

## **Recreation/Senior Center & Aquatic Center Expansion Task Force**

### **Agenda**

**WEDNESDAY, NOVEMBER 18, 2015**

**6:30 PM**

**Louisville Recreation Center, Brooks Room  
900 W. Via Appia**

- I. Call to Order
- II. Approve October 29, 2015 Meeting Minutes
- III. Introduction and presentation by Sink Combs Dethlefs (SCD)  
Consultants for the Recreation/Senior Center & Aquatic Center  
Expansion
- IV. Proposed Work Plan and Schedule
- V. Overview/discussion of initial Public Open Houses
  - a. Aquatic Facilities and Memory Square (December 2<sup>nd</sup>)
  - b. Louisville Recreation & Senior Center & Aquatic Facilities  
(December 9<sup>th</sup>)
- VI. Schedule Task Force Tour dates with SCD
- VII. Timeline for making a recommendation to City Council
- VIII. Items for Next Meeting:
  - a. Fiscal presentation
  - b. Review feedback from two (2) open houses
- IX. Adjourn

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**City of Louisville**

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# Task Force

## Meeting Minutes

Thursday, October 29, 2015  
Memory Square Pool/Recreation Center  
900 West Via Appia  
6:00 PM

- I. **Call to Order** – Members of the Task Force met at Memory Square Pool where staff provided tours of the facility. The Task Force then met at the Recreation Center where the meeting was called to order by Jeff Lipton.
- II. **Roll Call** was taken and the following members were present:  
  
Board Members Present: Lisa Norgard(only at Memory Square), Linda Hodge, Rich Bradfield, Kaylix McClure, Gina Barton, Deb Fahey, Brett Commander, Alex Gorsevski, Michael Menaker, Laura Denton, Michele VanPelt  
  
Board Members Absent: Tom Tennesen  
  
Staff Members present: Julie Seydel, Kathy Martin, Joe Stevens, Paul Borth, Katie Beasley, Heather Balsler  
  
City Council Present: Jeff Lipton and Susan Loo
- III. **Overview of Task Force roles and Responsibilities** – Jeff Lipton provided an overview of the roles and responsibilities including: Senior Services, deferred maintenance, expansion, remodel of Memory Square Pool, expanded aquatics operations and looking at operating expenses.
- IV. **Background of and history of existing Recreation Center**  
A brief history of the current recreation|senior center was given by Joe Stevens. He shared information as to when it was built and the cost and announced that Sink Combs Dethfels(SCD) was the contractor that has been awarded the bid for this project.
- V. **Brief overview of PROST and funding considerations -**  
A very brief overview of the PROST was given and members were encouraged to read it by way of the link that was provided in the agenda packet.
- VI. **Consultant selected to work with the City-**

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SCD was announced earlier in the meeting and a copy of their proposal was included in the packet.

**VII. Questions:**

- Staff and council answered questions from the group.
- Open government rules were handed out and Heather Balsler provided a brief explanation of those.

**VIII. Next Steps and work plan**

It was decided that Wednesdays at 6:30pm would be the best meeting time for the group going forward and the frequency could be as much as every other week. SCD will be at the next meeting of the Task Force and tours of other recreation centers will be scheduled before the end of the year.

**X. Adjourn**

The meeting was adjourned at 8:30 pm

**CITY OF LOUISVILLE ELECTION CALENDAR FOR  
NOVEMBER 8, 2016 ELECTION  
CONDUCTED AS A COORDINATED BALLOT ISSUE ELECTION**

The following is a timeline for a special municipal election to be held on November 8, 2016, to be conducted as a coordinated election with Boulder County, in accordance with the Uniform Election Code of 1992, as amended. Deadlines required under Colo. Const. art X, § 20 for placing TABOR ballot issues on the ballot are included. Citations provided are to the Colorado Revised Statutes, as amended through 2015, unless otherwise noted. This timeline does not contain all deadlines under the Uniform Election Code or all deadlines under the Fair Campaign Practices Act.

- July 19, 2016                      Last regular City Council meeting at which to **pass on first reading any ordinance referring TABOR ballot issues** to the voters.
- In addition, on this date—or on any earlier date on which City Council either passes such an ordinance on first reading or otherwise determines to do so—City Council **must pass a resolution formally calling the special election**. The resolution must describe the purpose of the election. [Charter Sec. 6-3] (Special election must be called at least 60 days prior to the date of the election.) The resolution should include a determination that the City will utilize the requirements and procedures of the “Uniform Election Code of 1992” in lieu of the “Colorado Municipal Election Code of 1965.” [31-10-102.7]
- July 29, 2016                      Last date to notify the Boulder County Clerk of the City’s desire to participate in the November Coordinated Election. [1-7-116(5)] (100 days prior to the election – shifts to Friday before.)
- August 2, 2016                      Last regular City Council meeting at which to pass on second reading any ordinance referring TABOR ballot issues to the voters. (This date allows the ordinance to take effect prior to certification of the ballot content on September 9, 2016.)
- August 16, 2016                      Last regular City Council meeting at which to pass a resolution approving the coordinated election IGA with Boulder County. [1-7-116(2)] (IGA must be signed no later than 70 days prior to the election, which is August 30, 2016.)
- August 30, 2016                      Deadline for signing of coordinated election IGA with Boulder County. [1-7-116(2)] (70 days prior to the election.)

**DRAFT 11/12/2015**  
**ALL DATES SUBJECT TO CHANGE**

- September 9, 2016 Last day for City Clerk to certify the ballot content to the County Clerk, including ballot issues and ballot questions and all TABOR ballot issue notice information except pro/con summaries. The certification shall be delivered to the County Clerk and Recorder [1-5-203(3)(a)] (no later than 60 days prior to the election.)
- September 23, 2016 Last day to file written comments concerning TABOR ballot issues with the City Clerk. [Colo. Const. Art X, § 20(3)(b)(v); 1-7-901(4)] (Friday before the 45th day prior to the election.)
- September 24, 2016 Last day to send ballots and ballot materials to overseas military voters. [1-8.3-110] (Saturday) (No later than 45 days prior to the election.) To be performed by the election official in each jurisdiction charged with distributing balloting materials.
- September 27, 2016 City Clerk prepares summary of comments filed in favor of and in opposition to any TABOR ballot issue. Last day to transmit to County Clerk the full text of TABOR ballot issue notices, including pro/con summaries. [1-7-903(1); 1-7-904] (no later than 42 days prior to election.)
- October 7, 2016 County Clerk mails TABOR ballot issue notices. [Colo. Const. Art X, § 20(3)(b)] (30 days prior to the election – shifts to Friday before.)
- October 10, 2016 City Clerk must deliver, in person, to the County Clerk the new registration sheets for those persons who registered with the City Clerk. [1-2-202(2)] (no later than the tenth day of each month for the month immediately prior to the election.)
- October 11, 2016 Any eligible elector may file a change of address form, stating under penalty of perjury, that the elector moved in order to vote at the new residence. An elector may file this change of address form by appearing in person at a voter service and polling center or the County Clerk’s office at any time during which the voter service and polling center or office is open. Electors may also file a change of address form through the mail or electronically. [1-2-216(4)(a)]
- October 17-21, 2016 County Clerk mails mail ballot packets to electors [1-7.5-107(3)(a)(I)] (No earlier than 22 days before election and no later than 18 days before election.)
- October 18, 2016 Deadline for filing of Contribution and Expenditures Reports for committees active in 2016 Coordinated Election. [1-45-108(2)(a)(II)] (21 days prior to the election.)

- October 19, 2016 Last day for City Clerk (or County Clerk if so provided in the IGA) to provide notice by publication of election stating information required by 1-5-205(1). If completed by the City Clerk, a copy of the notice shall be mailed to the County Clerk. The notice shall include the items provided in 1-5-205(1)(a) to (1)(e). [1-7.5-107(2.5)] (No later than 20 days prior to election; however, it is recommended that notice be published several days in advance of the deadline and that notice also appear on the City's website.)
- Last day to post on City website additional notice and information required for any TABOR ballot issue concerning the creation of any debt or other financial obligation. [1-7-908] (20 days prior to the election.)
- Last day to post Polling location or ballot drop-off location identification signs. [1-5-106] (20 days prior to the election.)
- October 24, 2016 Counting of mail-in ballots may begin and continue until counting is complete. No results to be released until after 7 p.m. on Election Day. [1-7.5-107.5] (15 days prior to election.)
- October 28, 2016 Last day for designated election official to post notice of the election. Posting must occur in a conspicuous place in the office of the designated election official and remain until two days after the election. [1-5-205(1.3)] (NOTE: It is recommended that notice be published and posted several days in advance of the deadline and posted on the City's website.) (10 days prior to the election is Saturday, October 29th.)
- October 31, 2016 Last day to submit an electronic change of address form through the online voter registration system or by submitting by mail a change of address form that is received by the County Clerk no later than the close of business on the eighth day before any election. [1-2-216(4)(a)] (8 days prior to the election.)
- November 1, 2016 Last day for overseas voters and military voters serving outside the state to submit an application for a ballot if they wish to receive the ballot by mail. [1-8.3-109] (7 days prior to the election.)
- November 4, 2016 Deadline for filing of Contribution and Expenditures Reports for committees active in the 2016 Coordinated Election. [1-45-108(2)(a)(II)] (Friday before the election and 30 days after the election.)

**November 8, 2016 Election Day.**

Emergency or replacement mail-in ballot requests must be made before 5:00 p.m. and returned no later than 7:00 p.m. [1-7.5-115]

All ballots, including emergency or replacement ballots must be returned to the County Clerk by 7:00 p.m. when polls close. [1-7.5-115]

Voters may register to vote or make a change of address up to and including Election Day at a voting service and polling center. [1-2-201 and 1-2-217.7]

November 25, 2016 Last day to canvass the votes. The County Clerk conducts the canvass, but the City may participate. Canvass board shall certify the official abstract of votes cast to the designated election official. [1-10-203(1)] (17 days after election.)

December 8, 2016 Filing of contribution and expenditure reports Post-election Contribution and Expenditures report due for committees active in 2016 Coordinated Election. [1-45-108(2)(a)(II)] (Thirty days following the election.)