMENTATION APPROACH

GREATER IMPACT FIRST

PHASE	ACTIONS	COST ESTIMATE
Near-term 0–12 months	Duress at public-facing stations Immediate Town Hall life-safety items Repeated low-cost gaps	\$20,300 phase-one
Mid-term 1–3 years	Secure Suite 200 reception and egress Improve Civic Center and Community Center reception separation, egress, and access control.	\$49,000 Suite 200 sequence; additional scope by project
Long-term 3+ years	Portfolio access-control consolidation Surveillance modernization Larger reconstruction and ballistic-rated improvements as funding allows.	\$255,200–\$297,700 technology sequencing, plus selected capital work



THANK YOU!

QUESTIONS & DISCUSSION



Town Council

Meeting Minutes

July 13, 2026

Town Hall Council Chambers

124 E. Coal Creek Drive

6:00 PM

Dinner with Cultural Arts and Public Spaces Advisory Committee (CAPS) 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 via Zoom

Mayor Pro-tem Jason Serbu

Council Member Heather Cracraft

Council Member Mike Foster

Council Member Jenn Kaaoush

Council Member Stephanie Miller

Absent:

Council Member Neal Shah

Others Present:

Town Manager Matt Magley

Town Attorney Nicholas Hartman

Town Clerk Shannon Dujardin

c. Approval of Agenda

Motion: Council Member Miller moved to approve the agenda with item 5g pulled by Mayor Pro-tem Serbu, seconded by Council Member Foster.

Vote: PASSED. 6 - 0, Absent - 1 (Shah)

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)

Public comment given by:

Delynn Copley
Patrick Hubble
Brad Walker
Dave Braaten
Deb Bowes
Rena Hubbel via Zoom
Scott Edwards via Zoom

Advisory Committee Interviews

- a. Advisory Committee Interviews

Jason Hanson interviewing for CAPS
Dan Weber interviewing for OSAC

Project Updates

- a. Rock Creek Parkway and Indiana Street Construction Project Updates
Presentation by Christine Katz, Public Works Civil Engineer

Town Council approved staff recommends option 2.

Consent Agenda

Motion: Council member Cracraft moved to approve the consent agenda with item 5g pulled, seconded by Council Member Foster.

Vote: PASSED. 6 - 0, Absent - 1 (Shah)

- 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

Item pulled by Mayor Pro-tem Serbu.
Public comment given by Brad Walker

The advisory committed guidebook will be revised and brought back at a later meeting.

- 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

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

Motion: Mayor Lacis moved to approve a resolution appointing Tim Peterson to the Planning Commission, Seconded by Council Member Miller.

Vote: PASSED. 6 - 0, Absent - 1 (Shah)

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

Presentation by Geoffrey Weathers Planner II — via Zoom

Motion: Mayor Lacis moved to approve an Ordinance Amending Section 16-20-30(b) of the Superior Municipal Code Regarding the Definition of Nighttime Hours for Outdoor Lighting Requirements, Seconded by Council Member Cracraft.

Vote: PASSED. 6 - 0, Absent - 1 (Shah)

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.

Motion: Council Member Foster moved to enter Executive Session, seconded by Council Member Cracraft.

Vote: PASSED 6 - 0, Absent - 1 (Shah)

No Action was taken in the Executive Session.

Adjournment

Adjourn at 10:30 p.m.

Mark Lacis, Mayor

Shannon Dujardin, Town Clerk



Meeting Notes
Superior Historical Commission (SHC)
Friday, July 17, 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 – called to order by Dalton Valette at 10:04 a.m.
2. Preliminary Matters
 - a. Roll Call
Present: Larry Dorsey, Dalton Valette, Mary Cartwright, Susan Stanish, Scott Phillips, Maureen Hogg, Jill Roberts
Not present: Karen Waligorski, Errol (Wally) Waligorski
Staff Present: Jennifer “JG” Garner, Arts & History Supervisor
Town Council liaison present: Heather Cracraft
Guests: Paul Gibbs; Jeanne Barrett
 - b. Approval of Agenda – motion to approve by Mary; seconded by Scott; approved by all
 - c. Public Comment (limit 5 minutes/person) - none
3. General Updates, & Debriefing
 - a. Updates
 - i. Correspondence, completed/required
 - Mary wrote thank you notes for donations of baby scale and soap box and thanks-but-no-thanks for donated wood embers
 - Jill wrote to the Weckers and Jim Lastoka about items we want to return to them
 - ii. Marshall Fire Remembrance subcommittee
 - Per Dalton, meeting this week with Louisville City Council; council members Cracraft and Miller were there as well as JG; architects and designers presented current plans; city council members from Louisville asked some questions; consensus was they liked the design and are

- looking at potential ways to partner with us on this; next meeting of the subcommittee will be in August
- iii. RFI log and Mass Media list
 - Per Maureen, she distributed via email a recent update
- iv. Volunteer(s)
 - Dalton will contact Nancy Thomas about availability to help with August museum open days
- v. Donor(s), Lions Club, & recent donations
 - Per JG, Larry discovered one of the donated trees was not doing well so JG sent a Parks staff person to look at it along with Vargas; they ended up replacing that tree and are deep watering all trees
 - Per Larry, we need to make a decision about the grandfather clock offered by Leslie Clark and also the two irons that have been offered; we will discuss the clock separately when we discuss the repair of the existing clock; per group discussion SHC decided to accept both the clocks
- vi. Collection management
 - Per Jill, we continue to move forward with organizing; she discovered a source of bugs in the Asti basement which was too much space under the door; Parks staff has now mitigated this with a better weather strip
- vii. History Colorado Affiliates
 - Per Jill, no session this month; it will be back next month
- viii. Digital screens
 - Per Dalton, no updates on this due to his travels, etc.
- b. Debriefing
 - i. July 4th event booth and fire truck
 - Per participants, things went well; few requests to enter the fire truck; booth attendance was good and visitors were highly engaged
 - Per JG, thanks to Scott and Kathryn for taking many family photos in front of the fire truck
 - ii. July 10 work session
 - Per Jill, the team did a lot of regrouping and organizing of materials in the Asti basement to prepare for additional cataloging and scanning
 - iii. Art Source framing status
 - Per Larry, he picked up the Drumm map from Art Source and took it to North Broadway to Boulder Fine Art for a copy to be made, then he took it back to Art Source; they want it to be checked by SHC before they give it to us permanently; we will store the copy at Asti rolled in acid-free paper; Mary will go with Larry for the review
 - iv. Heritage Roundtable and ANFRM
 - Per Larry, he didn't attend yesterday's Heritage Roundtable
 - Per Jill, the most recent ANFRM was a summer social and more casual; they are concerned about adequate

ongoing participation and the future of the organization but they will likely not make a decision before January

v. Preservation Plan work group

- Per Dalton, he and Scott presented an outline at the last meeting; they have met once since then and have sent an expanded version with an executive summary to JG; next steps will be to determine allocation of budget so we can have a consultant help us write the whole plan; Dalton will send out draft for review by the Commission

4. Work Plan Check-in

a. Discussion Items

i. Next cemetery open day

- Per Dalton, there were a lot of people at the cemetery on the day of the opening of Central Park
- Per discussion by the group, next open day will be Saturday, September 5 with hours of 9:00-11:00 a.m. to help beat the heat

ii. Wall of Fame; Superior milestones project for museum; include Home Rule documentation

- Per Maureen, she suggested possibly displaying at SCC or Superior Civic space; JG noted there isn't enough space in either location; we may revisit adding to the work plan for potentially displaying at SCC after the remodel is completed

iii. Walking Tour/Scroll & Stroll and QR code signage project

- Per Dalton, no major updates; we have the Lions Club signs with QR codes but we still need to determine exact sites and language

iv. Clock repair (vote)

- Per Jill, we want to display the clock from the basement but it currently doesn't work; we could have it repaired to display it as working or we could choose to just display it as not working
- Scott suggested we at least get an estimate on how much it would cost to repair and whether it has all the parts it would need for repair; Jill will find an expert vendor who could provide such an estimate
- The group discussed acceptance of the Leslie Clark family clock; Mary suggested we could possibly move the newer display case in Grasso 90 degrees out and put the clock against the wall; consensus is that we do want the clock; we will spend time at next month's work session determining ideal location

v. Grasso Park exhibit and space rearrange

- Per item iv above, see discussion on clock donation acceptance

vi. Possible recommendation to Council to move forward with a land acknowledgement and relationship with the Northern Arapaho.

- The group discussed how we might initiate these things; Dalton has contact information for Right Relations

organization in Boulder and that could be the best place to start

- Per Scott, the tribes are more used to working on a government-to-government basis versus a community history organization, so we would want to include representation from the Town Council involved

vii. Potential museum programming for August 1 and Colorado 150 Day

- Potential ideas discussed by the group included ordering a cake with a flag of Colorado design; having water available in a jug; JG can arrange for paper plates, napkins, and cups
- The group discussed having the fire truck available at Grasso that day as well and also brainstormed ideas for placement of the large banner celebrating U.S. 250/Colorado 150
- Larry moved we approve an expense of up to \$75 for the cake; motion was seconded by Scott; motion passed unanimously; JG will order it (probably a full sheet cake)

b. Upcoming Events

i. August 1 museums open

- For staffing, Scott will be at Asti in the a.m.; Larry requested an early start to get fire truck moved with help from either Wally or Scott; Susan can be at Grasso at 10:00; Mary at Grasso, Jill will be at Grasso and go wherever needed; JG will also see if Kathryn is available to assist that day

ii. August 14 work session, 10a.m. – 12 noon

- Per group, we will meet at Grasso for rearranging decisions

iii. August 17 SHC hosts ANFRM; Town Hall 1-3 p.m.

- Per Jill, program is “Lessons Learned from the Marshall Fire”; the panel is Clint Folson, JG, maybe Lydia, Larry, and Mary; Jill has prepped agenda and discussion questions to guide the conversation; per Jill we don’t have to worry about snacks because ANFRM said they will handle it

5. Staff Updates

i. Grasso grant status

- Per JG, we decided to go with two assessments, meaning we’ve invited two businesses to assess the structures and give us a basic estimate into what the repairs would cost so we could plug that into the grant request; the two firms are Scheuber and Darden and Deep Roots; History Colorado will do a site visit with JG and our grant writer; then we will start writing; grant is due in October

ii. Update to Asti interpretive sign

- Per JG, no updates right now but it is still on the list for middle of August

- iii. Cemetery fencing
 - Per JG, on the list for Parks staff do carefully check the fencing and see where we are with weeds
 - iv. Reminder: August through November meetings will be held at Town Hall due to construction at the Community Center
6. Other
- a. Per JG, the Gardeners Unite group will be working on a project at Asti Park tomorrow (Saturday) from 10-12.
 - b. Per Mary, Scott and Dalton found a brass frame at the cemetery that apparently held a tomb marker; per Jill, it has now been accepted as “found in collection” and catalogued
 - c. Per JG, she is asking the artist working on the miner sculpture to join one of our upcoming meetings to provide an update
7. Adjourn – motion to adjourn made by Mary; seconded by Susan; motion approved; meeting adjourned by Dalton at 11:58 a.m.

Next meeting: Friday, August 21, 2026, at Town Hall



Item Number:4.c.

Information for Meeting of the Superior Town Council

Agenda Item Name:	Proclamation for Outgoing Superior Youth Leadership Council Members
Meeting Date:	August 10, 2026
Presented By:	Matt Magley, Town Manager
Presented For:	Presentation

Background:

It is the Town's practice to recognize outgoing Advisory Committee members for their service at a regular Council meeting. These committee members have graduated from High School and therefore served their final eligible term on the Superior Youth Leadership Council. The Town would like to recognize these outgoing members of the Superior Youth Leadership Council who have completed a full term, many having completed multiple terms of service, and in doing so, contributed countless hours in service to the community and Superior's youth population.

RECOMMENDED ACTION:

Reading of recognition of service of outgoing Superior Youth Leadership Council members:

The Town appreciates the service to the residents of Superior through their dedication and time commitment to serve on an advisory committee. Their representation and service will be missed by the members of the Superior Youth Leadership Council, the Mayor and Council Members, and Town Staff. The Proclamations written serve to officially recognize these committee members for their service to the Town of Superior and its residents.

Thank you to:

- Aadi Sobti
- Elizabeth Marsella
- Elle Holmes
- Emma Taylor
- Livia Baldwin
- Rachel Mills
- Sathya Balamurugan

Recommendation:

Budget Implications:

Motion:

Attachments:

None



Item Number:4.d.

Information for Meeting of the Superior Town Council

Agenda Item Name:	A Resolution of the Town Council of the Town of Superior approving an Intergovernmental Agreement with the Boulder County Clerk and Recorder for the Town's Participation in the 2026 Coordinated Election.
Meeting Date:	August 10, 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 needs to approve the Intergovernmental Agreement. The IGA sets forth the tasks to be completed by the County Clerk and the Town to conduct and finance the Election.

The ballot will include the Mayoral seat and three council member seats. The County Clerk will contract with a vendor to prepare and print the ballots; prepare a mail ballot packet for each registered elector within the Jurisdiction; address a mail ballot packet to each elector within the Jurisdiction; and mail the ballots between 22 days and 18 days before Election Day, or between October 13, 2026, and October 16, 2026.

The County Clerk will provide Voter Service and Polling Centers. The County Clerk will hire and train staff to operate Voter Service and Polling Centers in locations across Boulder County, including the Town of Superior Town Hall. There will be a ballot box at the Superior Town Hall parking lot for voters to drop off their ballots.

Recommendation:

Budget Implications:

Motion:

Move to approve the Resolution approving the Intergovernmental Agreement with Boulder County for the November 3, 2026 Coordinated Election.

Attachments:

1. County Election Coordination IGA-R072126
2. County Election IGA-A072126

**Town of Superior
Resolution Number R-63
Series 2026**

**A Resolution of the Town Council of the Town of Superior
approving an Intergovernmental Agreement with the Boulder County
Clerk and Recorder for the Town's Participation in the 2026
Coordinated Election**

Whereas, on July 13, 2026, the Town declared its intent to coordinate the November 3, 2026, general election with Boulder County (the "Coordinated Election"); and

Whereas, the Town desires to enter into an intergovernmental agreement with the Boulder County Clerk and Recorder for the conduct and administration of the Coordinated Election (the "IGA").

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

Section 1. The IGA between the Town and the Boulder County Clerk and Recorder 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 IGA on behalf of the Town.

Adopted this 10th day of August, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk

**INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE TOWN OF
SUPERIOR AND THE BOULDER COUNTY CLERK AND RECORDER FOR THE
CONDUCT AND ADMINISTRATION OF THE 2026 GENERAL ELECTION TO BE
HELD NOVEMBER 3, 2026**

This Intergovernmental Agreement for the Conduct and Administration of the 2026 General Election (the “IGA”) is made and entered into by and between the Board of County Commissioners on behalf of the County of Boulder, State of Colorado, a body corporate and politic, for the benefit of the Boulder County Clerk and Recorder (the “County Clerk” or “Clerk”) and the Town of Superior (the “Jurisdiction”) (together “the Parties”).

1. RECITALS AND PURPOSES

1.1 The County Clerk and the Jurisdiction are each authorized to conduct elections as provided by law; and

1.2 The election to be held on November 3, 2026 (the “Election”) shall be conducted as a mail ballot election as defined in the Uniform Election Code of 1992 (“the Code”) and the Rules and Regulations of the Colorado Secretary of State (“the Rules”); and

1.3 Pursuant to § 1-7-116(2), Colorado Revised Statutes (“C.R.S.”), the County Clerk and the Jurisdiction are required to enter into an agreement for the administration of their respective duties and sharing of the actual costs related to the Election; and

1.4 Section 20 of Article X of the Colorado Constitution (“TABOR”) requires the production of a mailed notice (“TABOR Notice”) concerning tax and liability ballot issues that will be submitted to the electors of Boulder County; and

1.5 The County Clerk and the Jurisdiction have determined that it is in the best interests of the Jurisdiction, and its inhabitants and landowners, to cooperate and contract for the Election upon the terms and conditions contained in this IGA; and

1.6 The purpose of this IGA is to allocate responsibilities between the County Clerk and the Jurisdiction for the preparation and conduct of the Election and provide for a reasonable sharing of the actual costs of the Election among the County Clerk and participating jurisdictions.

For and in consideration of the mutual covenants and promises in this IGA, the sufficiency of which is acknowledged, the Parties agree as follows:

2. GENERAL MATTERS

2.1 The County Clerk shall act as the chief designated election official in accordance with C.R.S. §1-1-110 and will be responsible for the administration of the Election as detailed in the Code and the Rules.

2.2 Boulder County Clerk and Recorder’s Elections Director Stephanie Gnoza will be the primary liaison and contact for the County Clerk. The Jurisdiction designates Shannon Dujardin, Town Clerk as its “Election Officer” who shall act as the primary liaison between the

Jurisdiction and the County Clerk and who shall have primary responsibility for the management and performance of the Jurisdiction's obligations under this IGA. If the Code requires a "designated election official" within the Jurisdiction to perform tasks, the Election Officer shall act as such designated election official. Nothing in this IGA relieves the County Clerk or the Jurisdiction's Governing Board from their official responsibilities for the conduct of the Election.

2.3 **Term.** The term of this IGA shall be from the date of signing through December 31, 2026.

3. RESPONSIBILITIES OF THE COUNTY CLERK

3.1 **Initial ballot layout.** Upon receipt of the certified ballot text provided by the Jurisdiction pursuant to Section 4.2 below, the County Clerk will create the layout of the text of the ballot in a format that complies with the Code. The County Clerk will provide the Jurisdiction with a copy of the draft ballot for the Jurisdiction's review along with any instructions for modifications to the ballot layout and the time period within which the Jurisdiction must return the modified ballot to the County Clerk. If modifications are made by the Jurisdiction, the Clerk will review the changes upon receipt from the Jurisdiction of the modified ballot and notify the Jurisdiction that the ballot is approved or return the ballot for further modifications and time requirements.

3.1.5 **Ballot text translation.** Boulder County must provide a Spanish language ballot option to voters pursuant to C.R.S. § 1-5-901, et seq. Upon receipt of the certified ballot text provided by the Jurisdiction pursuant to Section 4.2 below, the County Clerk will have the ballot text translated into Spanish using a qualified translator as defined in C.R.S. § 1-5-903(4). Unless the Jurisdiction elects to translate its ballot content into Spanish as provided for in Section 4.2.5 below, the County Clerk will use the translated ballot text to prepare a sample ballot and provide an in-person Spanish language ballot option to voters pursuant to C.R.S. § 1-5-906 and § 1-5-907. The County Clerk will provide the Spanish translation of the ballot content to the Jurisdiction for its review, and the Jurisdiction must provide any changes to the translated ballot content to the County Clerk within 48 hours of receipt of the translated content and ensure proper translation of its ballot content.

3.2 **Final ballot layout.** Once the Jurisdiction has made all changes to the ballot layout as required by the County Clerk and the ballot is in final draft form, the Clerk will lay out the ballot text and submit it to the Jurisdiction for final review, proofreading, and approval. The Clerk is not responsible for ensuring that the final ballot text complies with the requirements of TABOR or any other constitutional or statutory requirement related to the text of ballot language.

3.3 **Ballot printing and mailing.** The County Clerk will contract with a vendor to prepare and print the ballots; prepare a mail ballot packet for each registered elector within the Jurisdiction; address a mail ballot packet to each elector within the Jurisdiction; and mail the ballots between 29 days and 25 days before Election Day, or between October 5, 2026, and October 9, 2026. If the twenty-ninth day is a state legal holiday or federal holiday recognized by the United States Postal Service, the County Clerk may mail ballots the preceding Friday.

3.4 ***Voter Service and Polling Centers.*** The County Clerk shall provide Voter Service and Polling Centers from October 19, 2026, through Election Day. The County Clerk will hire and train staff to operate Voter Service and Polling Centers in up to 19 locations across Boulder County (Boulder, Lafayette, Longmont, Louisville, Lyons, Nederland, Superior, and University of Colorado - Boulder).

3.5 ***Additional ballots.*** In addition to the mail ballots printed and mailed by the vendor as specified in subsection 3.3, the County Clerk will provide regular and provisional ballots to electors in the manner and method required by the Code.

3.6 ***Mail ballots.*** In cooperation with the vendor, the County Clerk will ensure that the mail ballot packets contain the materials required by the Code, including voter instructions; an inner verification/privacy return envelope; and the outer/mail envelope containing the appropriate postage, Official Election logo, and indicia for Return Service Requested.

3.7 ***Ballot security.*** The County Clerk will track inventory and provide security for all ballots as required by the Code.

3.8 ***Election Judges.*** The County Clerk will appoint, train, provide written materials to and pay a sufficient number of qualified election judges to receive and process the voted ballots.

3.9 ***TABOR Notice.*** If applicable, the County Clerk, through a vendor, will distribute to all Boulder County registered electors' households the printed TABOR Notice submitted by the Jurisdiction along with those of other participating jurisdictions. The County Clerk may determine the order of the TABOR Notice submitted by the Jurisdiction and those of other participating jurisdictions to be included in the TABOR Notice Package provided. However, the materials supplied by the Jurisdiction shall be kept together as a group and in the order supplied by the Jurisdiction. The cost for the printing and mailing of the TABOR Notice Package shall be shared on a prorated basis as further described in section 6 below. The Clerk is not responsible for ensuring that the TABOR Notice complies with the requirements of TABOR or any other constitutional or statutory requirement relating to notice.

3.10 ***Testing.*** The County Clerk will perform Logic and Accuracy Testing of the electronic vote counting equipment as required by the Code.

3.11 ***Election Support.*** The County Clerk will provide support to the Election Officer via telephone, email or in person throughout the Election process and during all ballot-counting procedures for the Election.

3.12 ***Tally.*** The County Clerk will provide for the counting and tallying of ballots, including any recounts required by law. The Clerk will release initial election returns after 7:00

p.m. on the date of the Election. With the exception of Provisional Ballots, all ballots received by 7:00 p.m. on November 3, 2026, shall start to be counted the night of the Election and may extend past Election Day due to volume. The unofficial results will be published to the County website following the completion of the Election Day counting. The Clerk will count and tally valid cured and provisional ballots on or before November 13, 2026.

3.13 ***Certification of results.*** Jurisdictions shall be issued a certified statement of results by November 25, 2026, unless subject to a recount as required by the Election Code.

4. RESPONSIBILITIES OF JURISDICTION

4.1 ***Boundaries of Jurisdiction.*** If any annexations to the Jurisdiction have occurred between January 1, 2026, and the date of the signing of this IGA, the Jurisdiction is responsible for informing the County Clerk in writing by the date of the signing of this IGA.

4.2 ***Ballot content and layout.*** No later than September 4, 2026, the Election Officer shall certify the ballot order and content for the Jurisdiction and deliver the certified ballot layout to the County Clerk. No content changes will be allowed after this date without the written approval of the Clerk or the Clerk's designee. The ballot layout shall be in a form acceptable to the Clerk. Ballot content layout shall not include any graphs, tables, charts, or diagrams. The ballot order and content shall include the names and office of each candidate for whom a petition has been filed with the Election Officer and any ballot issues or ballot questions the Jurisdiction has certified. The Jurisdiction shall be solely responsible for the accuracy of the information contained in the certificate and ballot content. The Jurisdiction shall make any modifications to the ballot layout requested by the County Clerk. The County Clerk will correct errors as specified in C.R.S. § 1-5-412 at the Jurisdiction's expense.

4.2.5. ***Translation of ballot content.*** If the Jurisdiction prefers to translate its ballot content into Spanish rather than having the County Clerk translate the content, the Jurisdiction will use a qualified translator as defined in C.R.S. 1-5-903(4) to translate the ballot content into Spanish and will provide both the English and Spanish ballot content to the County Clerk no later than September 4, 2026. The Jurisdiction shall be solely responsible for the accuracy of the translated ballot content.

4.3 ***Audio for visually impaired.*** No later than the Jurisdiction's submission of the ballot layout to the County Clerk, the Jurisdiction shall confirm that each candidate has provided a clearly spoken recording of their name. This requirement aids the County Clerk in programming the audio component of the electromechanical voting equipment for the Election. The Jurisdiction shall timely make any modifications to the audio recording requested by the County Clerk.

4.4 ***TABOR Notice.*** The Jurisdiction shall provide to the County Clerk all required TABOR Notices concerning ballot issue(s) in the manner required by Article X, Section 20 of the Colorado State Constitution on or before 4:00 pm on September 21, 2026. The submission will include the ballot title, text, and fiscal history or any other required wording for the TABOR Notice. The submission date will expedite print layout and review of the TABOR Notice.

4.5 ***Final layout.*** The Jurisdiction shall timely make any modification to the ballot layout requested by the County Clerk. The Jurisdiction shall review and proofread and approve the layout, format, and text of the final draft form of the Jurisdiction's official ballot and, if applicable, TABOR Notice within 24 hours of the County Clerk providing the Jurisdiction with the copy to be proofed. The Jurisdiction shall return the final draft form ballot proofs on or before September 11, 2026.

4.6 ***Cancellation of Election by the Jurisdiction.*** If the Jurisdiction resolves not to

hold the election or to withdraw a ballot issue, the Jurisdiction shall immediately provide notice of such action to the County Clerk. Initial notice to the County Clerk may be informal. The Jurisdiction shall provide proof of the Jurisdiction's formal action canceling the election or withdrawing a ballot issue(s) as soon as practicable after the Jurisdiction's formal action. The Jurisdiction shall promptly pay the County Clerk the full actual costs relating to the Jurisdiction's election, both before and after the County Clerk's receipt of such notice. The Jurisdiction shall provide notice by publication of such cancellation or withdrawal of ballot or question(s). The County Clerk shall post notice of the cancellation or withdrawal of ballot issue(s) or question(s) in the office of the County Clerk, and the Election Officer shall post notice of the cancellation at buildings of the Jurisdiction. The Jurisdiction shall not cancel the election after the 25th day prior to the Election as provided in C.R.S. § 1-5-208.

5. PROVISIONS UNIQUE TO SPECIAL DISTRICTS AND OTHER COORDINATING DISTRICTS

5.1 *Boundaries of Jurisdiction.* No later than the date this IGA is signed by the Jurisdiction, the Jurisdiction shall either confirm that the map of its boundaries provided to the County Clerk and County Assessor in January of 2026 is current and accurate or provide an accurate map. The Jurisdiction is responsible for ensuring that its boundaries are accurately defined in the Assessor's database because the County Clerk uses this database to identify eligible voters.

5.2 *Multi-county special district jurisdictions.* If the Jurisdiction's boundaries include areas outside of Boulder County, the County Clerk will communicate with the corresponding counties to create a master list of all property owner ballots issued in this jurisdiction.

5.3 *Non-resident property owners entitled to vote.* Where non-resident property owners may be entitled to vote in the Jurisdiction's election, the County will review a list of such property owners and identify those owners who may be entitled to vote in the Jurisdiction's election. The County will complete the review and create a list of potentially eligible non-resident property owners by September 16, 2026, or 48 days prior to Election Day. The County will send this list to the Jurisdiction for review and approval. Once this list has been approved by the Jurisdiction, the Clerk will send non-resident property owners on the final list a letter and self-affirmation to establish eligibility. See **Attachment A – Non-Resident Property Owner Letter** (attached only if applicable). The Clerk will send mail ballots to the non-resident property owners who return to the Clerk the signed affirmation establishing their eligibility.

6. PAYMENT

6.1 *Intent.* This section addresses the reasonable sharing of the actual cost of the Election among the County Clerk and the political subdivisions participating in the Election.

6.2 *Responsibility for costs.* The Jurisdiction shall be responsible for its share of the costs of administration of the Election. The Jurisdiction shall not be responsible for sharing any portion of the usual costs of maintaining the office of the County Clerk, including but not limited to overhead costs and personal service costs of permanent employees, except for such costs that

are shown to be directly attributable to conducting the Election on behalf of the Jurisdiction.

6.3 **State Election Costs.** The State of Colorado's share of the costs of conducting the Election shall be reimbursed as established by the Code, and the Jurisdiction shall not be responsible for any portion of the election costs attributable to the State.

6.4 **Invoice.** The Jurisdiction shall pay the County Clerk the Jurisdiction's share of the Clerk's costs and expenses in administering the Election within 30 days of receiving an invoice from the Clerk. If the invoice is not timely paid by the Jurisdiction, the Clerk may charge a late fee not to exceed 1% of the total invoice per month.

6.5 **Cost Allocation.** The County Clerk will determine the Jurisdiction's invoice amount by allocating to all participants in the ballot a share of the costs specific to the administration of the Election as provided by law. If the Jurisdiction is placing a ballot question that qualifies as a TABOR election, a portion of the TABOR Notice publication and mailing costs will also be billed for in the invoice.

6.6 **Disputes.** The Parties shall attempt to resolve disputes about the invoice or payment of the invoice informally. If the Parties cannot reach an informal resolution, disputes regarding the invoice or the payment of the invoice shall be filed in Boulder County or District Court, depending on the amount.

7. MISCELLANEOUS

7.1 **Notices to Parties.** Notices required to be given by this IGA are deemed to have been received and to be effective: (1) three days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a fax or email was received to the fax numbers or email addresses of the Parties as set forth below or to such party or addresses as may hereafter be designated in writing.

To County Clerk:
Molly Fitzpatrick
1750 33rd St., Suite 200
Boulder, CO 80301-2546
303-413-7700
Fax: 303-413-7728
E-mail: mfitzpatrick@bouldercounty.gov

To Election Officer:
Shannon Dujardin
124 E. Coal Creek Drive
Superior, Co 80027
303.381.2030
Fax:
E-mail: Shannond@superiorcolorado.gov

7.2 **Amendment.** This IGA may be amended only in writing and following the same formality as the execution of the initial IGA.

7.3 **Integration.** The Parties acknowledge that this IGA constitutes the sole agreement between them relating to the subject matter of this IGA and that no party is relying upon any oral representation made by another party or employee, agent or officer of that party.

7.4 **Waiver of claims.** The Jurisdiction has familiarized itself with the election process used by the County Clerk and waives any claims against the Clerk related to the Clerk's

7.5 Limitation of damages. If a lawsuit is filed challenging the validity of the Jurisdiction’s election, the Jurisdiction shall provide prompt notice to the County Clerk of such a lawsuit. If the Clerk chooses to intervene and defend its position, the Jurisdiction will support such intervention and cooperate in the defense of any such claims. If, as a result of a lawsuit against the Jurisdiction or against the Jurisdiction and other defendants by a third party, a court of competent jurisdiction finds that the Jurisdiction’s election was void or otherwise fatally flawed due solely to a cause arising from the negligence of the County Clerk, then the Clerk shall refund all amounts paid to the Clerk under section 6 above. The Clerk shall not be responsible for any other judgment, damages, costs, or fees. No term or condition of this IGA shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions contained in the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S. (CGIA).

7.7 Time of the essence. Time is of the essence in the performance of the work under this IGA. The statutory time requirements of the Code shall apply to completion of the tasks required by this IGA, unless earlier deadlines are required by this IGA.

7.9 ***Third party beneficiary.*** The enforcement of the terms and conditions of this IGA and all rights of action relating to such enforcement shall be strictly reserved to the County Clerk and the Jurisdiction, and nothing contained in this IGA shall give or allow any claim or right of action by any other or third person. It is the express intent of the Parties that any person receiving services or benefits under this IGA shall be deemed an incidental beneficiary.



Item Number:4.e.

Information for Meeting of the Superior Town Council

Agenda Item Name:	Consideration of Resolution Approving Advisory Committee Appointments
Meeting Date:	August 10, 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 Cultural Arts and Public Spaces Advisory Committee (CAPS) has 1 vacancy, and the Open Space Advisory Committee (OSAC) has 1 vacancy as outlined below. These vacancies have been posted through Town media over recent months. The Council has the option to appoint or not appoint a candidate, and staff will continue to advertise the vacancy(s).

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

- Jason Hanson

Open Space Advisory Committee (OSAC) – 1 vacancy

- Dan Weber

ALTERNATIVES CONSIDERED:

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

Recommendation:

Budget Implications:

None

Motion:

Move to approve Resolutions making appointments to CAPS and OSAC

Attachments:

None

Town of Superior
Resolution Number R-64
Series 2026

**A Resolution of the Town Council of the Town of Superior
Making Appointments to the Cultural Arts and Public Spaces
Advisory Committee**

WHEREAS, on December 12, 2016 the Board of Trustees established the Cultural Arts and Public Spaces Advisory Committee ("CAPS") by Resolution No. R-79, Series 2016; and

WHEREAS, the Town Council desires to make appointments to CAPS.

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 Cultural Arts and Public Spaces Advisory Committee:

<u>Name</u>	<u>Term Expires</u>
Jason Hanson	June 2029 (Full Term)

ADOPTED this 10th day of August, 2026.

Mark Lacis, Mayor

ATTEST:

Shannon Dujardin, Town Clerk

**Town of Superior
Resolution Number R-65
Series 2026**

**A Resolution of the Town Council of the Town of Superior
Making Appointments to the Open Space Advisory Committee**

WHEREAS, by Resolutions R-25, R-28, and R-46, Series 2001, the Board formed the Open Space Advisory Committee ("OSAC");

WHEREAS, by Resolution R-36, 2012, the Board re-established OSAC in accordance with Article XII, Chapter 2 of the Superior Municipal Code; and

WHEREAS, the Town Council desires to make appointments to OSAC.

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 appointments to the Open Space Advisory Committee:

<u>Name</u>	<u>Term Expires</u>
Dan Weber	June 2027 (Partial Term)

ADOPTED this 10th day of August, 2026.

Mark Lacis, Mayor

ATTEST:

Shannon Dujardin, Town Clerk



Item Number:4.f.

Information for Meeting of the Superior Town Council

Agenda Item Name: Alcohol in Public Permit — Space & Mission Systems BAE Systems

Meeting Date: August 10, 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 Lindsay Sequoia with Space & Mission Systems BAE Systems, Inc., for a private event on August 27, 2026 from 4:00 p.m. to 6:00 p.m. at Purple 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 BAE Systems, Inc. at Purple Park on August 27, 2026.

Budget Implications:

Motion:

Approve an Alcohol in Public Places Permit for Space & Mission Systems - BAE Systems, Inc.

Attachments:

1. Space & Mission Systems Application

PERMIT APPLICATION
For Alcohol in Public Places

<u>NAME OF APPLICANT, PHONE NUMBER and EMAIL ADDRESS</u>				DATE SUBMITTED July 8, 2026	
lindsay.sequoia [REDACTED]					
ADDRESS [REDACTED]		DRIVER'S LICENSE NO. [REDACTED]	ISSUE STATE CO	EXP. DATE 1 [REDACTED]	DATE OF BIRTH [REDACTED]
TOWN [REDACTED]	STATE CO	ZIP 80005	PUBLIC LOCATION BEING USED (Check One): ☐ Community Park ☒ Purple Park ☐ Founders Park ☐ Asti Park ☐ Wildflower Park ☐ Grasso Park ☐ Downtown Superior Parks and Plaza		
TYPE OF ACTIVITY/EVENT Corporate company picnic				ORGANIZATION NAME Space & Mission Systems	
DATE OF EVENT Aug 27, 2026		NUMBER OF PEOPLE ATTENDING 100		RANGE OF GUEST AGES 5-60	
TIME ALCOHOL WILL BE SERVED AND CONSUMED 4:00-6:00pm		CHECK ALL TYPES OF ALCOHOL TO BE SERVED ☒ BEER ☒ WINE ☐ HARD		TYPE OF ENTERTAINMENT PROVIDED	
PREVIOUS ALCOHOL POSSESSION AND CONSUMPTION IN PUBLIC LOCATION PERMITS AND DATES None					

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? See page 7. Diagram on page 8.
2. How do you plan to secure the area and inform guests that alcoholic beverages must be kept in the designated area? See page 7
3. How will you supervise the participants during the event? See page 7
4. If minors will be attending, how will you make sure they do not possess or consume any alcoholic beverages? See page 7
5. How will you control service of alcoholic beverages to members of the public or other persons who are not invitees? See page 7
6. How will you ensure that visibly intoxicated persons are not served alcohol? See page 7
7. List names and ages of all individuals who will help supervise the event (attach a separate sheet if necessary): See page 7

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: _____

Lindsay Sagudia
(applicant)

Date: July 8, 2026

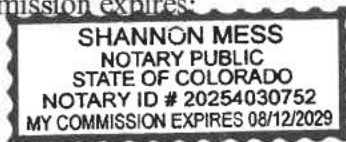
STATE OF COLORADO)

COUNTY OF Broomfield) ss.

The foregoing instrument was subscribed, sworn to and acknowledged before me this 9 day of July, 2026 by Lindsay Sagudia as Town of Superior.
(applicant's name) (named insured)

My commission expires:

(S E A L)



Shannon Mess
Notary Public

Approved by the Town Council on _____

Mark Lacis, Mayor

ATTEST:

Shannon Dujardin, Town Clerk

APPLICATION INSTRUCTIONS

All documents must be properly executed. Please type or print legibly in black ink.

1. Please read Section 10-8-40 of the Superior Municipal Code (attached) prior to completing the application for a permit to possess or consume alcoholic beverages on certain public property. Please note that this permit is for possession and consumption only, not for the sale of alcohol.
2. The permit may only be issued for special occasions, such as weddings, corporate or social club picnics, or other similar social events.
3. No applicant shall be eligible to receive more than four (4) permits in any twelve (12) month period.
4. Submit the completed forms and diagram to the Town Clerk's office no later than thirty (45) days prior to the event.
5. Please notify the Town of a cancellation five (5) days prior to the event.
6. All questions on the application should be answered and completed with as much detail as possible. Please attach additional sheets as necessary.
7. Submit a detailed diagram showing where alcohol will be served and, if in a park area, including how you plan to segregate the alcohol from the general public (i.e. roped off, barriers, etc.). Please note that alcohol cannot be taken out of this designated area.
8. Permits will not be issued to any person who is not of good moral character as that term is used in C.R.S. § 12-47-307. The Town of Superior may investigate applicants for the purpose of determining an individual's moral character.
9. 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 is named as an additional named insured.
10. Alcoholic beverages may not be provided to or served to members of the general public who are not invitees of the event.
11. Measures must be taken to prevent minors from possessing or consuming alcohol. In addition, it is illegal to served alcoholic beverages to a visibly intoxicated person.
12. The applicant agrees to be personally responsible for cleaning, trash disposal or repairs necessary as a result of the event for which permission was granted. The Liquor Licensing Authority will determine a deposit amount to secure such cleanup.
13. The Town may require the applicant to obtain private security, at the applicant's expense, for the event. The Town Clerk's office will notify the applicant if security will be required.

TOWN OF SUPERIOR MUNICIPAL CODE

Sec. 10-8-40. Permit for alcohol 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
- Downtown Superior Parks and Plaza
- Wildflower Park.

Provided the applicant can demonstrate to the satisfaction of the Liquor Licensing Authority that:

- (1) The application is filed at least **forty-five (45) 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.

(b) 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.

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

(d) 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.

(e) 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.

PERMIT GUIDELINES AND REGULATIONS

A permit authorizes the possession and consumption of alcoholic beverages on public property. An event qualifying for this type of permit may be conducted on public property such as Town-owned property or park facilities. A permit is only allowed for weddings, corporate or club picnics, or similar events of a social, fraternal, patriotic, political or athletic nature.

The following items must be submitted to the Superior Town Clerk's Office at least thirty (45) days prior to the event:

- Permit Application
- Diagram of the event area shown on 8 ½" X 11" paper showing where the alcoholic beverages will be served and consumed, and all entrances and exits
- Copy of certificate of liability insurance document showing that the applicant has 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, Colorado Revised Statutes, as amended. The Town of Superior must be named as an additional named insured on the policy.

Upon submittal of a complete application, the Town Clerk's Office will schedule the application for consideration by the Superior Liquor Licensing Authority at the next available meeting. You may be asked to attend the meeting to answer questions about the event and application. The Town Clerk may require private security for the event. The Town Clerk's office will notify the applicant if security is required. Upon approval by the Liquor Licensing Authority, a permit will be issued to the applicant, and such permit must be posted at the event. The Liquor Authority will also determine a deposit amount to secure the cleanup of the event premises. The applicant is personally responsible for cleaning, trash disposal, and repairs necessary as a result of the event.

The event must be held on the date and time and at the location specified in the application and may not be changed. Please notify the Town Clerk's office at least five days prior to the event date if an event is canceled.

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

We will establish a centralized beverage station located within the heart of our permitted area. All beer and wine will be served from this single point of distribution. We will provide designated seating and tables around the beverage area to encourage guests to consume their drinks within the permitted zone rather than wandering throughout the park.

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

The event perimeter will be clearly defined using signage and visual markers (such as tablecloths or balloons). Upon arrival, guests will be informed of the alcohol boundaries by the event organizers. Additionally, we will place small "Alcohol Permitted Area" signs at the beverage station to remind guests that drinks must remain within the designated zone.

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

The event will be supervised by a designated team of corporate organizers who will be present for the duration of the picnic. These supervisors will circulate throughout the area to monitor guest behavior, ensure the environment remains safe and professional, and address any issues immediately.

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

We will implement a strict ID check at the beverage station; no alcohol will be served to anyone without a valid government-issued photo ID. To further prevent accidental consumption, alcoholic beverages will be kept in separate containers from non-alcoholic drinks, and the beverage station will be staffed by an adult supervisor at all times to monitor distribution.

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

The beverage station will be actively managed by a designated server or organizer. Alcohol will not be left in self-service coolers; instead, it will be dispensed by a staff member who will verify that the individual is a guest of the corporate picnic before serving.

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

Our designated servers are instructed to monitor guests for signs of intoxication. We will maintain a strict policy of refusing service to anyone who appears visibly impaired. Because the event is hosted by corporate employees, there is a shared professional expectation of moderation, and organizers are empowered to intervene and provide non-alcoholic alternatives or transportation assistance if necessary.

7. Name: Nathan Whittenton - Age: 50

Name: Josh Thomas - Age: 55

Name: Lindsay Sequoia - Age: 37

Name: Shala Burdette - Age: 48

Name: Andy Read - Age: 49

Purple Park – East Pavillion

Beer & wine distribution point will be under the pavilion.

Perimeter will be defined by balloons & weighted sandbags in the park.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/08/2026

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		CONTACT NAME: Event Helper Customer Service	
	Gaslamp Insurance Services	PHONE (A/C, No, Ext): (855) 493-8368	FAX (A/C, No):
	DBA Event Helper Insurance Services	E-MAIL ADDRESS: info@theeventhelper.com	
	PO Box 1549		
	Grass Valley CA 95945	INSURER(S) AFFORDING COVERAGE	
		INSURER A: Evanston Insurance Company	NAIC # 35378
INSURED		INSURER B:	
BAE Systems, Inc.		INSURER C:	
c/o Lindsay Sequoia		INSURER D:	
12202 Airport Way		INSURER E:	
Broomfield CO 80021		INSURER F:	

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	Y	N	3DS5477-M4898158	08/27/2026 12:01 AM	08/28/2026 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000
	☒ Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	☐ Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
☒ POLICY ☐ PRO-JECT ☐ LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	DED ☐ RETENTION \$ ☐						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					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)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Coverage Date(s): 08/27/2026 Attendance: 100, Event Type: Business Meeting - No Charge for Admission / Invite Only.

CERTIFICATE HOLDER**CANCELLATION**

The Town of Superior Purple Park - East Pavillion 1310 S Pitkin Ave Superior CO 80027	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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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

The Town of Superior
Purple Park - East Pavillion
1310 S Pitkin Ave
Superior CO 80027

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.



Item Number:4.g.

Information for Meeting of the Superior Town Council

Agenda Item Name:	Consideration of Resolution Approving Reappointments to the Superior Youth Leadership Council (SYLC)
Meeting Date:	August 10, 2026
Presented By:	Matt Magley, Town Manager
Presented For:	Approval

Background:

Section 2-12-40 of the Superior Municipal Code addresses membership of Town Advisory Committees, including appointment of Advisory Committee members. Scheduled under this agenda item is the Council's consideration of appointments of sitting Advisory Committee members to a new term. The Council has the option to appoint or not appoint any of the members, and staff will advertise the vacancies.

Approving Reappointments to the Superior Youth Leadership Council (SYLC)

Sitting members eligible to serve a new term:

- Annie England
- Avika Dhar
- Hannah Lee

ALTERNATIVES CONSIDERED:

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

Recommendation:

Budget Implications:

Motion:

Move to approve Resolutions making reappointments to SYLC

Attachments:

1. Resolution_ SYLC Reappointment_8.10.26

**TOWN OF SUPERIOR
RESOLUTION NO. R-66
SERIES 2026**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SUPERIOR,
COLORADO APPOINTING MEMBERS TO THE SUPERIOR YOUTH LEADERSHIP
COUNCIL**

WHEREAS, on October 13, 2014, the Board of Trustees re-established the Youth Services Committee by Resolution No. R-53, Series 2014;

WHEREAS, on January 26, 2015, by Resolution No. R-6, Series 2015, the Board of Trustees renamed the Superior Youth Services Committee the Superior Youth Leadership Council; and

WHEREAS, the Town Council wishes to make appointments to the Superior Youth Leadership Council pursuant to Article XII of Chapter 2 of the Superior Municipal Code.

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 appointments to the Superior Youth Leadership Council:

<u>Name</u>	<u>Term Expires</u>
Annie England	August 2027
Avika Dhar	August 2028
Hannah Lee	August 2028

ADOPTED this 10th day of August, 2026.

Mark Lacis, Mayor

ATTEST:

Shannon Dujardin, Town Clerk



Item Number:4.h.

Information for Meeting of the Superior Town Council

Agenda Item Name:	A Resolution of the Town Council of the Town of Superior, Colorado, in Support of Senate Bill 4505, a Bill to Require the United States Postal Service to Designate ZIP Codes for Certain Communities
Meeting Date:	August 10, 2026
Presented By:	Emily Clapper, Management Analyst III
Presented For:	Approval

Background:

The Town has been working for over 40 years to obtain a unique Zoning Improvement Plan (ZIP) code by submitting requests through the United States Postal Service's (USPS) ZIP Code Boundary Review process. Each request has resulted in a denial or no response from USPS. Under USPS guidelines, municipalities are restricted from submitting any secondary administrative requests for 10 years following a formal denial. As a result, the Town has joined over 80 other communities throughout the United States to request a unique ZIP Code through federal legislation.

In the current congressional legislative cycle, multiple bills were introduced to address the outstanding challenges of Superior and the other communities as a result of sharing a ZIP code with neighboring jurisdictions last year, including H.R. 3095 (Boebert - R-CO) and Senate Bill 2961 (Banks - R-IN).

Due to ongoing discussions and advocacy efforts in Washington, D.C., Senator Joni Ernst (R-IA) partnered with Senator Michael Bennet (D-CO), Senator John Barrasso (R-WY), Senator Richard Blumenthal (D-CT), Senator Alex Padilla (D-CA), and Senator Rick Scott (R-FL) to introduce Senate Bill 4505 on May 12, 2026, which consolidates the previous bills into this one. If passed, this bill would assign new and independent ZIP codes for communities across the nation, including Superior.

Recommendation:

Approval of the Resolution

Budget Implications:

N/A

Motion:

Approval of a Resolution of the Town Council of the Town of Superior, Colorado, in support of S. 4505, a bill to require the United States Postal Service to designate ZIP Codes for certain communities.

Attachments:

1. S. 4505 Text as of July 31, 2026
2. Resolution of Support for S. 4505

119TH CONGRESS
2D SESSION

S. 4505

To require the United States Postal Service to designate ZIP Codes for certain communities.

IN THE SENATE OF THE UNITED STATES

MAY 12, 2026

Ms. ERNST (for herself, Mr. PADILLA, Mr. BARRASSO, and Mr. BENNET) introduced the following bill; which was read twice and referred to the Committee on Homeland Security and Governmental Affairs

A BILL

To require the United States Postal Service to designate ZIP Codes for certain communities.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. DESIGNATION OF ZIP CODES.**

4 Not later than 1 year after the date of enactment
5 of this Act, the United States Postal Service shall des-
6 ignate a single, unique ZIP Code for each of the following
7 communities:

8 (1) Canyon Lake, California.

9 (2) Eastvale, California.

10 (3) Hidden Hills, California.

- 1 (4) Industry, California.
- 2 (5) Irwindale, California.
- 3 (6) North Tustin, California.
- 4 (7) Rossmoor, California.
- 5 (8) San Pablo, California.
- 6 (9) Tehachapi, California.
- 7 (10) Torrance, California.
- 8 (11) Castle Pines, Colorado.
- 9 (12) Centennial, Colorado.
- 10 (13) Cherry Hills Village, Colorado.
- 11 (14) Frederick, Colorado.
- 12 (15) Greenwood Village, Colorado.
- 13 (16) Highlands Ranch, Colorado.
- 14 (17) Keystone, Colorado.
- 15 (18) Lone Tree, Colorado.
- 16 (19) Mountain Village, Colorado.
- 17 (20) Mt. Crested Butte, Colorado.
- 18 (21) Severance, Colorado.
- 19 (22) Silver Cliff, Colorado.
- 20 (23) Sterling Ranch, Colorado.
- 21 (24) Superior, Colorado.
- 22 (25) Telluride, Colorado.
- 23 (26) Scotland, Connecticut.
- 24 (27) Coconut Creek, Florida.
- 25 (28) Cooper City, Florida.

- 1 (29) Deerfield Beach, Florida.
- 2 (30) Fort Myers, Florida.
- 3 (31) Lighthouse Point, Florida.
- 4 (32) Miami Lakes, Florida.
- 5 (33) Oakland Park, Florida.
- 6 (34) Ocoee, Florida.
- 7 (35) Parkland, Florida.
- 8 (36) Village of Estero, Florida.
- 9 (37) Wilton Manors, Florida.
- 10 (38) Burr Ridge, Illinois.
- 11 (39) Carmel, Indiana.
- 12 (40) Noblesville, Indiana.
- 13 (41) Lawrence, Indiana.
- 14 (42) Westfield, Indiana.
- 15 (43) Zionsville, Indiana.
- 16 (44) Urbandale, Iowa.
- 17 (45) Camargo, Kentucky.
- 18 (46) Louisiana State University, Baton Rouge,
- 19 Louisiana.
- 20 (47) Montz, Louisiana.
- 21 (48) Springwater Township, Minnesota.
- 22 (49) Quartzite Township, Minnesota.
- 23 (50) Grass Valley, Nevada.
- 24 (51) Swanzey, New Hampshire.
- 25 (52) Kinnelon, New Jersey.

- 1 (53) Flanders, New York.
- 2 (54) Glendale, New York.
- 3 (55) Pendleton, New York.
- 4 (56) Riverside, New York.
- 5 (57) Wheatfield, New York.
- 6 (58) Weddington, North Carolina.
- 7 (59) Green, Ohio.
- 8 (60) Hochatown, Oklahoma.
- 9 (61) North Enid, Oklahoma.
- 10 (62) Goose Creek, South Carolina.
- 11 (63) Mauldin, South Carolina.
- 12 (64) Fairview, Texas.
- 13 (65) Fate, Texas.
- 14 (66) Heath, Texas.
- 15 (67) Josephine, Texas.
- 16 (68) Murphy, Texas.
- 17 (69) Northlake, Texas.
- 18 (70) Parker, Texas.
- 19 (71) Sargent, Texas.
- 20 (72) Highland City, Utah.
- 21 (73) Fairlawn, Virginia.
- 22 (74) Star Valley Ranch, Wyoming.
- 23 (75) Mills, Wyoming.



**Town of Superior
Resolution Number R-67
Series 2026**

**A Resolution of the Town Council of the Town of Superior,
Colorado, in Support of Senate Bill 4505, a Bill to Require the
United States Postal Service to Designate ZIP Codes for Certain
Communities**

Whereas, the Town of Superior (the "Town") is a growing and vibrant community with a distinct cultural, economic, and geographic identity; and

Whereas, the Town shares the Zoning Improvement Plan ("ZIP") Code 80027 with neighboring jurisdictions, causing various challenges for the Superior community; and

Whereas, a unique ZIP Code would help promote fair and equitable tax distribution by ensuring that sales tax revenues are properly allocated based on accurate geographic and jurisdictional data; and

Whereas, the assignment of a unique ZIP Code for the Town is in the best interest of community preservation, ensuring that the identity and heritage of the Town are appropriately recognized and maintained; and

Whereas, ZIP codes are used by insurance companies to determine risk based on location-specific data like traffic density, accident frequency, and theft rates, thereby impacting home and business insurance premiums; and

Whereas, the Town wishes to continue to partner with Senators and Congressmembers to support S. 4505, which supports the Town's independent ZIP code advocacy efforts; and

Whereas, bipartisan Senators have introduced S. 4505 in an effort to combine two previous bills into a single piece of legislation addressing the need for ZIP code designation for certain communities; and

Whereas, the 119th Congress began on January 3, 2025, and will end on January 2, 2027; and

Whereas, the Town will be granted a unique and independent ZIP code if S. 4505 is signed into law, which will greatly assist in ameliorating the challenges set forth above.

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

Section 1. The Town Council hereby expresses its strong support for S. 4505 and urges its prompt consideration and passage by the United States Congress.

Adopted this 10th day of August, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk



Item Number:4.i.

Information for Meeting of the Superior Town Council

Agenda Item Name:	Adoption of a Resolution of the Town Council of the Town of Superior approving a Design-Build Contract with Altitude Recreation, Inc. for the Pirate Park Playground Renovation Project
Meeting Date:	August 10, 2026
Presented By:	Leslie Clark, Parks, Recreation and Open Space Director, Brannon Richards, Public Works and Utilities Director, Jordan Hayes, Project Manager - PWU
Presented For:	Approval

Background:

Pirate Park is a neighborhood park located in South Rock Creek, originally built around 2000. The playground footprint is approximately 2,200 square feet. The current pirate-themed equipment is worn and lacks sufficient shade. The Pirate Park Playground Renovation project will involve demolition of existing playground equipment and surfacing and replacement with a new, modern design which includes new play opportunities, shade, and a swing. The new design will bring the playground up to current code and ADA standards.

A formal Request for Proposal (RFP) was posted on June 25. We received 5 responsive proposals from qualified playground vendors. The selection committee reviewed and rated each vendor and Altitude Recreation was rated highest. They have successfully completed many similar projects and references were positive. The proposed design option can be fine-tuned to incorporate feedback from the public through the design-build process.

Staff and Altitude Recreation will utilize standing PARC committee meetings in August and September to gather feedback on the design. The design will be finalized in the fall of this year and installation will be in spring 2027 when weather permits.

Recommendation:

Staff recommends approval of the contract with Altitude Recreation, Inc. for the Pirate Park Playground Renovation Project in the amount of \$341,645.

Budget Implications:

The project budget is \$350,000, funded through the Sales Tax Bond revenues: Pirate Park

Playground 42-426-6499.

Design option #1 is currently priced at \$291,353.10. However, staff requested Altitude Recreation incorporate 2 play features from the alternate design – the “Anchor Climber” and the “Skull Rock Climber.” These features will add pirate-themed elements and enhance the overall design. The estimated final cost will align more closely with the project budget at \$341,645.00.

Project	Year	Budget Amount	Design-Build Amount – Option 1	Requested Features from Alt Design	Estimated Total Contract Cost
Pirate Park Playground	2026-2027	\$350,000	\$291,253.10	\$50,391.00	\$341,645.00

Motion:

Move to adopt a Resolution approving the contract with Altitude Recreation, Inc. for the Pirate Park Playground Renovation Project in the amount of \$341,645.

Attachments:

1. Resolution - Altitude Recreation - Pirate Park R68
2. Pirate Park Preliminary Design - Altitude Recreation
3. Design-Build Contract - Altitude Rec - Pirate Park 08032026

**Town of Superior
Resolution Number R-68
Series 2026**

**A Resolution of the Town Council of the Town of Superior
approving a Design-Build Contract with Altitude Recreation, Inc.
for the Pirate Park Playground Renovation Project**

Whereas, the Pirate Park Playground is aging and does not meet current code and accessibility standards;

Whereas, the Town desires to renovate the Pirate Park Playground; and

Whereas, the Town Council finds it in the best interest of the public health, safety and welfare to enter into a design-build contract with Altitude Recreation, Inc. for the Pirate Park Playground Renovation Project.

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

Section 1. The Design-Build Contract between the Town and Altitude Recreation, 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 Design-Build Contract on behalf of the Town.

Adopted this 10th day of August, 2026.

Mark Lacis, Mayor

Attest:

Shannon Dujardin, Town Clerk

Proposal for

07-20-2026
Job # 107475-01

PIRATE PARK NO PROS-2026-03



Angela Boese: 303-594-0668 or angela@altituderec.com



1-800-234-2440 | gametime.com



Pirate Park Playground



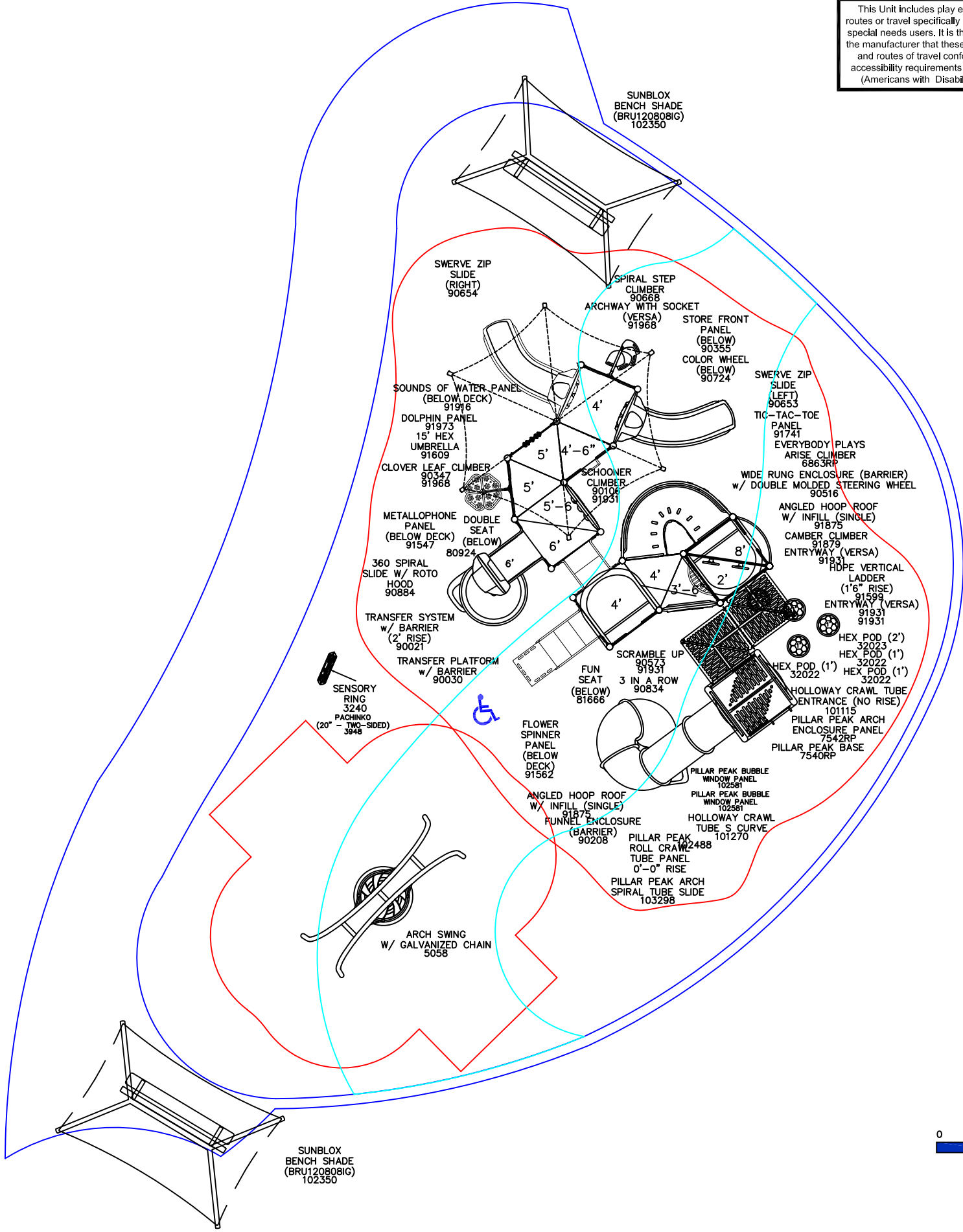
Pirate Park Playground



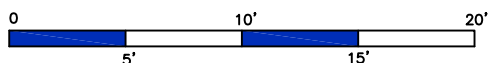
Pirate Park Playground



Pirate Park Playground



This Unit includes play events and routes or travel specifically designed for special needs users. It is the opinion of the manufacturer that these play events and routes of travel conform to the accessibility requirements of the ADA (Americans with Disabilities Act)	Total Elevated Play Components	20	Required	0
	Total Elevated Play Components Accessible By Ramp	0	Required	10
	Total Elevated Components Accessible By Transfer	20	Required	7
	Total Accessible Ground Level Components Shown	11	Required	4
	Total Different Types Of Ground Level Components	8		



150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z614

PROJECT TITLE: PIRATE PARK PROS - 2026-03 OPTION 1	Minimum Area Required:	DRAWING NO: 107475	DATE:
	This play equipment is recommended for children ages 5-12		
SHEET NO: 01 Page 140 of 193		REPRESENTATIVE:	ALTITUDE RECREATION

Staff-Requested Additions to Design Option #1



Anchor Climber



Skull Rock Climber

QUOTE

107475-01-01 • 07/20/2026



PIRATE PARK NO PROS-2026-03

Customer:

TOWN OF SUPERIOR
124 E. COAL CREEK DRIVE
SUPERIOR, CO 80027
United States

Ship to Zip: 80516

Prepared for:

JORDAN HAYES
Phone: 303-499-3675
jordanh@superiorcolorado.gov

Prepared by:

ALTITUDE RECREATION
3762 Eureka Way., Unit A
Frederick, CO 80516
1-800-235-2440
www.altituderec.com

Quantity	Part #	Description	Unit Price	Amount
1	178749	GameTime - Owner's Kit	\$98.07	\$98.07
1	RDU	GameTime - CUSTOM STRUCTURE 5-12 (3) 32022 - Hex Pod Step (1') (1) 32023 - Hex Pod Step (2') (1) 6863RP - Arise Climber (1) 7540RP - Pillar Peak Base (1) 7542RP - Pillar Peak Enclosure (3) 80000 - 49" Sq Punched Steel Deck (5) 80001 - 49" Tri Punched Steel Deck (1) 80078 - 6" Stepped Platform (1) 80924 - Double Seat (1) 81666 - Fun Seat (1) 90003 - Wide Triangle Deck (1) 90021 - 2'-0" Transfer System W/ Barrier (1) 90030 - 4' Transfer Platform W/Barrier (1) 90106 - 4'-6"/5' Schooner Climber (1) 90208 - Funnel Enclosure W/Barrier (2) 90268 - 10' Upright, Alum (4) 90269 - 11' Upright, Alum (4) 90270 - 12' Upright, Alum (2) 90273 - 15' Upright, Alum (1) 90347 - 5' & 5'-6" Clover Leaf Climber (1) 90355 - Store Front Panel, Below Dk (1) 90516 - Wide Rng Encl Dbl Mold S. Whl Bar Abov (1) 90573 - Scramble Up (3'-6" To 5'-0") (1) 90653 - 3'-6"/4'-0" Zip Swerve Slide Left (1) 90654 - 3'-6"/4'-0" Zip Swerve Slide Right (1) 90668 - Spiral Step Climber (4'-0" & 4'-6") (1) 90724 - Color Wheel - Gadget Panel Below Deck (1) 90834 - 3-in-a-Row Panel (1) 90884 - 360 Spiral Slide 6' w/roto hood (1) 91547 - Metallophone Panel (Below Deck) (1) 91562 - Flower Spinner Panel Below Deck (1) 91599 - HDPE Vertical Ladder 1'6" (1) 91609 - 15' Sunblox Umbrella Canopy (1) 91741 - Tic-Tac-Toe Panel (2) 91821 - 5" Upright Extension w/Cap 2' (2) 91875 - Angled Hoop Roof (1) 91879 - Camber Climber (1) 91916 - Sounds Of Water Panel (Below Deck)	\$107,226.60	\$107,226.60

QUOTE

107475-01-01 • 07/20/2026



- (5) 91931 – Entryway (Versa)
- (2) 91968 – Archway with Socket (Versa)
- (1) 91973 – Dolphin Panel
- (1) 101115 – Holloway Crawl Tube Entrance
- (1) 101270 – Holloway Crawl Tube (S)
- (1) 102488 – Pillar Peak Arch Crawl Tube Panel
- (2) 102581 – Pillar Peak Bubble Window Panel
- (1) 103298 – Pillar Peak Arch Spiral Tube Slide
- (2) G90271 – 13' Upright, Galv
- (1) G90272 – 14' Upright, Galv
- (2) G90273 – 15' Upright, Galv

1	5058	GameTime - Arch Swing (Galv)	\$5,910.00	\$5,910.00
1	RDU	GameTime - SENSORY RING • (1) 3240 – Sensory Ring • (1) 3948 – Pachinko 20" 2S	\$2,408.50	\$2,408.50
1	ENG	Miscellaneous - PLAYGROUND ENGINEERING	\$2,500.00	\$2,500.00
1	INSTALL	ALTITUDE CONTRACTING - EQUIPMENT INSTALLATION SITE PREP, PRIVATE LOCATE BY OTHERS	\$54,750.00	\$54,750.00
1	INSTALL	ALTITUDE CONTRACTING - DEMO/DISPOSE EXISTING EQUIPMENT AND SURFACING	\$13,090.00	\$13,090.00
1	INSTALL	ALTITUDE CONTRACTING - 4: COMPACTED SUBGRADE AND INFILL 2215 SF, INSTALL DRAINAGE AROUND PERIMETER	\$16,268.00	\$16,268.00
1	PIP	Miscellaneous - PIP RUBBER SURFACING, 2215 SF 3.5" thick for 8' fall height. 50% color and 50% black. Industry standard binder Simple River Design Included	\$49,179.00	\$49,179.00
2	102350	GT-Shade - Sunblox Bench Shade (GTBRU120808IG)	\$7,539.81	\$15,079.62
1	X13988	GT-Shade - Sealed Drawings w/Calculations	\$1,337.63	\$1,337.63
1	BONDS	Miscellaneous - P/P BONDS	\$7,110.00	\$7,110.00

Sub Total	\$274,957.42
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Freight	\$16,395.68
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Grand Total	\$291,353.10
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Pricing: FOB Factory. Freight charges: Allowed & prepaid. Pricing valid for 30 days from the date of this quotation.
Please request updated quote after 30 Days.



- 1 100% recyclable plastics are manufactured using efficient processes
- 2 Steel tubing is 100% recyclable and contains 50% post-consumer recycled materials
- 3 100% recycled plastic lumber
- 4 Aluminum uprights are 100% recyclable and contain 65% pre-consumer and 10% post-consumer recycled content
- 5 100% recyclable plastics
- 6 Steel decks and stairs are 100% recyclable and contain 30% pre-consumer and 68% post-consumer recycled content
- 7 100% recycled plastic curbs



RECYCLED AND RECYCLABLE CONTENT

Environmentally responsible play systems that last for decades, not years.

OUR PLAYGROUNDS ARE DESIGNED FOR FAMILIES AND TO MINIMIZE THE IMPACT ON THE PLANET WHERE WE PLAY.

It's our responsibility to act as stewards of our planet and its natural resources. It's also our mission to create fun, active, and innovative places for families to gather and play. Our environmental sustainability efforts are intended to help ensure children of today can take their grandchildren to playgrounds in the future. Our approach to stewardship and sustainability encompasses every aspect of our company - from the way we manufacture our products to how we do business. Children learn many valuable life skills on playgrounds. We've learned some important lessons, too. We continuously strive to be environmentally responsible and to make sure future generations benefit from our efforts.

RECYCLING (ANNUAL)

Cardboard: 26.1 tons	Ballasts: 25
Paper: 9.4 tons	Fork lift batteries: 15
Scrap plastics: 137.1 tons	PVC trimmings: 2.4 tons
Computer equipment: 5,135 lbs.	Steel: 3,404,260 lbs.
Plastic bottles: 26,568	Aluminum: 23,568 lbs.
Fluorescent bulbs: (4') 240	

125,000 INDIVIDUAL PARTS 400,000 SQUARE FEET ONE ENVIRONMENTAL COMMITMENT

- We work with our suppliers to source the most environmentally preferable materials for our products.
- We include as much pre-consumer and post-consumer recycled content in our products as possible – without compromising the quality, durability, and performance.
- We're updating light fixtures, upgrading air compressors, and conducting energy audits because every small improvement leads to significant reductions in our overall environmental impact.
- We've implemented a variety of initiatives to reduce water consumption in our facilities, including the use of high-efficiency technology for product painting and washing.
- We recycle the vast majority of waste at our manufacturing facility, including 100% of manufacturing process waste like scrap metal, rotationally molded plastic and paper. We recycle the majority of our administrative waste, too.

DESIGN/BUILD CONTRACT

THIS CONTRACT is made and entered into on this _____ day of August, 2026 between the Town of Superior, Colorado (the "Town"), a Colorado municipal corporation, and Altitude Recreation, Inc an independent contractor with a principal place of business at 720 Austin Ave, Erie, CO 80516 ("Design/Builder") (each a "Party" and collectively the "Parties").

For the consideration described herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Contract hereby agree as follows:

1. Contract Documents. The following documents are attached to this Contract and are incorporated as part of this Contract (the "Contract Documents"):
 - A. This Contract;
 - B. Request for Proposals;
 - C. Instructions to Bidders;
 - D. Proposal Form, Proposal Summary, and Bid Schedule;
 - E. Notice of Award;
 - F. Notice to Proceed;
 - G. Performance Bond;
 - H. Payment Bond;
 - I. Any documentation submitted by Design/Builder prior to the Notice of Award;
 - J. Any modification, including change orders, approved after execution of this Contract;
 - K. Warranty bond or other security submitted at probationary acceptance; and
 - L. Design drawings, specifications, and plans prepared after execution of this Contract.
2. Definitions. For purposes of this Contract, the following terms shall have the following meanings:
 - A. Day. The word "day" means "calendar day" unless otherwise specified. When the last day for the occurrence of an event falls on a Sunday or legal

holiday as recognized by the Town, the time for performance shall be automatically extended to the next business day.

- B. Project Manager. The Project Manager shall be the Town Engineer or designee, who shall have all of the rights and authorities assigned to the Town in the Contract Documents.
 - C. Work Area. The Work Area shall be the location of the Work as depicted on the design drawings prepared by Design/Builder and submitted to the Town pursuant to this Contract. The parties understand that as design work proceeds, the boundaries of the Work Area may change.
 - D. Subcontractor. A subcontractor is a person with whom Design/Builder has a direct contract for work at the Work Area.
 - E. Substantial Completion. The date as certified by the Project Manager when the Work or a specified part thereof is sufficiently completed, in accordance with the Contract Documents, so that the Work or specified part can be utilized for the purposes for which it was intended; or if there be no such certification, the date when final payment is due in accordance with approval of final payment.
3. Description of Work. Design/Builder shall perform the design and construction of the Pirate Park Playground in accordance with the Contract Documents, the Superior Municipal Code, and all federal and state regulations (the "Work"). The design portion of the Work shall be known as the Design Work, and the construction portion of the Work shall be known as the Construction Work.
4. Contract Price.
- A. The Town agrees to pay Design/Builder for completion of the Work subject to all of the terms and conditions of the Contract Documents, an amount not to exceed \$341,645.00 (the "Contract Price"), as such amount may be amended by written change order.
 - B. This Contract is expressly subject to the provisions of C.R.S. § 29-1-110(1), and Design/Builder acknowledges that neither the Town nor any employee or agent thereof has the authority to expend or contract for the expenditure of any monies in excess of those appropriated by the Superior Town Council for payment under this Contract.
 - C. The Town acknowledges and agrees that sufficient funds have been appropriated to pay the amount set forth in Section 4.A. hereof, but Design/Builder shall not rely upon the appropriation of any monies or other funds in addition to those already appropriated unless and until the same are lawfully appropriated by the Superior Town Council.

5. Commencement and Completion of Work.
 - A. Commencement. Design/Builder shall begin the Design Work within ten (10) days of the date of the Notice to Proceed. Design Work for each Work element to be constructed shall be completed to the ninety percent (90%) design stage, as determined by the Town, and then submitted to the Town for approval. No Construction Work shall commence until the Town has approved the Design Work for such Work element, and issued a signed written Release For Construction ("RFC"). Design/Builder shall commence Construction Work on the approved Work element within ten (10) days of the date of the RFC.
 - B. Substantial Completion. The Work shall be substantially completed on or before the 14th day of May, 2027.
 - C. Inspection Upon Substantial Completion. When the Construction Work is substantially completed, the Project Manager and Design/Builder shall make a joint inspection thereof and shall prepare and sign a list of items remaining to be completed or which require correction. Said items shall be completed or corrected prior to the date specified in this Contract for completion of the Work. Upon completion of the items, Design/Builder shall provide a letter of certification on a form approved by the Project Manager.
 - D. Final Completion. The Work shall be finally completed on or before the 28th day of May, 2027.
6. Probationary Acceptance. Upon Final Completion, the Town will issue probationary acceptance.
7. Changes in the Work. The Town reserves the right to order changes to the Work in the nature of additions, deletions, or modifications, without invalidating this Contract, and to make corresponding adjustments in the Contract Price and the time for completion. All changes shall be authorized by a written change order signed by the Project Manager. The change order shall include appropriate changes in the Contract Documents and the time for completion. The Work shall be changed and the Contract Price and completion time shall be modified only as set out in the written change order. Any adjustment in the Contract Price resulting in a credit or a charge to the Town shall be determined by mutual agreement of the parties before the work involved in the change is commenced. If a change order results in an increase in the Contract Price, Design/Builder may be required to present the change order to the Superior Town Council for approval.
8. Delays.
 - A. If Design/Builder is delayed in the progress of the Work by changes ordered in the Work, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipated, or other unavoidable casualties beyond Design/Builder's control, the time for Substantial Completion and for Final Completion may be extended for a reasonable period of time.

- B. Any request for extension of time shall be made in writing to the Project Manager not more than seven (7) days after commencement of the cause of the delay; otherwise it shall be waived. Any such request shall contain an estimate of the probable effect of such delay on the progress of the Work.
 - C. Design/Builder shall not be entitled to any increase in the Contract Price, or to damages, or to additional compensation as a consequence of any such delays.
9. No Damages for Delay. In strict accordance with C.R.S. § 24-91-103.5, the Town shall not amend the Contract Price to provide for additional monetary payment for delays in performance which are not the result of acts or omissions within the control of the Town or persons acting on behalf of the Town.
10. Probationary Acceptance. Upon Final Completion and the receipt of an acceptable warranty bond or other security, the Town will issue probationary acceptance.
11. Progress Payments.
- A. The Town shall make periodic progress payments to Design/Builder within thirty (30) days of the Project Manager's approval of the Work completed. A progress payment shall be made only after Design/Builder has submitted an application for a progress payment on a form approved by the Project Manager, and if requested by the Project Manager, Design/Builder shall submit copies of all invoices from any subcontractors or suppliers and partial waivers executed by each subcontractor or supplier to whom payment is to be made by Design/Builder. If Design/Builder fails to complete any required Work within the time period agreed between Design/Builder and the Project Manager, or within any time period set forth in the Contract Documents, as modified or extended, the Town is expressly authorized to withhold any progress payment for such Work until such Work is completed.
 - B. Upon completion of the Design Work, the progress payments shall equal the full amount due to Design/Builder for the Design Work.
 - C. For the Construction Work, progress payments shall not exceed ninety percent (90%) of the amount due to Design/Builder for the Construction Work until fifty percent (50%) of the Work, as determined by the Project Manager, is completed. Such determination shall include materials and equipment not incorporated in the Work but delivered to the Work Area and suitably stored. After fifty percent (50%) of the total Work is completed, the retainage may be reduced to five percent (5%), based on the assessment of the Project Manager.
12. Final Payment. The Town shall make final payment in accordance with C.R.S. § 38-26-107 upon receipt of as-built drawings.
13. Design. Design/Builder shall, consistent with applicable state licensing laws, provide through qualified, licensed design professionals employed by

Design/Builder, or procured from qualified, independent licensed design/builders, the necessary professional design services, including architectural, engineering and other professional design services, for the preparation of the required drawings, specifications, and other design submittals to permit Design/Builder to complete the Work consistent with the Contract Documents.

14. Completion and Supervision of Work. Design/Builder shall be responsible for the completion of all Work in a timely and workmanlike manner and in accordance with the terms, conditions, exhibits, and specifications in the Contract Documents, including the techniques, sequences, procedures and means, and for coordination of all Work. Design/Builder shall be responsible for Work management and the coordination of all Work. Design/Builder shall supervise and direct the Work and give it all the attention necessary for such proper supervision and direction. Design/Builder shall provide a supervisor at the Work Area at all times Design/Builder or any subcontractor is providing labor at the Work Area.
15. Furnishing of Labor and Materials.
 - A. Design/Builder shall provide and pay for all labor, materials, and equipment, including tools; construction equipment and machinery; utilities, including water; transportation; and all other facilities and services necessary for the proper completion of the Work in accordance with the Contract Documents.
 - B. In all purchases for supplies, materials and provisions to be incorporated or otherwise utilized by Design/Builder in the Work, Design/Builder shall prefer supplies, materials and provisions produced, manufactured or grown in Colorado if such preference is not for articles of inferior quality to those offered by competitors outside of Colorado.
 - C. While engaged in the performance of the Work herein contracted, Design/Builder shall maintain employment practices that do not violate the provisions of the Colorado Antidiscrimination Act of 1957, C.R.S. § 24-34-301, *et seq.*, as amended.
16. Taxes; Licenses and Permits. Design/Builder shall pay all taxes imposed by law in connection with the Work, except sales tax (Sales Tax Exemption #98-02649-0000), and shall procure all licenses and permits necessary for proper completion of the Work.
17. Compliance with Laws and Regulations. Design/Builder shall comply with all laws, ordinances, rules, regulations, codes, and orders of all public authorities relating to the performance of the Work. If any provision of the Contract Documents is at variance therewith, Design/Builder shall promptly notify the Project Manager.
18. 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"), the Contractor shall employ Colorado labor to perform at least eighty percent (80%) of the work and shall obtain and maintain the records required by the

Act and the Rules. For purposes of this Section "Colorado labor" means any 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, marital status, national origin, ancestry, age, or religion except when sex or age is a bona fide qualification. A resident of the state is a person who can provide 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 thirty (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 moneys may be reasonably expected not to exceed five hundred thousand dollars (\$500,000) in the aggregate for any fiscal year.

19. Employees and Safety.

- A. Design/Builder shall maintain at all times strict discipline among its employees, and Design/Builder shall not employ for the Work any person unfit or without sufficient skill to perform the job for which he or she was employed.
- B. Design/Builder shall be fully responsible for the acts, negligence, and omissions of all Design/Builder's employees.
- C. Design/Builder shall provide for and oversee all safety orders, precautions, and programs necessary for the safe performance of the Work. Design/Builder shall take reasonable precautions for the safety of all employees and other persons whom the Work might affect, all materials incorporated in the Work, and all property and improvements at the Work Area and adjacent thereto.

20. Samples and Shop Drawings. Upon request, Design/Builder shall furnish samples and shop drawings to the Project Manager, who shall review the drawings for conformance with the Contract Documents. The Work shall comply with approved samples and drawings.

21. Cleanup.

- A. Design/Builder shall keep the Work Area and adjoining ways free of waste material and rubbish caused by its employees or subcontractors, and shall remove all waste material and rubbish as well as tools, equipment, machinery, and surplus materials on a daily basis during construction. Design/Builder shall also conduct general cleanup operations, including the cleaning of paved streets and walks, steps, and all adjacent properties.
- B. If Design/Builder fails to perform the cleanup work specified herein, after written notice is delivered to Design/Builder, the Town may do, or cause to have done, that cleanup work. Within five (5) days after receipt of a statement for said cleanup work, Design/Builder shall pay to the Town the costs incurred by the Town in doing or causing to have done that cleanup

work, or the Town shall withhold said amount from any final payment due to Design/Builder.

22. Royalties and License Fees. Design/Builder shall pay all royalties and license fees necessary for the Work, and shall defend all actions for infringements of copyright or patent rights, and shall save the Town harmless therefrom.
23. Inspection. Design/Builder shall inspect all Contract Documents, tests and reports, if any, including, as applicable, soils tests, engineering tests, etc., and shall conduct a site or field review prior to bidding on the Work. Design/Builder assumes the risk of all conditions which are disclosed, or which are reasonably suggested, by any such tests or reports, or which are or would be disclosed by a field or site review. Design/Builder shall have the affirmative duty to advise the Town of any concerns regarding site conditions prior to executing this Contract.
24. Standards of Performance.
 - A. Design/Builder shall perform to the level of competency presently maintained by other practicing professionals in the same type of work for professional and technical soundness, accuracy and adequacy of all designs, drawings, specifications, and other work and materials furnished under this Contract. Design/Builder shall undertake all activities under this Contract in compliance with all standards of ethics and responsibility applicable to Design/Builder's profession. This Section is not intended to reduce any standard otherwise imposed by law.
 - B. During the term of this Contract, Design/Builder shall make various recommendations to the Town as to courses of conduct or ways and manners in which to proceed on a particular task. While Design/Builder may advise the Town on the probability of a favorable outcome, there is no guarantee offered by Design/Builder of a particular result in any proceeding.
25. Corrective Work. When any Work does not conform to the Contract Documents, Design/Builder shall make the necessary corrections so that such Work will so conform. Such corrections shall be accomplished within the time period approved by the Project Manager. Failure to complete such required corrections within the time period required shall constitute a breach of this Contract.
26. Other Contracts. The Town reserves the right to let other contracts in connection with the Work. Design/Builder shall cooperate with all other contractors so that their work shall not be impeded by its Work, and Design/Builder shall give other contractors access to the Work Area necessary to perform their contracts.
27. Subcontractors.
 - A. Design/Builder shall be fully responsible for the acts, negligence, and omissions of all of its subcontractors and their employees.

- B. Design/Builder shall furnish to the Project Manager at the time this Contract is executed, a list of names of subcontractors to whom Design/Builder proposes to award the principal portions of the Work to be subcontracted by Design/Builder.
- C. Design/Builder agrees not to employ a subcontractor to whose employment the Town reasonably objects, nor shall Design/Builder be required to hire a subcontractor to whose employment Design/Builder reasonably objects.
- D. All contracts between Design/Builder and any subcontractor shall conform to and incorporate the relevant provisions of the Contract Documents.
- E. Design/Builder shall ensure that all subcontractors shall include the Town and Design/Builder as additional insureds on their liability insurance policies, and that all subcontractors indemnify the Town and Design/Builder to the same extent as provided herein.

28. Warranties.

- A. Warranty of Fitness of Equipment and Materials. Design/Builder represents and warrants to the Town that all equipment and materials used in the Work, made a part of the structures thereon, or placed permanently in connection therewith, shall be new unless otherwise specified in the Contract Documents, of good quality, free of defects, and in conformity with the Contract Documents. It is understood that all equipment and material not in conformity with the Contract Documents are defective.
- B. General Warranty. Design/Builder guarantees and warrants the Work for a period of two (2) years from the date of probationary acceptance of the Work by the Project Manager. In addition, Design/Builder warrants the synthetic turf for a period of eight (8) years from the date of probationary acceptance of the Work by the Project Manager. Under this warranty Design/Builder agrees, at Design/Builder's expense, to repair or replace at the discretion of the Project Manager any portion of the Work which fails, which is defective, which is unsound, which is unsatisfactory because of materials or workmanship, or which is not in conformity with the Contract Documents. Should Design/Builder fail to perform any such work within the warranty period after a request by the Town, the Town may withdraw from the Performance and/or Payment Bonds any and all amounts necessary to complete the required work. The expiration of the warranty period 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.

29. Insurance.

- A. Design/Builder shall procure and maintain, and shall cause any subcontractor of Design/Builder to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. In the case of

any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

- (1) Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Contract, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease – policy limit, and one million dollars (\$1,000,000) disease – each employee. Evidence of qualified self-insured status may be substituted for the worker's compensation requirements of this paragraph.
 - (2) Commercial general liability insurance with minimum combined single limits of at least two million dollars (\$2,000,000) each occurrence and five million dollars (\$5,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the Town and the Town's officers, employees, and consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
 - (3) Professional liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
 - (4) Business Automobile liability insurance with minimum combined single limits of at least one million (\$1,000,000) each occurrence.
- C. Any insurance carried by the Town, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Design/Builder. Design/Builder shall be solely responsible for any deductible losses under any policy.
- D. Design/Builder shall provide to the Town a certificate of insurance as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect. The certificate shall identify this Contract and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the Town. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

30. Indemnification.

- A. Design/builder agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representatives, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Contract or the Contract Documents, to the extent that such injury, loss or damage is attributable to the act, omission, error, professional error, mistake, negligence or other fault of Design/Builder, any subcontractor of Design/Builder, or any officer, employee, representative, or agent of Design/Builder or of any subcontractor of Design/Builder, or which arise out of any worker's compensation claim of any employee of Design/Builder or of any employee of any subcontractor of Design/Builder.
- B. Design/Builder, to the fullest extent permitted by law, shall defend, investigate, handle, respond and provide defense for and defend against any such liability, claims, damages, losses, expenses or demands at the sole expense of Design/Builder, or at the option of the Town, Design/Builder agrees to pay the Town or reimburse the Town for defense costs incurred by the Town in connection with any such liability, claims, damages, losses, expenses or demands. Design/Builder, to the fullest extent permitted by law, shall defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not such liability, claims or demands alleged are groundless, false or fraudulent.
- C. This indemnification provision is intended to comply with C.R.S. § 13-21-111.5(6), as amended, and shall be read as broadly as permitted to satisfy that intent. Design/Builder's liability under this provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Design/Builder, any subcontractor of Design/Builder, or any officer, employee, representative, or agent of Design/Builder or of any subcontractor of Design/Builder. If Design/Builder is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Design/Builder's obligation to defend, indemnify and hold harmless the Town may be determined only after Design/Builder's liability or fault has been determined by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement of the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

31. Bonds.

- A. Payment and Performance Bonds. At the time of execution of this Contract, Design/Builder shall furnish to the Project Manager a Payment Bond and Performance Bond, each in the full amount of the Contract Price.

32. Independent Contractor. Design/Builder, for all purposes arising out of this Contract, is an independent contractor and is not an employee of the Town. It is expressly understood and agreed that Design/Builder shall not be entitled to any

benefits to which the Town's employees are entitled including, but not limited to, overtime, retirement benefits, worker's compensation, injury leave, or other leave benefits.

33. Liquidated Damages.

- A. Failure of Design/Builder to complete the Work within the time set forth herein will result in damages being sustained by the Town. Such damages are, and will continue to be, impracticable and extremely difficult to determine. Therefore, unless otherwise provided in the Contract Documents, for each consecutive day in excess of the time specified herein for the completion of any Work, as adjusted by the Town, Design/Builder shall pay to the Town, or have withheld from monies due it, the following amounts:

Contract Price	Amount per day
\$0-\$50,000	\$350
\$50,000-\$100,000	\$380
\$100,000-\$250,000	\$440
\$250,000-\$500,000	\$520
\$500,000-\$1,000,000	\$640
\$1,000,000-\$2,000,000	\$820
\$2,000,000-\$4,000,000	\$1,080
\$4,000,000-\$8,000,000	\$1,450
\$8,000,000-\$12,000,000	\$1,820
\$12,000,000 or greater	\$2,250

- B. Execution of this Contract shall constitute agreement by the Town and Design/Builder that the amount set forth in the schedule above is the minimum value of the costs and actual damages caused by failure of Design/Builder to complete the Work within the time specified herein. Such sum shall not be construed as a penalty, and such sum may be deducted from payments due Design/Builder if such delay occurs.

34. Confidentiality. Any and all reports, information, data, statistics, forms, designs, plans, procedures, systems, studies, and any other communication or form of knowledge given to or prepared or assembled by Design/Builder under this Contract shall, to the extent authorized and permitted by law, be kept as confidential and shall not be made available to any individual person, company or organization by Design/Builder without the prior written approval of the Town. Notwithstanding the foregoing, Design/Builder shall not be restricted from releasing information in response to a subpoena, court order, or legal process, but Design/Builder shall notify the Town before responding.

35. Ownership of Material.

- A. The materials, items, and Work specified in the Contract Documents together with any and all related concepts, text, drawings, plans, blueprints,

schematics, sketches, drafts, negatives, graphics, content, spread sheets, documentation, materials, items, or work now or later provided or developed by Design/Builder in any form or medium, including without limitation all improvements and/or modifications (collectively, the "Design Material"), shall be exclusively owned by the Town. Design/Builder expressly acknowledges and agrees that the Design Material constitutes a "work made for hire." To the extent, if at all, it shall be determined that the Design Material does not constitute a "work made for hire," Design/Builder hereby transfers, sells, and assigns to the Town all of its worldwide right, title, and interest in and to the Design Material, including without limitation, all rights of copyright, patent, trade secret, trademark, service mark, trade dress, artistic and moral rights, mask rights, character rights, publicity rights, and any and all other proprietary rights of any kind whatsoever relating to the Design Material, together with any and all applications, registrations, renewal and extension rights, and rights to sue for any past, present, or future infringement (collectively, the "Rights").

- B. Design/Builder shall execute such documents and take such actions as may be requested by the Town which may, in the sole discretion of the Town, be required to perfect, protect, enforce, register, or transfer the Town's interest in the Design Material and the Rights. Design/Builder hereby irrevocably authorizes and empowers the Town to make, constitute, and appoint, in its sole discretion, any officer or agent of the Town as Design/Builder's true and lawful attorney-in-fact, with the power to endorse Design/Builder's name on, and file of record, all documents, instruments, and agreements of any kind whatsoever which the Town may, in its sole discretion, require for the Town or its transferees, successors, or assigns to perfect, protect, enforce, register, or transfer its interest in the Design Material and the Rights.
- C. The Town may, with respect to all or any portion of the Design Material, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, use in a performance, or change the Design Material without providing notice to or receiving consent from Design/Builder. Design/Builder expressly waives any and all artistic and moral rights associated with the Design Material.
- D. Design/Builder represents and warrants that: (a) it is the exclusive owner of the Design Material and the Rights, and no other person or organization participated in the creation of the Design Material; (b) the Design Material is original; (c) the Design Material has not been published; (d) the Design Material and the Rights are not subject to any liens, claims, charges, encumbrances, or restrictions of any kind whatsoever; (e) Design/Builder has the right and authority to enter into this Contract without receiving the consent or approval of any other person or organization, and this Contract shall be binding upon and fully enforceable against Design/Builder; (f) the Town's use of the Design Material and exercise of the Rights shall not infringe any copyright, trademark or service mark right, trade dress right, artistic and moral rights, mask right, trade secret right, character right, right

of publicity, privacy right, or any other proprietary right of any other person or organization; and (g) no person or organization has any reversionary rights in the Design Material or the Rights.

36. Termination.

- A. Default. The Town may terminate this Contract on thirty (30) days written notice to Design/Builder in the event Design/Builder defaults in the timely performance of any provision hereof, or otherwise fails to perform the Work, or any part thereof, in accordance with the provisions of the Contract Documents. Termination of this Contract by the Town shall not be the Town's exclusive remedy, and the Town may pursue such other remedies or actions lawfully available to the Town including, but not limited to, an action at law for damages against Design/Builder or any surety issuing a bond hereunder, or an action in equity for injunctive relief.
- B. Post-Design. The Town may terminate this Agreement after completion of the Design Work, but prior to commencement of the Construction Work, for any reason or no reason. Upon such termination, the Town shall pay Design/Builder amounts due and owing for the Design Work; provided that if Consultant has substantially or materially breached this Agreement, the City shall have all remedies or rights of set-off available at law and equity.
- C. Convenience. The Town may terminate this Agreement for any reason or no reason at any time upon thirty (30) days written notice to Design/Builder.
- D. Labor Disputes. Notwithstanding any other provision contained in this Contract, in the event of any picket or other form of labor dispute at the Work Area, Design/Builder shall continue to perform the Work required herein without interruption or delay. If Design/Builder fails to continue the performance of the Work without interruption or delay because of such picket or other form of labor dispute, the Town may terminate this Contract upon forty-eight (48) hours written notice.

37. Time of the Essence. The Town and Design/Builder agree that time is of the essence in the performance of this Contract and that the Town will suffer financial loss if the Work is not completed within the time specified.

38. Workers Without Authorization.

- A. Certification. By entering into this Contract, Contractor hereby certifies that, at the time of this certification, it does not knowingly employ or contract with a worker without authorization who will perform work under the Contract and that Contractor will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment in order to confirm the employment

eligibility of all employees who are newly hired for employment to perform work under the Contract.

B. Prohibited Acts. Contractor shall not:

- (1) Knowingly employ or contract with a worker without authorization to perform work under this Contract; or
- (2) Enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with a worker without authorization to perform work under this Contract.

C. Verification.

- (1) Contractor has confirmed or attempted to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Contract through participation in either the E-Verify Program or the Department Program.
- (2) Contractor shall not use basic pilot program procedures to undertake pre-employment screening of job applicants while this Contract is being performed.
- (3) If Contractor obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with a worker without authorization who is performing work under the Contract, Contractor shall:
 1. Notify the subcontractor and the Town within three (3) days that Contractor has actual knowledge that the subcontractor is employing or contracting with a worker without authorization who is performing work under the Contract; and
 2. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to subsection (1) hereof, the subcontractor does not stop employing or contracting with the worker without authorization who is performing work under the Contract; except that Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with a worker without authorization who is performing work under the Contract..

D. Duty to Comply with Investigations. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-

17.5-102(5)(a) to ensure that Contractor is complying with the terms of this Contract.

- E. If Contractor does not have employees, Contractor shall sign the "No Employee Affidavit" attached hereto.
- F. If Contractor wishes to verify the lawful presence of newly hired employees who perform work under the Contract via the Department Program, Consultant shall sign the "Department Program Affidavit" attached hereto.

39. Communications.

- A. Project Manager. All communications to the Town regarding the Work or this Contract shall be directed to the attention of the Project Manager. The Town shall give all instructions to Design/Builder, or his designee.
- B. Notices. Any notices required hereunder shall be delivered in person, by e-mail, or by mailing by first class mail, postage fully prepaid, addressed as follows:

To the Town: Jordan Hayes, Project Manager
jordanh@superiorcolorado.gov
124 E Coal Creek Drive
Superior, CO 80027

To Design/Builder: Angela Boese
angela@alituderec.com
3762 Eureka Way, Unit A
Frederick, CO 80516

- 40. Governing Law and Venue. This Contract shall be construed under the laws of the State of Colorado. In the event of any dispute between the parties which results in litigation, the exclusive venue for such litigation shall be the Boulder County District Court.
- 41. Governmental Immunity Act. The parties hereto understand and agree that the Town is relying on, and does 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, its officers, employees, agents, representatives, or volunteers.
- 42. Binding Effect. This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
- 43. Integration. This Contract represents the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior oral negotiations between the parties.

44. Modification. This Contract may only be modified upon written agreement of the parties.
45. No Third-Party Beneficiaries. There are no intended third-party beneficiaries to this Contract.

IN WITNESS WHEREOF the parties hereto have executed this Contract the day and year first above written.

TOWN OF SUPERIOR

Mark Lacis, Mayor

ATTEST:

Shannon Dujardin, Town Clerk

DESIGN/BUILDER

By: _____
Altitude Recreation, Inc.



Item Number:4.j.

Information for Meeting of the Superior Town Council

Agenda Item Name: IGA - Boulder County - Grant to Draft Policy to Streamline AH Applications

Meeting Date: August 10, 2026

Presented By:

Presented For:

Background:

Recommendation:

Budget Implications:

Motion:

Attachments:

None

Summary of Measured Noise Levels

in the

Town of Superior, Colorado

due to

Rocky Mountain Metropolitan Airport Operations

June 2026



Prepared by:

Hankard Environmental, Inc.
Colorado, Wisconsin



Monthly Summary – June 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 June 2026. Additional information regarding the measurements follows.

- Over the entire month, a total of 6,042 aircraft operations occurred within 1.25 miles of the measurement location (the distance within which aircraft are audible).¹
- Of these, 1,490 were touch and go (T&G) operations (25%).
- Over the entire month, aircraft operations were clearly noticeable (aircraft noise measured at approximately 5 dBA above the ambient sound level) for 3,659 minutes (61 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 2,757 minutes (46 hours), which is a 25% reduction.
- The following summarizes the June 2026 noise survey results at the Water Bladder.

**Table 1 - Summary of Daytime Measured Noise Levels and Aircraft Operations, June 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	6,042	---	3,659	2,337	332
	Daily average	216	17	131	83	12
Touch and Go Removed	Total for month	4,979	---	2,757	1,732	215
	Daily average	178	15	98	62	8

- Figure 1 shows the flight paths on June 19, 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), 136 minutes.
 - 10 dBA (significant increase), 106 minutes.
 - 20 dBA (much louder), 15 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 (40 dBA for this hour), meaning that aircraft noise was regularly present.
- Figure 4 shows the flight paths for the entire month of June 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.

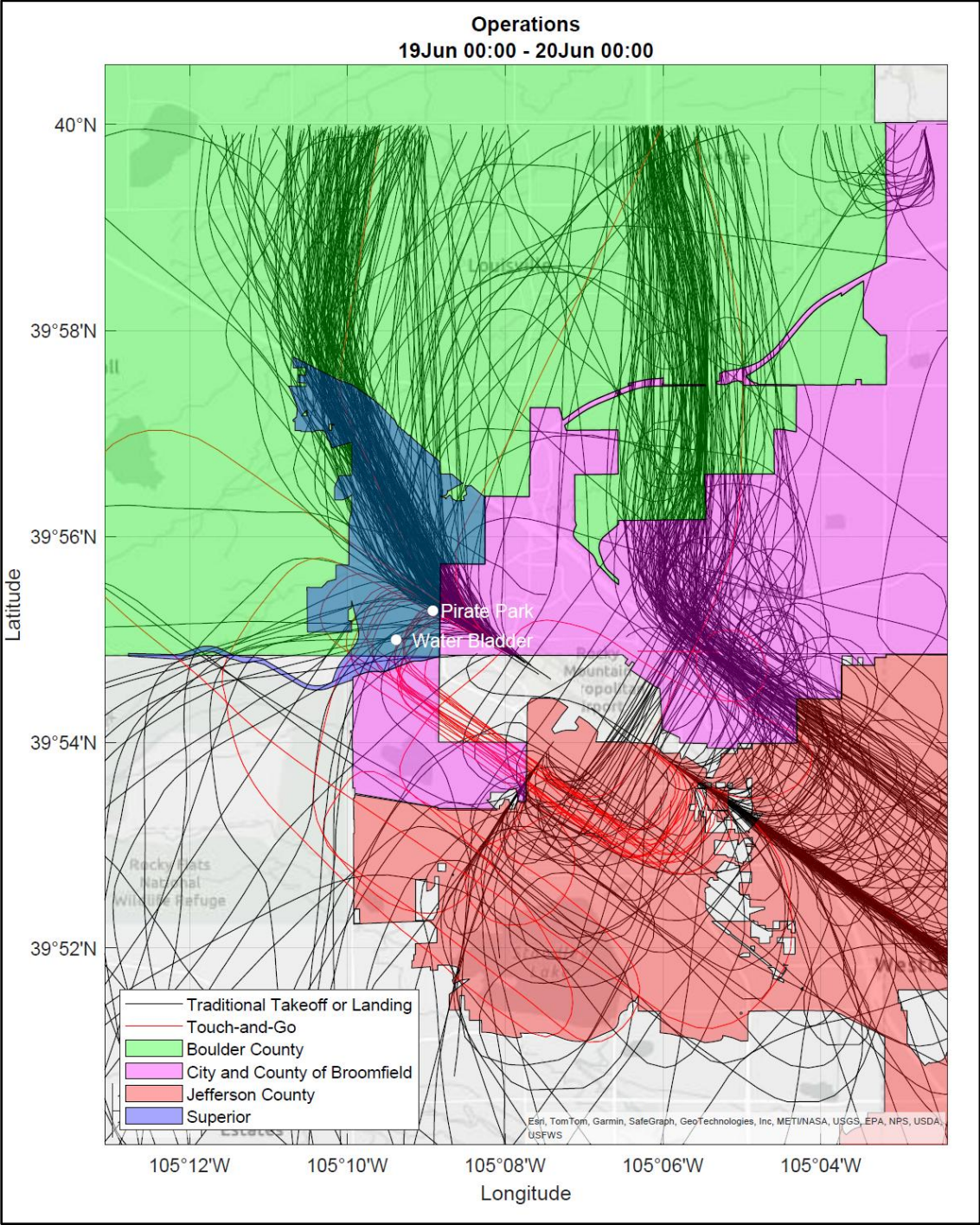


Figure 1 – Flight Paths on Median Day in June 2026 (404 Operations; 145 T&G)

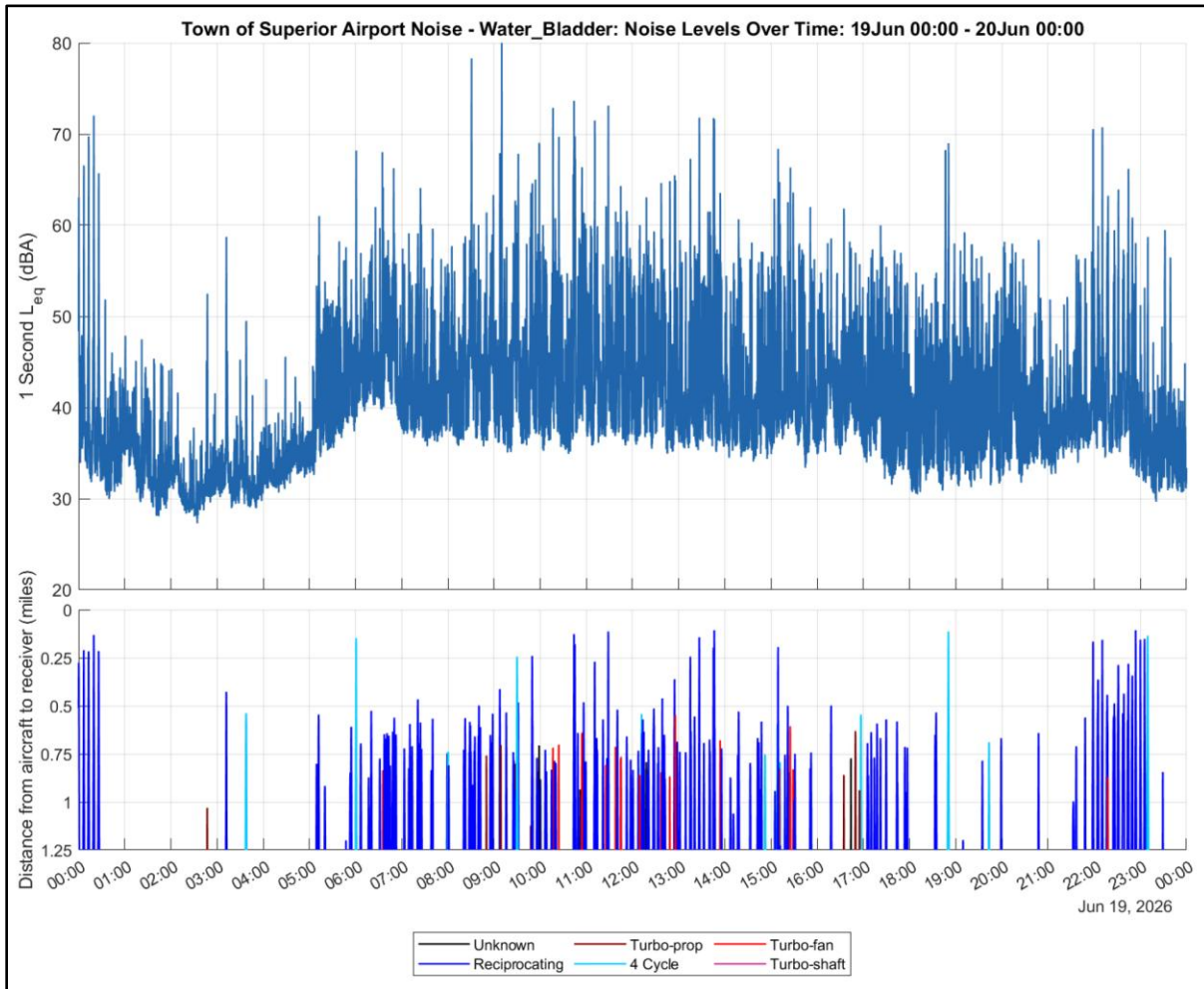


Figure 2 – Noise Levels and Aircraft Operations on Median Day (Water Bladder)

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)	39	46	51	53	52	51	48	51	44	48	44	44	47	43	44
Number of Operations	30	34	44	38	37	34	41	26	24	18	18	14	8	4	6

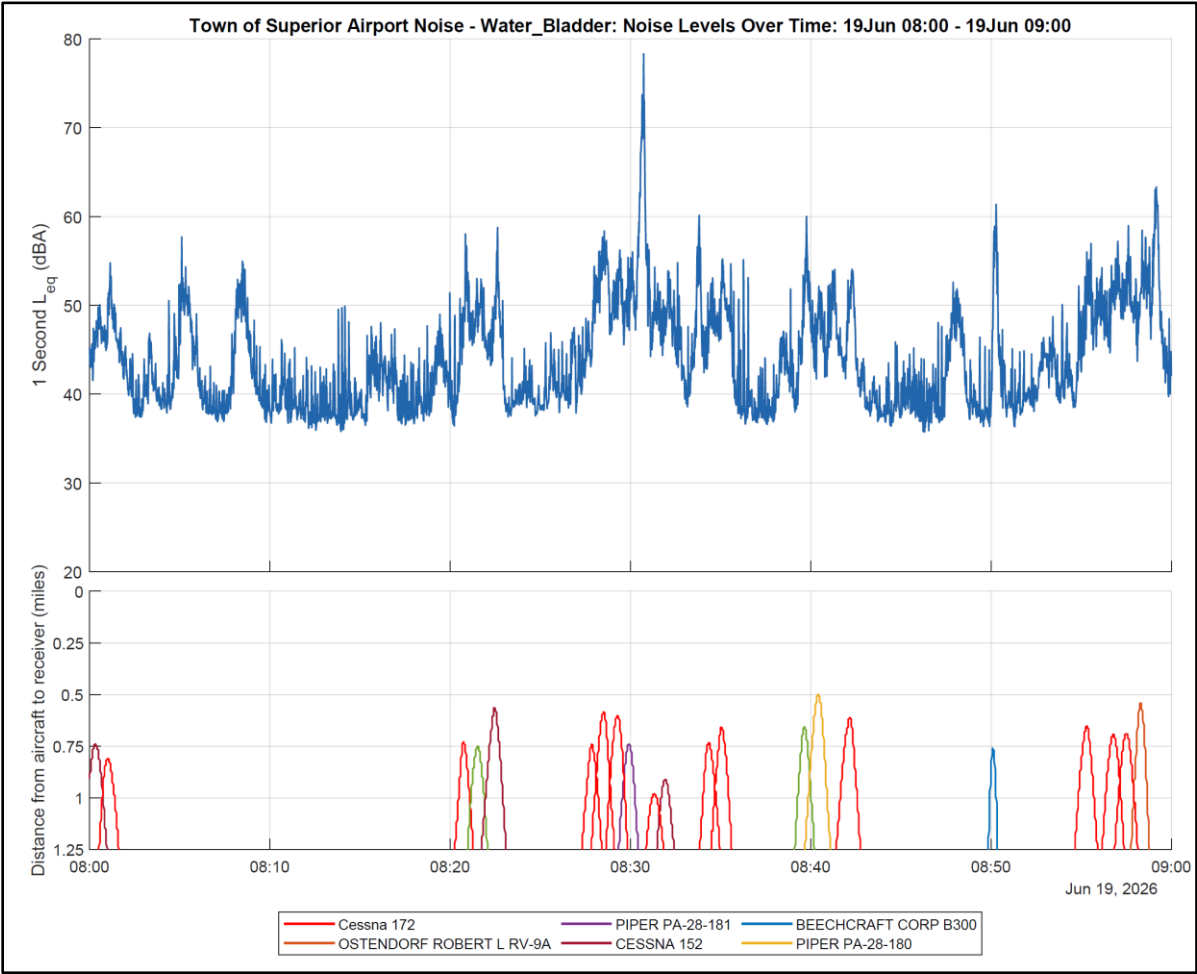


Figure 3 – Noise Levels and Aircraft Operations during an Example Hour on Median Day (Water Bladder)

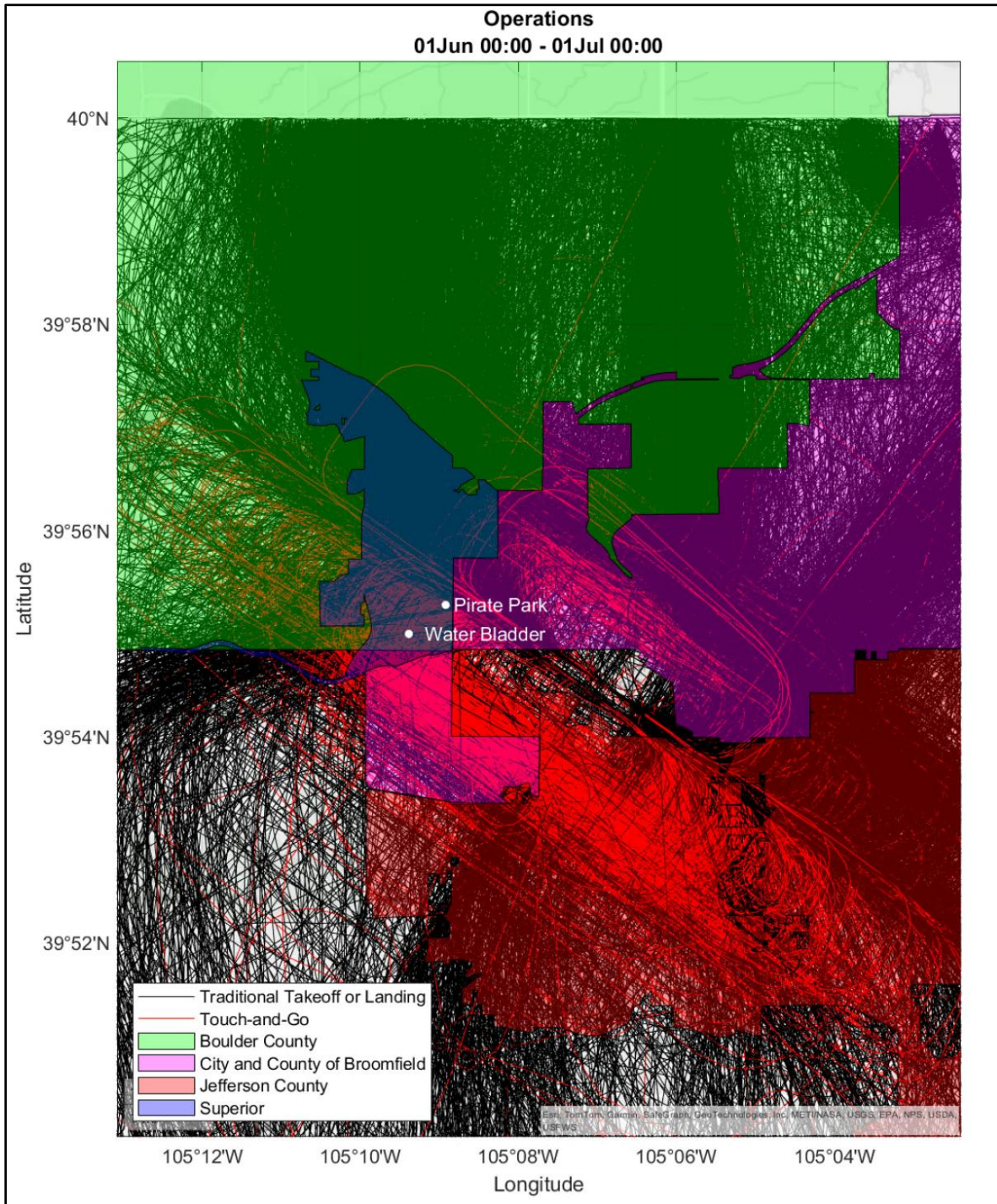


Figure 4 – All Flight Paths in June 2026 (10,835 Operations; 1,727 T&G)

Monthly Summary – June 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 June 2026. Additional information regarding the measurements follows.

- Over the entire month, a total of 6,244 aircraft operations occurred within 1.25 miles of the measurement location (the distance within which aircraft are audible).²
- Of these, 1,550 were touch and go (T&G) operations (25%).
- Over the entire month, aircraft operations were clearly noticeable (aircraft noise measured at approximately 5 dBA above the ambient sound level) for 3,956 minutes (66 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 3,213 minutes (54 hours), which is a 19% reduction.
- The following summarizes the June 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, June 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	6,244	---	3,956	2,618	695
	Daily average	223	20	141	93	25
Touch and Go Removed	Total for month	5,141	---	3,213	2,158	572
	Daily average	184	18	115	77	20

- Figure 5 shows the measured noise levels and concurrent aircraft activity for June 19, 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), 139 minutes.
 - 10 dBA (significant increase), 107 minutes.
 - 20 dBA (much louder), 43 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 (40 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.

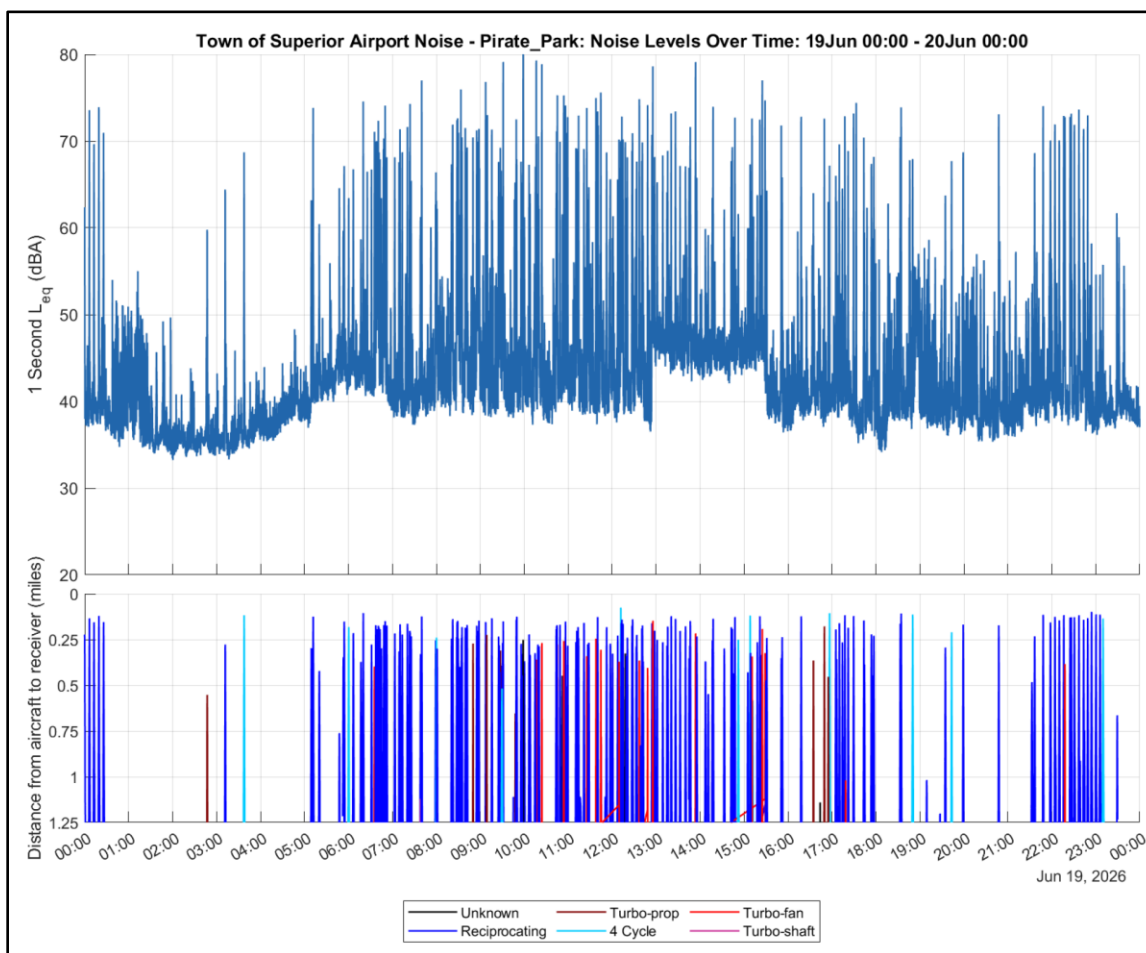


Figure 5 – Noise Levels and Aircraft Operations on Median Day (Pirate Park)

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)	39	54	57	58	58	56	57	55	52	55	49	53	51	47	47
Number of Operations	30	34	44	38	37	34	41	26	24	18	18	14	8	4	6

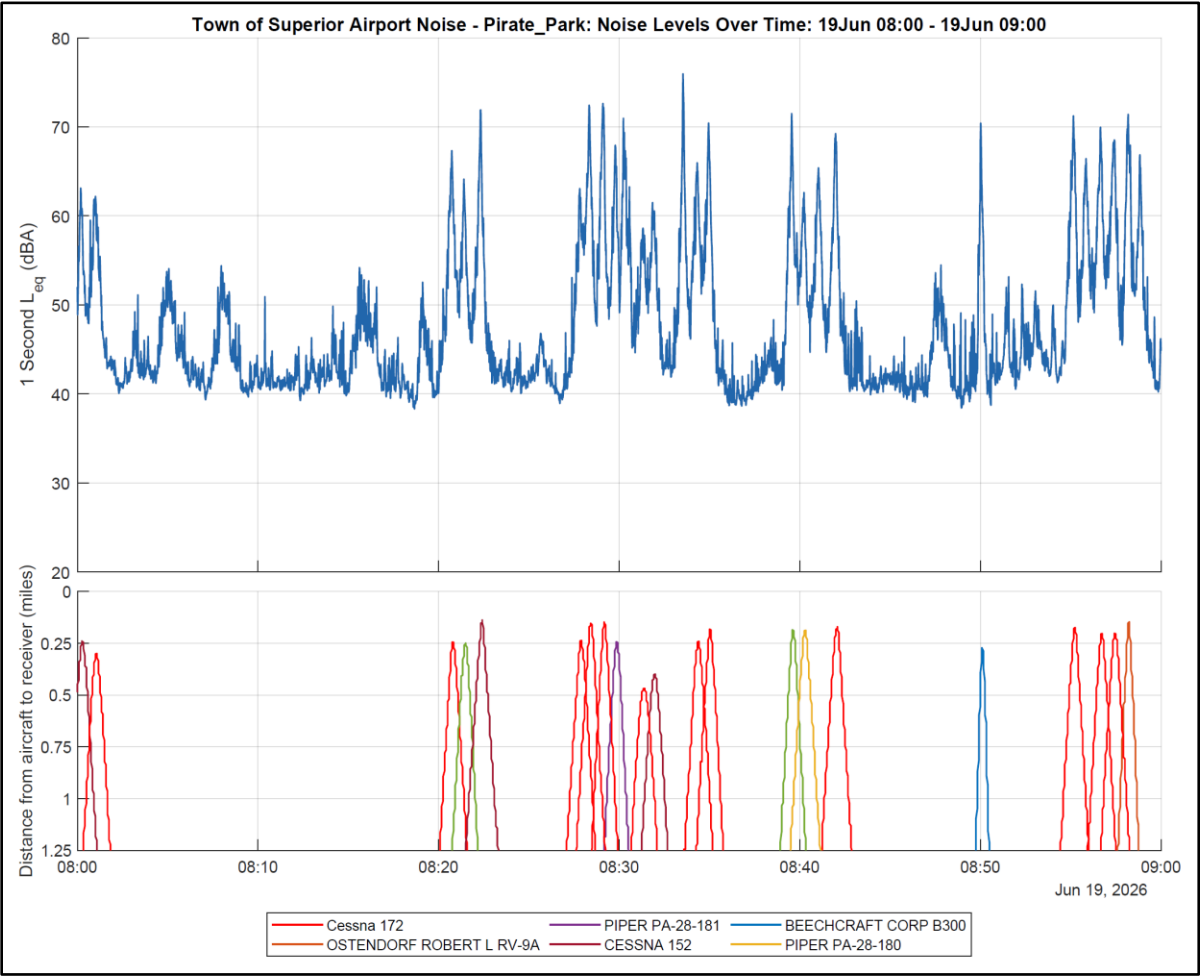


Figure 6 – Noise Levels and Aircraft Operations during an Example Hour on Median Day (Pirate Park)

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 June 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).

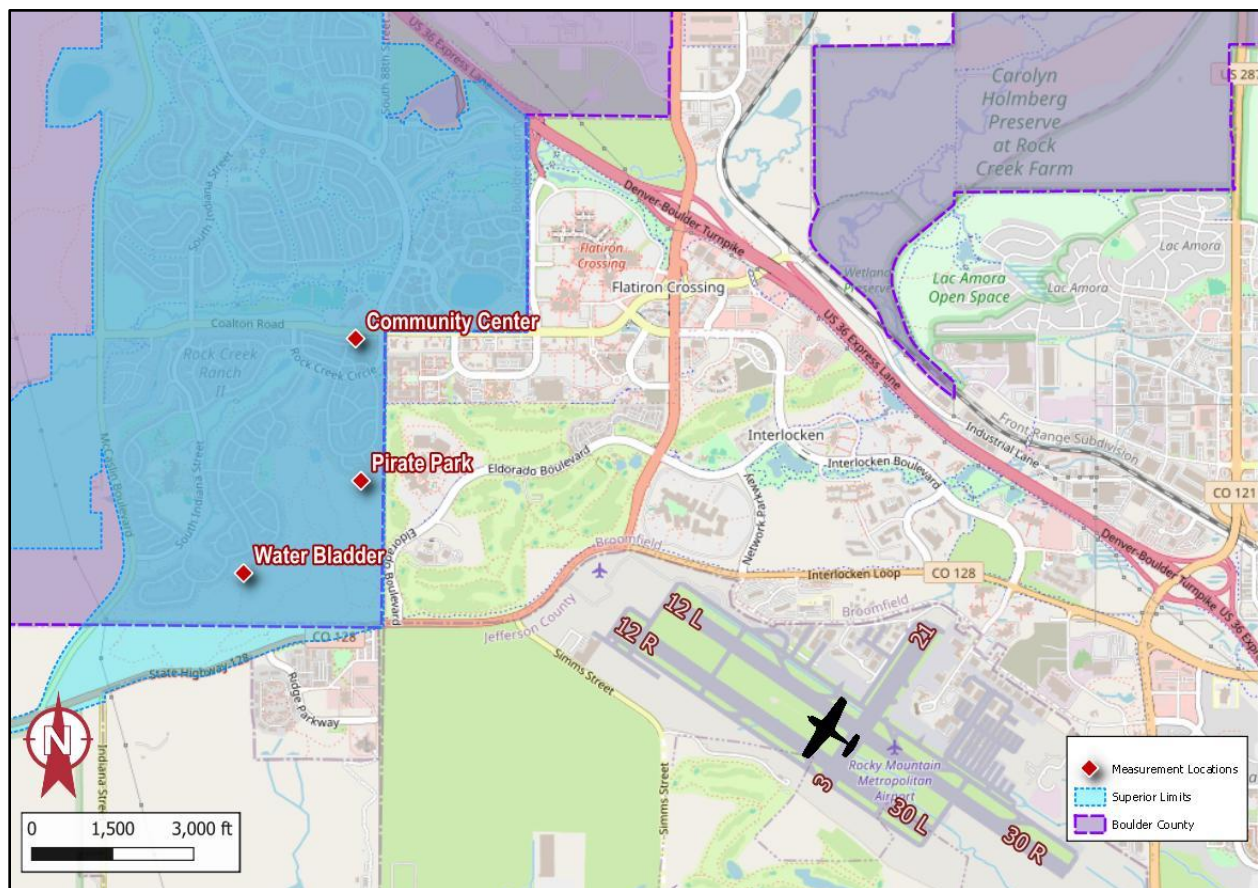


Figure 1-1. Measurement Locations and Airport

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 June 9, 2026 for all sites and the drift in the measured noise level was well within tolerance (Water Bladder -0.08 dB, Pirate Park -0.02 dB, and Community Center -0.20 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 June 2026. A total of 720 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 Cessna 172 (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 72 dBA, which is a 34 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 38 dBA is rarely reached because there was very little time when aircraft noise was not audible.

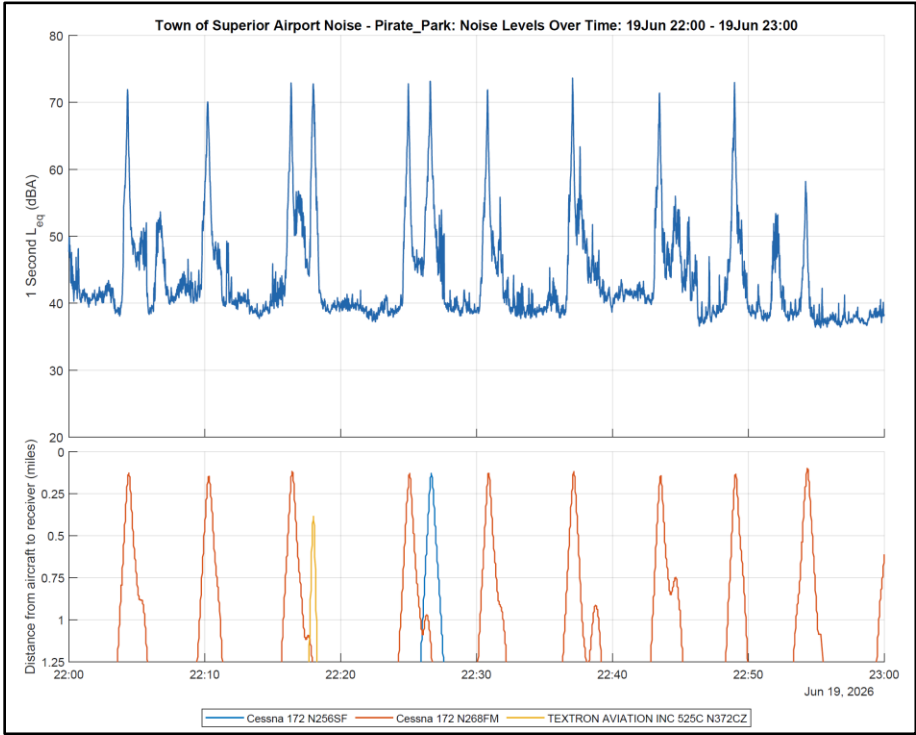


Figure 2-1. Example Time Plot of Measured Noise Levels - Touch and Go Operations

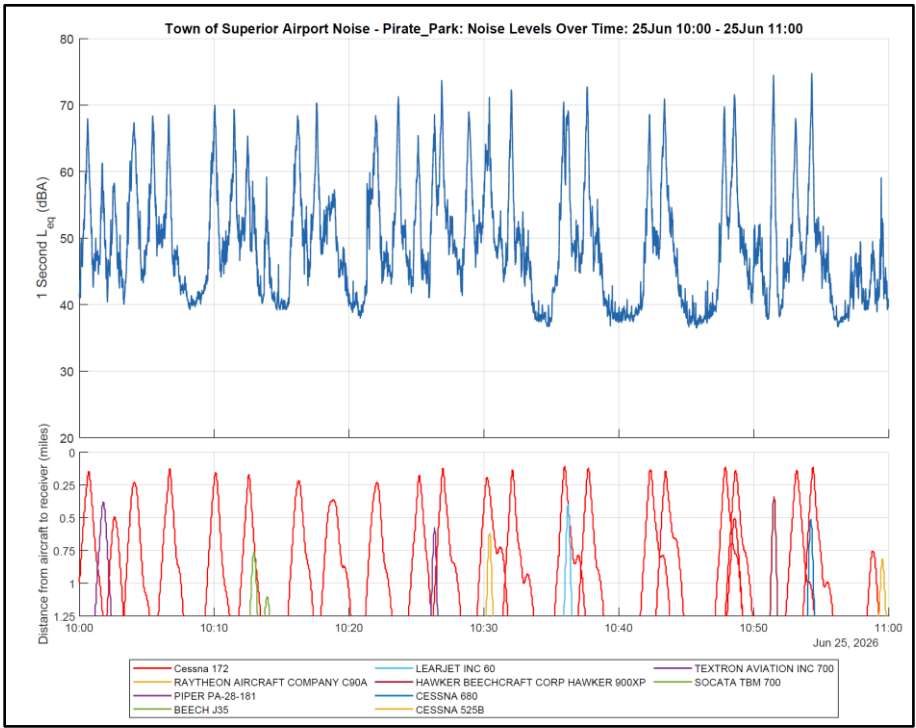


Figure 2-2. Example Time Plot During an Hour with Frequent Aircraft Operations

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-Jun-26	188	168	166	522	36%	132
2-Jun-26	133	148	154	435	31%	124
3-Jun-26	183	194	191	568	32%	145
4-Jun-26	86	227	221	534	16%	145
5-Jun-26	94	216	217	527	18%	159
6-Jun-26	54	137	126	317	17%	112
7-Jun-26	47	142	119	308	15%	106
8-Jun-26	98	188	165	451	22%	140
9-Jun-26	37	152	106	295	13%	103
10-Jun-26	-	-	-	-	-	-
11-Jun-26	-	-	-	-	-	-
12-Jun-26	37	115	147	299	12%	117
13-Jun-26	31	124	121	276	11%	107
14-Jun-26	97	93	98	288	34%	99
15-Jun-26	64	227	235	526	12%	150
16-Jun-26	35	203	202	440	8%	150
17-Jun-26	10	74	73	157	6%	93
18-Jun-26	33	239	242	514	6%	156
19-Jun-26	32	201	200	433	7%	140
20-Jun-26	21	109	119	249	8%	94
21-Jun-26	10	116	115	241	4%	118
22-Jun-26	15	234	224	473	3%	147
23-Jun-26	35	202	207	444	8%	129
24-Jun-26	10	150	151	311	3%	137
25-Jun-26	74	74	69	217	34%	88
26-Jun-26	62	194	198	454	14%	132
27-Jun-26	29	116	117	262	11%	107
28-Jun-26	56	165	161	382	15%	136
29-Jun-26	102	210	207	519	20%	148
30-Jun-26	54	173	166	393	14%	125
Month Total	1,727	4,591	4,517	10,835	16%	-

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-Jun-26	462	9	9	0	38	4
2-Jun-26	370	15	16	2	29	3
3-Jun-26	495	8	12	2	45	6
4-Jun-26	453	27	6	0	43	5
5-Jun-26	437	26	2	0	59	3
6-Jun-26	285	7	5	0	16	4
7-Jun-26	266	11	0	0	29	2
8-Jun-26	363	20	7	0	53	8
9-Jun-26	258	7	3	0	16	11
10-Jun-26	-	-	-	-	-	-
11-Jun-26	-	-	-	-	-	-
12-Jun-26	253	17	0	0	25	4
13-Jun-26	231	13	0	0	25	7
14-Jun-26	218	8	3	5	52	2
15-Jun-26	453	18	4	0	41	10
16-Jun-26	357	28	9	0	45	1
17-Jun-26	81	13	6	0	49	8
18-Jun-26	425	25	6	0	49	9
19-Jun-26	371	16	7	0	35	4
20-Jun-26	214	6	4	0	22	3
21-Jun-26	168	11	3	0	56	3
22-Jun-26	405	15	3	0	41	9
23-Jun-26	381	17	13	0	26	7
24-Jun-26	217	16	5	0	64	9
25-Jun-26	143	17	6	0	48	3
26-Jun-26	379	23	0	0	46	6
27-Jun-26	210	9	5	0	31	7
28-Jun-26	295	18	5	0	59	5
29-Jun-26	435	15	15	0	49	5
30-Jun-26	314	15	6	0	54	4
Month Total	8,939	430	160	9	1,145	152

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 June 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 Operations^{5,6} – 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-Jun-26	37	374	53	16	258	147	21	229	50	13	130	74	10
2-Jun-26	37	260	55	18	165	99	19	169	48	11	64	28	4
3-Jun-26	38	360	55	18	249	166	26	230	49	12	110	60	5
4-Jun-26	37	303	53	17	199	126	15	251	53	16	144	90	12
5-Jun-26	36	320	51	16	181	114	17	255	48	12	109	59	6
6-Jun-26	35	184	53	18	149	105	16	150	50	15	92	63	7
7-Jun-26	34	205	49	14	89	50	5	175	49	14	87	48	5
8-Jun-26	36	280	52	16	151	93	11	215	50	13	112	67	7
9-Jun-26	37	174	53	15	122	72	7	150	52	14	102	60	5
10-Jun-26	37	-	-	-	-	-	-	-	-	-	-	-	-
11-Jun-26	37	-	-	-	-	-	-	-	-	-	-	-	-
12-Jun-26	37	156	51	14	83	44	5	136	51	14	78	40	4
13-Jun-26	37	131	54	17	87	49	8	116	54	16	74	42	6
14-Jun-26	35	160	55	20	103	67	14	92	51	16	50	34	7
15-Jun-26	36	251	54	18	145	105	14	214	53	17	132	100	13
16-Jun-26	37	231	54	17	136	97	12	218	54	17	129	92	11
17-Jun-26	36	74	53	18	36	21	3	71	53	18	34	20	3
18-Jun-26	36	263	52	16	138	92	12	255	52	16	134	90	12
19-Jun-26	36	225	54	19	136	106	15	210	54	19	136	105	15
20-Jun-26	35	121	53	18	80	65	8	114	53	18	79	64	8
21-Jun-26	37	113	55	18	73	50	9	113	55	18	73	50	9
22-Jun-26	35	249	53	18	155	122	20	248	53	18	155	122	20
23-Jun-26	36	229	54	18	129	94	12	212	54	18	129	94	12
24-Jun-26	37	149	52	15	87	54	5	149	52	15	87	54	5
25-Jun-26	36	124	57	21	90	63	18	71	50	14	32	21	4
26-Jun-26	38	239	52	14	124	66	5	201	51	12	102	52	3
27-Jun-26	35	140	51	16	80	46	4	130	51	15	77	45	3
28-Jun-26	36	202	50	14	103	53	6	173	49	14	83	44	6
29-Jun-26	37	300	55	18	208	125	21	237	52	16	139	77	10
30-Jun-26	38	225	52	14	104	47	6	195	51	13	86	38	4
Monthly Average	36	216	53	17	131	83	12	178	51	15	98	62	8
Monthly Total	-	6,042	-	-	3,659	2,337	332	4,979	-	-	2,757	1,732	215

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.

⁶ No aircraft data from June 10 and 11 due to equipment malfunction

Table 4-2. Summary of Measured Noise Levels⁷ and Aircraft Operations^{8,9} – 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-Jun-26	-	379	-	-	-	-	-	234	-	-	-	-	-
2-Jun-26	45	275	57	13	135	54	7	182	56	12	95	38	6
3-Jun-26	45	369	61	16	223	112	14	233	59	14	162	89	12
4-Jun-26	44	315	59	15	195	102	16	261	59	14	171	91	15
5-Jun-26	46	325	57	12	125	54	9	259	57	11	103	43	8
6-Jun-26	45	193	58	14	124	65	11	159	57	13	101	51	8
7-Jun-26	44	209	57	13	106	42	7	179	57	13	105	42	7
8-Jun-26	45	293	59	14	146	69	12	226	59	13	129	64	11
9-Jun-26	45	187	60	15	129	72	10	163	59	15	117	66	9
10-Jun-26	46	-	-	-	-	-	-	-	-	-	-	-	-
11-Jun-26	45	-	-	-	-	-	-	-	-	-	-	-	-
12-Jun-26	47	159	58	11	60	22	3	139	58	11	58	22	3
13-Jun-26	46	143	59	13	93	47	6	128	59	13	87	44	6
14-Jun-26	43	165	62	20	96	51	11	97	58	16	64	36	8
15-Jun-26	45	252	61	16	135	73	14	215	61	16	133	73	14
16-Jun-26	45	229	60	15	116	65	12	216	60	15	114	64	12
17-Jun-26	48	75	58	10	20	7	1	72	58	10	20	7	1
18-Jun-26	45	260	58	13	127	61	9	252	58	13	126	61	9
19-Jun-26	46	224	61	15	128	73	13	209	61	15	128	73	13
20-Jun-26	44	120	60	16	77	46	10	113	60	16	77	46	10
21-Jun-26	44	111	60	16	69	35	8	111	60	16	69	35	8
22-Jun-26	45	244	60	15	152	81	16	243	60	15	152	81	16
23-Jun-26	46	224	61	14	111	58	10	207	61	14	111	58	10
24-Jun-26	46	153	61	15	103	55	11	153	61	15	103	55	11
25-Jun-26	46	132	62	16	77	35	6	78	61	15	44	23	5
26-Jun-26	45	251	60	15	136	75	13	211	60	14	125	71	13
27-Jun-26	45	141	58	12	70	27	5	131	58	12	67	27	5
28-Jun-26	44	215	57	13	114	42	8	182	56	12	106	39	8
29-Jun-26	47	299	59	13	164	75	11	237	59	12	131	61	10
30-Jun-26	46	233	58	12	92	35	6	203	58	12	82	31	5
Monthly Average	45	221	59	14	116	57	10	182	59	14	103	51	9
Monthly Total	-	6,175	-	-	3,124	1,532	260	5,093	-	-	2,779	1,388	243

⁷ No noise data from June 1 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.

⁹ No aircraft data from June 10 and 11 due to equipment malfunction

Table 4-3. Summary of Measured Noise Levels and Aircraft Operations^{10,11} – 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-Jun-26	39	378	56	17	247	140	28	233	54	15	154	91	17
2-Jun-26	39	280	58	19	183	103	22	180	52	13	98	53	7
3-Jun-26	40	373	59	20	272	183	43	237	55	16	156	106	18
4-Jun-26	39	317	57	18	215	145	28	263	56	17	179	125	23
5-Jun-26	38	328	55	17	186	115	24	261	53	15	131	79	15
6-Jun-26	38	193	56	18	159	108	21	159	54	15	116	80	14
7-Jun-26	38	210	53	15	117	71	10	180	53	15	115	70	10
8-Jun-26	39	294	57	18	173	122	23	226	56	17	139	100	19
9-Jun-26	39	188	57	17	155	98	16	164	56	17	137	87	13
10-Jun-26	39	-	-	-	-	-	-	-	-	-	-	-	-
11-Jun-26	39	-	-	-	-	-	-	-	-	-	-	-	-
12-Jun-26	38	159	56	18	92	58	13	139	55	18	86	56	12
13-Jun-26	40	143	56	17	112	72	12	126	56	17	100	65	12
14-Jun-26	37	166	62	25	120	81	23	97	58	21	68	47	14
15-Jun-26	38	253	61	23	133	95	40	216	61	23	125	90	39
16-Jun-26	38	231	62	24	136	105	49	218	62	-	130	101	46
17-Jun-26	38	76	60	22	39	26	10	73	60	-	38	25	10
18-Jun-26	38	267	59	21	146	101	35	258	58	21	143	99	34
19-Jun-26	38	226	61	23	139	107	43	211	61	-	139	106	42
20-Jun-26	37	121	61	24	79	59	25	114	61	24	78	59	25
21-Jun-26	39	113	61	22	71	52	19	113	61	22	71	52	19
22-Jun-26	38	250	61	24	156	115	47	249	61	24	156	115	47
23-Jun-26	39	231	61	22	121	85	31	214	61	22	121	85	31
24-Jun-26	39	155	59	20	105	73	19	155	59	20	105	73	19
25-Jun-26	38	134	60	22	108	75	26	78	58	19	47	34	12
26-Jun-26	40	253	57	18	152	101	21	213	57	17	135	92	19
27-Jun-26	38	143	55	17	92	65	15	132	55	17	88	62	15
28-Jun-26	39	219	54	15	116	62	11	184	53	15	100	56	11
29-Jun-26	40	308	57	18	215	134	29	244	56	16	154	93	19
30-Jun-26	40	235	55	16	118	67	11	204	55	15	103	59	10
Monthly Average	39	223	58	20	141	93	25	184	57	18	115	77	20
Monthly Total	-	6,244	-	-	3,956	2,618	695	5,141	-	-	3,213	2,158	572

¹⁰ 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.

¹¹ No aircraft data from June 10 and 11 due to equipment malfunction



Item Number:5.a.

Information for Meeting of the Superior Town Council

Agenda Item Name:	First Reading - An Ordinance of the Town Council of the Town of Superior Adopting by Reference the 2024 Edition of the International Fire Code
Meeting Date:	August 10, 2026
Presented By:	Martin Toth, Asst. Town Manager, Matt Magley, Town Manager
Presented For:	1st Reading

Background:

The International Code Council created and periodically updates the various building code standards that most communities across the country, including Superior, apply through their building plan and permit review and construction inspection process. The International Fire Code (IFC) is one component of these standards, and since the Mountain View Fire Protection District Board has adopted the current 2024 IFC, staff and the Town Attorney have coordinated Mountain View command staff to update the Town's ordinance to apply localized amendments to the IFC to align Town and Mountain View policies and standards going forward.

As Mountain View serves four municipalities and portions of three counties, they typically work with each when a new IFC is issued to harmonize application of IFC standards to the extent possible across jurisdictions. Additionally, State statutes require special districts like Mountain View to submit their code adoptions to make them fully enforceable everywhere they provide service. To accommodate any diverging standards between jurisdictions, Mountain View ordinance amendments typically include if/then statements to meet the determinations made by each jurisdiction. For example, if a jurisdiction requires residential sprinklers, then the District requires resiliency features suited to the Front Range environment, but if a jurisdiction does not require residential sprinklers then the provisions are moot. This format also allows even IFC application across Mountain View's service area since jurisdictions adopt the updated IFC standards on different schedules.

Jeff Webb, Deputy Chief - Support Services for Mountain View Fire Protection District, plans to attend this evening's Council meeting to discuss the proposed IFC adoption with Council and answer questions.

Recommendation:

First reading of the Ordinance Adopting by Reference the 2024 Edition of the International Fire Code

Budget Implications:

N/A

Motion:

Move to Approve on First Reading the Ordinance of the Town Council of the Town of Superior Adopting by Reference the 2024 Edition of the International Fire Code

Attachments:

1. Ordinance - International Fire Code

**Town of Superior
Ordinance Number O-
Series 2026**

**An Ordinance of the Town Council of the Town of Superior
Adopting by Reference the 2024 Edition of the International Fire
Code**

Whereas, Section 6.06 of the Superior Home Rule Charter allows the Town to adopt codes by reference; and

Whereas, on _____, 2026, the Town Council held a properly noticed public hearing to consider the adoption of the International Fire Code, 2024 edition, promulgated by the International Code Council, Inc., 500 New Jersey Avenue, NW, 6th Floor, Washington DC 20001, with specific amendments for properties served by the Mountain View Fire Protection District and by the Louisville Fire Protection District.

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

Section 1. Section 18-5-10 of the Superior Municipal Code is hereby repealed in its entirety and reenacted as follows:

Sec. 18-5-10. – Adoption.

The International Fire Code, 2024 edition (the "IFC"), published by the International Code Council, Inc., 500 New Jersey Avenue, NW, 6th Floor, Washington, D.C. 20001, is hereby adopted by reference, as amended and including the following appendices: Appendix A, Board of Appeals; Appendix B, Fire-Flow Requirements for Buildings; Appendix C, Fire Hydrant Locations and Distribution; Appendix D, Fire Apparatus Access Roads; Appendix F, Hazard Ranking; Appendix H, Hazardous Materials Management Plan and Hazardous Materials Inventory Statement Instructions; Appendix I, Fire Protection Systems – Noncompliant Conditions; Appendix K, Construction Requirements for Existing Ambulatory Care Facilities; and Appendix O, Valet Trash and Recycling Collection in Group R-2 Occupancies. The subject matter of the IFC includes standards regulating the construction, alteration, use, height, area and maintenance of all public and private buildings or improvements for the purpose of protecting the public health, safety and welfare.

Section 2. Section 18-5-20 of the Superior Municipal Code is hereby repealed in its entirety and reenacted as follows:

Sec. 18-5-20. – Amendments for areas of the Town served by the Mountain View Fire Protection District.

The IFC is hereby amended for properties served by the Mountain View Fire Protection District (the "District") as follows:

- (1) Delete Section 101.1 in its entirety and replace with: 101.1 Title. These regulations shall be known as the Fire Code of the Town for areas service by the District, hereinafter referred to as "this Code."
- (2) Add Section 102.13 as follows: 102.13 Conflicts with other adopted codes. Where a conflict arises between this Code and the International Building Code and/or the International Residential Code, the more stringent application of the respective codes shall apply. Exception: When the chief building official of Town and the fire code official agree upon any provision from the respective codes as being applicable and acceptable.
- (3) Add Section 102.14 as follows: 102.14 Other adopted codes. Where this document refers to other ICC codes, the currently adopted edition for Town shall apply.
- (4) Amend Section 103.1 to read as follows: 103.1 Code compliance agency. The District shall be the Code compliance agency. The Fire Marshal of the District shall be known as the fire code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this Code.
- (5) Amend Section 104.8 by adding the following sentence at the end of the Section: Nothing herein shall be construed as a waiver of any immunities provided by C.R.S. § 24-10-101, *et seq.*, or by other statutes or by common law.
- (6) Amend Section 104.10 by adding the following sentence at the end of the Section: The authority of the Chief of the District, or authorized designee, including all fire code officials, to act as peace officers shall extend to the limits as authorized in C.R.S. § 16-2.5-109.
- (7) Amend Section 104.11 by adding the following sentence at the end of the Section: The authority of the Chief of the District, or authorized designee, including all fire code officials, to act as peace officers shall extend as far as the authority set forth in C.R.S. §§ 32-1-1002, 16-2.5-109, and other applicable state statutes.
- (8) Delete the following Sections in their entirety: 105.5.1 through 105.5.3; 105.5.6 through 105.5.9; 105.5.11 through 105.5.31; 105.5.33; 105.5.35 through 105.5.41; 105.5.43 through 105.5.48; and 105.5.50 through 105.5.52.
- (9) Delete Section 105.5.34 in its entirety and replace with: 105.5.34 Open burning. An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road or other public or private ground. Instructions and stipulations of the permit shall be adhered to. Exception: No permit shall be required if burning is regulated under C.R.S. § 25-7-123 or any other applicable state law.
- (10) Delete Section 108 and replace with:

(a) 108 Fees.

(b) 108.1 Fees. Fees for services under this Code shall be established from time to time by the District pursuant to C.R.S. § 32-1-1002(1)(e). Said fees and charges may include a charge for reimbursement to the District of any consultation fees, expenses or costs incurred by the District in performing inspection-related services under provisions of this Code.

(c) 108.2 Payment of fees. A permit shall not be valid until the fees prescribed by law have been paid; nor shall an amendment to a permit be released until additional fees, if any, have been paid.

(d) 108.3 Operational permit fee. An inspection fee may be charged for any operational permit required by Section 105.5. The inspection fee shall be based upon the time required to conduct inspections authorized by Section 105.2.2, and associated activities, to determine compliance with this Code and other applicable laws and ordinances as required by Section 105.2.4 and to issue the permit as specified in Section 105.3.7.

(e) 108.4 Construction permit fee. A fee may be charged for any construction permit required by Section 105.6 of this Code. The construction permit fee is intended to cover the cost of inspections required or requested in connection with the work for which the permit is granted and the associated costs of processing the application. An application shall include an estimate of the total value of the work, including materials and labor, for which the permit is being sought. If, in the opinion of the fire code official, the valuation is underestimated on the application, the permit shall be denied, unless written estimates are provided in a form acceptable to the fire code official and that support the valuation set forth in the application. Final construction permit valuation shall be set by the fire code official.

(f) 108.5 Other inspection fee. Fees for re-inspections, for inspections outside normal business hours or for inspections for which no fee is otherwise established may be charged.

(g) 108.6 Plan review fee. The plan review fee is intended to cover the significant costs and expenses incurred by the District in reviewing materials necessary to perform appropriate inspections of construction, uses, processes and operations. The fee shall be assessed based on the reasonable, customary and necessary time associated with reviewing or evaluating site plans; construction documents and calculations; changes, additions or revisions to approved plans; and construction documents resubmitted after the fire code official's issuance of a statement explaining the reasons that a previous submittal does not conform to the requirements of this Code. When submittal documents are incomplete or changed and require additional plan review, an additional plan review fee shall be charged. The plan review fee required by Section 108.6 is separate from the construction permit fee required by Section 108.4.

(h) 108.7 Unauthorized work inspection fee. Any person or entity that begins any work before obtaining a construction permit required by Section 105.6 shall be subject to an inspection fee in an amount equal to the amount of the

construction permit fee. The fee shall be separate from and in addition to a construction permit fee. Payment of the inspection fee shall not relieve any person from compliance with all other provisions of this Code or from any penalty prescribed by law. The inspection fee shall be assessed regardless of whether a construction permit is then or subsequently issued. Exception: When approved in writing by the fire code official, work may begin prior to obtaining a construction permit.

(i) 108.8 Related fees. The payment of the fee for construction, uses, processes or operations authorized by an operational permit or construction permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law or required by Section 107.

(11) Delete Section 112.1 in its entirety and replace with:

(a) 112.1 Appeals procedure - general. Any person, firm or corporation who is grieved by an application, interpretation or order made by District personnel, pursuant to any provision of the Code for the standards adopted, may file within five (5) business days a written notice of appeal with the District requesting a hearing before the Fire Chief. All appeals must be made in writing to the Fire Chief at the District's administrative office. The Fire Chief shall establish reasonable rules for such appeals and shall make a record of all proceedings. The decision of the Fire Chief shall be considered a final administrative decision.

(b) 112.1.1 Appeals procedure - administrative decisions. To determine the suitability of alternate materials and types of construction and to provide for reasonable interpretations of this Code, upon request of an interested party, including the Fire Chief or designee, there shall be, and is hereby created a board of appeals consisting of five (5) members who are qualified by experience and training to pass judgment upon pertinent matters. The board of appeals shall be appointed by the District and shall hold office at its pleasure. The board of appeals shall adopt reasonable rules of procedure for conducting its business and shall render all interpretations, decisions and findings in writing to the appellant or requesting party with a duplicate copy to the Fire Chief. All appeals of the Fire Chief's decision shall be made in writing, within five (5) business days of the Fire Chief's decision, to the District by delivery to the District Fire Chief or their representative at the District's administrative office.

(c) 112.1.2 Appeals board and procedures. See Appendix A, as adopted, for the makeup and procedures of the board of appeals.

(12) Delete Section 113.4 in its entirety and replace with: 113.4 Violation penalties. Persons who violate a provision of this Code or shall fail to comply with any of the requirements thereof, or who shall correct, install, alter, repair or do work in violation of the approved construction documents or directions of the fire code official or of a permit or certificate used under this Code, shall be guilty of a misdemeanor, punishable by a fine of not more than two hundred and fifty dollars (\$250). Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(13) Delete Section 114.4 in its entirety and replace with: 114.4 Failure to comply. Any person who shall continue any work after having been served a stop-work order except such work as that person is directed to perform to remove a violation or unsafe condition shall be liable to a fine and/or imprisonment up to the maximum specified in C.R.S. §§ 32-1-1001 and 32-1-1002. Each day in which such violation occurs shall constitute a separate violation under C.R.S. § 32-1-1002(3)(d).

(14) Add Section 503.2.9 as follows: 503.2.9 Driveway access. Driveways from platted roads to single-family residences shall be sized to meet the Town's transportation department specifications on straight sections. Inside and outside curve radii will be determined by the fire code official to accommodate the fire apparatus expected to respond to the residence.

(15) Add Section 507.2.3 as follows: 507.2.3 In-ground cisterns. In-ground cisterns for fire protection shall be designed, installed and maintained to meet the requirements of the municipal code and the responding fire apparatus, as determined by the fire code official.

(16) Add Section 507.2.4 as follows: 507.2.4 Community cisterns. Where an occupancy is close enough and has adequate access by firefighting apparatus in the opinion of the fire code official, a community cistern may provide firefighting water supply instead of an in-ground cistern, as described in Subsection 507.2.3.

(17) Amend Section 507.5 by the addition of Sections 507.5.3.1 and 507.5.7 to read as follows.

(a) 507.5.3.1. Privately owned hydrant maintenance. Privately owned hydrants shall be maintained at the expense of the private property owner, subject to the direction and requirements of the fire code official. Such private hydrants shall be flushed and tested periodically according to the Code. In the event such testing reveals that the flow from private hydrants is inadequate according to applicable standards, modifications necessary to meet these standards shall be ordered by the fire code official and made at the expense of the property owner. All private hydrants shall be painted the same color as hydrants on public rights-of-way or elsewhere throughout the Town with a white cap to designate a private fire hydrant. Appropriate markings or signs restricting parking in front of or next to fire hydrants shall be designated by the fire code official and implemented at the expense of the owner of the property. No point of connection to any private fire hydrant shall be left uncapped without permission of the fire code official.

(b) 507.5.7 Existing private fire hydrants. Existing hydrants that do not conform to the Town specifications or that do not face in the direction most consistent with emergency use by the fire department, as established by the fire code official, shall be changed to meet the Town's requirements by the property owner and at the property owner's expense, within fifteen (15) days of service of notice of the required changes upon the property owner or its resident agent.

(18) In areas of the Town where single-family and two-family residences are not required to be sprinklered per the adopted building and residential codes, amend

Section 903.2.8.1 as follows: 903.2.8.1 Group R. An automatic sprinkler system installed under Section 903.3.1.3 shall be permitted in group R-3 occupancies. Single-family and two-family residences are exempt from this requirement where the Town has removed this requirement from the adopted building and residential codes.

(19) In areas of the Town where single-family or two-family residences are required to be sprinkled per the adopted building and residential codes, amend Section 903.3.1.3 as follows: 903.3.1.3 Residential sprinkler systems. Automatic sprinkler systems installed in one- and two-family dwellings, Group R-3, and R-4, condition 1 and townhouses shall be permitted to be installed throughout in accordance with the Town's building code, its amendments and Subsections 903.3.1.3.1 through 903.3.1.3.3.

(20) Add Section 903.3.1.3.1 as follows: 903.3.1.3.1 Fire department connections. Residential sprinkler systems that are supplied by atmospheric pressure tanks and fire pumps shall be installed with a fire department connection, the size and location of which shall be determined by the fire code official and Section 912.

(21) Add Section 903.3.1.3.2 as follows: 903.3.1.3.2 Attached garage sprinklers. Residences with attached garages, where the garage may serve as an egress path, shall have a garage sprinkler as determined by the fire code official.

(22) Add Section 903.3.1.3.3 as follows: 903.3.1.3.3 Interior and exterior notification. Residential sprinkler systems shall have adequate interior notification of the occupants provided to alert them that the sprinkler system is activated in accordance with NFPA 72. Additionally, a horn and strobe device shall be installed above the fire department connection noted in Section 903.3.1.3.1. Such sprinkler water flow alarm devices shall be activated by the water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.

(23) Delete Section 903.4.3 in its entirety and replace with: 903.4.3 Alarms. An approved audible device located on the exterior of the building in an approved location shall be connected to each automatic sprinkler system. An approved audible alarm shall be provided in the interior of the building in a normally occupied location to alert building occupants of sprinkler discharge. Such sprinkler water flow alarm devices shall be activated by the water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Where a fire alarm system is installed, the actuation of the automatic sprinkler system shall actuate the building fire alarm system.

(24) Add Section 907.6.4.3 as follows: 907.6.4.3 Extent of coverage. The fire code official shall approve the extent of zone coverage for fire alarm systems in all buildings and structures.

(25) Add Section 904.14.6 as follows: 904.4.6 Building alarm system interconnect. Where a commercial cooking suppression system is installed in a

building with a monitored alarm system, activation of the suppression system shall trigger the building's alarm system.

(26) Add Section 904.14.7 as follows: 904.14.7 Notification of activation. Where a commercial cooking suppression system is installed in a building without a monitored alarm system, local interior and exterior notification horns shall be installed which sound when the suppression system is triggered. The interior horn(s) shall be in a normally occupied area(s) of the building, including public spaces. The exterior horn(s) shall be audible from the public way.

(27) Delete Section 907.1.2 in its entirety and replace with: Section 907.1.2 Fire alarm shop drawings. Shop drawings for fire alarm systems shall be prepared in accordance with NFPA 72 and submitted for review and approval prior to system installation. Shop drawings shall bear the stamp of either a professional engineer (PE) licensed in the state or an individual holding a level III or IV certification in fire alarm design by the National Institute for Certification in Engineering Technologies.

(28) Delete Section 907.1.3 in its entirety and replace with:

(a) 907.1.3 Equipment. Systems and components shall be listed and approved for the purpose for which they are installed. Only addressable fire alarm panels will be approved. Exception: Fire alarm panels that can transmit individual specific initiating device information.

(b) 907.1.3.1 Combination fire and security panels. A fire alarm system shall not be used for any purpose other than fire protection or control of fire protection systems. Combination fire and security panels are not permitted.

(c) 907.1.3.2 Fire alarm system wiring. All fire alarm wiring shall be red-jacketed wiring listed and approved for fire alarm systems.

(29) Amend Section 907.6.6 by adding the following to the end of the Section: Supervising station shall report all fire alarms in a contact identification point reporting format.

(30) Amend Section 915.1.1 by the addition of: 5. In facilities generating carbon dioxide enhanced atmospheres for plant growth via combustion processes.

(31) Amend Section 3103.5 by adding the following at the end of the Section: For tent or membrane structures greater than five hundred (500) square feet, the construction documents must include the manufacturer's instructions for staking or ballasting to anchor the tent or membrane structure.

(32) Amend Section 3106.2 by adding the following at the end of the Section: A copy of the manufacturer's anchoring instructions shall be included in the permit submittal.

(33) Amend the title of Appendix A as follows: Appendix A - Board of appeals and procedures.

(34) Amend Section A101.3 as follows: A101.3 Membership of board. The board shall consist of five (5) voting members appointed by the chief appointing

authority on an ad hoc basis to hear matters that come up for appeal. The fire chief shall be the chief appointing authority. The fire code official shall be an ex officio member of the board and shall not vote on matters before the board.

(35) Delete Section A101.3.3 in its entirety.

(36) Delete Section A101.3.4 in its entirety and replace with: A101.3.4 Chairperson. The board shall select one of its members to function as chairperson to hear the matter brought before the board.

Section 3. Section 18-5-30 of the Superior Municipal Code is hereby repealed in its entirety and reenacted as follows:

Sec. 18-5-30. – Amendments for areas of the Town served by the Louisville Fire Protection District.

The IFC is hereby amended for properties served by the Louisville Fire Protection District as follows:

(1) Amend Section 114.4 by replacing "liable to a fine . . ." with: "subject to penalties as prescribed by law."

(2) Delete Section 112.3 in its entirety.

Section 4. The Superior Municipal Code is hereby amended by a new Section 18-5-40 to read as follows:

Sec. 18-5-40. - Copy on file.

One (1) copy of the IFC is on file in the office of the Town Clerk and is available for public inspection.

Section 5. The penalty associated with violations of Chapter 18 of the Superior Municipal Code is set forth in Section 1-3-20 of the Superior Municipal Code, which reads as follows:

Sec. 1-3-20. – General penalty.

(a) No person shall violate any of the provisions of the ordinances of the Town or of this Code. Except in cases where a different punishment is prescribed by any ordinance of this Town or this Code, any person who violates any of the provisions of the ordinances of the Town or of this Code shall be punished by a fine of not more than two thousand six hundred fifty dollars (\$2,650.00) or by imprisonment not to exceed one hundred eighty (180) days, or by both such fine and imprisonment, except as provided in Section 1-3-30 below and provided further that no indigent person shall be punished by imprisonment unless he or she has been given the opportunity to be represented by counsel. In addition, such person shall pay all court costs imposed by the court.

(b) Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation is committed, continued or permitted by any such person and shall be punished accordingly.

Section 6. Safety. This Ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 7. 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