

**CITY OF WOODLAND PARK  
RESOLUTION NO. 619, SERIES 2004**

**A RESOLUTION ESTABLISHING "KEEP WOODLAND PARK BEAUTIFUL COMMITTEE" AND ADOPTING BYLAWS TO PROVIDE OPERATIONAL GUIDELINES.**

**WHEREAS**, it is in the best interest of the City Council and community to establish and appoint a volunteer committee known as "Keep Woodland Park Beautiful Committee"; and

**WHEREAS**, the purpose of the Committee is to protect our community, wildlife and the area's natural beauty by reducing the accumulation of litter, junk refuse and rubbish while promoting the responsible handling of trash, refuse and solid waste through education, enforcement and an active community participation effort; and

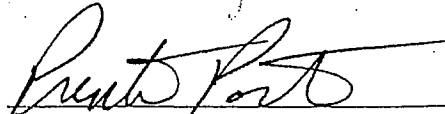
**WHEREAS**, the City of Woodland Park has affiliated with the Keep America Beautiful, Inc., a National Organization to assist in the local effort; and

**WHEREAS**, the adoption of bylaws to provide guidelines and perimeters for which the Committee is to follow and operate.


**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO**

That the Keep Woodland Park Beautiful Committee is established and the bylaws as attached to this Resolution as Exhibit A are hereby created and adopted by the Woodland Park City Council.

The foregoing Resolution was adopted at a regular meeting of the City Council, held in Woodland Park, Colorado, on the 15<sup>th</sup> day of January, 2004.

  
\_\_\_\_\_  
Prentis Porter, Mayor

ATTEST:

  
\_\_\_\_\_  
Cindy Morse, City Clerk

# KEEP WOODLAND PARK BEAUTIFUL COMMITTEE

## BYLAWS

These Bylaws of the Keep Woodland Park Beautiful Committee were adopted pursuant to the direction of the Woodland Park City Council on 1/15/ 2004. These Amended Bylaws were adopted pursuant to the direction of the Woodland Park City Council and became effective on 1/23/ 2009.

### ARTICLE I PURPOSE

The purpose of the Keep Woodland Park Beautiful Committee (hereinafter "The Committee") shall be to protect our community, wildlife, and the area's natural beauty by 1) enlisting support of volunteers to help reduce litter, junk, refuse, and rubbish; 2) promoting the responsible handling of trash, refuse, and solid waste through education, recycling, and enforcement; 3) encouraging enhancement of public views and spaces; 4) recognizing businesses, groups, and individuals for their commitment to community improvement; and 5) providing policy recommendations to City Council on issues relevant to a beautiful Woodland Park; and 6) actively participating in these and other such projects as requested by the City Council or the City Manager to the same.

### ARTICLE II ORGANIZATION

Section 1: Selection of Officers. The Committee will elect a Chairperson, a Vice-Chairperson, and Secretary at the first regular meeting in January or as needed to fill vacancies.

Section 2: Officer Duties. The Chairperson will preside at all meetings, maintain order, decide all points of procedure and appoint any subcommittees deemed to be necessary. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the remaining members will designate a Chairperson for that meeting from among the members in attendance. The secretary shall be responsible for all written correspondence and meeting minutes.

Section 3: Standing Sub-Committees. The Committee shall establish but not be limited to three (3) Standing sub-committees. These are: The Community Education and Awareness and Education Sub-committee, the Beautification and Community Improvement Sub-committee, and the Litter Prevention and Waste Reduction Sub-committee.

Section 4: City Staff Liaison. The City Manager or his/her designee will provide a City liaison to the Committee, whose responsibility will be to assist the Committee in meeting the Keep Woodland Park Beautiful goals and objectives. The City Staff shall also furnish professional and technical advice to the Committee.

Section 5: City Attorney Legal Assistance. All pertinent questions of law will be referred to the City Attorney for advice and opinion.

**ARTICLE III**  
**MEMBERSHIP**

Section 1: Eligibility. The Committee shall consist of not fewer than nine (9) and not more than (15) members appointed by City Council at large. Two-thirds or 66% of the Committee members shall be City residents or property owners/leasers. Each member of the Committee shall possess interests that are compatible with the Committee's purpose.

Section 2: Appointment. The members of the Committee will be appointed by the City Council. Appointments will be made at such times as necessary to fill vacancies caused by resignation, removal, death or incapacity. There shall be no limit on the number of years that a member may serve on the Committee as long as conditions of removal do not exist as specified by Section 3 below.

Section 3: Vacancies. Vacancies on the Committee will be filled by appointment of the Council.

Section 4: Removal. Any member of the Committee may be removed by the City Council for non-performance of duty or misconduct. Unexcused absences for three or more consecutive regular meetings or four regular meetings within a calendar year will be considered a form of non-performance of duty.

Section 5: Compensation. The members of the Committee will receive no compensation. Members will be reimbursed for authorized actual expenses incurred in the performance of their official duties.

**ARTICLE IV**  
**AREAS OF RESPONSIBILITY AND DUTIES**

Section 1: Community Education and Awareness. The Committee's foremost duty and obligation is to educate and involve the community in litter reduction and prevention, beautification and community improvement, and responsible solid waste management. The Committee shall maintain affiliation with Keep America Beautiful (KAB) for support and assistance and develop a results oriented plan in accordance with the KAB certification requirements.

Section 2: Beautification and Community Improvement. The Committee will develop projects that enhance public views and spaces. A procedure will be used to recognize businesses, groups, and individuals for contributions to the community.

Section 3: Litter Prevention and Waste Reduction. The Committee will examine and assess the way Woodland Park is managing recyclable waste. Through this information collection process, the Committee will effectively design or recommend programs and projects to help address the community's litter and recyclable waste management situation. The Committee shall also complete an annual Litter Index, which will be utilized to identify areas or corridors where

specific cleanup programs need to be enhanced. The Committee shall analyze relevant data and solicit input from the community to establish and implement a litter control strategy.

Section 4: Municipal Ordinances. The Committee will provide general policy guidance and recommendations concerning the review and updating of existing City Ordinances as they pertain to garbage, refuse, solid waste accumulation and code enforcement procedures.

Section 5: Annual Review. The Committee shall review the general results of a year's programs and operations. The Committee shall prepare an analysis of operations annually and forward a summary with specific recommendations to the City Council by November 15<sup>th</sup>.

## **ARTICLE V**

### **MEETINGS AND MEETING PROCEDURES**

Section 1: Regular Meetings. The regular meeting date shall be the first Monday of the month or as determined by the members of the Committee. The meeting shall be held at City Hall, Woodland Park, Colorado.

Section 2: Special Meetings. Special Meetings may be called by the Chairperson or at the request of any two (2) members of the Committee, the Mayor, or the City Manager.

Section 3: All Meetings are Open to the Public. All meetings of the Committee shall be open to the public. The agenda and all reports and data are available to the public upon request. The Committee may receive public comment on issues related to the Committee's purpose without the formality of a public hearing.

Section 4: Notice of Meetings. Written notice of all meetings shall be posted at City Hall and be given to the Committee members by e-mail or U.S. Postal Service five (5) days prior to a scheduled meeting.

Section 5: Agenda. An agenda shall be prepared for each meeting of the Committee. The agenda shall include committee reports and business pertinent to the responsibilities and duties of the Committee. Committee members may request items to be placed upon the agenda.

The agenda and order of business of a regular meeting shall be as follows:

1. Call to Order and Roll Call
2. Approval of Minutes of the Previous Meeting
3. Public Comment on Items not on the Agenda
4. Sub-committee Reports and Ongoing Projects
5. Other Committee Business
6. Adjournment

Section 6: Quorum. A majority of the regular members of the Committee shall constitute a quorum for conducting business at any meeting.

**ARTICLE VI**  
**MISCELLANEOUS PROVISIONS**

Section 1: Conflict of Interest. In the event that any Committee member or any member of his/her immediate family has or could reasonably be construed to have a conflict of interest as defined by the laws of the State of Colorado and the City, the member shall declare such conflict of interest prior to the commencement of any deliberation of the agenda item and shall recuse himself/herself from participating in the discussion or voting on such item.

Section 2: Official Records. The official records of the Committee shall include the Bylaws, minutes, and any reports and plans recommended by the Committee. The records shall be maintained by the appointed designee and shall be available for public inspection during customary office hours. The normal statutes and/or customary practices regarding municipal record retention shall apply to the Committee's records.

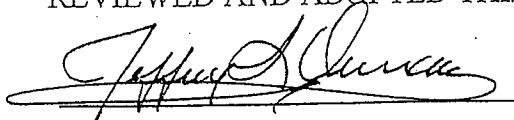
**ARTICLE VII**  
**AMENDMENTS**

These Bylaws may be amended by majority vote of approval of all the members of the Committee, followed by a majority vote of approval of the City Council.

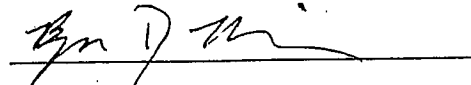
IN WITNESS WHEREOF, THE CITY OF WOODLAND PARK KEEP WOODLAND PARK BEAUTIFUL COMMITTEE AND THE CITY OF WOODLAND PARK CITY COUNCIL HAVE APPROVED AND SIGNED THESE BYLAWS OF THE KEEP WOODLAND PARK BEAUTIFUL COMMITTEE UPON THE DAY, MONTH AND YEAR SPECIFIED BELOW, TO BE EFFECTIVE UPON THE 23<sup>rd</sup> DAY OF January, 2009.

**KEEP WOODLAND PARK BEAUTIFUL COMMITTEE**

REVIEWED AND ADOPTED THIS 5<sup>TH</sup> DAY OF JANUARY, 2009.



CHAIRPERSON



VICE-CHAIRPERSON

**CITY COUNCIL**

REVIEWED AND ADOPTED THIS 22<sup>nd</sup> <sup>nd</sup> DAY OF January, 2009.

CITY COUNCIL:

ATTEST:

*Sam Randolph*  
MAYOR

*Cathy Morse*  
CITY CLERK