



TOWN OF FREDERICK
PARKS, OPEN SPACE, AND
TRAILS COMMISSION
Wednesday, February 8th, 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 – January 11, 2023

Discussion Agenda:

1. Department Update
2. Presentation and discussion of the 2023 Parks, Open Space and Trails Annual Action Plan
3. Presentation and discussion of the 2022 Parks and Open Space Annual Report
4. Discussion of Parks, Open Space and Trails Maintenance Plan process

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, January 11th, 2023 Minutes
6:30 P.M.
Frederick Town Hall and via Zoom**

Built On What Matters

CALL TO ORDER

ROLL CALL:

- Present: Chairperson Gill, Davis, 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 November 2 Meeting

- **Motion:** Fosdick – **Second:** Pilon – **Vote to Approve:** Davis, Fosdick, Gill, Pilon, Schlais

DISCUSSION AGENDA

2023 Comprehensive Master Plan and Downtown Plan Discussion

- RICK Planning and Audem Gonzales, Senior Planner with the Community and Economic Development Department led a discussion on the Comprehensive and Downtown Plan process and took input from the Commission on Town POST assets, HOA POST assets and their goals for the future.
- Most of the comments centered on improving the requirements for new parks in new residential developments, trail interconnectivity and active transportation.

Approved by the POST Commission:

Attest:

Chairperson

Staff Liason

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POST Department Update

Colby Johnson – Parks and Open Space Director

Parks, Open Space and Trails Commission – February 8, 2023

BUILT ON WHAT MATTERS





Snow Removal

- **Parks, Open Space and Trails Division covers all Town parks, trails, sidewalks, Colorado Blvd. intersections, park and golf parking lots and park playgrounds/skate park**
- **Route Priorities:**
 - School Routes – Frederick High, Legacy, Thunder Valley
 - Active Transportation Routes – Colorado Blvd.
 - Town Parks and Town owned sidewalks in subdivisions
 - Playgrounds, sports courts and skate park
- **Developing a robust Snow Removal Plan for POST assets**
 - Task Analysis – In-progress
 - How long does it take to do each route with current staff and equipment
 - Internal Mapping - Done
 - Maps of all trail and sidewalk segments
 - External Mapping – Will occur in summer 2023
 - GIS based
 - Route Prioritization
 - How do we prioritize routes, at what level of snow do we deploy, procedures for off-hours and on-call
 - Will bring to POST Commission in Q3 or Q4 2023 for finalization



Equipment Work



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Golf Course Planning

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Thank You

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2023

Parks, Open Space & Trails Annual Action Plan



Town of Frederick

DRAFT – 1/25/2023

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1 PROJECT PURPOSE AND PROCESS

The purpose of this *Parks, Open Space & Trails Annual Action Plan* is to provide internal staff with a description of strategic planning initiatives and improvement projects for the upcoming calendar year and to prescribe workflow to various Division staff. This document will focus on the *Parks, Open Space and Trails (POST) Division*, which manages most Town owned outdoor recreation assets with the exception of Bella Rosa Golf Course.

This document also provides the community with additional information regarding projects for the Division.

A new version of this plan is drafted at the beginning of each calendar year, and as such, all projects are subject to change based on conditions on the ground, available funding and any number of other variables.

The process for developing this plan consisted of the following elements:

1.1 ADHERANCE TO ESTABLISHED MASTER OR STRATEGIC PLANS

The Department and the Town have a number of strategic plans guiding capital improvements to the Town's resources. Department staff participate in the creation and implementation of these plans, including the identification of projects in this calendar year for initiation and potentially, completion.

The following are the Town's plans analyzed for the creation of this plan:

1. Town of Frederick Comprehensive Plan and Land Use Code
2. Parks, Open Space and Trails Master Plan
3. Water Conservation Plan
4. Water Master Plan
5. Transportation Master Plan
6. Outfall System Plan (Stormwater Master Plan)

1.2 CAPITAL NEEDS AND IMPROVEMENT ASSESSMENTS

The Town of Frederick, ideally, would maintain a system-wide Capital Needs Assessment and Capital Improvement Assessment, which would help guide the creation of the Capital Improvement Plan and this Annual Action Plan. However, a full assessment has not been completed on Needs or Improvements, because the Department is only a year old.

A *Capital Needs Assessment* describes all of the new park and open space infrastructure to be added to the system. Many needs are captured in a System Master Plan or in the case of major park destinations, a Site Master Plan. The Needs Assessment includes those projects as well as all additional projects not specified in another individual plan into one document and prioritizes based on community desire and available funding, including potential grants.

A *Capital Improvement Assessment* describes all of the current and near-future repairs of park and open space infrastructure that already exists. It would prescribe an asset replacement schedule while prioritizing needs based on limited financial resources.

The Division has already created a *Capital Improvement Plan – Ranking System Summary* that provides a rating scale to prioritize both Capital Needs and Improvements.

1.3 CAPITAL IMPROVEMENT PLAN

The Department maintains a *1 and 5 Year Capital Improvement Plan*, which serves as a summary of projects for financial planning purposes under the Town's larger budget process.

1.4 PLAN ORGANIZATION

This Annual Action Plan is broken into the following sections:

1. Operational Strategic Planning
2. Capital Improvements and Repairs
3. Non-Capital Improvements and Repairs



Figure 1 – Landscape Improvements at Bella Rosa Golf Course by OtterBox Employees – Summer 2022

2 OPERATIONAL STRATEGIC PLANNING

Operational Strategic Planning encompasses all of the administrative planning efforts that provide for the assurance of effective and efficient delivery of services by the Division. It can include staffing plans, site plans, capital improvement plans, system plans as well as organizational planning efforts that cover a system-wide need.

2.1 COMMUNITY PARKS MASTER PLAN

PROJECT MANAGER

Colby Johnson – Parks and Open Space Director

PROJECT DESCRIPTION

The Community Parks Master Plan project will provide for the creation of a 20-30 year development plan for two of the Town's cornerstone outdoor resources – Frederick Recreation Area and Centennial Park.

Frederick Recreation Area (FRA)

FRA is located within the boundaries of Godding Hollow Parkway to the south, Colorado Boulevard to the East and Bella Rosa Parkway to the North with Summit View Estates and Fox Run neighborhoods to the west. The park consists of nearly 305 surface acres including the ~62 acre Milavec Reservoir. The area is comprised of a variety of land uses, including parks, open space, stormwater and the 9-hole Bella Rosa Golf Course.

The Town of Frederick purchased Milavec Reservoir in 1958 as a drinking water source. Throughout the years, the Town transitioned the Reservoir to its primary source of non-potable water, with inflows from the Lower Boulder Ditch Company, of which the Town is the largest shareholder. The water is used primarily for park and landscape irrigation on Town owned and/or HOA managed properties. The Reservoir is stocked for anglers by the Colorado Department of Parks and Wildlife and serves as an open space and water-based recreational hub for the Carbon Valley. The entire reservoir is encircled by the Milavec Trail, a 1.26-mile crusher fine trail, the most popular in Town.

Bella Rosa Golf Course is located on the northernmost portion of Frederick Recreation Area. The Golf Course was constructed in 2005-2006 as a part of a largescale dredging project of Milavec Reservoir. The Course has been managed directly by Town Staff since 2018, having previously been managed by a concessionaire. The course consists of 9 holes at Par 35, a practice facility as well as The Back 9 Restaurant, a full-service food and beverage operation.

The Golf Course has completed contract work with Norby Golf Design for a conceptual improvement plan, focused primarily on turf quality and playability and the construction of a new maintenance facility. Given the relative investment called for in that concept, Town Staff will integrate those concepts into this larger planning effort, to ensure robust community engagement is involved.

The Marx Open Space is a ~90-acre Town-owned Open Space located west of Milavec Reservoir that is partially managed under an agricultural lease. The non-farmed areas consist of wetlands, drainage and detention facilities. The inflow is also located within this tract. Surrounding this tract are paved trails, which connect to surrounding neighborhoods.

The Frederick Skate Park was constructed in 2019 and is a signature recreational facility of the Carbon Valley. The Park hosts thousands of residents and area visitors every year. However, while the skate facility was professionally designed,

the surrounding traffic flow and parking are in need of attention within this plan to improve them for current use and to incorporate them into any proposed changes to the Recreation Area.

The eastern portion of Frederick Recreation Area has been substantially developed into a park. The area includes an outdoor exercise facility, small playground, small basketball court, a flush restroom and vault latrine, two picnic shelters and a small dog park. The “pump house” is also located in this area and includes the outlet pumps for a significant portion of the existing non-potable water system. The entire eastern boundary of this area consists of the primary outlet ditch for the Tri-Town Drainage, which encompasses a significant portion of the Carbon Valley.



Figure 2 – The Boundaries of Frederick Recreation Area

Centennial Park

Centennial Park is a ~38-acre park and open space located near the southern portion of the Town adjacent to Colorado Boulevard.

Centennial was constructed in the early 2000's as a storm water levy for the Tri-Town Drainage and the western portion of the park remains an important detention area today. This area also includes a retention pond to serve as a part of the Town's Non-Potable Water System, which is used to irrigate the park and nearby Crist Park. The pond, while not regularly stocked by Colorado Parks and Wildlife, does support a limited fishery.

The eastern portion of the park was developed in 2005-2007 with the assistance of a Great Outdoors Colorado grant and includes a flush restroom, primitive outdoor amphitheater, picnic shelters and parking area with paved trails.

The western portion of the park includes the detention area but also has a parking lot and trailhead. The Legacy Trail, a portion of the larger Front Range State Trail runs along the western edge of the park. This portion of trail and trailhead were funded, in part, by a Land and Water Conservation Fund Grant in 2008.

The park hosts three large Town sponsored events annually – Frederick In Flight, a large hot air balloon festival – Chainsaws and Chuckwagons, a signature event where chainsaw sculptors from across the country come to create works of art that are placed on display in the Town of Frederick and Miner’s Day, a local celebration of the history of the Carbon Valley and Town of Frederick. A number of other events take place that are sponsored by the local community including youth sports, family reunions and more.

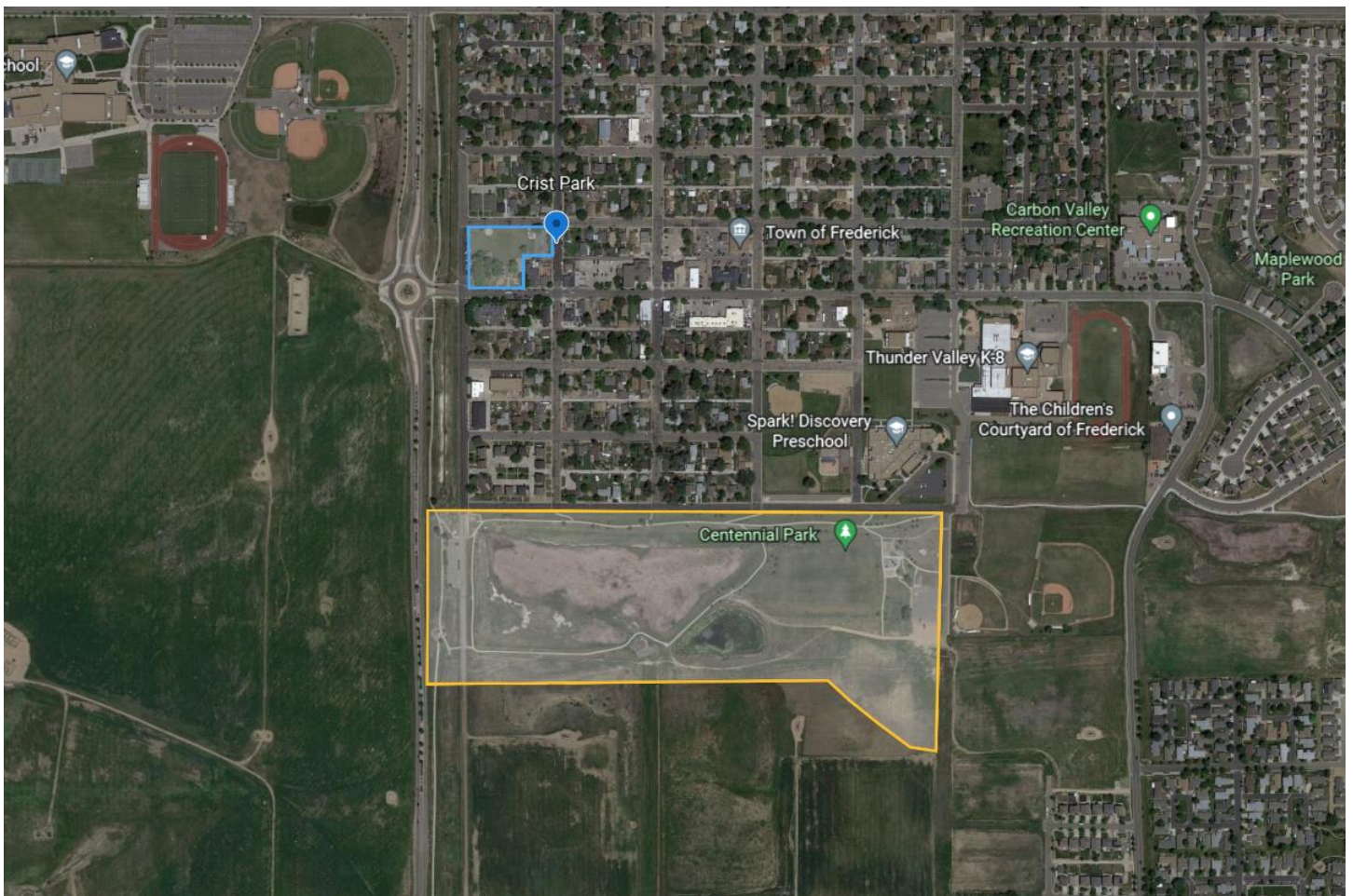


Figure 3 – The Boundaries of Centennial Park

PROJECT TEAM

At the time of this document's creation, the Town is finalizing a contract with Design Concepts of Lafayette, CO as a partner in this project. Design Concepts, along with their subconsultants, Phelps Golf Design, Smith Environmental, Topography and BBC Consulting will complete an 18-24 month process to engage the community, determine needs, provide cost estimates and finalize a plan for the long-term development of the parks.

While multiple Town staff will participate in portions of this project, the Project Leadership Team will be:

1. Colby Johnson – Project Manager – Parks and Open Space Director
2. Sarah Troy – Parks, Open Space and Trails Superintendent
3. Tim Schwartz – Golf Course General Manager

The Parks, Open Space and Trails Commission will play a key role as the Project Advisory Committee. They will work with staff to solicit input from the community at large as well as specific stakeholders, such as Carbon Valley Parks and Recreation, Colorado Parks and Wildlife and the Towns of Firestone and Dacono.

PROJECT TIMELINE



PROJECT BUDGET

\$325,000 – 2023 Budget

Additional funds may be required in the 2024 Budget based on the Site Assessment and Community Engagement processes.

2.2 OPEN SPACE AND TRAILS MASTER PLAN

PROJECT MANAGER

Colby Johnson – Parks and Open Space Director

PROJECT DESCRIPTION

The goals of this project are still to be determined, but funds were appropriated in 2023 to allow for additional consideration to the following needs:

1. Vegetative management and improvements in open spaces
2. Identification of priority parcels of land for acquisition as open space, outside those areas within subdivision development required under the Land Use Code
3. Land acquisition policy for Town managed open spaces
4. Policy update for open space and trail requirements in the Land Use Code regarding new developments
 - a. This is dependent upon the current Comprehensive Plan and LUC re-write and may be redundant if completed in that effort
5. Detailed prioritization and cost estimates for off-street trail network
 - a. This will focus on both off-street transportation corridors as well as smaller trail segments intended for recreational use
 - b. Some trail sections have been identified in the Transportation Master Plan or POST Master Plan, but not all
6. High-level cost estimates for on-street trail network, as identified in the Transportation and POST Master Plans.
 - a. This will focus on identifying a total cost for buildout of the on-street system for long-term funding discussions in partnership with Engineering

PROJECT TIMELINE

Given that the exact parameters of this project are still under consideration, a timeline can't be assigned.

We expect the Comprehensive Master Plan and Land Use Code projects to progress to a point where staff can make the determination to include or remove the above goals from this project by Q3 of 2023.

PROJECT BUDGET

\$125,000 – 2023 Budget

Fund needs for this project may be altered based on the final scope of the project at initiation.

2.3 DOWNTOWN OUTDOOR RECREATION SITE PLAN

PROJECT MANAGER

Colby Johnson – Parks and Open Space Director

PROJECT DESCRIPTION

The intent of this project is to provide for a detailed, 10-20 year development plan for Crist Park and surrounding greenspace, which is the last remaining Community Park in need of an individual site plan.

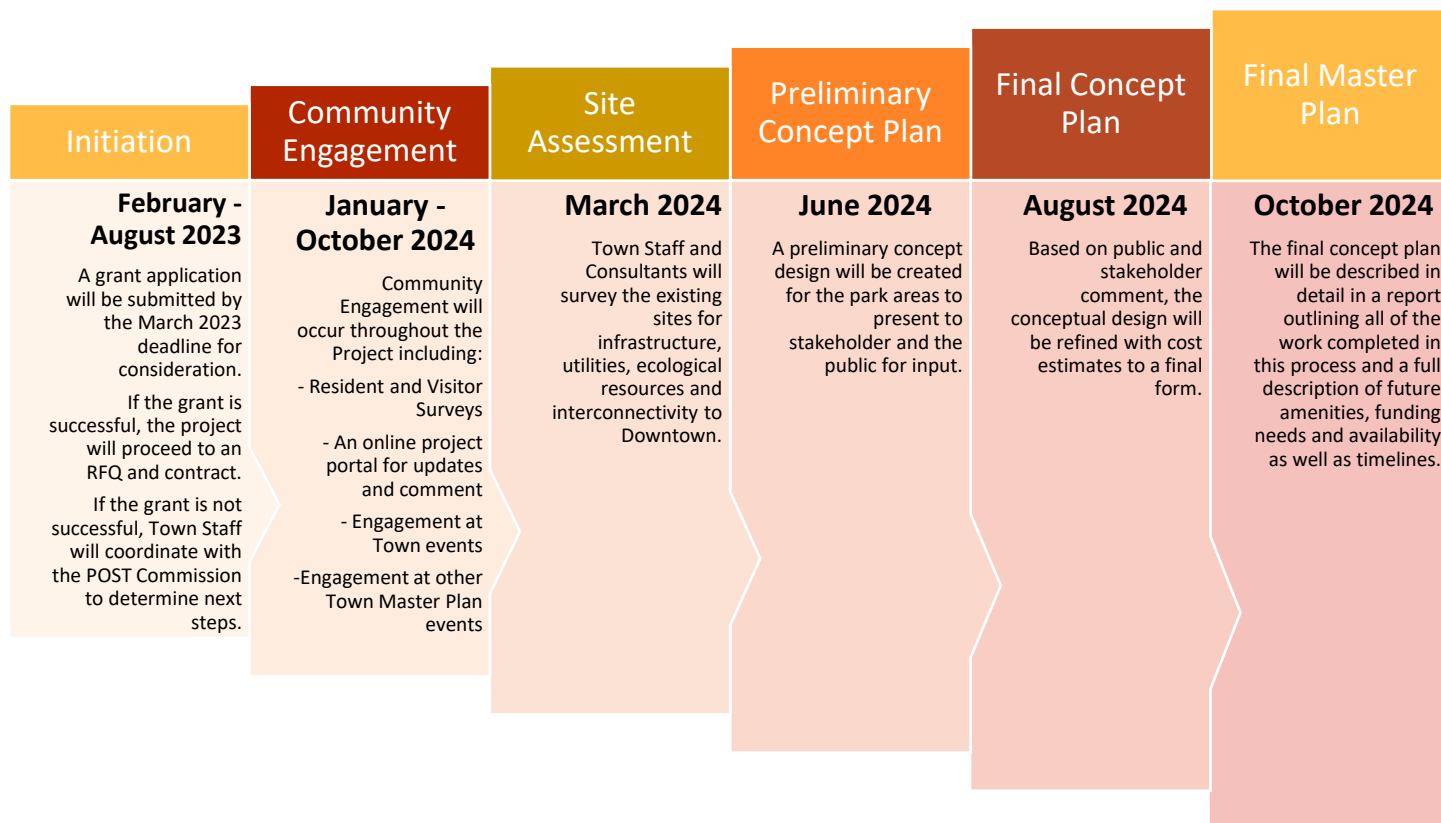
Due to its proximity to the Downtown area of Frederick and the current development process for a Downtown Plan, as a part of the Comprehensive Plan, Crist Park was not included in the Community Parks Master Plan process. Staff determined it was important to have a separate process for design and community engagement focused specifically on that important area.

Town Staff will pursue a grant from the Colorado Outdoor Recreation Industry Office for technical assistance in the March 2023 application period.



Figure 4 – Crist Park and surrounding greenspace at the Fifth Street bridge and roundabout

PROJECT TIMELINE



PROJECT TEAM

This project requires coordination amongst multiple Town Departments: Parks, Community and Economic Development, Finance and Administration.

While multiple Town staff will participate in portions of this project, the Project Leadership Team will be:

1. Colby Johnson – Parks and Open Space Director
2. Sarah Troy – Parks, Open Space and Trails Superintendent
3. Maxwell Daffron – Economic Development Manager
4. Traci Garcia – Grants Administrator

PROJECT BUDGET

\$25,000 – 2023 Budget - \$50,000 OREC Grant Request

Additional Town funds may be required if the grant process is unsuccessful.

2.4 CAPITAL IMPROVEMENT ASSESSMENT

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

The purpose of a Capital Improvement Assessment is to identify and prioritize major maintenance, repair and replacement of existing parks and open space assets. This project is closely linked to the creation of an Asset Management Program, which the Town has already selected a vendor for. An Asset Management Program would digitally house all of our asset's information and help utilize data to drive decision-making in maintenance, repair and replacement.

The project will complete the following tasks:

1. Identification of all deferred maintenance, repairs and replacements
2. Identification of all upcoming maintenance, repair and replacement needs for the next 4-5 years
3. Identification of high-level cost estimates for both sets of needs
4. Ranking the project list using the Ranking System Summary

PROJECT TIMELINE

This project will occur throughout 2023 and will be completed by the end of the year.

PROJECT BUDGET

There is no budget for this project. All costs are related to staffing only.

2.5 ASSET MANAGEMENT PROGRAM

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

The Town has selected Cartegraph to be its Asset Management Program provider for this Division's assets, as well as all other infrastructure assets across multiple Departments.

An Asset Management Program allows Town Staff to coordinate workflow, monitor asset quality, predict current and future maintenance costs and track labor required for all maintenance tasks, all in one single program. This will allow Staff to utilize effective data to make strategic and efficient decisions on all Division operations.

PROJECT TIMELINE & BUDGET

This project will occur during all of 2023 and most of 2024. The Budget is approximately \$10,000, but will vary based on needs identified during implementation.

2.6 MENDOZA OPEN SPACE PLAN

PROJECT MANAGER

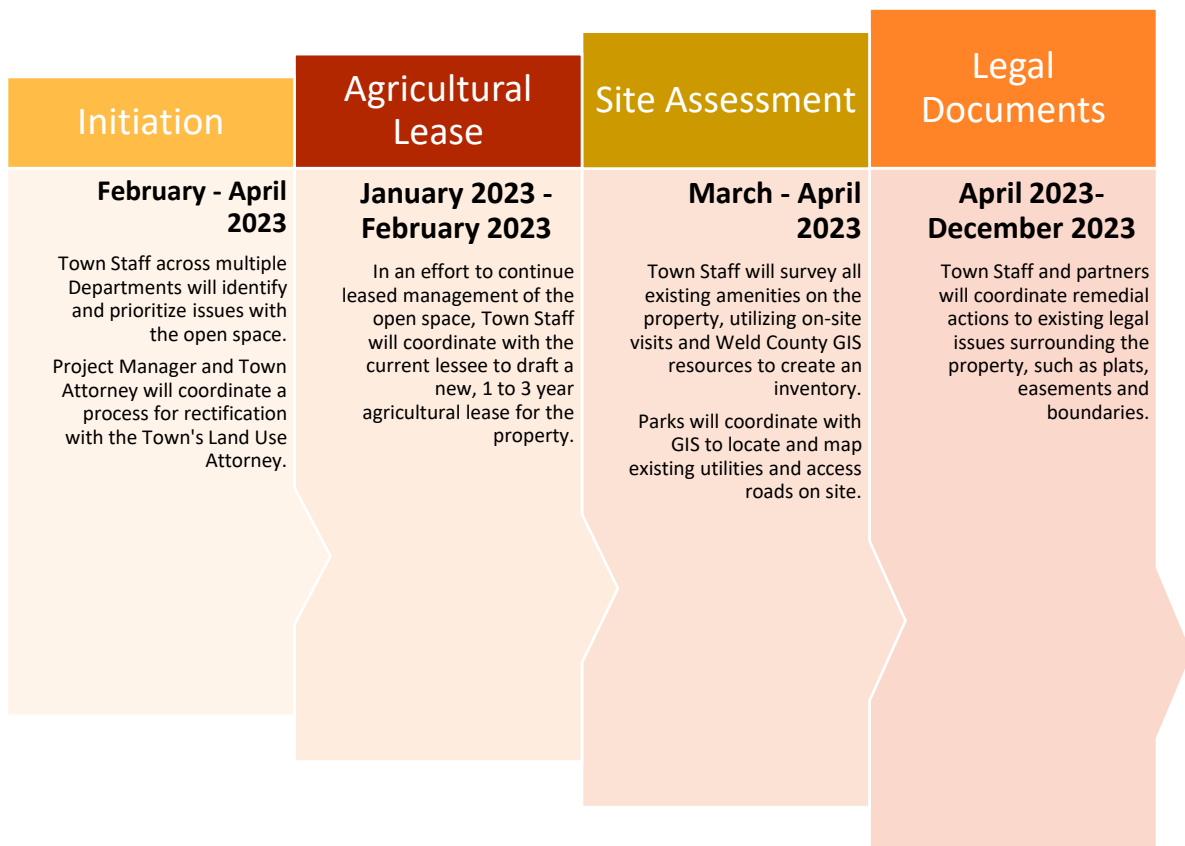
Colby Johnson – Parks and Open Space Director

PROJECT DESCRIPTION

The Mendoza Open Space is located west of Aggregate Boulevard and north of Tipple Parkway. It was acquired by the Town in 2018 and is managed under an agricultural lease.

The original acquisition left some outstanding questions regarding current and future use. Town Staff will work over the course of 2023 to identify and correct any irregularities regarding plats, easements, utilities, access and short-term agricultural operations. Provided these items are corrected in 2023, Town Staff will proceed to a Site Plan process for this tract, to engage the community on future use of the area in 2024 or 2025.

PROJECT TIMELINE



PROJECT BUDGET

\$20,000 – 2023 Budget

2.7 LONG-TERM FUNDING PLAN

PROJECT MANAGER

Colby Johnson – Parks and Open Space Director

PROJECT DESCRIPTION

Funding for the Parks and Open Space Department derives from five Town Funds, listed below. This project will seek to identify long-term funding needs for the Department and to create a set of options for future discussion with the POST Commission and Board of Trustees.



Figure 5 – The Funding Chart for the Parks and Open Space Department

Specifically, the project will focus on the following key areas:

1. Parks Improvement Fund – This Special Revenue Fund is utilized for both operations and capital improvements, but the fund does not have any re-occurring revenues. The only revenue sources are Impact Fees on residential development and User Fees, which are currently only assessed on the reservation of three shelters.
2. Golf Fund – This Enterprise Fund is utilized for the operation of Bella Rosa Golf Course. Currently, the Fund does not meet the requirements of an Enterprise.
3. Open Space Fund – This Special Revenue Fund has re-occurring revenue in the form of a 0.5% sales tax dedicated by the voters in 2002 and also receives Impact Fees from residential development.

This process will occur throughout 2023 with the goal of having options for discussion by Q3.

2.8 PARK USE FEES AND SPECIAL EVENT USE POLICY

PROJECT MANAGER

Colby Johnson – Parks and Open Space Director

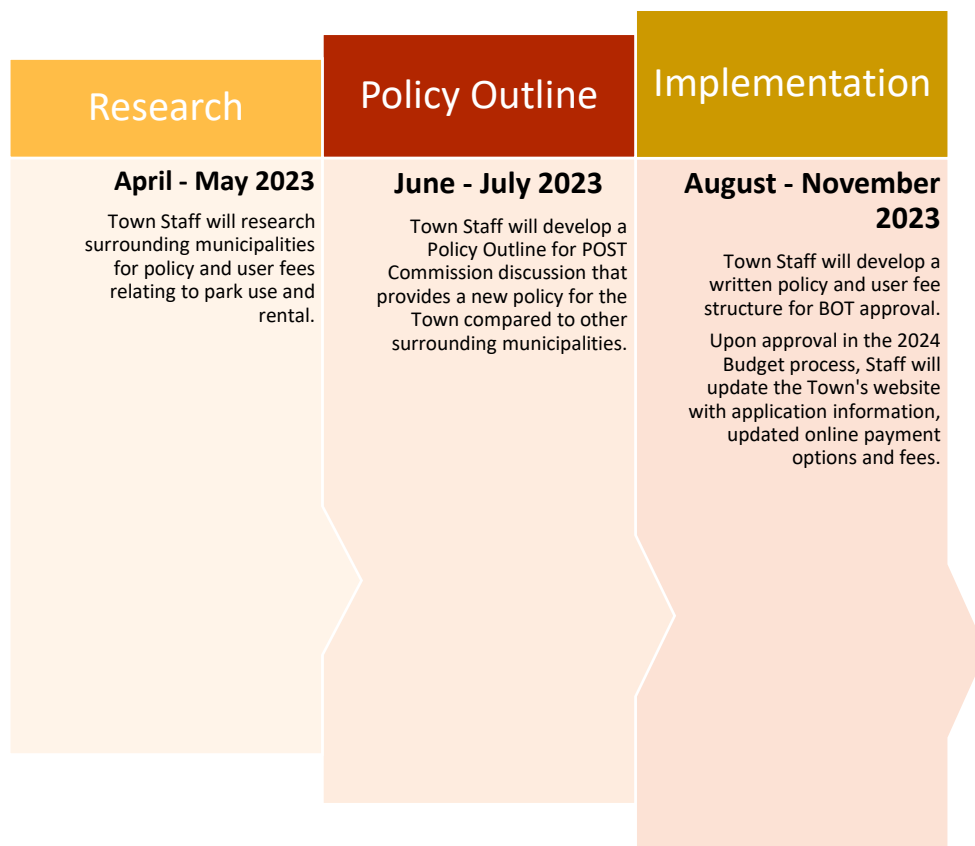
PROJECT DESCRIPTION

For Park Use Fees, the Town currently charges for the use of three Town shelters, one at Crist Park and two at Frederick Recreation Area. The fees range from \$20 to \$50, depending on the number of people attending the function and only account for \$3,000 - \$5,000 annually, on average.

For Special Events held within Parks, the Town utilizes its Special Event/Temporary Use Application process. However, this only applies to one-time events with over 100 people. There is no policy for the use of parks for re-occurring events such as sports leagues or for small events with under 100 people.

Staff will work to develop a new User Fee structure as well as a standard policy for the use of park areas for re-occurring events and one-time small events.

PROJECT TIMELINE



PROJECT BUDGET

There is no budget for this project. All costs are related to staffing.

3 CAPITAL IMPROVEMENTS AND REPAIRS

Capital Improvements and Repairs typically exceed \$10,000, are completed under a contract for goods or services and are approved within the Town's Capital Improvement Plan.

However, some smaller capital improvement projects may be grouped together under one "program" to provide for increased transparency in the budget process. In addition, on a rare occasion, these projects may be completed by in-house labor.

3.1 CAPITAL EQUIPMENT PROGRAM

PROJECT MANAGER

Colby Johnson – Parks and Open Space Director

PROJECT DESCRIPTION

The Capital Equipment Program is a perennial budget program in the Capital Improvement Plan to provide new and replacement equipment to the Parks and Open Space Division. The cost of the program varies annually as the Division manages a plethora of equipment, all with different life cycles and replacement costs.

For 2023, the following equipment will be purchased:

1. Zero-Turn Mowers
 - a. Replacement of two large area mowers with smaller zero-turn mowers for increased quality of cut and ease of use
2. John Deere 4066 Tractor
 - a. This medium sized tractor will be used to operate a number of implements for vegetative management
3. Aerators and Dethatchers
 - a. A walk behind and a three point aerator as well as a walk behind dethatcher will be added to the fleet for improved cultivation
4. Boom Sprayer
 - a. A 20' boom sprayer for a UTV is needed to apply pesticides and fertilizers when needed on Town lands
5. Debris Loader
 - a. A debris loader is needed to load leaves, tumbleweeds and other debris from ROWs and other Town areas throughout the year
6. Trail Grader
 - a. A three point trail grader and scraper is needed to maintain unpaved trails throughout Town
7. Snow Removal Equipment
 - a. Various attachments and hand equipment for snow removal will be purchased to improve winter use of Town lands
8. Mini-Excavator
 - a. The Division is cost-sharing for this piece in partnership with Public Works
9. Front-End Loader
 - a. The Division is cost-sharing for this piece in partnership with Public Works

PROJECT TIMELINE & BUDGET

These purchases will occur throughout 2023. The Budget for the CEP in 2023 is \$126,250.

3.2 PARKS MAINTENANCE SHOP IMPROVEMENTS

PROJECT MANAGER

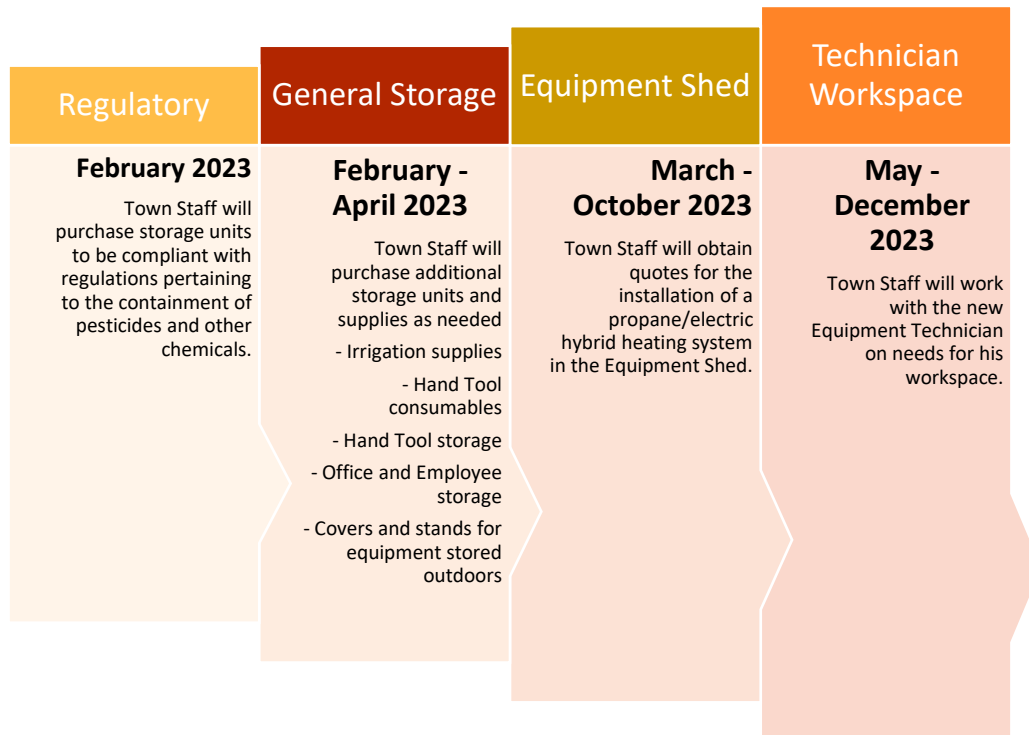
Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

The Division currently shares shop and office space with Public Works in the Town Facility at 7301 Eagle Boulevard. There are a number of regulatory and storage needs for the shop in 2023:

1. Pesticide and Chemical Storage
 - a. Additional cabinets are needed to meet regulatory requirements
2. Temperature Control in Equipment Shed
 - a. This storage shed houses most of the Division's fleet of equipment and has no temperature control
 - b. Staff will work to obtain quotes to have limited heat placed into the building
3. Equipment Technician Workspace
 - a. The Division will be adding a new Equipment Technician position in 2023 and it may require additional storage, tools and other items for their new workspace
4. General Storage
 - a. The Division will continue to improve storage of general supplies and equipment so their work can be completed as efficiently as possible

PROJECT TIMELINE



PROJECT BUDGET

\$50,000 – 2023 Budget

3.3 PARKS PAVEMENT PRESERVATION PROJECT

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

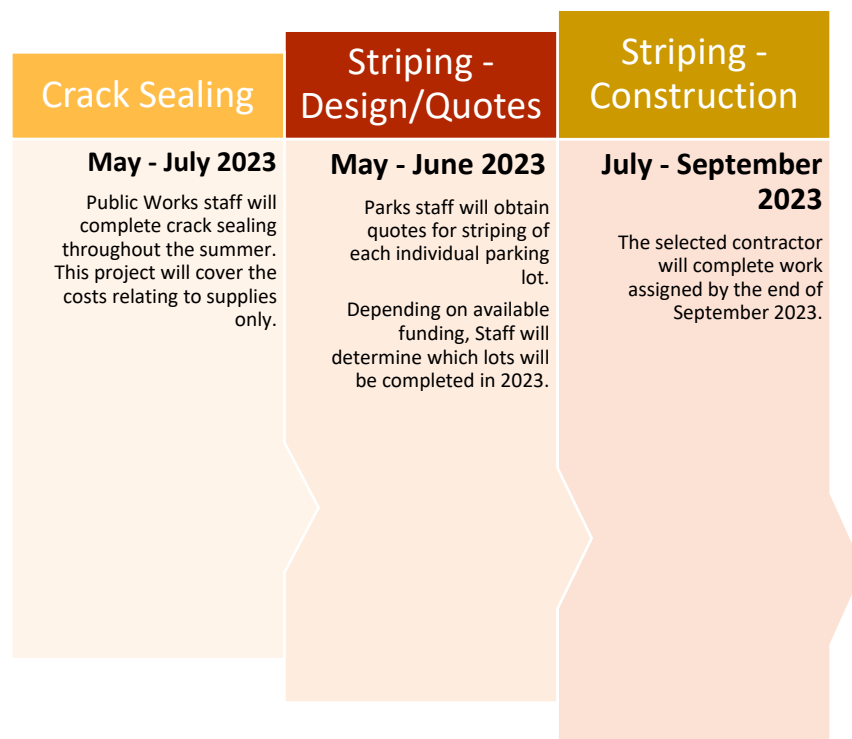
PROJECT DESCRIPTION

This project will provide for asphalt repairs and striping to preserve existing parking lot pavement at Centennial, FRA and Bella Rosa Golf Course.

The Public Works Department will complete crack sealing with Parks staff coordinating the striping after sealing operations are complete.

All parking areas will be crack sealed, wall to wall, and striping will be completed on a prioritized basis, starting with Bella Rosa Golf Course, then Centennial Park and finally, FRA. This is based on the number of cars utilizing the spaces and the current conditions of stripes.

PROJECT TIMELINE



PROJECT BUDGET

\$30,000 – 2023 Budget

3.4 TRAILS PRESERVATION PROGRAM

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

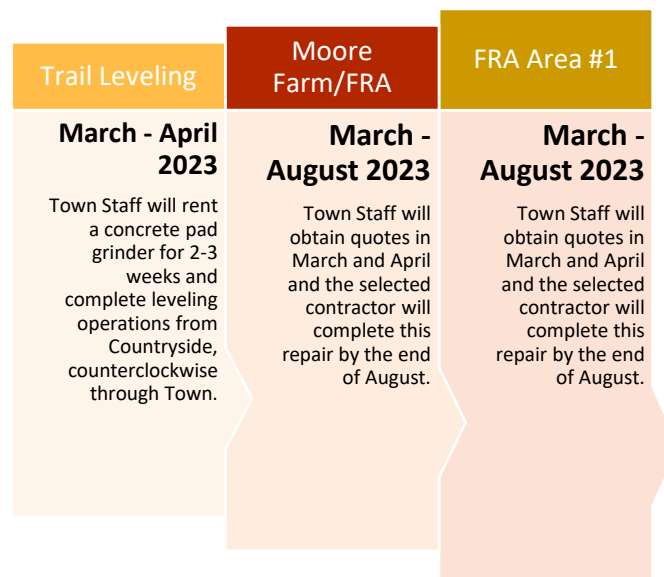
The Trails Preservation Program is a perennial budget program in the Capital Improvement Plan to provide for minor repairs to the existing Town Trails System.

In any given year, the program may consist of a combination of pavement leveling and replacement, shoulder repair, vegetation improvements and replacement signage.

For 2023, the program will focus on the following areas:

1. Pavement Leveling
 - a. Beginning at Countryside along Tipple Parkway, moving counter-clockwise through Frederick, Staff will rent a concrete pad grinder and level pavement heaves that are less than 3 inches to provide a smooth surface for users and for snow removal operations.
2. Section Replacement – Moore Farm/FRA
 - a. A 10 foot section of trail with a 6” drain pipe underneath has failed in the Moore Farm/FRA section of trail around the Recreation Area. Staff will obtain quotes for removal, replacement and modification to the drainage to prevent this issue from occurring in the future.
3. Section Replacement – FRA Area #1
 - a. A 50-70 feet section of trail along the drainage channel in FRA has significant surface cracking due to a lack of subbase compaction. Staff will obtain quotes for removal, subgrade compaction and replacement. This project will proceed if available funding allows.

PROJECT TIMELINE



PROJECT BUDGET

\$20,000 – 2023 Budget

3.5 TREE PROGRAM

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trail Superintendent

PROJECT DESCRIPTION

The Tree Program is a perennial program within the Capital Improvement Plan and provides for the improvement to the Frederick Urban Tree Canopy by replacing and adding trees within parks, open spaces and rights-of-way.

For 2023, the Tree Program will focus on the public Town Tree Sale, in which Town Staff bulk purchase 1-2" caliper trees and re-sell to Town residents for planting at their residential properties. The funds that are left over will be dedicated to the additional purchase and planting of trees within the Town's parks, most likely Eagle Valley and The Farm due to their lack of tree coverage.

PROJECT TIMELINE



PROJECT BUDGET

\$10,000 – 2023 Budget

3.6 IRRIGATION CENTRAL CONTROL

PROJECT MANAGER

Michael Harris – Parks Maintenance Manager

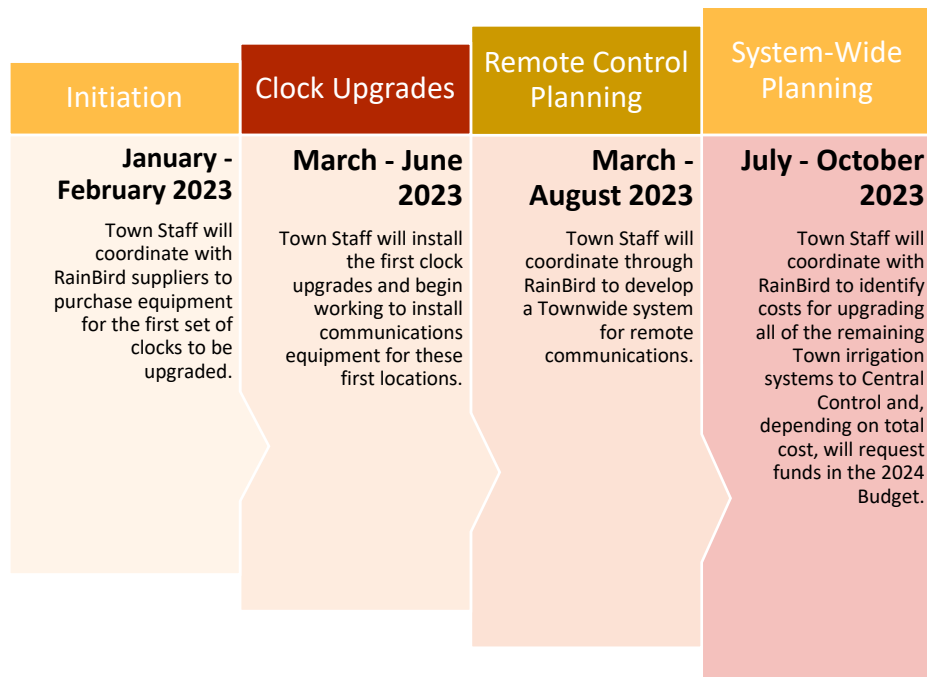
PROJECT DESCRIPTION

From an operational standpoint, this is one of the most important projects in the 2023 Annual Action Plan. The Town of Frederick maintains 27 separate irrigation systems on Town lands, none of which are controlled by a central system or computer. In order to monitor and maintain the systems, each individual clock must be accessed on-site, which leads to the overuse of water on turf and landscape areas.

The Division has partnered with RainBird to provide a Central Control System for parks and irrigated ROWs and medians, beginning in 2023. For this year, Staff will focus on upgrading at least 6-8 clocks starting at Centennial and Crist Parks as well as the purchase and installation of a weather station and remote communications equipment.

Remote communications equipment will be planned for all future clock upgrades so the system is as efficient and low cost as possible.

PROJECT TIMELINE



PROJECT BUDGET

\$50,000 – 2023 Budget

3.7 BELLA ROSA SECTION #1 TRAIL PROJECT

PROJECT MANAGER

Colby Johnson – Parks and Open Space Director

PROJECT DESCRIPTION

This is a multi-year design and construction project for a new trail along the north side of Bella Rosa Parkway. The 2021 POST Master Plan identifies this route as the #1 priority corridor for new on-street trail development.

This project is exceptionally complicated, as it is a partnership with two separate Engineering Division projects in the same location. Their first project is an improvement, identified under the Outfall System Master Plan, for the No-Name Creek drainage under Bella Rosa Blvd, and other locations along Colorado Blvd. The other project is a complete rebuild of Frederick's portion of the Bella Rosa/Colorado Blvd intersection, which is also a partnership project with the Town of Firestone.

The intent of this Division providing funding in 2023 is to assist in the design of the initial trail segment, from at least the intersection at Colorado Blvd to West Conservation Drive. If funding and timing allow, the trail segment may be designed to Wetland Loop Road further to the west.

The trail project is entirely dependent upon the Streets and Stormwater improvements in this area, because any construction taking place without those in mind would likely be taken right back out to allow for their expansion to occur. Depending upon the design's cost estimates, additional funds for final design and construction will be requested in the 2024 Budget.



Figure 6 – The Project Area for the Bella Rosa Segment #1 Trail Project

PROJECT TIMELINE

Given the variability of other projects in this area, a definitive timeline is impossible to establish. The Division will coordinate with Engineering as their projects progress to provide for the design of the initial portions of this trail segment.

PROJECT BUDGET

\$50,000 – 2023 Budget

Additional funds will be requested for final design and construction in the 2024 Budget.

3.8 COLORADO BLVD MEDIAN IMPROVEMENT

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

The Division manages the Town’s median landscapes and this portion stretches on Colorado Boulevard from Highway 52 to Tipple Parkway. The Engineering Department is planning an overlay of the roadway in that same section, which will call for partial traffic closures during construction. Landscape work on this median is extremely difficult in normal circumstances, because there is only one lane of traffic on both sides, which prohibit temporary closures for landscaping.

This project is intended to beautify, but more importantly, simplify maintenance on the median landscape so it can be properly maintained in the future. The project will not effect the roundabout, as that can be addressed without traffic closures.

The purpose of this project is to provide funds for Division Staff to:

1. Removing high water use plants, such as low-growth junipers and large groupings of bunch grasses
2. Installing new trees where the existing have died and were removed
3. Providing additional landscape boulders in bare areas for dimensional effect
4. Touching up existing landscape rock to cover sparse and bare areas

PROJECT TIMELINE

Given the variability of when the overlay project may occur, an exact timeline cannot be established. However, Division staff will coordinate with Engineering to ensure materials are purchased well ahead of the construction schedule so that installation can occur during the closures.

PROJECT BUDGET

\$10,000 – 2023 Budget

4 NON CAPITAL IMPROVEMENTS AND REPAIRS

Non-Capital Improvements and Repairs are typically under \$10,000 and have either been deferred in the past from repair due to lack of funding or staff time or are preventative/regulatory in nature.

4.1 BACKFLOW UPGRADES

PROJECT MANAGER

Michael Harris – Parks Maintenance Manager

PROJECT DESCRIPTION

Public Works and Parks staff have identified a number of regulatory repairs required in the Town's potable water irrigation systems relating to backflow prevention. This project will identify, prioritize and provide for the repair of these needs. The repairs may happen in a combination of in-house and contracted services.

PROJECT TIMELINE

Quotes for this project will be obtained in early 2023 with repairs completed by July 1st.

PROJECT BUDGET

\$7,000 – 2023 O/M Budget

4.2 CRIST ELECTRICAL UPGRADES

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Manager

PROJECT DESCRIPTION

The electrical systems within Crist Park are utilized for special events and the Town's Festival of Lights. In order to provide enough power for Festival of Lights, upgrades are needed to the system including additional plugs at the pergola, additional amperage to the control panel and placing new and existing plugs in the turf areas underground in a watertight conduit box.

PROJECT TIMELINE

Quotes have been received and the work should be completed by Labor Day.

PROJECT BUDGET

\$4,500 – 2023 O/M Budget

4.3 TUNNEL ELECTRICAL UPGRADES

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Manager

PROJECT DESCRIPTION

A large stormwater culvert runs underneath Colorado Boulevard at Godding Hollow Parkway that has a trail inside it that allows for intersection crossing under the street. The lighting system in the tunnel requires minor upgrades to ensure reliability for safety of trail users. This will include modifications to the motion sensing system and replacement of control panel components.

PROJECT TIMELINE

Quotes have been received and the work will be complete by April 1st.

PROJECT BUDGET

\$1,000 – 2023 O/M Budget

4.4 PUMPHOUSE CLEANUP AND ELECTRICAL REPAIRS

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

The Division maintains three pump stations located at FRA and Centennial Parks. The pump station building at FRA East is in need of electrical repairs to ensure staff safety when working in the building. This will provide for the removal of old features and the installation of new light controls.

PROJECT TIMELINE

Quotes have been received and the work should be completed by July 1st.

PROJECT BUDGET

\$3,000 – 2023 O/M Budget

4.5 RESTROOM UPGRADES

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

The Division manages five restrooms in the parks system, three of which have water for flush systems. This project will provide funds for minor upgrades to the water systems to allow for more efficient and effective cleaning operations, specifically, ensuring spigots are available for hookup. We will also work to complete a listing of all upgrade needs at the restrooms for inclusion in the 2024 Budget request.

PROJECT TIMELINE

Quotes will be obtained by Summer 2023 with work completed by Labor Day.

PROJECT BUDGET

\$3,000 – 2023 O/M Budget

4.6 SUMMIT VIEW ESTATES LANDSCAPING

PROJECT MANAGER

Sarah Troy – Parks, Open Space and Trails Superintendent

PROJECT DESCRIPTION

In 2022, Summit View Estates Park received an upgraded playground with pour-in-play surfacing. This project will remove turf in difficult to maintain areas around the playground and replace with xeriscaping and additional shade trees. This will remove excess water from flowing onto the PIP surfacing, provide more shade to users and reduce the overall water consumption at the park.

PROJECT TIMELINE

The project will take place in either the spring or fall of 2023.

PROJECT BUDGET

\$2,000 – 2023 O/M Budget

2022

Parks and Open Space Department Annual Report



Town of Frederick

DRAFT - 1/26/2023

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1 REPORT PURPOSE

The purpose of the *2022 Parks and Open Space Department Annual Report* is to provide a historical reference to improvements made to the system for future staff, to provide a summary of the previous year's Annual Action Plan and to provide the community an update on the care and maintenance of their outdoor recreation assets.

The Report consists of three components:

1. Operational Strategic Planning
2. Capital Improvements and Repairs
3. Non-Capital Improvements and Repairs

2 OPERATIONAL STRATEGIC PLANNING

The Town of Frederick created the Parks and Open Space Department at the beginning of 2022, when it hired the first Parks and Open Space Director.

The Department cares for the Town's parks, landscaped medians and rights-of-way, trails, the non-potable water system, open spaces whose primary component is not stormwater as well as Bella Rosa Golf Course and The Back 9 Restaurant.

Strategic Planning focused on two critical goals in 2022:

1. Splitting Parks, Open Space and Trails from the Public Works Department and determining who would maintain which assets.
2. The current and future operational and financial status of the Bella Rosa Golf Course and The Back 9 Restaurant.

2.1 DEPARTMENT ORGANIZATION

The new Parks and Open Space Department was split into three operational Divisions:

1. Administration
 - a. The Administration Division oversees all Department operations, with an emphasis on strategic planning, finances and capital project design and construction. This Division also serves as the Technical Advisor to the Board of Trustees and Town Administration pertaining to outdoor recreation and serves as Staff Liaison to the Parks, Open Space and Trails Advisory Commission.
 - b. The Administration Division is managed by the Department Director, Colby Johnson.
2. Parks, Open Space and Trails
 - a. The Parks, Open Space and Trails Division manages Town-owned parks, open spaces with no stormwater component, trails, landscaped rights of way, medians, urban forestry and maintains the Town's non-potable water system.
 - b. The Parks, Open Space and Trails Division is managed by the Parks, Open Space and Trails Superintendent, Sarah Troy.
3. Golf
 - a. The Golf Division manages Bella Rosa Golf Course, The Back 9 Restaurant at Bella Rosa and recreational programming at the golf course and Frederick Recreation Area.
 - b. The Golf Division is managed by the Golf Course General Manager, Tim Schwartz.

2.2 PARKS AND PUBLIC WORKS

Throughout the course of 2022, leadership in the Parks and Open Space and Public Works Departments determined who would maintain what Town assets.

Open Spaces and the Town's non-potable water system are the two assets that may be the most confusing to the casual observer.

For Open Spaces, this Department will maintain most non-landscaped, native areas that do not contain a major stormwater component, such as drainage or detention areas. This typically includes two types of areas:

1. Neighborhood Open Spaces – These areas are typically small and include trail corridors, some rights of way and abandoned oil and gas setbacks. While there are some that contain minor stormwater function, their primary purpose is not stormwater.
2. Community Open Spaces – These areas are typically larger and include Eagle Valley Open Space, No-Name Creek Open Space, Bulrush Wetland Open Space, Mendoza Open Space and Marx Open Space. While some of these areas do contain stormwater components, given their relative size, they are managed by this Department with assistance from Public Works on the stormwater components themselves.

The Department also manages the non-potable water system, in partnership with the Engineering Department. POST completes day to day maintenance and operation while Engineering coordinates capital construction, use by non-Town entities such as HOAs and Metro Districts and the monitoring of water usage under the Town's water rights.

2.3 OPERATIONAL STRATEGIC PLANNING FRAMEWORK

Parks Administration completed a framework for operational strategic planning for the Department moving forward.



Many of these plans or procedures have been created as of the drafting of this report, but more work will be completed in 2023.

3 CAPITAL IMPROVEMENTS AND REPAIRS

3.1 BIG FRED SHELTER REPLACEMENT



The Town's largest shelter was replaced in 2022 at Frederick Recreation Area, Area #2 after the original was destroyed in a high wind event in 2020.

Construction was completed by All Around Recreation, LLC on July 25th at a cost of \$106,000.

This project did not include the replacement of the shelter's tables or any other support amenities. However, Town Staff was able to locate suitable replacements until funding is available to make additional improvements to the public space.

3.2 SUMMIT VIEW ESTATES PLAYGROUND



The existing playground at Summit View Estates Park was replaced in 2022 and the playground surfacing was upgraded from mulch to PIP.

Construction was completed by Star Playgrounds on July 20th at a cost of \$135,000.

The swingset was not replaced as a part of this project, but will be painted and refurbished in 2023.

3.3 PLAYGROUND SURFACING – RINN VALLEY AND SAVANNAH



The existing mulch playground surfacing at Rinn Valley Ranch Park and Savannah Park were in critical need of replacement in 2022. Town Staff removed the remaining existing mulch and contracted out the replacement.

Installation was completed by a local contractor on April 5th at a cost of \$10,000.

3.4 CAPITAL EQUIPMENT



A Skag Turfstorm spreader/sprayer was purchased from LL Johnson Equipment for \$15,000. This piece allows Town Staff to complete their own fertilizer and chemical applications, which were previously not done or were contracted out at significant cost.



A Harper Turf – Hawk was purchased from LL Johnson Equipment for \$55,000. This piece allows Town Staff to vacuum debris from turf and landscaped areas. For the first time in 2022, all leaves were collected from all Town parks in the fall, to prevent blowing onto neighboring properties. In 2023, staff will work to implement a more environmentally friendly destruction of the materials, preferably composting.



A Lely HR wide area fertilizer spreader was purchased from LL Johnson Equipment for \$6,500. This piece allows Town staff to fertilize large turf and open space areas in a short period of time.



A Redexim Verti-Drain 7416 deep-tine aerator was purchased from Potesto Brothers Equipment for \$42,000. This piece will allow parks and golf staff to increase water and air penetration into root zones to significantly decrease the amount of irrigation required for a quality turf stand.



A Redexim Verti-Cut 1200 dethatcher was purchased from Potesto Brothers Equipment for \$11,000. This piece will allow parks and golf staff to remove accumulated dead grass clippings, called “thatch,” from the surface of turf areas which will increase water penetration and significantly reduce water usage and provide for firmer playing conditions on sports and golf surfaces.



A Bullseye RapidSeed inter and overseeder was purchased from LL Johnson Equipment for \$18,000. This piece will allow parks and golf staff to interseed dead or weak turf areas quickly and with quality seed to soil contact and will allow parks staff to overseed cool season turf areas with warm season species, once large scale turf conversion projects begin.



A John Deere 4066M compact utility tractor was purchased from Potesto Brothers Equipment for \$38,000. This piece will replace an existing subcompact tractor and will be capable of operating all of the three point attachments for turf and open space maintenance for both parks and golf.

4 NON-CAPITAL IMPROVEMENTS AND REPAIRS

Both the Parks and Golf Divisions completed numerous improvements and repairs in 2022, so many, they can't all be captured in this report. However, the larger projects are summarized below.

4.1 THE FARM LANDSCAPE IMPROVEMENT





All five landscape beds at The Farm Park in the Johnson Farm neighborhood were stripped of pea gravel surfacing and replaced with either pine bark mulch or crushed granite. This project was a partnership with Town staff and two volunteer groups; one from The Frederick Church of Jesus Christ of Latter-Day Saints and one from Life Fellowship Church. This improvement would not have been possible without hundreds of volunteers hours of assistance.

The cost of the project for materials only was approximately \$2,500. Park staff will install more landscape plants in 2023.

4.2 BELLA ROSA ENTRANCE LANDSCAPE IMPROVEMENT



Through a partnership with volunteers from OtterBox in Frederick, the Parks and Golf teams were able to remove pea gravel surfacing from all entrance landscape beds and replace with pine bark mulch. The Golf teams installed some additional plants and both teams will work to increase plant coverage in 2023.

4.3 CENTENNIAL PUMPHOUSE IMPROVEMENT



Parks staff replaced some trim and siding and re-painted the Centennial Park pumphouse, located in the middle of the park near the retention pond. This high visibility structure had not been repaired since its original construction in 2005.

The cost of the project was minimal, at around \$1,000.

4.4 OTHER PROJECTS

SKATE PARK OVERFLOW PARKING LOT

The overflow parking lot on the west side of the Frederick Skate Park was seeded with native grass after surface drainage improvements were made to the area. The area can still be utilized for overflow parking on an as-needed basis, but plant coverage will reduce mud and blowing dirt issues that plagued nearby neighbors.

FRA PARKING AREAS

The gravel parking areas were re-surfaced with crushed roadbase in the summer of 2022. This will improve access to the area in winter months, will reduce blowing dirt all year and will be easier to maintain moving forward. The materials were provided by the overlay of Colorado Boulevard which occurred in early summer.

CRIST PARK LANDSCAPE BEDS

The landscape beds around the Crist Park restroom, playground and Old Town Hall were stripped of pea gravel and replaced with pine bark mulch. This improved the aesthetic of the areas, as well as safety of playground users. Park staff will continue improvements to the Old Town Hall landscape beds in 2023.

RINN VALLEY RANCH PARK TURF IMPROVEMENTS

The Kentucky Bluegrass turf areas of Rinn Valley Ranch Park have been plagued by poor irrigation and management over the last several years. Town staff repaired the existing irrigation system and seeded the entire area with a new cultivar of bluegrass that should provide full coverage going into 2023. Some additional areas will be heavily de-thatched in early 2023 and seeded one more time.

BELLA ROSA TURF IMPROVEMENTS AND REPAIR

In the fall of 2021, a pump station at Bella Rosa Golf Course failed and caused significant turf loss on #9 fairway, the driving range and #1 tees. The Golf Team re-seeded these areas and nursed them back to health by mid-summer. They contracted for the installation of sod on #1 tees so golfers could have a quality tee surface by early June.

SPECIAL EVENT PREPARATION

The Parks Team spent a great deal of time assisting the Community Engagement Team on several major Town events including Frederick In Flight, Chainsaws and Chuckwagons, Miner's Day and Festival of Lights. The Parks Team spends about one month installing holidays lights for the last event of each year, Festival of Lights.