Built On What Matters

TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION

Wednesday, December 14th, 2022

6:30 P.M. at Town Hall and via Zoom

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 – November 2
2. Approval Scope of Service for Community Parks Master Plan
3. Approval of 2023 POST Commission Schedule
4. Approval of Capital Improvement Plan – Ranking System Summary

Discussion Agenda:

1. POST Department Preview - 2023
2. Bylaws Review and Discussion
3. General Discussion

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, November 2, 2022 Minutes
6:30 P.M.
Frederick Town Hall and via Zoom

CALL TO ORDER

ROLL CALL:
- Present: Chairperson Gill, Davis, Fosdick, Pilon, Schlais, Trustee Lamach
- Absent: None
- Staff: POST Director Colby Johnson

APPROVAL OF AGENDA

Staff recommendation to remove the approval of minutes for the October 5 Regular Meeting

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

PUBLIC COMMENT

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

ACTION AGENDA

Approval of Minutes from the August 3, September 7 and September 13 Meetings

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

Approval of an Amended Regular Meeting Date and Time

- Motion to move to the 2nd Wednesday of each month
  - **Motion:** Schlais – **Second:** Pilon – **Vote to Approve:** Davis, Fosdick, Gill, Pilon, Schlais

DISCUSSION AGENDA

POST Department Update

- POST Director Johnson provided an update on Department operations in October. Several improvement projects were completed including the landscape beds at The Farm Park and a volunteer day at Milavec hosted by Rocky Mountain Christian Church. The golf course hosted the annual Santa Cops Tournament with a full field and raised $7,500 for Tri-Town police departments. Trail construction has begun on the second segment of the Godding Hollow Trail near Eagle Boulevard. Staff is beginning to work on future plans for the Mendoza Open Space.

2023 Department Capital Budget Update

- Proposed projects for 2023 were discussed with the Commissioners. Several comments were received on the proposed Bella Rosa Trail – Segment #1 Design Project and staff will seek to incorporate those suggestions where practical.
- POST Director Johnson provided an outline of the Department's funding sources and current fund balances. Given the drop in residential building permits, which is the sole funding source of the Parks Improvement Fund, several projects have been delayed and will remain in a holding pattern through 2023. Department staff will continue to engage the POST Commission and Board of Trustees on sustainable funding sources for both operations and capital repair & improvements in the future.
- POST Director Johnson also provided the Commission a Ranking System Summary for future Capital Repair & Improvement Plans for their input. This system will require the creation of a master list of all existing deferred maintenance and ten years' worth of potential capital improvements, so that the ranking system may be utilized. For the 2023 budget, projects were selected by Staff for planning needs and partnerships with other Department projects.

Community Parks Master Plan Scope of Service Update

- POST Director Johnson updated the Commission on the status of the scope of service and contract approval process for the planning efforts at FRA, Centennial Park and Bella Rosa Golf Course. He has been meeting with the project's consultant and subconsultant teams as well as other Town Departments to refine a robust planning effort and expects contract approval at the December 13th Regular Meeting of the Board of Trustees.

Bylaws Presentation

- POST Director Johnson presented draft Bylaws for the Commission. Several comments were noted, including the addition of an attendance policy, an executive session policy and to augment the Study Session policy. Commissioners will provide additional comments at the December Regular Meeting so a final draft may be approved by the Commission and Board of Trustees at a later date.

Approved by the POST Commission:	Attest:
________________________________	______________________________
Chairperson	Staff Liason

Town of Frederick
Parks, Open Space, and Trails Commission

Approval of Scope of Service for Community Parks Master Plan

Agenda Date: December 14, 2022

Attachments: Scope of Service

Submitted by: Colby Johnson
Director – Parks and Open Space

Summary Statement:
For Commission approval, the Scope of Services to be provided by Design Concepts for the Community Parks Master Plan.

Detail of Issue/Request:
This scope of service calls for the preliminary work to be completed by Design Concepts, with several additional activities included as hourly costs, so that any opportunities that arise can be addressed under a Contract Amendment. The Board of Trustees have approved the Town Manager to enter into the contract and any such amendments as may be needed up to the budget amount of $325,000.

Alternatives/Options:
Not applicable.

Financial Considerations:
None.

Staff Recommendation:
Staff recommends approval of this document. If Commissioners desire additional work or changes, Staff recommends approval of the document with Staff requesting those changes prior to final execution. This allows the project to start, in full, after the first of the year.

FRA and Centennial Park Master Plans

Colby Johnson – Parks and Open Space Director

Board of Trustees – December 13, 2022

BUILT ON WHAT MATTERS

FREDERICK
COLORADO

Strategic Plan Alignment

Community and Economic Vitality

2.1 – *Continue the master planning process for Frederick Recreation Area.*

Dynamic, Inclusive & Connected Community

3.1 – *Implement new ways to increase accessibility for public engagement.*

Fiscally Responsible Governance

6.1 – *Continue analysis of the short-term and long-term financial position of Bella Rosa Golf Course.*

Strategic Planning

Town Comprehensive Plan

↓

Parks, Open Space and Trails Master Plan

↓

Division Strategic Plans

↓

Annual Action Plans

↓

Employee Development Plans

Operational Planning

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Project Initiation

- POST Commission engaged on project scope and goals
- Request for Qualifications (RFQ) issued July 15th
  - 7 responses received on August 15th
- Staff identified the top 3 firms
- Top 3 firms presented to POST on September 7th
  - POST Commission held a Special Meeting on September 14th
  - Commissioners, Staff and Board Liason unanimous
- Staff and Consultant met to refine Scope of Work

Our Project Partners

Design Concepts — Community + Landscape Architects

Smith

Phelps-Atkinson Golf Course Design

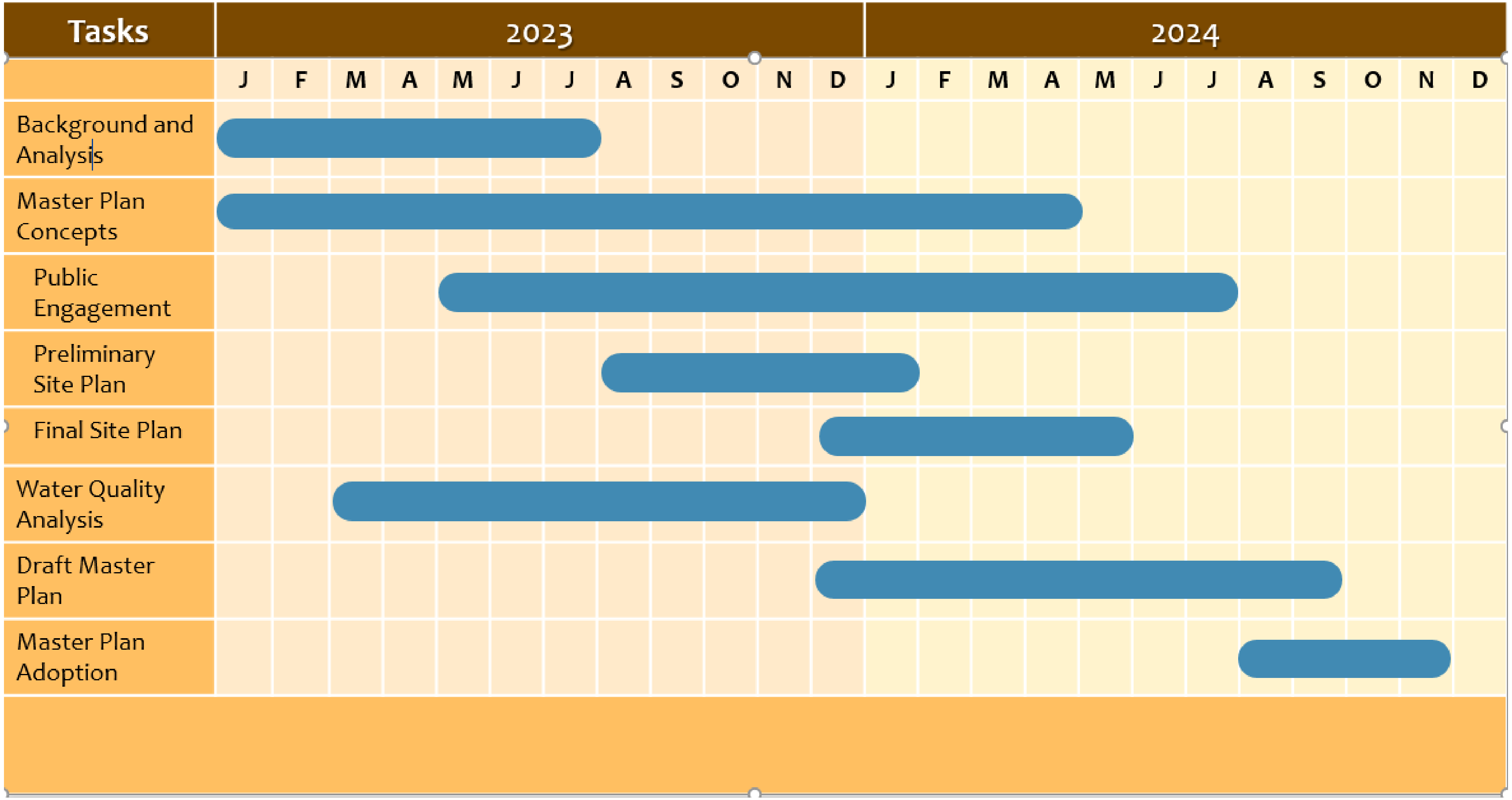
BBC Research & Consulting

Topographic — Loyalty Innovation Legacy

Our Project Team & Stakeholders

- Project Leadership Team
  - Myself, Sarah Troy, Tim Schwartz
- Project Advisory Group
  - Mayor Crites, POST Commission, CVPRD, CPW, Firestone, Dacono
  - Town Staff from All Departments
- Stakeholders/Focus Groups

Estimated Timeline



Project Budget

- ***<u>Current - 2022 Capital Improvement Plan</u>***
  - $225,000 – Planning – Park Improvement Fund
  - No Funds Expended
- ***<u>Recommended – 2023 Capital Improvement Plan</u>***
  - $325,000 – POST – General, Open Space, Golf, Water
    - Not an additional appropriation, an entirely new one
- No grant funds included
  - Project initiation would have been late 2023 or early 2024
- Additional opportunities may be pursued
  - May require additional funding, if desired
  - May allow for the pursuit of grants

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Project Variables

- ARPA Funds
  - Expansion and/or potable treatment at Milavec
- Floodplain on Golf Course
  - Maintenance Facility or any new structures
- Miner's Park Stormwater
  - Expansion of detention within Centennial Park
- Raw Water Infrastructure Plan
  - Pump and distribution line locations
- Facilities Master Plan
  - Location of Future Town Facilities

Board Action

- ***Motion to approve Resolution -------- authorizing the Town Manager to execute a contract and any amendments as needed in a total amount not to exceed $325,000 with Design Concepts to create a Master Plan for Frederick Recreation Area and Centennial Park.***

- Deny the contract award and do not proceed with the project

- Provide alternate direction to staff for an amended Resolution or Contract

Town of Frederick
Parks, Open Space, and Trails Commission

Approval of Preliminary 2023 POST Commission Schedule

Agenda Date: December 14, 2022

Attachments: Preliminary 2023 POST Commission Schedule

Submitted by: Colby Johnson
Director – Parks and Open Space

Summary Statement:
For Commission approval, a preliminary 2023 POST Commission Schedule, which serves as a guiding document for staff to prepare the necessary information for POST Commission oversight and participation in the Department's activities.

Detail of Issue/Request:
This schedule is preliminary, and subject to change as needed, but serves as a guide for staff to prepare information and to be efficient with time with the Commission. It also serves the Commissioners to know when important actions may be required.

Alternatives/Options:
Not applicable.

Financial Considerations:
None.

Staff Recommendation:
Staff recommends approval of this document. If Commissioners desire additional work or changes, Staff recommends approval of the document with Staff making those changes prior to final execution.

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TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Commission Meeting Calendar

2023

January 11	• Approve Bylaws • Staff Presentation and Approval of Park, Open Space and Trails Maintenance Plan
February 8	• Elect Officers (Typically in April) • Staff Presentation of Parks and Open Space 2022 Annual Report • Staff Presentation and Approval of 2023 Park & Open Space Annual Action Plan
March 8	• Carbon Valley Parks and Recreation District Update • Approval of Colorado Boulevard Landscape Design • Approval of Colorado Outdoor Recreation Industry Office Grant for Crist Park
April 12	• Engineering Department Update
May 10	• Town Manager Update • Approval of Scope of Service for Irrigation Central Control Plan • Annual Commission and Staff Parks Tour to Discuss Capital Improvement Planning and Operations *Saturday All-Day
June 14	• Community Engagement Department Update • Cartegraph Project Update
July 12	• Presentation of Draft 2024 1 and 5 Year Capital Improvement Plan and Operation and Maintenance Budget • Approval of Scope of Service for Open Space and Trails Management Plan
August 9	• Mayor Update • Approval of 2024 1 and 5 Year Capital Improvement Plan and 2024 Operations and Maintenance Budget
September 13	• Public Works Department Update • Approval of Design of Bella Rosa Trail – Segment #1
October 11	• Community and Economic Development Department Update
November 8	• Police Department Update
December 13	• 2024 Department Preview

Town of Frederick Parks, Open Space, and Trails Commission

Approval of Capital Improvement Plan – Ranking System Summary

Agenda Date: December 14, 2022

Attachments: Ranking System Summary

Submitted by: Colby Johnson
Director – Parks and Open Space

Summary Statement:
For Commission approval, the Capital Improvement Plan – Ranking System Summary, which provides staff a guide when assessing overall capital repairs and improvements to the PROST System.

Detail of Issue/Request:
This document serves as a guide to staff when assessing future needs. It will be partially implemented in 2023, but will serve a larger purpose once staff has completed an overall assessment of capital improvements and repairs throughout 2023 and into 2024.

Alternatives/Options:
Not applicable.

Financial Considerations:
None.

Staff Recommendation:
Staff recommends approval of this document. If Commissioners desire additional work or changes, Staff recommends approval of the document with Staff making those changes prior to final execution.

Capital Improvement Plan

Ranking System Summary

Parks and Open Space Department

A. DEFINITION

A Capital Improvement Plan (CIP) is a multi-year flexible plan outlining the goals and objectives regarding Parks, Recreation, Open Space and Trails assets for the Town of Frederick. The plan includes the development, modernization or replacement of physical infrastructure facilities or specialized equipment. For a project to be defined as a capital project it must exceed $10,000 in cost, provide at least 5 years of benefit, and be an addition or significant improvement to the Town's fixed assets. This process is outlined in the attached CIP Definition Flowchart. Capital improvement projects include planning, maintenance/repair, new and replacement equipment, land acquisitions and new construction.

B. GOAL

The goal of the development of a 5-year CIP is to establish a plan that outlines the projected asset improvement needs of the Department to assist in the planning and budgeting process. This plan will include a summary of the improvements, an estimated cost, a schedule for the improvements, and the source of funding for the project. The CIP will prioritize the identified projects into yearly plans based on areas of emphasis and project rankings. Because the Town's goals and resources are constantly changing, this plan is designed to be re-evaluated each year to reaffirm or reprioritize the capital improvement projects. Some projects may remain relatively fixed in their prioritization if substantial outside funding commitments have been made to the projects and accepted by the Town.

C. PRIORITIZATION

The prioritization of the eligible projects is completed by staff through use of a CIP Ranking System as outlined in the attached chart. Each potential project must first be classified as a

CIP project according to the definition above. If the above criteria are met, the project will be given a CIP score and project ranking. Based on this CIP score and project ranking, the projects will be placed into yearly project groups for the next five years. The project categories that make up the CIP Ranking Criteria are also attached.

D. PROJECT TYPES

After the overall CIP score is assigned to each project, the projects will be realigned based on the project type. These types would include planning, maintenance of existing assets, new construction and land acquisition. The CIP also calls for the creation of several Programs, which group smaller capital projects that are prioritized in the POST Master Plan or other Town planning documents, to allow staff maximum flexibility in providing for the most efficient use of capital funds as needed and provides for increased transparency in the budget process, by removing priority investments from the operations and maintenance budget and placed into an individual program.

E. FUNDING LIMITS

On an annual basis, funds for CIP projects will be limited based on the Department's fund balances and bonding capabilities. A level of funding for the different project types will eventually be developed in order to determine the annual scope of the CIP. Projects identified in the CIP may be funded by different sources. The General Fund, Parks Improvement Fund, Open Space Fund and the Conservation Trust Fund are the primary funding sources, with additional sources provided by grants and potentially, bonds. During the Town's annual budget process, the projects will be fully analyzed for the source or sources of funding available.

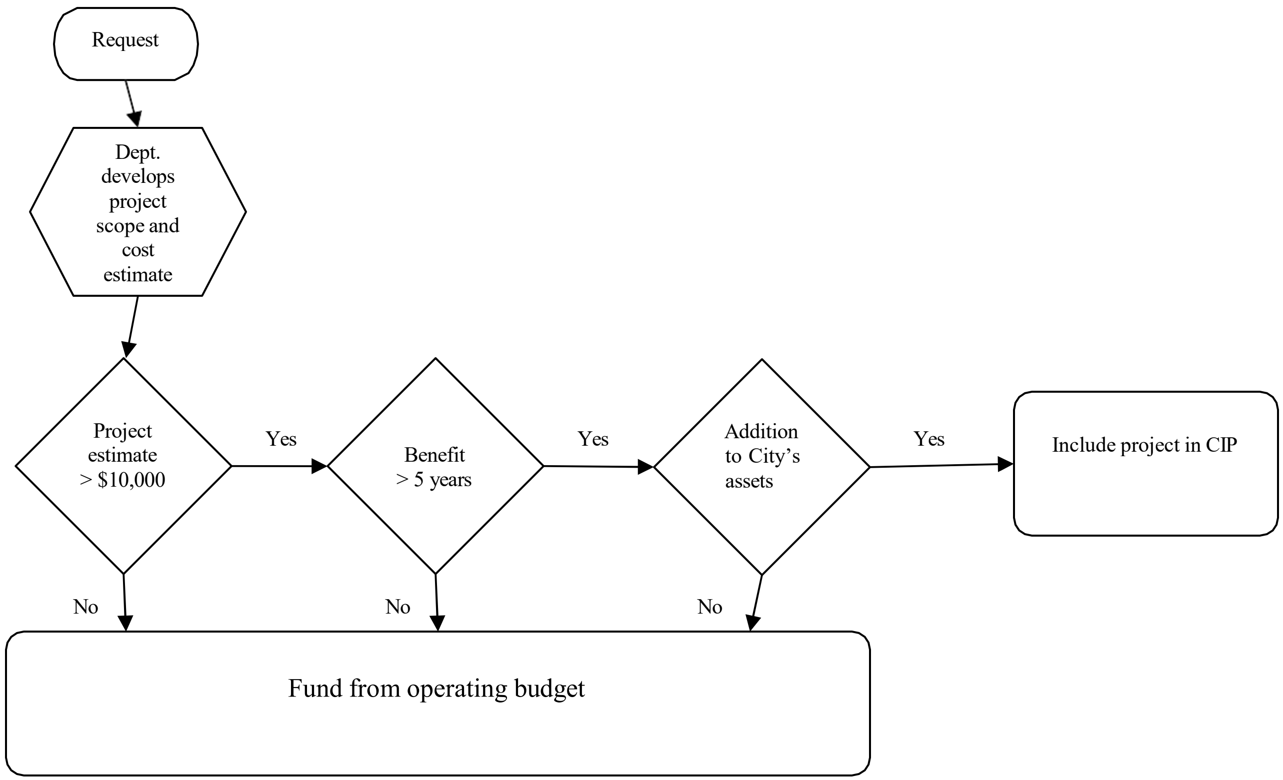
F. SCHEDULING OF PROJECTS

Project schedules will be developed based on the available funding and project ranking. The schedules will determine where each project fits in the 5-year plan. This will be based on the priority of the project, funding availability and how it correlates with other projects included in and out of the CIP.

G. PRODUCTION OF CIP PLAN

The final CIP document will be produced based on the evaluation of the CIP score, project type, funding and schedule. This will be developed for a 5-year duration. The CIP will be re-evaluated on an annual basis to align growth, needs and budgeting. The CIP is subject to input and approval of Town Administration, the Parks, Open Space and Trails Commission and the Board of Trustees.

CIP Determination



CIP Ranking Criteria

Project Categories

1) **Master Plans** – Master Plans are prepared to provide the Town of Frederick, with a valuable aid for continuing efforts to meet and exceed goals set forth by Town departments, Board of Trustees, Commissions, and the citizens at-large. Master Plans include those documents that have been prepared to assure consistent adherence to industry best practices. A component of master planning includes public discussion and/or citizen engagement. The score could be based on answers to the following questions:

   A. Is the proposed project contained in one or more of the Town's Master Plans?
   B. Is the proposed project listed as a high priority, or over time, has it become a high priority of staff, a standing Commission, or the Board of Trustees due to an expressed need?
   C. Has the proposed project been fully developed and defined in enough detail so that the specifics are known?
   D. Have adequate public discussion and an appropriate level of citizen engagement around the project transpired, and does there appear to be broad community support?

1	2	3	4	5
The project is not part of any Master Plan.	↔	The project is included in a Master Plan, but may not be a high priority or; Appropriate citizen engagement on the specific proposal has not yet transpired or; Is not included in the Master plan but is a high priority and has been well-vetted.	↔	The project is included in a Master Plan, is a high priority, and has been well-vetted.

2) **Regulatory Compliance** – This includes compliance with regulatory mandates such as Environmental Protection Agency (EPA) directives, the Americans with Disabilities Act, United States Army Corps of Engineers (USACE) directives and other County, State and Federal laws. This also includes compliance with self-imposed Town ordinances. The score could be based on answers to the following example questions:

   A. Does the project address a current regulatory mandate?
   B. Will the project proactively address a foreseeable (within the next 5 years) regulatory mandate?
   C. Does the project have a lasting impact on promoting regulatory compliance over the long term (more than 10 years)?

1	2	3	4	5
The project does not address a regulatory compliance issue.	⟷	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future.	⟷	The project resolves a pressing or long-term regulatory compliance issue.

3) **Infrastructure / Public Safety** – This item relates to infrastructure needs for the Department's assets, as well as improves the overall safety of the community. Projects to address employee safety issues and to proactively manage risk, would also be included. The score could be based on answers to the following example questions:

   A. How would the proposed project impact the safety of Frederick residents and/or employees and how widespread is that potential impact?
   B. Is the infrastructure project needed to maintain or improve current maintenance service levels?
   C. Will the project address an existing asset that is outdated or has exceeded its useful life?
   D. What is the degree of seriousness of the safety issue that is being addressed through the proposed project?
   E. Does the project help assist the Town to respond more effectively and efficiently to emergencies throughout the community?
   F. Is the project supported by a life cycle analysis of repair versus replacement?
   G. Does the project extend service to support/promote new growth?
   H. Does the project foster safe and accessible modes of travel?

1	2	3	4	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure.	⟷	The safety or infrastructure level is moderate; it addresses a serious safety issue that has a limited impact or address a less-serious issue that serves the broader community; it addresses either new or existing infrastructure.	⟷	The safety or infrastructure level of the project is high; it addresses a serious health/public safety issue that has widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined.

4) **Quality of Life / Health & Wellness** – Quality of Life / Health & Wellness are a characteristic that makes the Town a favorable place to live and work. A large park with amenities to satisfy all community members would greatly affect the quality of life. Bike/jogging trails, new recreation facilities and flood control measures improve the overall health of the community. The score could be based on answers to the following example questions:

   A. Does the project enhance the quality of life for a wide range of community members?
   B. How would the proposed project affect the health of Frederick residents and how widespread is that potential impact?
   C. Will the project attract new residents, businesses or visitors to the Town?
   D. Does the project serve to preserve the integrity of the Town's residential neighborhoods?
   E. Does the project help create a beautiful and clean community?
   F. Does the project specifically promote the responsible use of resources?
   G. Does the project encourage widespread participation in a variety of recreational and cultural activities accessible to all community members?

1	2	3	4	5
The project does not affect the Quality of Life / Health & Wellness for Frederick community members.	⟷	The project has a moderate impact on the Quality of Life / Health & Wellness for Frederick community members.	⟷	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Frederick community members.

5) **Impact on Operational Budget** – Some projects may affect the operating budget for the next few years or for the life of the facility. A new facility will need to be staffed and supplied, therefore having an impact on the operational budget for the life of the facility. Replacing a light with a more energy efficient model may actually decrease operational costs. The score could be based on answers to the following questions:

A. Will the project require additional personnel to operate?
B. Will the project require additional annual maintenance?
C. Will the project require additional equipment not included in the project budget?
D. Will the project reduce staff time and Town resources currently being devoted, and thus have a positive effect on the operational budget?
E. Will the efficiency of the project save money?
F. Will the project present a revenue generating opportunity?
G. Will the project help grow a strong, diversified economic base to help offset any additional costs?

1	2	3	4	5
The project will have a negative effect on the budget. It will require additional money to operate.	↔	The project will not affect the operating budget as it is cost/ revenue neutral	↔	The project will have a positive effect on the budget. It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs.

6) **External Funding** – Capital improvement projects can be funded through sources other than Town funds. Developer funding, grants through various agencies, and donations can all be sources of external funding for a project. The percentage of total cost funded by an outside source will determine the score in this category.

Scoring Scale

1	2	3	4	5
0 – 20% External Funding	21% - 40% External Funding	41% - 60% External Funding	61% - 80% External Funding	81% - 100% External Funding

7) **Timing/Location** – The timing and location of the project is an important piece of a project. If the project is not needed for many years, it would score low in this category. If the project is close in proximity to many other projects and/or if a project is urgent or may need to be completed before another one can be started, it would score high in this category. The score could be based on the answers to the following example questions:

A. When is the project needed?
B. Do other projects require this one to be completed first?
C. Does this project require others to be completed first?
D. Can this project be done in conjunction with other projects? (example: installation of sidewalks, street lighting and rain gardens all within the same block)
E. Will it be more economical to build multiple projects together, thus reducing construction costs?
F. Will it help reduce the overall number of neighborhood disruptions from year to year?
G. Is this an existing facility at or near the end of its functional life?

1	2	3	4	5
The project does not have a critical timing/location component.	↔	The project has either a timing or location factor critical to it.	↔	Both timing and location are critical components of the project.

8) **Innovation** – Frederick Parks and Open Space is increasingly challenged to produce solutions to solve new problems and meet new challenges that come from a rapidly changing world. Demographic, social, technological, and economic changes are forcing the department to adapt quickly and embrace change.

A. Is the project a creative and dynamic solution to opportunities and issues within the Town of Frederick
B. Does the project meet emerging challenges, reduce costs, and better serve the public?
C. Does the project achieve higher levels of service for the Town of Frederick?

Scoring Scale

1	2	3	4	5
The project meets industry standard.	↔	While the project may be innovated to the Frederick Park System, there are many applications across the state and country	↔	The project is one of the first examples of its kind in the state and or country.

Town of Frederick - Parks & Open Space Department
CIP Ranking System

Categories	Category Score	Category Weight	Weighted Score	Total Score
Master Plans (1 - 5)	5	2	10	
Regulatory Compliance (1 - 5)	5	3	15	
Infrastructure / Public Safety (1 - 5)	5	3	15	
Quality of Life / Health & Wellness (1 - 5)	5	2	10	**85**
Impact on Operational Budget (1 - 5)	5	1	5	
External Funding (1 - 5)	5	3	15	
Timing/Location (1 - 5)	5	2	10	
Innovation/Messaging (1-5)	5	1	5	

2023 POST Department Preview

Colby Johnson – Parks and Open Space Director

BUILT ON WHAT MATTERS

Strategic Planning

Town Comprehensive Plan

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Parks, Open Space and Trails Master Plan

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Division Strategic Plans

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Annual Action Plans

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Employee Development Plans

Annual Action Plan/Employee Action Plans

- Annual Action Plan
  - Prescribes annual Department goals, objectives and strategies for non-day to day maintenance and operations
    - Capital
    - Contracted Repairs/Improvements
    - Planning
    - Legal – Acquisitions, Leases, Policy
- Employee Action Plans
  - The manifestation of the Annual Action Plan at an individual level
    - Who's responsible for what?
    - Employee development opportunities tied to Department needs

Parks, Open Space and Trails Maintenance Plan

- Prescribes how the Department completes day-to-day maintenance and operations.
  - Identification of Department Assets and Responsibilities
  - Defines Care of Those Assets, including:
    - Mowing
    - Fertilization and Pesticide Use
    - Irrigation
    - Landscaping
    - Staffing
    - Trails
    - Winter Operations
- Organizes the Department's current resources
- Provides data for the future needs of the Department for current assets

Irrigation Central Control Implementation Plan

- A Plan to identify:
  - An Irrigation Central Control system
  - Infrastructure needed in the field for the system
  - Costs associated with implementation for future CIP planning
- Why?
  - All Parks and Open Spaces require some irrigation
  - Staff require the ability to remote control those systems
- What Comes Next?
  - Implementation of the system beginning in 2024.
  - Focusing water planning towards Water Conservation, particularly in neighborhood parks.

Crist Park/Downtown Site Plan

- Grant Funded
  - Colorado Outdoor Recreation Industry Office
    - Grants for Outdoor Recreation relating to Economic Development
- Focus on Crist Park, surrounding greenways, connections to Centennial Park/Legacy Trail
- Close coordination with Downtown Plan under the Comprehensive Plan

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 advise the Board on:

   a. All matters pertaining to the operation of the Town's Parks, Recreation, Open Space and Trails Department, except issues relating to human resources pertaining to individual staff.

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 outdoor recreational programs and amenities.
   b. Levels of service at all Town maintained outdoor recreational amenities.
   c. Fees assessed for public use of Town maintained outdoor recreational amenities.
   d. Land-use policies relating to non-Town maintained outdoor recreational amenities.
   e. The Department's 1 and 5 year Capital Improvement Plan.
   f. 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, 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 mater, 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.

Choosing a Shrub

Small to Medium

Native

1. Leadplant
2. Rabbitbrush
3. Apache Plume
6. Cinquefoil
7. Pawnee Buttes Sandcherry
8. Yellow Twig Dogwood
15. Blue Mist Spirea
16. Boulder Raspberry
17. Golden Currant
18. Threeleaf Sumac
19. Saskatoon Serviceberry

Non-Native

10. Russian Sage

Large

Native

4. New Mexican Privet
12. Silver Buffaloberry

Non-Native

5. Sea buckthorn
9. Cheyenne Mock Orange
11. Nanking Cherry
13. Lilac
14. Siberian Peashrub
20. Fountain Butterfly Bush

FREDERICK
COLORADO

1. Leadplant
Amorpha canescens
3' Tall x 4' Wide,
Drought Tolerant, Native

2. Rabbitbrush
Chrysothamnus
6' Tall x 6' Wide,
Drought Tolerant, Native

3. Apache Plume
Fallugia paradoxa
5' Tall x 5' Wide,
Drought Tolerant, Native

4. New Mexican Privet
Forestiera neomexicana
12' Tall x 10' Wide,
Drought Tolerant Native

5. Sea-Buckthorn
Hippophae rhamnoides
18' Tall x 12' Wide,
Drought Tolerant

6. Cinquefoil (Potentilla)
Potentilla fruticose
4' Tall x 4' Wide,
Drought Tolerant, Native

7. Pawnee Buttes Sand Cherry
Prunus besseyi
6' Tall x 6' Wide,
Drought Tolerant, Native

8. Yellow Twig Dogwood
Cornus sericea
6' Tall x 6' Wide,
Drought Tolerant, Native

9. Cheyenne Mock Orange
Philadelphus lewisii
9' Tall x 8' Wide,
Drought Tolerant

10. Russian Sage
Perovskia atriplicifolia
4' Tall x 4' Wide,
Drought Tolerant

11. Nanking Cherry
Prunus tomentosa
10' Tall x 15' Wide,
Drought Tolerant

12. Silver Buffaloberry
Shepherdia argentea
15' Tall x 12' Wide,
Drought Tolerant, Native

13. Lilac
Syringa vulgaris
15' Tall x 12' Wide,
Drought Tolerant

14. Siberian Peashrub
Caragana arborescens
12' Tall x 10' Wide,
Drought Tolerant

15. Blue Mist Spirea
Caryopteris x clandonensis
4' Tall x 4' Wide,
Drought Tolerant, Native

16. Boulder Raspberry
Rubus deliciosus
6' Tall x 6' Wide,
Drought Tolerant, Native

17. Golden Currant
Ribes aureum
6' Tall x 4' Wide,
Drought Tolerant, Native

18. Threeleaf Sumac
Rhus trilobata
6' Tall x 6' Wide,
Drought Tolerant, Native

19. Saskatoon Serviceberry
Amelanchier alnifolia
6' Tall x 4' Wide,
Drought Tolerant, Native

20. Fountain Butterflybush
Buddleia alternfolia
10' Tall x 8' Wide,
Drought Tolerant

Choosing a Tree

Deciduous

50' or Taller

Native

4. Western Hackberry

Non-Native

1. Bur Oak
2. Catalpa
3. English Oak
5. Gingko
8. Swamp White Oak
12. Kentucky Coffee Tree

Under 50' Tall

Native

10. Bigtooth Maple
14. Gambel Oak

Non-Native

6. Hardy Rubber Tree
7. Japanese Pagoda Tree
9. Turkish Filbert
11. Japanese Tree Lilac
13. Russian Hawthorn

Coniferous / Evergreen

50' or Taller

Native

16. Colorado Blue Spruce
17. Rocky Mountain Douglas Fir

Under 50' Tall

Native

15. Curl Leaf Mountain Mahogany
18. Bristlecone Pine
19. Rocky Mountain Juniper

Non-Native

20. Mugo Pine

1. Bur Oak
Quercus marcocarpa
60'-70' Tall, Tolerates Heat, Pollutants & Drought Resistant once established. Slow Growing

2. Catalpa
Catalpa speciosa
60' Tall, Drought Tolerant, Fast Growing

3. English Oak
Quercus Robur
50'-60' Tall, Drought Tolerant, Moderate to Low Water Demand, Medium Growing

4. Western Hackberry
Celtis occidentalis
50'-70' Drought and Urban Tolerant, Pest Resistant, Native, Medium Growing

5. Gingko
Gingko biloba
50' Tall, Pest Free, Heat and Pollution Tolerant, Medium growing

6. Hardy Rubber Tree
Eucommia ulmoides
40'-50" Tall, Pest Free, Drought Hardy, Extreme Cold Weather Tolerant, Fast Growing

7. Japanese Pagoda Tree
Styphnolobium japonicum
40'-50' Tall, Urban, Heat, Pollution and Drought Tolerant, Medium Growing

8. Swamp White Oak
Quercus bicolor
50' Tall, Drought Tolerant, Medium Growing

9. Turkish Filbert
Corylus colurna
45' Tall, Heat, Cold, Drought and Pollution Tolerant, Medium Growing

10. Bigtooth Maple
Acer grandidentatum
20'-25' Tall, Drought, Disease and Pest Tolerant, Native, Fast Growing

11. Japanese Tree Lilac
Syringa reticulata
20'-25' Tall, Urban, Drought and Cold Tolerant, Medium Growing

12. Kentucky Coffeetree
Gymnocladus dioica
60'-75' Tall, Drought and Pest Resistant, Slow-Medium Growing

13. Russian Hawthorne
Crataegus ambigua
20' Tall, Drought and Heat Tolerant, Medium Growing

14. Gambel Oak
Quercus gambelii
20' Tall, Drought Tolerant, Pest Resistant, Native, Slow-Medium Growing

15. Curl Leaf Mountain Mahogany
Cercocarpus ledifolius
Drought, Disease and Pest resistant, Broadleaf Evergreen, Native, Slow Growing

16. Colorado Blue Spruce
Picea pungens
50" Tall - Drought Tolerant, Pest Resistant, Native, Medium Growing

17. Rocky Mountain Douglas Fir
Pseudotsuga menziesii var. glauca
100'-150' Tall, Drought and Cold Tolerant, Pest Resistant, Native, Medium Growing

18.Bristlecone Pine
Pinus aristata
35' Tall, Drought Tolerant, Native, Slow Growing

19. Rocky Mountain Juniper
Juniperus scopulorum
30' Tall, Drought Tolerant, Native, Slow Growing

20. Mugo Pine
Pinus mugo
20' Tall, Drought Resistant, Slow Growing