



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

Built On What Matters

Regular Meeting

Agenda

Call to Order - Roll Call:

Approval of Agenda:

Public Comment:

- This portion of the Agenda is for members of the audience to provide comments to the POST Commission. If the comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Discussion Agenda:

1. Crist Park Concept Plan Discussion – RICK Engineering Company – 6:30pm
2. Frederick Recreation Area Concept Plan Discussion – Design Concepts – 7:00pm
3. Draft 2024 Commission Schedule Discussion
4. Re-Appointment of Commissioners Discussion
5. General Discussion/Commissioner Reports

Action Agenda:

1. Approval of Minutes – October 11, 2023
2. Election of Officers
 - a. Chairperson
 - b. Vice Chairperson

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

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CALL TO ORDER

ROLL CALL:

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

APPROVAL OF AGENDA

No changes were made to the Agenda.

PUBLIC COMMENT

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

ACTION AGENDA

Approval of Minutes from the September Regular Meeting

- **Motion to approve with one minor edit (Commissioner Davis was absent):** Bolinger **Second:** Schlais
 - **Motion Passed:** 6-0

Approval of Bylaws

- **Motion to approve with edits:** Fosdick **Second:** Davis
 - **Motion Passed:** 6-0

DISCUSSION AGENDA

The Commission tabled the vote to approve Bylaws and had a discussion of the Bylaws and suggested minor modifications to the Commission's Purpose, to ensure continuity of language across sections, the Commission's name, to remove Advisory from the abbreviation and to update the Bylaw reference letters to include letters and numbers for ease of use. The motion was pulled from the table and was approved.

The Commission also discussed the Community Parks Master Plan, specifically for Frederick Recreation Area. Commissioners echoed comments that had been received during public engagement concerning tent camping and lighting for amenities. Staff will advise the project team to remove tent camping and will adjust the location of the sports fields away from the neighboring houses, to the extent possible. The Commission also heard updates on the Community Wildfire Protection Plan and Crist Park Master Plan, which will be discussed in further detail at later meetings.

Approved by the POST Commission:

Attest:

Chairperson

Staff Liason

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TOWN OF FREDERICK PARKS, RECREATION, OPEN SPACE, AND TRAILS COMMISSION Calendar of Events

Built On What Matters

2024

January 10	• 2024 Annual Action Plan and 2023 Annual Report • Golf Introduction and Financial Update • RFP & Scope for Parks System Master Plan
February 14	• Comprehensive Plan Update – Planning Department/RICK Engineering • Approval of Land Use Code Updates to Parks and Open Space Requirements • RFP & Scope for Mendoza Open Space Site Plan ** Possible Special Meeting – Select Consultant for Parks System Master Plan **
March 13	• Community and Economic Development Department Update • Carbon Valley Parks and Recreation District Update • Golf Business and Operations Plan Discussion
April 10	• Engineering Department Update • Approval of Colorado Blvd Median Design • Approval of Crist Park Site Plan
May 8	• Communications and Engagement Department Update • Parks and Open Space Department Long-Term Funding and Budget Framework Update • Elect Officers **Annual Commission and staff tour to discuss capital improvements and operations - Saturday All-Day** **Commissioner recruitment and appointments in May**
June 12	• Mayor Update • Milavec Water Quality Improvement Update • CAPRA Accreditation Discussion
July 10	• Town Manager Update • 2024 Annual Action Plan Update • Presentation of Draft 2025 1 and 5 Year Capital Improvement Plan and Operation and Maintenance Budget
August 14	• Approval of 2025 1 and 5 Year Capital Improvement Plan and 2025 Operations and Maintenance Budget
September 11	• Approval of Mendoza Open Space Site Plan
October 9	• Snow Control Plan Update • Asset Management Program (Cartegraph) Update
November 13	• Approval of Community Parks Master Plan
December 11	• Approval of Parks System Master Plan • 2024 Annual Action Plan Update

Other Updates with Dates TBD:

- Parks System Master Plan
- Community Parks Master Plan
- Community Wildfire Protection Plan



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Tracie Crites, Mayor

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Consideration of the Re-Appointment of Parks, Recreation, Open Space and Trails Commissioners

Agenda Date: Town Board Meeting - January 23, 2024

Attachments: a. N/A

Finance Review: _____
Finance Director

Submitted by: Colby Johnson
Parks and Open Space Director

Approved for Presentation: _____
Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Strategic Plan Alignment:



Effective, Efficient and Strategic Government Operations: As an employer of choice, the Town of Frederick will lead the region in a culture of efficiency, innovation, and strategic partnerships in all municipal services to far exceed the community's expectations and exemplify the fact that Frederick is Built on What Matters, its people.

Summary Statement:

The Town of Frederick's Parks, Recreation, Open Space and Trails Commission has four members whose term ends in January 2024 and this action will re-appoint Commissioners Allan Gill, Erin Fosdick, Kristin Davis and Susan Pilon to a partial term, which will stagger the terms of the entire Commission according to Frederick Municipal Code.

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Detail of Issue/Request:

The Town of Frederick's Board of Trustees have established a procedure for the recruitment and appointment to Commissions and Committees. This action "cleans up" existing Commissioner terms that were set prior to the adoption of these procedures.

This short-term re-appointment will bring the existing terms of Commissioners Allan Gill, Erin Fosdick, Kristin Davis and Susan Pilon into alignment with the May recruitment period and will stagger all seven Commissioners over the three-year term period.

Commissioners would be re-appointed as follows:

- Erin Fosdick and Kristin Davis – Through May 2024
- Allan Gill and Susan Pilon – Through May 2025

Commissioners Luke Bolinger, Matt Hickman and Lee Schlais have terms ending in May 2026.

Upon the end of their respective terms, all Commissioners would be subject to the application and recruitment process established by the Board.

Commissioners were chosen for the length of their partial term by placing all four names in my hat and then drawn at random with the first two chosen selected until May 2025.

Legal Comments:

Frederick Municipal Code Article IX, Section 2-9-320 states that Commissioners shall serve three-year terms and those terms shall be staggered to prevent a majority of the membership being renewed at one time. This action would provide for staggered terms per, Article IX, Section 2-9-320.

Alternatives/Options:

The Board could choose to alter which Commissioners to re-appoint to what periods of time.

The Board could choose to alter the period to which Commissioners are re-appointed, for example, by switching any or all to the October recruitment period of any year.

The Board could choose not to re-appoint any of the four Commissioners and leave the four positions vacant until the May 2024 recruitment period, but the Commission would not have a quorum.

Financial Considerations:

Not Applicable.

Staff Recommendation:

Staff recommends that the Board re-appoint Commissioners Kristin Davis and Erin Fosdick through May 2024 and Commissioners Allan Gill and Susan Pilon through May 2025.

Statement of Votes Cast

Coordinated Election

Weld County

November 7, 2023

Town of Frederick Ballot Issue 2C (Vote for 1)

Precinct	Times Cast	Registered Voters	Precinct	Yes/For	No/Against	Total Votes
County			County			
County			County			
05	4,468	11,389	05	3,426	1,012	4,438
22	0	2	22	0	0	0
County - Total	4,468	11,391	County - Total	3,426	1,012	4,438
Cumulative			Cumulative			
Cumulative	0	0	Cumulative	0	0	0
Cumulative - Total	0	0	Cumulative - Total	0	0	0
County - Total	4,468	11,391	County - Total	3,426	1,012	4,438