



Built On What Matters

## **Town of Frederick PROST Commission Agenda**

5830 Bella Rosa Parkway

Frederick, CO 80504

Wednesday, December 10, 2025

**6:30 PM**

### **Call to Order – Roll Call**

### **Approval of Agenda**

### **Public Comment**

This portion of the agenda is provided to allow members of the audience to provide comments to the PROST Commission. Please sign in and you will be called. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

### **Action Agenda**

- A. October Minutes -  
Colby Johnson, Parks and Open Space Director

### **Discussion Items**

- B. Recap of PROST/CVPRD Work Session -  
Colby Johnson, Parks and Open Space Director
- C. Update on the Parks Department Asset Management Program -  
Jordan Davison  
Mike Harris
- D. Update on the Department's 2026 Budget Request -  
Colby Johnson, Parks and Open Space Director
- E. Presentation of Draft 2025 Parks and Open Space Annual Report -  
Colby Johnson, Parks and Open Space Director

### **Commissioner Reports**

### **Adjournment**

[MEET\_FOOT]



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# TOWN OF FREDERICK

## Parks, Recreation, Open Space & Trails Commission Staff Report

Matt Hickman, Chairperson

Erin Fosdick, Vice Chairperson  
Alan Gill, Commissioner  
Kristen Davis, Commissioner

Luke Bolinger,  
Commissioner  
Susan Pilon, Commissioner  
Lee Schlais, Commissioner

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### October Minutes

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**Agenda Date:** PROST Commission December 10, 2025

**Attachments:** 1. 1008 PROST Minutes

**Reviewed By:**

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### **Action Type**

2) Administrative: Actions of routine nature that implement policies/directions or effectuate the functioning of government; such as contract approvals/granting of licenses and permits/etc.

### **Strategic Plan Alignment:**



**EFFECTIVE, EFFICIENT & STRATEGIC GOVERNMENT OPERATIONS** - As an employer of choice, the Town of Frederick will lead the region in a culture of efficiency, innovation, and strategic partnerships in all municipal services to far exceed the community's expectations and exemplify the fact that Frederick is Built on What Matters, its people.

### **Summary Statement:**

Consideration of approval of the Minutes from the October Regular Meeting of the PROST Commission.

**Detail of Issue/Request:**

The Commission will consider approval of the October Minutes. There were no Minutes from the November Meeting as it was a work session. However, below is a brief summary for transparency purposes.

On November 12, 2025 the PROST Commission held a joint work session with the Carbon Valley Parks and Recreation District Board of Directors. The two groups discussed ongoing strategic planning initiatives with the goal of continuing joint planning to ensure cooperative use of taxpayer funds for the betterment of our community. The Town presented some information on FRA, FRPOS, Crist and Centennial Parks, along with an overview of Go Outdoors Frederick 2050. CVPRD presented highlights from their newly drafted Five Year Strategic Plan and some upcoming capital projects. Both groups had questions about those efforts and how alignment could be found as those efforts continue.

**Legal Comments:**

The Commission must take action on Minutes, per the Commission's Bylaws and the Town's Municipal Code.

**Alternatives/Options**

The Commission may amend or deny the approval of October's Minutes.

**Financial Considerations**

Not Applicable

**Staff Recommendation**

Staff recommends approval of the October Minutes.

**Community Impact**



# Town of Frederick PROST Commission

Meeting Minutes

October 8, 2025

**Call to Order – Roll Call:** Commissioners Pilon and Davis were absent at Roll Call. However, Commissioner Davis arrived at the meeting at 6:45pm.

**Approval of Agenda:** The Agenda was approved as-is.

**Public Comment:** There were no members of the public present.

## **Action Agenda:**

**Approval of August Minutes:** The Minutes were passed 5-0 with no changes.

## **Discussion Items:**

### **Go Outdoors Frederick 2050 – 50% Master Plan Completion Update:**

Sara Barnard – Parks Planning and Development Coordinator presented a progress update on Go Outdoors Frederick 2050, our updated system master plan. The key topics of the presentation included an overview of the overall approach, community values and priorities, and an outline of the major programs and the programs and policies within. Commissioners provided thoughtful feedback on the following:

1. Definition of “quality”, particularly in regards to open space.
2. Further clarify what it means to add shade and define parameters such as where and how it may be appropriate to add.
3. Request for more information regarding funding and intent for an HOA Partnership Program as outlined in the Budget Priorities and program under the Asset Lifecycle Replacement Program.
4. Clarify if the Golf Course Management Plan and a Strategic Plan for Bella Rosa Golf Course are separate documents or intended to be one of the same.
5. Request for more information regarding PROST’s role and responsibilities regarding the ownership and oversight of future open space acquisition policies.

**Commissioner Reports:** The November PROST Commission Meeting will be a joint work session with the Board of Directors of the Carbon Valley Parks and Recreation District to learn about future opportunities in the area.

**Adjournment:** The Meeting adjourned at 7:25pm.



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Luke Bolinger,  
Commissioner  
Susan Pilon, Commissioner  
Lee Schlais, Commissioner

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### Recap of PROST/CVPRD Work Session

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**Agenda Date:** PROST Commission December 10, 2025

**Attachments:** None

**Reviewed By:**

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### **Action Type**

4) Information: Items that require no specific action and are provided for informational purposes only.

### **Strategic Plan Alignment:**



**EFFECTIVE, EFFICIENT & STRATEGIC GOVERNMENT OPERATIONS** - As an employer of choice, the Town of Frederick will lead the region in a culture of efficiency, innovation, and strategic partnerships in all municipal services to far exceed the community's expectations and exemplify the fact that Frederick is Built on What Matters, its people.

### **Summary Statement:**

This time is meant to allow Commissioners to follow up with Staff on any items from the CVPRD joint work session to follow up, ask questions or provide any other guidance.

### **Detail of Issue/Request:**

This time is meant to allow Commissioners to follow up with Staff on any items from the CVPRD joint work session to follow up, ask questions or provide any other guidance.

**Legal Comments:**

Not Applicable

**Alternatives/Options**

Not Applicable

**Financial Considerations**

Not Applicable

**Staff Recommendation**

There are no recommendations. This is meant to serve as time to provide Commissioner feedback to Staff.

**Community Impact**



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Luke Bolinger,  
Commissioner  
Susan Pilon, Commissioner  
Lee Schlais, Commissioner

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### Update on the Parks Department Asset Management Program

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**Agenda Date:** PROST Commission December 10, 2025

**Attachments:** None

**Reviewed By:**

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#### **Action Type**

4) Information: Items that require no specific action and are provided for informational purposes only.

#### **Strategic Plan Alignment:**



**STRATEGIC, RELIABLE & SUSTAINABLE INFRASTRUCTURE**– Frederick is dedicated to investing in existing and future transportation, water, storm water, and technology while planning for sustainable growth and development.



**FISCALLY RESPONSIBLE GOVERNANCE**– The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

#### **Summary Statement:**

Our Open Space & Trails and Parks Managers will give an update on the creation of the Department's Asset Management Program, using the software OpenGov.

**Detail of Issue/Request:**

The Asset Management Program has been under construction since mid-2024. Throughout 2024 and early 2025, Staff collected over 5,000 assets throughout Town to create a database of information within the system. Beginning in mid-2025, Staff began working to create a system of Work Orders and Task as well as custom Overall Condition Indexes for specific asset types. These two systems will serve as the primary real-time data to inform the Administration & Operations program and the Asset Lifecycle Replacement program.

**Legal Comments:**

Not Applicable.

**Alternatives/Options**

Not Applicable.

**Financial Considerations**

Not Applicable.

**Staff Recommendation**

Any feedback the Commission may have will help Staff refine these items moving forward, but our goal is to highlight behind the scenes data collection efforts to better inform ongoing operations and decision-making.

**Community Impact**





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Commissioner  
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Lee Schlais, Commissioner

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### Update on the Department's 2026 Budget Request

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**Agenda Date:** PROST Commission December 10, 2025

**Attachments:** None

**Reviewed By:**

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### **Action Type**

4) Information: Items that require no specific action and are provided for informational purposes only.

### **Strategic Plan Alignment:**



**FISCALLY RESPONSIBLE GOVERNANCE**– The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

### **Summary Statement:**

Staff will provide a brief update on the Department's 2026 Budget Request.

### **Detail of Issue/Request:**

The Board of Trustees adopted the 2026 Parks and Open Space Budget as requested and approved by the PROST Commission in September with only minor changes. Those minor changes included a 10% reduction in General Fund operations and maintenance line items, which in our case was specific to Golf. This accounted for a \$49,000 reduction spread out between seasonal staffing and materials and services for clubhouse and maintenance operations. The requested change is due to lower than anticipated Sales and Use Tax revenues going into the 2026 fiscal year. The impacts from those reductions will be discussed, but generally fall within operational efficiencies we continue to identify in real-time on an ongoing basis regardless.

**Legal Comments:**

Not Applicable

**Alternatives/Options**

Not Applicable

**Financial Considerations**

Not Applicable

**Staff Recommendation**

There are no Staff recommendations specific to this.

**Community Impact**



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### Presentation of Draft 2025 Parks and Open Space Annual Report

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**Agenda Date:** PROST Commission December 10, 2025

**Attachments:** None

**Reviewed By:**

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#### **Action Type**

4) Information: Items that require no specific action and are provided for informational purposes only.

#### **Strategic Plan Alignment:**



**COMMUNITY AND ECONOMIC VITALITY**– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.

#### **Summary Statement:**

Staff will present the draft 2025 Parks and Open Space Annual Report, which highlights all of the amazing accomplishments of the Department in the past year.

#### **Detail of Issue/Request:**

The purpose of the Annual Report is to provide a benchmark comparing what we planned to accomplish and what we accomplished in the preceding calendar year, in an effort to be transparent with PROST, the Board and our community and to provide staff with a historical record of accomplishments to look back on in future years.

**Legal Comments:**

Not Applicable

**Alternatives/Options**

Not Applicable

**Financial Considerations**

Not Applicable

**Staff Recommendation**

Staff are looking for comments, questions and input on the draft 2025 Annual Report to bring a final version for adoption in early 2026.

**Community Impact**