



TOWN OF FREDERICK
PARKS, OPEN SPACE, AND
TRAILS COMMISSION
Wednesday, September 13th, 2023
6:30 P.M. at Town Hall and via Zoom

Built On What Matters

Regular Meeting

Agenda

Call to Order - Roll Call:

Approval of Agenda:

Public Comment:

- This portion of the Agenda is for members of the audience to provide comments to the POST Commission. If the 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.

Discussion Agenda:

1. Community Parks Master Plan – Concept Plan(s) Discussion
2. 2023 POST Annual Action Plan Update
3. Open Space Sales Tax Discussion
4. General Discussion/Commissioner Reports
5. Bylaws Discussion

Action Agenda:

1. Approval of Minutes – August 9 and 30, 2023
2. Election of Commission Officers

Adjournment:

Zoom Meeting Information

<https://zoom.us/j/9550375939>

Meeting ID: 955 037 5939

+1 312 626 6799 US



**TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Wednesday, August 9th, 2023 Minutes
6:30 P.M.
At Town Hall and via Zoom**

Built On What Matters

CALL TO ORDER

ROLL CALL:

- Present: Chairperson Gill, Commissioners Bolinger, Davis, Fosdick, Pilon, Schlais, Trustee Lamach
- Absent: Commissioner Hickman
- Staff: POST Director Colby Johnson

APPROVAL OF AGENDA

No changes were made to the Agenda.

PUBLIC COMMENT

There were no members of the public in attendance at Town Hall or virtually.

ACTION AGENDA

Approval of Minutes from the July Regular Meeting

- **Motion:** Bolinger – **Second:** Pilon – **Vote to Approve:** 6-0

Approval of 2024 POST Capital Improvement Plan

- **Motion:** Fosdick – **Second:** Bolinger – **Vote to Approve:** 6-0

DISCUSSION AGENDA

The Commission discussed the Open Space tax initiative and recommended a Special Meeting be held prior to Board Approval of the Ballot Language in early September.

Approved by the POST Commission:

Attest:

Chairperson

Staff Liason

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**TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Wednesday, August 30th, 2023 Minutes
6:30 P.M.
via Zoom**

Built On What Matters

CALL TO ORDER

ROLL CALL:

- Present: Chairperson Gill, Commissioners Bolinger, Davis, Hickman, Fosdick, Pilon, Schlais
- Absent: Trustee Lamach
- Staff: POST Director Colby Johnson

APPROVAL OF AGENDA

No changes were made to the Agenda.

PUBLIC COMMENT

There were no members of the public in attendance at Town Hall or virtually.

ACTION AGENDA

Approval of a Letter of Support for the Open Space Sales Tax Initiative

- **Approved Unanimously by Acclimation**

DISCUSSION AGENDA

The Commission also discussed the Ballot Language and had no additional recommendations for Staff.

Approved by the POST Commission:

Attest:

Chairperson

Staff Liason

Built on What Matters.

Bylaws
Town of Frederick, Colorado
Parks, Recreation, Open Space and Trails Advisory Commission (P.R.O.S.T.A.C.)

Article I – Introduction

- A. The Town of Frederick’s Board of Trustees, by resolution, authorizes the creation of the Parks, Recreation, Open Space and Trails Advisory Commission and to adopt bylaws for the transaction of business.
- B. The within Bylaws have been adopted by the Town of Frederick Board of Trustees and all previously adopted bylaws are deemed repealed.
- C. Pursuant to the enacting resolution, the Parks, Recreation, Open Space and Trails Advisory Commission, shall be hereinafter referred to as “the Commission” and the Town of Frederick Board of Trustees shall be hereinafter referred to as “the Board.”

Article II – Purpose

- A. The Town of Frederick’s Board of Trustees, by resolution, authorizes the creation of the Parks, Recreation, Open Space and Trails Advisory Commission to:
 - a. Advise Town Staff and the Board of Trustees on all matters pertaining to the operation of the Town’s parks, recreational amenities including Bella Rosa Golf Course, open spaces and trail system, except issues pertaining to individual staff.
 - b. Create and implement use fees for parks, recreational amenities, open spaces and trails.
- B. These Bylaws further encourage the Commission to advise and make recommendations to Town Staff and the Board on, but not limited to:
 - a. Strategic planning as it relates to parks, recreation, open spaces, trails and other recreational programs and amenities.
 - b. Levels of service at all Town maintained parks, recreational amenities, open spaces and trails.
 - c. Land-use policies relating to non-Town maintained parks, recreational amenities, open spaces and trails.
 - d. Acquisition of parks and open space lands.

Article III – Membership and Officers

- A. The Commission shall be composed of members appointed by the Board in accordance with the Town of Frederick Municipal Code.
- B. The Commission shall consist of:
 - a. Seven (7) voting members who are residents of the Town of Frederick;

- b. A Board of Trustee who serves as a nonvoting liason to the Commission;
 - c. A staff representative to serve as a nonvoting liason to the Commission, who shall also serve as Secretary to the Commission;
 - d. A member of the Youth Commission as a nonvoting liason to the Commission.
- C. Commissioners shall serve three (3) year terms or as prescribed by the Town of Frederick Municipal Code.
- a. Terms shall be staggered to prevent a majority of the membership being renewed at one (1) time;
 - b. There shall be no limit to the number of terms a Commissioner may serve;
 - c. Commissioners appointed due to a resignation or removal shall fulfill the term of the seat to which they are appointed.
- D. The Commission shall elect a Chairperson and Vice Chairperson.
- a. The Chairperson shall preside at all regular and special meetings of the Commission and shall decide all points of procedure.
 - b. The Vice Chairperson shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence.
 - c. Commission officers shall serve for a term of one (1) year.
 - d. Officer vacancies shall be filled at the next regular meeting of the Commission by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.
 - e. Any member of the Commission may nominate another member of the Commission as an Officer.
 - f. Election of Officers shall be administered by the Secretary and conducted by ballot, or as prescribed by law, and a majority of the Commission shall elect the prescribed Officer.
 - g. The Board may remove any Officer or member from the Commission, per the Town of Frederick Municipal Code.
 - h. The Commission may remove an Officer from their office at any time by a majority vote, but may not remove them from the Commission.

Article IV – Regular and Special Meetings

- A. The Commission shall hold a regular meeting at least monthly on a date and at a time and location designated by the Chairperson. These meetings may be rescheduled or cancelled by the Secretary, upon direction from the Chairperson.
- B. The Chairperson shall prepare, or cause to be prepared, an agenda for each regular and special meeting of the Commission.
- C. The Secretary shall prepare, or cause to be prepared and posted, a notice of each regular and special meeting of the Commission. Such notice shall contain, at a minimum, the agenda, minutes for approval and any documents to be presented to the Commission by Town staff, except those subject to conditions of Executive Session under Colorado Law. Such notice shall be posted to the Town website, at a minimum, three (3) calendar days prior to the meeting.
- D. Special meetings may be called by the Chairperson at any time, provided notice is given to each member of the Commission, at a minimum, five (5) calendar days prior to the meeting and provided the aforementioned public notice is posted.
- E. All regular and special meetings may be held in-person, virtually, or a combination of these two methods, provided that a link for the virtual meeting is provided in the meeting agenda.
- F. All regular and special meetings of the Commission shall be open to the public. Members of the public in attendance shall be provided up to three minutes, during a designated public comment period for general comment or during public hearing for a specific agenda item that may be required.
- G. Before official and formal action can be taken on any matter at any regular or special meeting of the Commission, a quorum shall be present and in-session. A quorum is defined for purposes of these Bylaws as any four (4) members.
- H. The Vice Chairperson shall preside in the absence of the Chairperson. Where both the Chairperson and the Vice Chairperson are absent, members present shall by majority vote select a member to preside over the meeting.
- I. All voting shall be by roll-call vote, except for the nomination of Officers.
- J. The order of business for regular and special meetings shall be the order as it appears on the agenda, except that any member of the Commission, may, by motion and majority vote of the Commission, request to rearrange the order of business or remove an item from the order of business.
- K. The Secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all important facts pertaining to each regular and special meeting, the vote of each member upon each matter, or those absent or failing to vote and such other details as the Commission shall direct. The minutes of each regular and special meeting shall be approved by the Commission at its next meeting.

- L. The Secretary shall prepare, or cause to be prepared, the transmittal of official and formal actions of the Commission to the Town Manager's office for scheduling before the Board.
- M. The Commission may hold an Executive Session, subject to any and all applicable rules and regulations of the State of Colorado, at the request of the Chairperson or majority vote of the Commission.

Article V – Study Sessions

- A. A study session may be called by the Chairperson at any time, provided notice is given to each member of the Commission, at a minimum, five (5) calendar days prior to the session and provided public notice is posted as prescribed in Article IV, Section C.
- B. The purpose of a study session shall be for Town staff to provide additional information on a topic or topics of particular interest and/or concern to the Commission.
- C. No formal action shall be taken during study sessions.
- D. The Chairperson shall prepare, or cause to be prepared, an agenda for each study session of the Commission.
- E. The Secretary shall prepare, or cause to be prepared and posted, a notice of each study session of the Commission. Such notice shall contain, at a minimum, the agenda.
- F. At any time, during a regular or special meeting, a quorum of the Commission does not exist, the Chairperson may continue the meeting as a study session, provided that no official or formal action is taken.
- G. No quorum is required for a study session.

Article VI – Committees

- A. There shall be no standing committees of the Commission.
- B. With a majority vote of the Commission, ad hoc committees of the Commission may be formed for the purposes of special study or review of a specific item of interest.

Article VII – Ethics

- A. The members of this Commission shall be bound by the Colorado Code of Ethics, the Colorado Public Official Disclosure Law and the Town of Frederick Municipal Code.

Article VIII – Amendments

- B. These Bylaws may be amended by majority vote of a quorum of members present and in session at any regular or special meeting, provided that such amendment was read at the last regular meeting. Amendments are subject to final approval of the Board.

Frederick Parks and Open Space - 2023 Annual Action Plan Projects

9/6/2023

Park Area	Project Title	Status/ % Complete	Last Action Item	Current Action Item	Next Action Item	Original Budget	Estimated Cost (To Date)	Remaining Budget (To Date)	Funding Plan (Capital Funds, unless designated O/M)	Additional Notes
FRA/Cent/Bella Rosa	Community Parks Master Plan	Ongoing - 30%	First Round Community Engagement Finish Site Survey/UAE	Refine Conceptual Plans and Second Round of Engagement	Finalize concepts and develop preliminary site designs	\$325,000	\$83,825	\$241,175	General - \$75,000 Water - \$50,000 OS - \$150,000 Golf - \$50,000	
Crist Park	Downtown Outdoor Recreation Master Plan	Ongoing - 5%	Met with RICK Planning to initiate project under Downtown Plan	Review and Approve Scope of Service/Contract	Initiate Project Kickoff	\$25,000	\$0	\$25,000	General - \$25,000 CTF 2024 - \$20,000	
All OS & T	Open Space and Trails Management Plan	Initiation - 2%	Internal Dept Needs Identified for this Plan	Waiting on Comprehensive Plan's calls for additional OS & T needs	Determined by Comp Plan/LUC - Likely launch project in Q4 2023	\$125,000	\$0	\$125,000	OS - \$125,000	
All Parks, OS & T	Capital Improvement Assessment	Moved	None	Existing Amenities to Cartegraph Major Repairs and New to 2024 POST MP		\$0	\$0	\$0	No Funding Authorized - Internal Planning Document	
All Parks, OS & T	Asset Management Program	Ongoing - 40%	Collected park data across Town	Launch Cartegraph Module Classify and rank data	Implement to Team	\$0	\$0	\$0	Funding in IT Budget	
Mendoza Open Space	Mendoza Open Space Plan	Ongoing - 25%	Met with legal team to begin document review	Finalize document review Draft new leases	Present Leases and Policies to POST/Legal Coordinate on Legal Field Needs	\$20,000	\$0	\$20,000	OS - \$20,000	
All Parks, OS & T	Long-Term Funding Plan	Ongoing - 50%	Board approved ballot language	Election!	Depends on Election/Roll into 2024 POST MP	\$0	\$0	\$0	No Funding Authorized - Internal Planning Document	
All Parks, OS & T	Park Use Fees & Special Event Policy	Ongoing - 20%	Implemented changes for 2023	Met with DTM - Trying to get Innovation Committee to take Special Event Permit planning Met with Tyler on P&R Module - Launching in late 2023	Launch Tyler P&R when available in late 2023 Meet with Innovation Committee	\$0	\$0	\$0	No Funding Authorized - Internal Planning Document	
All Parks, OS & T	Capital Equipment Program	Complete	Received Sprayer and Debris Loader	Complete	Complete	\$70,000	\$68,732	\$1,268	OS - \$70,000	
Golf Course	Capital Equipment Program	Ongoing - 20%	Received Greens Roller	Waiting on Toro 648s Aerator Waiting on Workman	Order additional JD Workman	\$92,500	\$5,500	\$87,000	Golf - \$92,500	\$49,500 of \$92.5k is Encumbered for Toro 648s
All Parks, OS & T	Parks Maintenance Shop Improvements	Ongoing - 20%	Installed new lights, exit signs and small shelf storage	Install heating equipment Purchase and install pesticide storage Purchase ET tools and storage	Complete	\$50,000	\$7,500	\$42,500	OS - \$50,000	
Parking Lots	Parks Pavement Preservation Project	Complete	Finalize striping	Complete	Complete	\$30,000	\$1,966	\$28,034	OS - \$15,000 Golf - \$15,000	Project completed with in-house labor from PW - Materials Only Will not utilize Golf Funds for any rollover projects
All Trails	Trails Preservation Program	Complete	Completed FRA and Moore Farm Segments	Complete	Complete	\$20,000	\$24,500	-\$4,500	OS - \$20,000	Moore Farm segment quote is for around \$6,000 - will borrow remaining funds from Parks Pavement project
All Parks, OS & T	Tree Program	Complete	Finalized 2023 Town Tree Sale	Complete	Complete	\$10,000	\$7,500	\$2,500	OS - \$10,000	
All Irrigated Areas	Irrigation Central Control (2023)	Ongoing - 40%	Ordered all parts from RainBird Installed some parts at Centennial	Install all remaining parts at Crist, Cent, FRA	Finalize cost estimate for remaining parks for 2024 budget request	\$50,000	\$17,100	\$32,900	Water - \$50,000	Some funds will roll into 2024 and some are being utilized on Golf Central Control & irrigation repairs in 2023
Bella Rosa Trail	Bella Rosa Section #1 Trail Project	On-Hold	DRCOG Grant Received	Project will be completed under a DRCOG Grant that includes the Bella Rosa/Colorado Blvd Intersection	Utilizing funds for West Pump Station Design/CE & Big Fred Tables	\$50,000	\$19,907	\$30,093	OS - \$50,000	
CO Blvd Median	Colorado Blvd Median Improvement	On-Hold	Project delayed due to King Soopers development project	Included in Silverstone MOAPI	Coordinate on design	\$10,000	\$0	\$10,000	OS - \$10,000	
Crist and Firefighters	Backflow Improvements	Complete	Installed backflow prevention, as required by law, at Crist and Firefighters	Complete	Complete	\$7,000	\$10,300	-\$3,300	Parks O/M - \$7,000	
Crist Park	Crist Electrical Upgrades	Complete	Completed improvements	Complete	Complete	\$4,500	\$6,592	-\$2,092	Parks O/M - \$4,500	
The Tunnel	Tunnel Electrical Upgrades	Complete	Completed minor improvements	Complete	Complete	\$1,000	\$0	\$1,000	OS O/M - \$1,000	
FRA East Pumphouse	Pumphouse Cleanup and Electrical Repairs	Complete	Cleanup of old equipment and materials is complete	Complete	Create Specs and get informal cost estimate Request additional funds in 2024 to complete all structural repairs	\$3,000	\$0	\$3,000	Parks O/M - \$3,000	
Restrooms	Restroom Upgrades	Ongoing - 50%	Added spigots at flush restrooms	Add/replace hand dryers at Crist, Cent, FRA	Create Specs and get informal cost estimate Request additional funds in 2024 to complete all structural repairs	\$3,000	\$1,500	\$1,500	Parks & OS O/M - \$3,000	
Summit View Park	Summit View Landscaping	On-Hold	Volunteer group cancelled for June 15th	Parks staff will attempt to re-group with volunteers in early fall OR complete in-house	Complete project	\$2,000	\$0	\$2,000	Parks O/M - \$2,000	
TOTAL						\$898,000	\$254,922	\$643,078		