



**TOWN OF BRECKENRIDGE**  
**OPEN SPACE & TRAILS**

**Breckenridge Open Space Advisory Commission**

May 22, 2023

Carter Park

Breckenridge, CO 80424

Questions and comments can be submitted prior to the meeting to  
[websiteopenspace@townofbreckenridge.com](mailto:websiteopenspace@townofbreckenridge.com).

**5:00 – 7:00 pm Annual Open Space & Trails Open House at Carter Park**

<b>7:05 pm</b>	<b>Call to Order</b>	
<b>7:10 pm</b>	<b>Discussion/Approval of Minutes</b>	<b>1</b>
	• April 24, 2023 Draft BOSAC Meeting Minutes	
<b>7:15 pm</b>	<b>Discussion/Approval of Agenda</b>	
<b>7:20 pm</b>	<b>Public Comment (Non-Agenda Items)</b>	
<b>7:25 pm</b>	<b>Staff Summary</b>	<b>13</b>
	• Upcoming FOBT Events	
	• BOSAC Officer Terms	
<b>7:30 pm</b>	<b>Open Space Discussion</b>	<b>21</b>
	• Open House Recap	
<b>7:45 pm</b>	<b>Adjournment</b>	

**I) CALL TO ORDER**

Duke Barlow called the April 24, 2023, regular meeting of BOSAC to order at 5:29 pm. Other members of BOSAC present included Krysten Joyce, Nikki LaRochelle, David Rossi, Chris Tennal, Bobbie Zanca, and Town Council liaison Jeffrey Bergeron. Staff members present included Mark Truckey, Scott Reid, Anne Lowe, Zara Hickman, Tony Overlock, and Lauren Barends (virtually). Town Council member Kelly Owens was present virtually. Members of the public included: Katherine King (Summit County Open Space), Kelly Ahern (virtually) and an unidentified man attending in-person.

**II) APPROVAL OF MINUTES**

**A) BOSAC REGULAR MEETING – FEBRUARY 27, 2023**

The minutes were approved with amendments.

**III) PUBLIC COMMENTS**

There were no public comments.

**IV) APPROVAL OF AGENDA**

The Executive Session was struck from the agenda.

**V) STAFF SUMMARY**

**A) END OF WINTER FIELD SEASON UPDATE**

Ms. Lowe: The weather has shifted into the annual mix of spring and winter conditions. Staff is finished with winter grooming operations. We are doing a lot of clean-up efforts, including dog waste at trailheads.

**B) FRIENDS OF BRECKENRIDGE TRAILS**

Ms. Lowe: Staff finalized the Friends of Breckenridge Trails (FOBT) dates for the upcoming season. We would love for BOSAC members to come and participate in the events. This year there is a great mix of land management and trail maintenance activities.

**C) COMMERCIAL & NONPROFIT LICENSE AGREEMENTS UPDATE**

Ms. Lowe: Staff compiled information about our summer license agreement holders. As a refresher, there is a mix of non-profit and commercial organizations using the trails and the Steps section of the Blue River. Many of the organizations are groups that prioritize youth and stewardship practices and that staff has worked with over the years. There was not an influx of new applications this year.

Ms. Joyce: Is there a quota of agreements, or is the determination by the criteria that were just listed?

Ms. Zanca: Have organizations been turned down?

Mr. Overlock: Staff previously pulled license agreements from organizations that were not following the rules. The Town trail system is small and limits organizations that want

to do these tours and activities. Many of the license holders focus on skill building and learning how to ride.

Ms. Zanca: Are these agreements just within the Town limits?

Ms. Lowe: Yes, the agreements are only on Town-only lands and trails. Staff reports out at the end of each season on daily activity data and total numbers of people.

Ms. Zanca: If organizations operate outside the Town limits, they do not report to the OST program?

Mr. Overlock: Correct. The County does not do licensing agreements. However, the USFS does, but it is a different permitting system that they manage.

#### D) ANNUAL OPEN HOUSE

Ms. Lowe: The annual OST Open House is scheduled for May 22, 2023, from 5:00 to 7:00 pm at Carter Park. Like previous years, there will be project boards showcasing projects and programs planned for the upcoming season. Staff would like BOSAC members to be the point person at each location. We have a working list of topics, so if there are any suggestions, staff are open to feedback.

Mr. Bergeron: I don't know if it is applicable, but is there something for the underserved? Like the Social Equity Advisory Commission, can we get them to attend?

Ms. Lowe: Staff are planning to do ads in the Summit Daily and will also have Spanish translations. Additionally, flyers will be hung at the libraries and around Town. We have several weeks to advertise the event.

Ms. Joyce: It would be good to get it to the Breckenridge Outdoor Education Center (BOEC), FIRC, Mountain Dreamers, and the Cycle Effect to tap into that community.

Ms. Zanca: And Mountain Mentors.

Ms. LaRochelle: Are the Naturalists going to be at the Open House?

Ms. Lowe: Yes, the Naturalists will be there. Our returning and new Naturalists will be stationed at an interpretive table. Do these topics all sound palatable to everyone? Does each commissioner want to take a topic, or can staff assign topics?

Mr. Barlow: Do you want us to do that now or through email later?

Mr. Tennial: We can just be assigned as well.

Ms. LaRochelle: We could tie the topic of Cucumber Gulch Preserve to the Naturalist table as Ms. Zanca will not be able to be there.

Ms. Joyce: I would like to do the FOBT board.

Mr. Tennial: I would like to do the Master Plan board.

Ms. LaRochelle: I would like to do Trail Projects.

Mr. Bergeron: I would like to do Trail Maintenance.

Mr. Rossi: I will do the Land Management and Forest Health board.

Mr. Barlow: I will do Trailhead Projects.

Ms. Lowe: Additionally, at the Open House, staff will provide space for our Colorado Parks and Wildlife (CPW) Aquatic Biologist Jon Ewert to have a table. CPW has been studying fish health in and above the Dillon Reservoir. Their aquatic biologist is worried about the overall number of fish and the size. CPW thinks there needs to be a full closure north of Coyne Valley Road during the spawning period due to fish being very stressed at this life stage. CPW thinks the timing is indefinite but will reassess pending fish health. This Steps section of the Blue River has too many barriers to fish passage, so we do not worry about spawning as much in this area. The spawning closure will occur north of Coyne Valley Road to the Dillon Reservoir at Farmers Korner. CPW hopes to gather public feedback for this measure and will also have a public engagement session at the County Commons or Summit County Community and Senior Center.

Mr. Bergeron: Is that a popular place?

Mr. Tennial: Yes.

E) HORSES AT THE MCCAIN PROPERTY

Ms. Lowe: There is an update for the horses on the McCain property. Thank you to BOSAC for your feedback. Since the last meeting, the Town's Engineers moved the planned location for the horses entirely onto Public Works property and off open space. Inside the packet is a map of where the horses will be located this upcoming winter.

F) BOSAC APPOINTMENTS

Ms. Lowe: Congratulations to all the incumbent BOSAC members; welcome back for another four years.

G) OPEN SPACE & TRAILS MASTER PLAN ADOPTION

Ms. Lowe: On April 11, 2023, the Master Plan went before Council for the second reading. Now, after a 30–35-day wait period, the ordinance will take effect.

Ms. Zanca: Why is that?

Mr. Reid: The waiting period allows people to contest the ordinance's validity.

H) SWAN MOUNTAIN SCOPING NOTICE

Ms. Lowe: In the BOSAC packet, there are details for the USFS Dillon Ranger District's second scoping notice for the Swan Mountain Project. The first scoping notice was in November 2021, when the project was announced. This multifaceted project focuses on forest health, fish passage, and trail realignments. Previous BOSAC comments concerned trail realignments and improvements being too mountain bike specific. The USFS took that feedback, and this latest draft reflects those changes. Staff submitted the Town's comments today reiterating the 2021 support for the project, understanding that most of the work is north of Tiger Road and out of our service area. There is a lot of beetle kill within project boundaries that needs to be addressed, as well as important fish passage and trail realignments.

Mr. Bergeron: I hope the USFS chooses a trail consultant with a history of multiuse trail design. This area is far enough out but should not just be for mountain biking.

Ms. Lowe: That concern is reflected in our comment letter.

I) BOSAC MEETINGS ON YOUTUBE

Ms. Lowe: BOSAC meetings are now available on YouTube to watch or listen.

VI) OPEN SPACE DISCUSSION

BOSAC Elections

Ms. Lowe: The next topic is BOSAC officer elections, of which there are two questions. Since 1997, officers have traditionally served 2-year terms with no formal process except nominations and votes during the meeting. I have fielded some discussions about whether appointments can be 1-year terms instead. Staff are happy to go with whatever option BOSAC prefers. The process requires providing notice via a packet. BOSAC would need a majority vote to pass; the Town Attorney would draft the rules and resolution.

Mr. Rossi: How does the staff feel about the proposed change?

Ms. Lowe: Staff does not mind and wants to facilitate whatever makes sense for BOSAC.

Mr. Barlow: I am in favor of 1-year terms. After some thought, the 2-year officer terms make it awkward for Ms. Joyce or Ms. Zanca due to your appointments and 4-year overall BOSAC term cycle. That is my take.

Ms. Lowe: In the past, BOSAC served 2-year terms, and now commissioners serve 4-year term positions, so it used to flow better.

Mr. Truckey: For what it is worth, the Planning Commission officers also serve 1-year terms.

Mr. Barlow: Can term changes go into the May packet, or do staff need more support than that?

Ms. Lowe: If BOSAC is in consensus about wanting to discuss and vote on changing officer terms, we can move forward.

BOSAC was in consensus to discuss changing officer terms from 2-year to 1-year terms.

Ms. Lowe: With BOSAC in consensus, staff will put this proposed change in the May packet. Per the BOSAC rules, BOSAC needs one month to review potential changes, after which a vote will be held at the next meeting. After the Open House, we will have a short BOSAC meeting to approve minutes and review feedback received during the event. We still need to elect officers per the Rules now. Are there any nominations?

Mr. Barlow: I would like to thank Ms. LaRochelle for her service; she is not seeking reelection as Vice Chair. It has been a pleasure working with you.

Ms. LaRochelle: Thank you, Mr. Barlow. Mine is an issue of bandwidth and undertaking. I do not currently have the bandwidth to do both but maybe in a year or two.

Mr. Tennial: I would like to nominate Mr. Barlow and Mr. Rossi for Chair and Vice Chair.

Mr. Rossi: I would like to nominate Mr. Tennial for Vice Chair.

Ms. LaRochelle: What about Mr. Barlow being Vice Chair?

Mr. Barlow: I appreciate that we are thinking of a 1-year term. I am happy to serve in either role. I am happy to be Vice Chair. That is how I really feel; I know it is super neutral, but with Ms. LaRochelle stepping down, I will stay in an officer role.

Mr. Rossi: My preference is for Mr. Tennial as Vice Chair. Mr. Barlow has done a great job as Chair.

Mr. Bergeron: Mr. Barlow for Chair and Mr. Rossi for Vice Chair.

Ms. LaRochelle: Mr. Barlow for Chair and Mr. Tennial or Mr. Rossi for Vice Chair.

BOSAC voted unanimously for Mr. Barlow as Chair, knowing the appointment would likely change to a 1-year term moving forward. Additionally, BOSAC voted for Mr. Tennial as Vice Chair, with Mr. Tennial voting for Mr. Rossi as Vice Chair.

#### Trails Workplan and Signage Workplan

Ms. Lowe: Next, staff would like feedback on the trails and signage workplans. Staff compiled these complex topics into categories. After talking with Mr. Barlow, staff recommends breaking down the workplans into smaller discussion topics that will be more manageable at upcoming meetings. I would like to start by asking if BOSAC reconfirms the ideas behind the workplan, that they support the Master Plan and inform OST's annual workplans. Does this concept resonate?

Ms. Zanca: Can we discuss the name of the workplans? It seems weird that we have a Master Plan.

Ms. Lowe: We received the wording and direction from Council, and it is spelled out in the Master Plan.

Ms. Zanca: I thought the Trails and Signage workplans were supposed to be appendixes, are they not tied to the Master Plan?

Ms. Lowe: The workplans support the implementation of the Master Plan. That is the direction that Council gave us. If we use a workplan, it allows staff to change and adapt. They can be living documents that reflect changing priorities and completed projects. If it is in the Master Plan, it must go through the adoption process. Does BOSAC agree with this approach to implementation?

BOSAC unanimously agreed with the Trails and Signage Workplans as means to support and implement the Master Plan.

Ms. Lowe: After discussing with staff, Mr. Barlow, and Ms. LaRochelle, we would like additional direction and feedback on the working list of topics. Starting with the Trails Workplan, many of these are big topics and deserve an appropriate amount of time to consider. One topic is trail loops and whether BOSAC would like to discuss this further. Loops could be changed annually and accompanied by signage and orientation to inform trail users. Additionally, parking is a big topic with many different considerations, such as seasonal parking. Staff would like ideas and thoughts to develop a parking strategy and philosophy. Another topic is Free Ride to Forests, how to get trail users out of their cars and onto trails using public transportation. This also requires wayfinding and signage considerations.

Mr. Bergeron: I don't know if this has been specified yet, but I would like to see how to get public transportation to Gold Run Nordic Center. I do not know if this is in this description.

Ms. Lowe: That is a great idea; staff have discussed it internally for many years. Other topics to discuss are trailhead infrastructure and the philosophy behind adding more amenities such as trash bins, poop bag stations, or portalets. Another topic is the concept of trail ambassadors and rangers. Rangers may be a longer-term goal, but how do we determine when they are needed? This ties into another concept BOSAC has discussed, which is capacity. These topics are all worth a deep dive to determine how we define them for our program. Finally, staff want to record the wish list items of trails and ideas that BOSAC hears from the public. The included appendix in the packet provides an interactive map that shows what we have compiled so far.

Ms. Joyce: I like the idea of breaking this down. It would be a great idea to take these topics in chunks. A portion of the workplans is recording a wish list. Yes, these may not make it into annual plans, but people could keep track of ideas on the wish list. I do think BOSAC should talk about trail loops and parking. Those are my two important and

biggest ones. I think the Laurium trailhead conversation between BOSAC and Council raised a good point to create guardrails and specifics. For example, improving the parking lot. What considerations would BOSAC have for improving versus expanding a parking lot? Build it and they will come. Having some looser criteria and guardrail considerations would help guide us. It might not be something that has to be blessed by Council, but it helps to inform them. Changing trail loops is an interesting idea, but how big of a lift would it be to change every year? How laborious is it? I think of trail loops as an important wayfinding tool.

Ms. Zanca: With the concept of changing loops, would the changes be physically changed on the ground?

Ms. Lowe: We do this for the Welcome Center and COTREX already. For example, we highlight a 20-mile mountain bike loop and a 5-mile hiking loop each summer. Staff would tie the idea of wayfinding and branding the loops to help change them.

Ms. Joyce: We could work with the Welcome Center.

Ms. LaRochelle: Another topic that might have been missed in the Master Plan is social media. I do not know if this is the proper place for it, but we must engage with the community and communicate when the trails are muddy.

Ms. Lowe: Yes, we should be sure to add the topic of communication and community engagement.

Ms. Joyce: We could create a great resource for the community to check one consistent place.

Mr. Rossi: Staff has been working on updating the Town website.

Ms. Lowe: Yes, the website is going to be overhauled soon.

Mr. Bergeron: Is the Breck Epic happening this year? I'd love for the Town to take the lead on communication to help different areas from being impacted.

Ms. LaRochelle: And for Summit Trail Series.

Ms. Zanca: Does the trail information have difficulty ratings?

Ms. Lowe: Staff have used traditional ratings similar to what other organizations have for their ratings information. Ratings are based on usual or average walking and running paces. Civic Brand, a contractor we worked with on the Master Plan and who is overhauling the OST website, is reviewing the latest trail apps that provide topographic profiles of trails. Staff are always looking for ways to show different trail and terrain information.

Mr. Rossi: I like trail profile information; it shows where steep inclines occur.



Mr. Tennial: To the listed talking points, I like the trail loops, parking strategy, and trailhead infrastructure that address trail network matters. The topics Free Ride to Forests and Trail Ambassadors and Rangers are tools that support the first three. I also really like the idea of defining capacity and trying to figure out what other measurables we need. I love the list; we just need to refine it further.

Ms. LaRochelle: Mr. Semmer referenced that the Forest Service has a metric to define capacity.

Ms. Lowe: Staff can look into that metric and bring details to BOSAC.

Mr. Tennial: It is important that these workplans rely on data more than opinion.

Ms. Zanca: This could take months and months.

Ms. Lowe: Yes, it could, but we are not under a specific timeline and want to do this right and not rush it.

Ms. Zanca: Does Town Council have a timeline expectation for this?

Mr. Bergeron: Town Council is comfortable and confident with the expertise at this table and public input. It is important that it is well thought out.

Mr. Rossi: These topics are great.

Ms. Joyce: These are good questions to ask at the Open House.

Mr. Barlow: I like this list, too, with the addition of Ms. LaRochelle's comment about communication and messaging. BOSAC can provide community input. However, it is critical that staff participate in these deep dive discussions as they understand the feasibility better than BOSAC does. For example, defining capacity is a topic staff needs to take the lead and provide metrics and data.

Ms. Joyce: I echo Mr. Barlow's comments. Other questions to consider are whether trails deteriorate faster than others. I think those things would be really helpful to discuss.

Ms. Zanca: BOSAC should take notes when we are on the trails. We could be on the lookout every time we are out.

Ms. Lowe: That would help with identifying damage as staff manage maintenance. Knowing that May is the OST Annual Open House, what trail-related topic does BOSAC want to focus on at the June meeting?

Ms. LaRochelle: Should BOSAC select one topic from each list?

Mr. Barlow: What if BOSAC begins with trail loops?

Ms. Joyce: Yes, begin with trail loops.

Mr. Overlock: Regarding trail loops, if the loops change every year, it would not be a staff burden. Staff have connections with several app platforms and the Welcome Center.

Mr. Tennial: Have staff ever seen an annualized loop recommendation in other trail systems? It is a cool concept.

Ms. Lowe: That was an idea behind COTREX that organizations could showcase recommendations via the app on at least an annual basis. Additionally, the signage workplan is a different topic altogether. Staff have been thinking about this particular plan by dividing signs into four categories. Does BOSAC agree on the four sign buckets? If so, staff want to understand, on a policy level, what BOSAC wants to dive into related to signs. Discussion topics include methods to make signs more accessible to all users, sign density by management zones, and how to better utilize trailhead kiosks as information hubs. Town Council provided feedback on the kiosks and supported decluttering and updating maps at these locations.

Mr. Bergeron: Do we have the in-house sign design and layout capacity?

Ms. Lowe: We have some limited in-house capacity, but that is what the best practices topic is for. This could be compiling further best practices to use as guidelines. Several Open Space programs have embarked on this topic over the years. I can share with BOSAC the Pitkin County Open Space signage plan. It is technical and includes materials and dimensions.

Ms. Zanca: Have staff researched industry best practices to narrow it down or not?

Ms. Lowe: Staff have a lot of ideas and some best practices, but want direction from BOSAC. At previous meetings, some commissioners felt very strongly about hiring a consultant or a designer. A consultant could compile the best practices for our program. A designer is an entirely different function in designing the signs. Which direction does BOSAC want to take this signage workplan?

Mr. Rossi: What I liked at the beginning of the Master Plan process is that the staff gave us multiple examples from other programs to compare. That was very helpful for me, so BOSAC was not reinventing the wheel. The challenge for BOSAC is to identify successful programs like Pitkin County or Boulder and what they have implemented for multi-use trails. How do programs such as these approach universal signs, etiquette, and brand? That is where I am passionate about identifying for the trail system. This is a collaboration with the County and the USFS, where we jointly manage in the Golden Horseshoe. This workplan is a foundation and statement of work for an RFP. A designer could create some cool signs and tackle this project as a creative one. A question for staff, could BOSAC have three-five examples so we can decide on a direction and then

let a designer decide how to say it. Branded, consistent, and effective. I am interested in Pitkin County's plan because they may have a team they recommend we can reach out to. I think there are a lot of decisions, such as the density of signs, placement, and kiosk considerations, that BOSAC needs to consider. I feel like we need to see something to react to.

Ms. Lowe: Staff can provide several examples and email them to BOSAC. For the June meeting, we will tackle trail loops and reviewing signage examples.

Ms. Zanca: How far along is Summit County with its sign plan?

Ms. King: Revisiting signs is not in our workplan right now. The County Open Space program supports consistency and messaging.

Ms. Lowe: Please remember that whatever BOSAC decides will require the County's buy-in. Pitkin County had a similar situation with the City of Aspen, Snowmass, and the USFS; they had to have buy-in from all partner organizations. Their final package was not wildly different but complimented the other organizations well.

Ms. Joyce: Did Pitkin County share with staff the budget for making the new signs? Did Pitkin County and the other organizations agree on the same design?

Ms. Lowe: I did not get that information, but Pitkin County used the new signage on their network. They felt it complemented the other organizations where overlap occurs. It is my understanding that none of the other organizations changed their signs.

Mr. Barlow: I am curious about how the staff feels about when to pursue a consultant or designer down the road. How does the staff feel? Additionally, how much could be done internally versus requiring outside help?

Ms. Lowe: Staff can make an initial effort to provide BOSAC with a good baseline of examples. I believe we will have a better idea from our next discussion in reviewing these plans. A consultant is helpful in bringing different viewpoints together and finding consensus.

Mr. Tennial: It is also important to understand what signage is working and what is not working. BOSAC has discussed this on different levels. What are the true sign issues? This effort is to create a forward-facing plan. It is important that BOSAC not rush into a fix that is not actually necessary.

Ms. Joyce: I feel like I have heard this from Town Council, but it would be great to get specific feedback. They are most interested in the trails plan, but the sign plan is needed for that conversation.

Mr. Overlock: Staff began a sign inventory and condition assessment to understand better what is out in the trail network.

Ms. Zanca: Could BOSAC receive a list of signage on specific trails ahead of time?

Ms. Lowe: Staff are doing a full inventory on every sign and can certainly provide examples, but this undertaking will take an entire season to complete. This process needs an inventory before making decisions. Regarding initial feedback from the Town Council, the Mayor was pleased we are addressing the hodgepodge of signs at trailhead kiosks. Cleaning up the kiosks removes clutter and lends to better branding. Staff will provide examples before the June BOSAC meeting discussion.

Mr. Barlow: That sounds great, but not just Pitkin County sign examples, but lessons learned from these projects are important too.

Ms. LaRoche: It is important to remember that standardizing and branding are essential, but so is creativity for this process. Also, these lists are great. Staff did a great job compiling these subjects.

#### Council Matters Related to Open Space Topics

Mr. Bergeron: Congratulations to the three incumbent BOSAC members. It was a tough decision as an amazing number of qualified candidates applied. One of the things I looked at was how many meetings candidates attended, whether virtually or in person. I want to encourage candidates to stay engaged.

The Town Council discussed the Stables development plan. Council asks BOSAC to stay engaged in creating a trail system that accommodates the new residents of this area and how to connect to the greater trail network.

Ms. Lowe: The Town's housing program proposes a corridor of trail that runs along the backside of the development that connects to the Wellington Trail. The area will have a lollipop trail for dog walking that is self-contained inside the neighborhood. Finally, the rec path will connect from Wellington Road to the bike park to make this neighborhood more accessible for residents.

#### Other Matters

Mr. Bergeron: It is a reoccurring topic, but there is so much dog waste right now from melting out.

Ms. Zanca: This topic was in the Summit Daily. There is an environmental impact of dog waste, not just on streams, but can cause non-native plants to outcompete native species.

Mr. Barlow: Are there any updates regarding the Illinois Creek trail closure?

Ms. Lowe: Staff are still waiting for feedback on this from the County. As of right now, the trail remains closed indefinitely. Staff are reviewing alignments to get around it, but this is proving difficult.

Mr. Barlow: Any sense of the timeline?

Mr. Rossi: The landowner's building permit was denied. The landowners are suing the County.

Mr. Barlow: So, the closure remains indefinite.

## **VII) ADJOURNMENT**

A motion to adjourn the BOSAC meeting was made by Mr. Barlow, and Mr. Rossi seconded it. The April 24, 2023 regular meeting of BOSAC ended at 7:09 pm.

The next regular meeting of BOSAC is scheduled for May 22, 2023 following the Open House that starts at 5:00 pm.

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Duke Barlow, Chair

Memorandum

To: Breckenridge Open Space Advisory Commission  
From: Open Space & Trails Staff  
Re: May 22, 2023 Meeting

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### **Staff Summary**

#### **Upcoming FOBT Events**

We have two upcoming Friends of Breckenridge Trails (FOBT) events on June 3<sup>rd</sup> and June 17<sup>th</sup>. The June 3<sup>rd</sup> event coincides with National Trails Day with a focus on Carter Park and area trail maintenance. On June 17<sup>th</sup>, volunteers will be doing trail maintenance of the Illinois Creek Trail and restoration on the adjoining creek.

For more information and to register for these two events, please visit [Friends of Breckenridge Trails | Breckenridge Recreation](#).

#### **BOSAC Office Terms**

During the April BOSAC meeting, commissioners expressed the desire to change the term of BOSAC officers from two years to one year. Per the BOSAC Rules, the Rules may be amended at any regular or special meeting by the affirmative vote of a majority of the Commission; provided, however, that such proposed amendment has been submitted to the Commission in writing at the preceding regular Commission meeting so that the Commission members will have adequate time to review and consider such proposed amendment.

Please see the enclosed proposed amendment to the Rules and associated Resolution for your review and consideration in advance of a discussion and vote at the June meeting.

**RULES OF THE  
BRECKENRIDGE OPEN SPACE ADVISORY COMMISSION  
(Revised June 2023)**

Rule 1. Adoption Of Rules; Effective Date. These Rules were adopted by resolution of the Breckenridge Open Space Advisory Commission on \_\_\_\_\_, 2023, and became effective upon adoption of the resolution.

Rule 2. Effect Of Rules. These Rules shall govern the operation of the Commission.

Rule 3. Authority. These Rules are adopted as required by Section 2-4-8 of the Breckenridge Town Code.

Rule 4. Definitions. As used in these Rules, the following words shall have the following meanings:

“**Commission**”           The Breckenridge Open Space Advisory Commission.

“**Rules**”                 These Rules and Regulations of the Commission, as amended from time to time.

“**Staff**”                 The staff of the Open Space and Trails Division of the Town of Breckenridge.

Rule 5. Commission Members.

5.1 Members of the Commission. Pursuant to Chapter 4 of Title 2 of the Breckenridge Town Code, which is the ordinance that created the Commission, the Commission consists of seven (7) members who have been appointed by the Town Council. One (1) member of the Commission is also a member of the Town Council.

5.2 Term Limits. Pursuant to Section 2-4-3 of the Town Code, members of the Commission are limited to serving two (2) consecutive four-year terms in office. Section 2-4-3 of the Town Code sets forth the rules for how the term-limit provision is applied.

5.3 Compensation. Members of the Commission, other than the member who is also a member of the Town Council, are entitled to compensation as provided in Section 2-4-4 of the Town Code.

Rule 6. Commission Meetings.

6.1 Regular Meetings. The regular meeting of the Commission shall be held at 5:30 P.M. in the Breckenridge Town Hall on the fourth Monday of each month; provided, however, that if such day is a legal holiday, the meeting shall be held on a date determined by the Commission. A regular meeting may be held at any other convenient time or place with the

**BOSAC RULES OF PROCEDURE**

consent of the Commission. Notice of a regular meeting, including specific agenda information where possible, shall be posted in the place designated in Rule 10.3 not less than twenty-four (24) hours prior to the holding of the meeting.

6.2 Special Meetings. Special meetings of the Commission shall be called by the Recording Secretary upon: (i) the written request of the Chair, (ii) the written request of any three (3) members of the Commission, (iii) the written request of the Staff, or (iv) an announcement of a future special meeting at regular or special meeting. Unless announced at a regular or special meeting, at least twenty-four (24) hours' advance notice, written or oral, of a special meeting shall be given to each member of the Commission. Notice of a special meeting shall also be posted in the place designated in Rule 10.3 at least twenty-four (24) hours in advance of the special meeting. The advance notice to the Commission members shall set forth the date, hour, place and purpose of such meeting. Any Commission member may waive the requirement of notice of a special meeting, and attendance at a special meeting shall constitute a waiver of the requirement of advance notice of such meeting. No business shall be conducted at a special meeting of the Commission unless the same has been stated in the notice of such meeting; except that any business which may lawfully come before a regular meeting of the Commission may be transacted at a special meeting if a majority of the quorum present consent thereto.

6.3 Executive Sessions. Meetings of the Commission are subject to the provisions of the Colorado Open Meetings Act, Part 4 of Article 6 of Title 24, C.R.S. All regular and special meetings of the Commission shall be open to the public. Closing a portion of any meeting to the public shall only occur in those rare instances where the Commission has need to discuss a matter for which an executive session is allowed under the Colorado Open Meetings Act. The Commission, by consent of two-thirds (2/3) of the quorum present, may go into executive session for the purpose of considering any of the following matters:

- (1) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the Commission has a personal interest in such purchase, acquisition, lease, transfer, or sale;
- (2) Conference with an attorney for the Town for the purposes of receiving legal advice on specific legal questions. Mere presence or participation of an attorney at an executive session of the Commission is not sufficient to satisfy the requirements of this Subsection (2);
- (3) Matters required to be kept confidential by federal or state law or rules and regulations. The Commission shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session;
- (4) Specialized details of security arrangements or investigations;



- (5) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators;
- (6) Personnel matters, unless the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting; or
- (7) Consideration of any documents protected by the mandatory nondisclosure provisions of Part 2 of Article 72 of Title 24, C.R.S., commonly known as the “Colorado Open Records Act.”

The only items that shall be discussed during the executive session shall be those items related to the announced topic of the executive session, and the Commission shall come out of the closed session prior to conducting any regular business. No proposed policy, position, resolution, rule, regulation or formal action may occur at an executive session. The minutes of a meeting during which an executive session is held shall reflect the topic of the discussion at the executive session. Prior to going into executive session the Chair shall announce the topic of the executive session.

6.4 Recess Or Adjournment. Any regular or special meeting may be recessed or adjourned from day to day, or to the time of any previously announced regular or special meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.

6.5 Cancellation. If no business is scheduled before the Commission, or if it is apparent that a quorum will not be available, any meeting of the Commission may be cancelled by the Staff by giving notice by either personal delivery, mail or by telephone to all members of the Commission prior to the time set for such meeting, and posting notice of cancellation in the place designated in Rule 10.3.

Rule 7. Public Meetings. Except as provided in Rule 6.3, all regular and special meetings of the Commission shall be open to the public.

Rule 8. Quorum. Four (4) members of the Commission shall constitute a quorum for the transaction of business at all Commission meetings, but in the absence of a quorum a lesser number may adjourn any meeting to a later time or date. A Commission member disqualified from acting upon a particular matter due to a conflict of interest shall not be counted in determining whether a quorum exists with respect to the matter (Note: a disqualification does not reduce the number required for a quorum; it simply means that the disqualified Commission member does not count towards the required quorum).

Rule 9. Commission Officers.

9.1 Election Of Officers. The Commission shall elect a Chair and a Vice Chair. No person shall hold more than one (1) Commission office at a time.

## BOSAC RULES OF PROCEDURE

9.2 Duties Of Chair. The Chair shall preside at all Commission meetings. In accordance with these and other applicable rules the Chair shall decide all points of procedure or order, unless otherwise directed by a majority of the members of the Commission in attendance at a meeting pursuant to motion made and passed. The Chair shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons. The Chair shall have such further duties and responsibilities as determined by the Commission or as required by law.

9.3 Vice Chair. The Vice Chair shall preside at those Commission meetings where the Chair is absent, disabled, or otherwise unable to act for any purpose. When acting as the presiding officer at a Commission meeting the Vice Chair shall have the same duties, responsibilities, and powers as granted to the Chair by Rule 9.2. The Vice Chair shall attest to the execution and approval of all official documents of the Commission, and perform such other duties as may be delegated to such person by the Chair.

9.4 Temporary Chair. If both the Chair and Vice Chair are absent from a Commission meeting, the members present shall appoint a Temporary Chair to preside at that meeting.

9.5 Recording Secretary. A Staff member shall serve as the Recording Secretary to keep the minutes of all Commission meetings, and to perform such other clerical or administrative duties as may be prescribed by the Commission.

9.6 Term Of Office. The term of each elected officer of the Commission shall be for one (1) year, and members may be re-elected to any Commission office.

9.7 Removal Of Officers. Any officer of the Commission may be removed by the affirmative vote of a majority of all members of the Commission.

Rule 10. Preparation Of Agenda; Posting Of Meeting Notices.

10.1 Regular Meetings. The agenda for a regular meeting shall be prepared by the Staff and distributed to Commission members, along with supporting documentation concerning agenda items, at least forty-eight (48) hours before each regular meeting.

10.2 Special Meetings. The agenda for a special meeting shall be prepared by the Staff and distributed to Commission members, along with supporting documentation concerning agenda items, at least twenty-four (24) hours before each special meeting.

10.3 Place For Posting of Meetings. The designated place for the posting of public notice of all regular and special meetings of the Commission shall be the “menu box” located adjacent to the southerly front door of the Breckenridge Town Hall. Specific agenda information shall be included in the meeting notice where available.

Rule 11. Order Of Business. The business of the Commission shall be handled at each meeting in the following order:

- A. Call To Order.
- B. Roll Call of Commission Members.
- C. Approval of Agenda.
- D. Approval of Minutes from previous meeting(s).
- E. Staff Summary.
- F. Open Space and Trails discussion.
- G. Executive Session (if needed).
- H. Adjournment.

The order of business for a meeting may be modified by affirmative vote of the Commission members present.

Rule 12. Action By Motion Or Resolution. The Commission shall act only by resolution or motion. All resolutions shall be in writing, shall be numbered as “Resolution No. \_\_\_\_, Series 20 \_\_,” and shall be recorded in the official records of the Commission. The Chair may make or second a motion. A majority vote of the quorum present at a meeting shall be required for the approval of any motion or resolution.

Rule 13. Voting. The vote of “yes” or “no” shall be taken upon the consideration of passage of all motions and resolutions. Except when a member is required to abstain from voting due to conflict of interest, each member shall vote on all motions or resolutions. On all votes the Chair shall vote last.

Rule 14. Conflict Of Interest.

14.1 Applicability Of Town Ethics Code. Members of the Commission are subject to the provisions of the Town of Breckenridge Ethics Code (Chapter 16 of Title 1 of the Breckenridge Town Code). Commission members are urged to review and become familiar with such provisions of the law.

14.2 Procedures When Conflict Of Interest. Any member of the Commission who has a personal or private interest in any matter proposed or pending before the Commission shall:

- (1) Disclose such interest to the Commission;
- (2) Not vote upon such matter; and
- (3) Refrain from attempting to influence the decisions of the other members of the Commission in voting on the matter.

The determination of whether a conflict of interest exists rests with the Commission, not the individual Commission member.

Rule 15. Minutes. Minutes shall be kept of each regular and special meeting of the Commission. Following each meeting the minutes shall be prepared and shall be delivered to each Commission member along with the agenda packet for the following Commission meeting. The prepared minutes of a meeting shall stand approved as submitted unless they are corrected or revised by motion duly adopted at the next succeeding Commission meeting.

Rule 16. Public Records. All public records of the Commission shall be open for inspection and copying by any person at reasonable times in accordance with applicable law, and the administrative rules of the Town's records custodian, as amended from time to time.

Rule 17. Mailing List For Commission Meetings. The Staff shall maintain a list of persons who, within the previous two (2) years, have requested notification of all meetings of the Commission, or of meetings of the Commission when certain specified policies will be discussed. The Staff shall mail advance written notification of such meetings to such persons at the same time that the Commission agenda packets for such meetings are mailed to Commission members; provided, however, that unintentional failure on the part of the Staff to provide such notice shall not nullify or affect actions taken at an otherwise properly noticed Commission meeting. Any costs associated with such mailing shall be established by Resolution of the Town Council.

Rule 18. Town Attorney To Advise Commission. The Town Attorney shall advise the Commission on all legal matters pertaining to the Commission; shall attend those Commission meetings where his or her attendance is required by the Commission; and shall represent the Commission in all legal proceedings wherein the Commission is a party.

Rule 19. Amendment To Rules. These Rules may be amended at any regular or special meeting by the affirmative vote of a majority of the Commission; provided, however, that such proposed amendment has been submitted to the Commission in writing at the preceding regular Commission meeting so that the Commission members will have adequate time to review and consider such proposed amendment.

Rule 20. Suspension Of Rules. These Rules may be suspended at any regular or special meeting of the Commission by the affirmative vote of a majority of the quorum of the Commission present at the meeting.

BEFORE THE BRECKENRIDGE OPEN SPACE ADVISORY COMMISSION

RESOLUTION NO. 1

SERIES 2023

A RESOLUTION ADOPTING REVISED RULES OF THE BRECKENRIDGE OPEN SPACE  
ADVISORY COMMISSION (Revised June 2023)

WHEREAS, Section 2-4-8 of the Breckenridge Town Code requires the Breckenridge Open Space Advisory Commission to adopt rules and regulations governing the transaction of business by the Commission; and

WHEREAS, the “Rules and Regulations of the Breckenridge Open Space Advisory Commission (Revised June 2023)” have been prepared and reviewed by the Commission; and

WHEREAS, the “Rules and Regulations of the Breckenridge Open Space Advisory Commission (Revised June 2023)” were submitted to the Commission at the regular Commission meeting preceding their adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BRECKENRIDGE OPEN SPACE  
ADVISORY COMMISSION:

Section 1. The attached “Rules and Regulations of the Breckenridge Open Space Advisory Commission (Revised June 2023)” are adopted as the rules and regulations for the transaction of business before the Commission. The adopted rules supersede all previous rules of procedure heretofore adopted by the Commission.

Section 2. This resolution is effective upon adoption.

APPROVED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

BRECKENRIDGE OPEN SPACE ADVISORY  
COMMISSION

By: \_\_\_\_\_  
Chair

## **Open Space and Trails**

### **2023 Open Space & Trails Open House**

Staff appreciates BOSAC interest and involvement in leading discussions and answering questions during the annual Open Space & Trails Open House. Since the BOSAC meeting immediately follows the Open House, staff requests that BOSAC take note of the open house agenda and flow of the event, interaction with participants, and feedback or comments received.

Staff requests BOSAC come prepared to answer the following questions:

- 1. What worked well for tonight's event?***
- 2. What would you change for future open houses?***
- 3. What feedback or comments did you receive?***