

# Palmer Lake Parks and Trails Commission

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## **Parks and Trails Mission**

Palmer Lakes Parks and Trails Commission is a non-political commission appointed by the Town Trustees to oversee the Parks, trails, trail bridges, and playgrounds within the boundaries of Palmer Lake. They may also pursue the creation of new parks, trails, trail bridges, and playgrounds within the Town upon the approval of the Town Trustees. The goal is to provide recreational facilities and opportunities to persons of all ages so they can be encouraged to develop skills, socialize, experience nature, relax, and live a healthier lifestyle.

## Scope of Responsibility

- The Commission may make its own internal rules, agreed upon by a majority of the Commission members as outlined in the Parks Commission ordinance.
- The rules can not conflict with existing Town Code or resolutions, or laws of any governing entity in the United States.

## Membership of the Commission

- Application is submitted to become a Commission Member.
- Notice of vacancy and application posted on Town Website, Parks social media, Post Office, and Town Office bulletin board.
- Application reviewed and interviewed by Commission as decided by the Commission membership.
- Reviewed by Commission and voted upon (all members) for recommendation to Board of Trustees for appointment.
- When approved, assign or determine area(s) of responsibility (POC)
- Parks and Trails Commission members serve a two-year term. The terms will be staggered so that only 3 members will be up for appointment in any given year. The Commission members can request to be reappointed every 2 years, no term limits. Note Town Code Section 2.20.

## Rules

Vacancy. Any vacancy occurring otherwise and through the expiration of the term shall be filled for the remainder of the unexpired term by appointment by the Palmer Lake Board of Trustees, after the application and voted recommendation by the Parks and Trails Commission.

Parks and Trails Commission will be made up of seven (7) appointed members plus one (1) alternate member to fill in for a voting member as needed. All positions are voluntary without compensation.

Parks and Trails Commission members must be a Palmer Lake resident for at least one year. Each member will have an area(s) of responsibility (POC) agreed upon by the members.

The Commission can form non-member volunteer sub-committees (or workgroups) which are temporary in nature to perform a specific task as outlined by the Commission. At least one member of the Commission will be a member of the sub-committee. Sub-committee members do not have to be Town of Palmer Lake residents.

Commission Chairperson and Vice Chairperson are determined by the Commission annually. The determination of the person holding the responsibility will be decided by majority vote of Commission members after nominations are made.

Point of Contact (POC). Areas to be assigned include the following and are subject to change per the Commission: Centennial Park, Baseball Field (Little League), Glen Park, Columbine Park, Communications - Town office, website content, social media, fundraising, special events liaison, calendar of events, monthly reports to the Town, grant writing, ATL liaison, Disc Golf liaison, Town Comprehensive/Master Plan liaison, trails and trail bridges, future park development, , facilities. Definition of these assignments is at the discretion of the Commission with the review of Town staff.

Members must participate in Commission meetings, activities, events, projects to the best of their ability whenever possible to support the Commission's mission, goals, and objectives, and the POC for such event, activity or project. If a member is unable to participate, the member is responsible to notify the chairperson and town staff 24 hours prior to the regularly scheduled meeting.

The alternate member to the Parks and Trails Commission is appointed by the town board of trustees. The alternate member shall perform all of the duties of a regular member in the absence or disqualification of a regular member from a meeting. If all seven voting members are present, the alternate is welcome to participate but is unable to vote.

All members must:

- come prepared for the regular meetings and workshops
- report volunteer hours for the month by the 5th day of the following month to the Commission member responsible (POC) to collate the data and report it to the chairperson and Town Administration for the Board and Parks regular meeting packet(s)
- provide agenda items a minimum of one week prior to the regular meeting

- verbally report at the regular meeting on their POC area activities, concerns, needs, etc., as necessary
- request approval from Commission for anticipated expenses for a project, activity, equipment, and, or major maintenance the month prior when the anticipated expense is in excess of \$100.00 (otherwise, expenses less than \$100 may be reimbursed by petty cash)
- report to the Commission any unanticipated incidental expenses incurred needing petty cash or town reimbursement
- participate in annual budget planning with Town Administration
- seek opportunities for donations, grants, fees, sales of Town or Parks items as approved, better prices on needed items, and refer them to the appropriate Commission member
- arrange for a substitute to cover one's POC area in the case of anticipated absence or incapacitation
- participate in the creation or revisions of ordinances, resolutions, rules, master plans, and review of same before Commission member submit to approving authority

### Removal of a Member

A member can be removed from the Commission by a majority vote after:

- Review of member "conduct" by the Commission in executive session of the circumstances, facts, allegations, "testimony" of the member in person or written, that brought about the consideration for removal. Referral to the Town Board of Trustees for final determination with a majority vote.
- A member may be removed by recommendation to the Board of Trustees following the appropriate hearing process. Possible reasons for removal:
  - Numerous absences without prearranged coverage for POC area, of attendance at regularly scheduled Parks and Trails Commission meetings and/or workshops.
  - Failure to follow-through with POC area responsibilities or failing to arrange for coverage of responsibilities when unable to do so.
  - Any action, verbal, written or physical, which does or could bring detriment to the work and mission of the Parks and Trails Commission, an individual

Commissioner, or Park's event or facility, as agreed by the Commission..

- Continued failure to perform the responsibilities of a Commissioner agreed upon and outlined above.
- Any financial or material malfeasance of Parks and Trails Commission funds or property.
- Any financial or material malfeasance of non-Parks or Town funds or property which brings, or could bring, negative attention to the Parks and Trails Commission.

These rules may be added to, subtracted from, and/or revised by the Parks and Trails Commission members after research, discussion, and a majority vote on the change, along with code compliance review by the Town Administrator/Clerk.

*NOTE: Any modification to the town governing body structure will be reviewed/discussed with the Parks and Trails Commission for input.*

4 6/18/2020; rev-7/13/2020; rev-02/2021; rev-01/2023