



Town of Frederick PROST Commission

Meeting Minutes
December 10, 2025

Call to Order – Roll Call: The meeting was called to order at 6:34pm. Those absent were excused.

Approval of Agenda: There were no changes to the Agenda.

Public Comment: There were no members of the community present at the meeting.

Action Agenda:

October Minutes: The October Minutes were approved without amendment, 5-0.

Discussion Items:

Recap of PROST/CVPRD Work Session: The Commissioners expressed their appreciation for organizing a group discussion and requested that staff setup a joint work session with the Board of Trustees to discuss ongoing parks and open space partnerships.

Update on the Parks Department Asset Management Program: Parks Manager Mike Harris and Open Space & Trails Manager Jordan Davison gave an update on the creation of the Department's Asset Management Program (AMP) utilizing a software we commonly refer to as "OpenGov." The AMP provides a database of all assets and lands the Department cares for in a GIS format and allows for tasks and resources to be assigned to the care of those assets and finally, allows "condition indexing," which are fully customized inspection and current status reports on all of those assets. This program provides the foundational data for decision making within the Administration & Operations program and Asset Lifecycle Replacement program.

Update on the Department's 2026 Budget Request: Parks and Open Space Director Colby Johnson provided an update on the 2026 Budget that was adopted by the Board of Trustees. Generally, the budget received only minor adjustments from what the Commission approved in September, with the exception of a \$49,000 reduction to the Golf Division's General Fund appropriation and an overall reduction in revenue estimates from sales and use taxes in both the Parks & Open Space Fund and General Fund.

Presentation of Draft 2025 Parks and Open Space Annual Report: Parks and Open Space Director Colby Johnson presented the draft 2025 Parks and Open Space Department Annual Report. This report's purpose is to catalog all major and minor projects completed in the previous year for the Department's historical record and to ensure transparency with the community on any funds or projects approved for that year and that the projects were completed or not. Moving forward into 2026, we're working with our Communications and Engagement Department to update these to webpages, rather than a standalone document for transparency and accessibility purposes.

Commissioner Reports: Parks and Open Space Director Colby Johnson reminded the Commission that the January meeting would be a joint work session with the Town of Firestone's Parks Commission.

Adjournment: The meeting adjourned at 7:50pm.

