



TOWN OF FREDERICK
PARKS, OPEN SPACE, AND
TRAILS COMMISSION

Wednesday, June 14th, 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.

Action Agenda:

1. Approval of Minutes – May 10, 2022

Discussion Agenda:

1. Communications and Engagement Department Update – Renae Lehr, Public Information Officer
2. Community Parks Master Plan Webpage & Survey Update
3. Cartegraph Project Update
4. Parks, Open Space and Trails Annual Action Plan Update

Adjournment:

Zoom Meeting Information

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

Meeting ID: 955 037 5939

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**TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Wednesday, May 10, 2023 Minutes
6:30 P.M.
via Zoom (due to weather)**

Built On What Matters

CALL TO ORDER

ROLL CALL:

- Present: Chairperson Gill, Commissioners Bolinger, Davis, Hickman, Fosdick, Pilon, Schlais, Trustee Lamach
- Absent: None
- 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 April Regular Meeting

- **Motion:** Pilon – **Second:** Fosdick – **Vote to Approve:** 7-0

DISCUSSION AGENDA

Design Concepts attended the meeting to take input from the Commission on the upcoming first survey for the Community Parks Master Plan. Commissioners led a robust discussion and requested several additions and alterations to the survey. DC and Town Staff will implement those comments into the final version.

Staff and Commissioners discussed the upcoming POST Commission Tour on May 20, 2023.

Prior to the start of this meeting, Commissioners welcomed Luke Bolinger and Matt Hickman as recently appointed Commissioners.

Approved by the POST Commission:

Attest:

Chairperson

Staff Liason

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Frederick Parks and Open Space - 2023 Annual Action Plan Projects

6/6/2023

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 - 10%	Provide Survey/Webpage Edits Site/Utility Surveys Water Quality Testing	Finalize First Survey and Webpage Gameplan for Centennial Drainage & inclusion of Crist/Greenway	Launch Webpage - Get Pop-up shop handouts Move forward with Cent/Crist?	\$325,000	\$10,495	\$314,505	General - \$75,000 Water - \$50,000 OS - \$150,000 Golf - \$50,000	
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	
Crist Park	Downtown Outdoor Recreation Master Plan	On-Hold - 5%	Grant Application Unsuccessful	Taking Public Input on Centennial Drainage/Downtown Outdoor Vision Hosting DPC Team at Crist on June 15	Conduct outreach for Centennial Drainage and overall Downtown Vision under DT Plan Either roll into CPMP or do standalone RFP	\$75,000	\$0	\$75,000	General - \$25,000 Grants - \$50,000	
All Parks, OS & T	Capital Improvement Assessment	Initiation - 2%	None	Create Template for documenting all capital maintenance repairs (no new projects)	Training Sarah on identifying and documenting Cap Repairs	\$0	\$0	\$0	No Funding Authorized - Internal Planning Document	
All Parks, OS & T	Asset Management Program	Ongoing - 5%	Implemented Cartograph for 811 Locates	Create all Assets in Cartograph with GIS Team	Launch Parks and Recreation Module with Cartograph - Upcoming	\$10,000	\$0	\$10,000	Parks O/M - \$10,000	
Mendoza Open Space	Mendoza Open Space Plan	Ongoing - 15%	Meet with Carlos and determine plan for 2023 - Working under existing Lease from 2021	Draft new Lease Agreement/Facilities Agreement Draft Ag Lease Policy Draft Legal Scope of Service and Initiate with Legal	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 - 5%	Met with DTM & Finance on 2023 Plan	Draft Framework for Parks/Golf Funds for 2024 - Assume no changes to OS Fund Restrictions Gather background on OS Funds prior use	Meet with DTM/Finance	\$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	Ongoing - 80%	Received Aerway/Billy Goats	Waiting on Debris Loader from Mac & Bed Edger from Potesto Waiting on Sprayer from Supplies Identify Snow Removal Equipment	Order Snow Removal & Trail Grinder Equipment	\$70,000	\$39,984	\$30,016	OS - \$70,000	In addition to \$39K, \$14,500 encumbered for Debris Loader and Bed Edger
Golf Course	Capital Equipment Program	Ongoing - 20%	Received Greens Roller	Waiting on Toro 648s Aerator Getting bid from Tim M on Workman Holding on other needs for Irrigation	Order 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 Equipment Technician materials once hired in July	\$50,000	\$7,026	\$42,974	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	Ongoing - 75%	Repave 100' segment at FRA southeast Obtained bids for Moore Farm 20' segment	Repave Moore Farm Segment	Project Closeout	\$20,000	\$19,500	\$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	Ongoing - 90%	Finalized 2023 Town Tree Sale	Plant Remaining Trees in Town Park Areas	Project Closeout	\$10,000	\$7,500	\$2,500	OS - \$10,000	
All Irrigated Areas	Irrigation Central Control	Ongoing - 25%	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 Bldv Intersection	Engineering will manage capital construction of on and near street trails Parks will manage and maintain and will focus capital construction to off-street and recreational trails	\$50,000	\$0	\$50,000	OS - \$50,000	
CO Blvd Median	Colorado Blvd Median Improvement	On-Hold	Project delayed due to King Scoopers development project	Coordinate with Engineering to see if contracted project is possible in 2024	Develop contract design & construction docs OR create plan for internal install in 2024	\$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	Ongoing - 25%	Obtained informal bids for internal specifications	Complete improvements to Crist's electrical	Project Closeout	\$4,500	\$0	\$4,500	Parks O/M - \$4,500	
The Tunnel	Tunnel Electrical Upgrades	Ongoing - 25%	Obtained informal bids for internal specifications	Complete improvements to Tunnel Electric	Project Closeout	\$1,000	\$0	\$1,000	OS O/M - \$1,000	
FRA East Pumphouse	Pumphouse Cleanup and Electrical Repairs	Complete & On-Hold	Cleanup of old equipment and materials is complete	Electrical and structural repairs were more extensive than planned	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						\$958,000	\$120,871	\$837,129		