Built On What Matters

TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION

Wednesday, November 2nd, 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 – August 3, September 7, September 13, ~~October 5~~
2. Regular Meeting Date/Time/Location

Discussion Agenda:

1. POST Department Update – 6:45pm
2. 2023 POST Department Capital Budget Update – 6:55pm
3. Community Parks Master Plan Scope of Service Update – 7:05pm
4. Bylaws Presentation – 7:15pm
5. General Discussion – 7:20pm

Adjournment:

Zoom Meeting Information

https://zoom.us/j/9550375939

Meeting ID: 955 037 5939

+1 312 626 6799 US

TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Wednesday, August 3, 2022 Minutes
6:30 P.M.
Frederick Town Hall and via Zoom

Built On What Matters

CALL TO ORDER

ROLL CALL:

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

APPOINTMENT OF A TEMPORARY CHAIRPERSON:

- Nomination of Allan Gill to serve as Temporary Chairperson by Commissioner Fosdick
  - **Motion:** Fosdick – **Second:** Pilon – **Vote to Approve:** Fosdick, Schlais, Pilon

APPROVAL OF JULY 2022 MINUTES

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

POST DEPARTMENT UPDATE:

POST Director Johnson updated the Board on recent Department projects including:

- Summit View playground and FRA shelter projects, which are substantially complete. Some additional landscaping and turf improvements will occur at Summit View this fall and the tables will be temporarily installed at FRA in early August. Staff will evaluate options for new tables, electricity and other improvements to the shelter this winter.

The Commission discussed their involvement in the FRA and Centennial Master Plan process. They agreed to have the entire POST Commission serve on the Project Advisory Committee. POST Director Johnson will navigate any open meeting needs that arise. The Commission felt that this would allow their full involvement and reduce costs by having the Consultant present updates to them separately. Staff will be sending out invites to the Project Advisory Committee in September, once the firm has been selected.

Additionally, staff will work to coordinate a presentation from the top 2 or 3 firms, based on staff's selection process, for the POST Commission at an upcoming meeting for their involvement in the final selection.

DEPARTMENT CAPITAL IMPROVEMENT PLAN:

POST Director Johnson presented a draft 1 and 5 Year Capital Improvement Plan for the Department. Projects were discussed and the Commissioners provided input on several items. That input will be incorporated in the Plan as it develops throughout the rest of 2022. Staff will continue to provide updates to the Commission as that progresses.

Approved by the POST Commission: Attest:

______________________________ ______________________________

Chairperson Staff Liason

Built On What Matters

TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Wednesday, September 7, 2022 Minutes
6:30 P.M.
Frederick Town Hall and via Zoom

CALL TO ORDER

ROLL CALL:

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

APPOINTMENT OF A TEMPORARY CHAIRPERSON:

- Allan Gill was re-affirmed as Chairperson by acclimation.

FRA/Centennial Park Master Plan Presentations:

- The Commissioner heard presentations from the three finalists, as selected by Staff, to conduct a Master Plan for Frederick Recreation Area, Centennial Park and Bella Rosa Golf Course. The finalists were Design Concepts, THK and Logan Simpson.
- After the presentations, the Commission discussed their thoughts on the candidate firms. As two Commissioners were absent during all or a portion of the presentations, Chairman Gill asked for a follow-up Special Meeting to discuss. POST Director Johnson had recorded the presentations, and provided them to the Commissioners. A Special Meeting was scheduled for September 13, 2022.

Approved by the POST Commission: Attest:

_______________________________ _______________________________

Chairperson Staff Liason

TOWN OF FREDERICK
PARKS, OPEN SPACE, AND TRAILS COMMISSION
Tuesday, September 13, 2022 Minutes
6:30 P.M.
Frederick Town Hall and via Zoom

SPECIAL MEETING

CALL TO ORDER

ROLL CALL:

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

APPOINTMENT OF A TEMPORARY CHAIRPERSON:

- Allan Gill was re-affirmed as Chairperson by acclimation.

FRA/Centennial Park Master Plan Consultant Selection:

- The Commissioner discussed the previous week's presentations for the design work at FRA, Centennial and Bella Rosa Golf Course.
- After a great discussion, the Commission unanimously selected Design Concepts as our partner in this effort.
- POST Director Johnson will work to finalize a Scope and Contract in the coming weeks for Board of Trustee approval.

Approved by the POST Commission: Attest:

________________________________ ________________________________
Chairperson Staff Liason

POST Department Update

Colby Johnson – Parks and Open Space Director

Parks, Open Space and Trails Commission – November 2, 2022

BUILT ON WHAT MATTERS

FREDERICK
COLORADO

The Farm Landscape Beds

Built on What Matters.

The Farm Landscape Beds

Built on What Matters.

The Farm Landscape Beds

The Farm Landscape Beds

Rocky Mountain Christian Church – Volunteer Group

Open Space & Trails Clean-Up

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Centennial Pumphouse

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Santa Cops Golf Tournament

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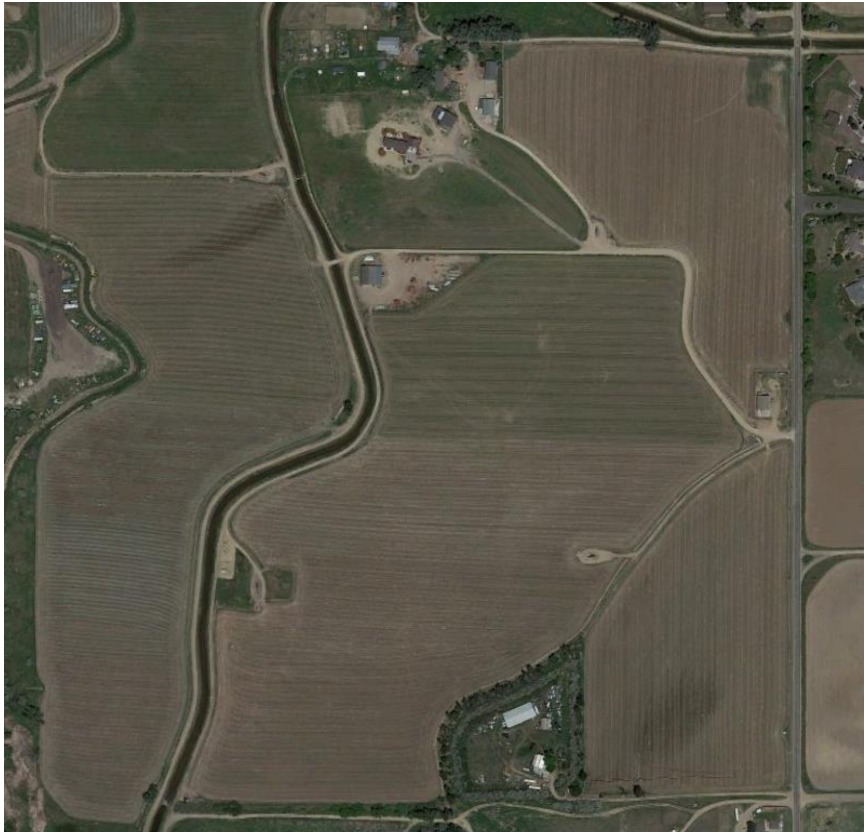
Mendoza Open Space



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Godding Hollow Trail

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Thank You

Golf Fund

Non-Reoccuring Revenues

User Fees & General Fund Transfers

Parks Improvement Fund

Non-Reoccuring Revenues

Impact Fees - $2,400 per SF

Open Space Fund

Reoccuring and Nonreoccuring

0.5% Sales Tax & Impact Fees

$500 per SF

Conservation Trust Fund

Reoccuring Revenues

Lottery Funds

~$90,000 Annually

General Fund

~20% of Director and POST Supt.

Golf Division

Parks, Open Space and Trails Division

Administration Division

Parks and Open Space Department

2023 Draft Proposed Capital Improvement Program - By Fund

2023 Projects	General Fund	Street & Alley Fund	Water Fund	Storm Water Fund	Park Imp Fund	Open Space Fund	Public Safety Fund	Golf Fund	Facilities Fund	Project Total
	Funding Sources									
12/31/2021 Fund Balance - Audited	13,069,082	5,682,393	41,681,262	4,886,230	880,904	3,918,901	416,495	43,275	0	78,487,572
2022 Est. Revenues	12,826,232	4,708,272	17,104,392	1,554,658	720,000	1,269,710	251,324	2,375,126	0	42,259,714
2022 Est. Expenditures	12,864,134	2,650,446	2,100,836	701,094	1,286,011	525,942	82,550	1,526,242	0	22,803,505
180-Day Reserve	6,343,956	1,307,069	1,036,029	345,745	634,197	259,369	40,710	752,667	0	11,245,564
Total Available for Projects	**6,687,224**	**6,433,150**	**55,648,789**	**5,394,049**	**(319,304)**	**4,403,300**	**544,559**	**139,492**	**-**	**86,698,217**
Economic Development Division										
5th Street Revitalization	50,000									50,000
Subtotal	**50,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**50,000**
Engineering Division (Public Works Dept)										
Pavement Maintenance Program		950,000								950,000
Concrete and Alleyway Maintenance Program		200,000								200,000
Colorado Blvd Maintenance Project		800,000								800,000
Concrete Repair		50,000								50,000
Frederick Speed Management Program		30,000								30,000
Silver Birch Blvd/Godding Hollow Intersection Imp		2,045,000								2,045,000
Silver Birch Blvd/Bella Rosa Pkwy Intersection Imp		300,000								300,000
Town Public Improvement Obligations-Prosperity		151,000	62,000							213,000
Groundwater Impact Project				500,000						500,000
Northern Integrated Supply Project (NISP)			1,575,000							1,575,000
CBT Unit Purchase(s)			2,100,000							2,100,000
Street Lights		15,000								15,000
Windy Gap Storage			900,000							900,000
Storm Water Drainage Improvement OSP				1,375,000						1,375,000
Subtotal	**-**	**4,541,000**	**4,637,000**	**1,875,000**	**-**	**-**	**-**	**-**	**-**	**11,053,000**
Parks, Open Space, Golf Fund(s)										
Bella Rosa Trail Project						50,000				50,000
Downtown Outdoor Rec Master Plan	25,000					-				25,000
Capital Equipment Program					-	70,000		92,500		162,500
Colorado Boulevard Median Project		10,000			-					10,000
Master Plans-FRA, Bella Rosa, Centennial	75,000		50,000			150,000		50,000		325,000
Maintenance Shop Improvement						50,000				50,000
Mendoza Open Space Legal Assistance						20,000				20,000
Open Space Management Plan						125,000				125,000
Parks Pavement Preservation		30,000				15,000		15,000		60,000
Tree Program						10,000				10,000
Trails Preservation Program						20,000				20,000
William Bailey Tree Replacement						25,000				25,000
Irrigation Central Control			50,000							50,000
Subtotal	**100,000**	**40,000**	**100,000**	**-**	**-**	**535,000**	**-**	**157,500**	**-**	**932,500**
Police Department										
Body Cameras & Tasers							80,000			80,000
Court Room Remodel									25,000	25,000
Subtotal	**-**	**-**	**-**	**-**	**-**	**-**	**80,000**	**-**	**25,000**	**105,000**
Public Works Department										
Traffic Signal Upgrade		25,000								25,000
Vactor Truck			110,000	200,000						310,000
Front End Wheel Loader		20,000	20,000	20,000	20,000	20,000				100,000
Saw (Concrete & Asphalt)		30,000								30,000
Mini Excavator		25,000	25,000	25,000		25,000				100,000
Mower (Retention Pond & Hill Side)		50,000		25,000						75,000
Subtotal	**-**	**150,000**	**155,000**	**270,000**	**20,000**	**45,000**	**-**	**-**	**-**	**640,000**
Grand Total by Funding Source	**150,000**	**4,731,000**	**4,892,000**	**2,145,000**	**20,000**	**580,000**	**80,000**	**157,500**	**25,000**	**12,780,500**

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, Open Space, Golf 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 $5,000 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, 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.

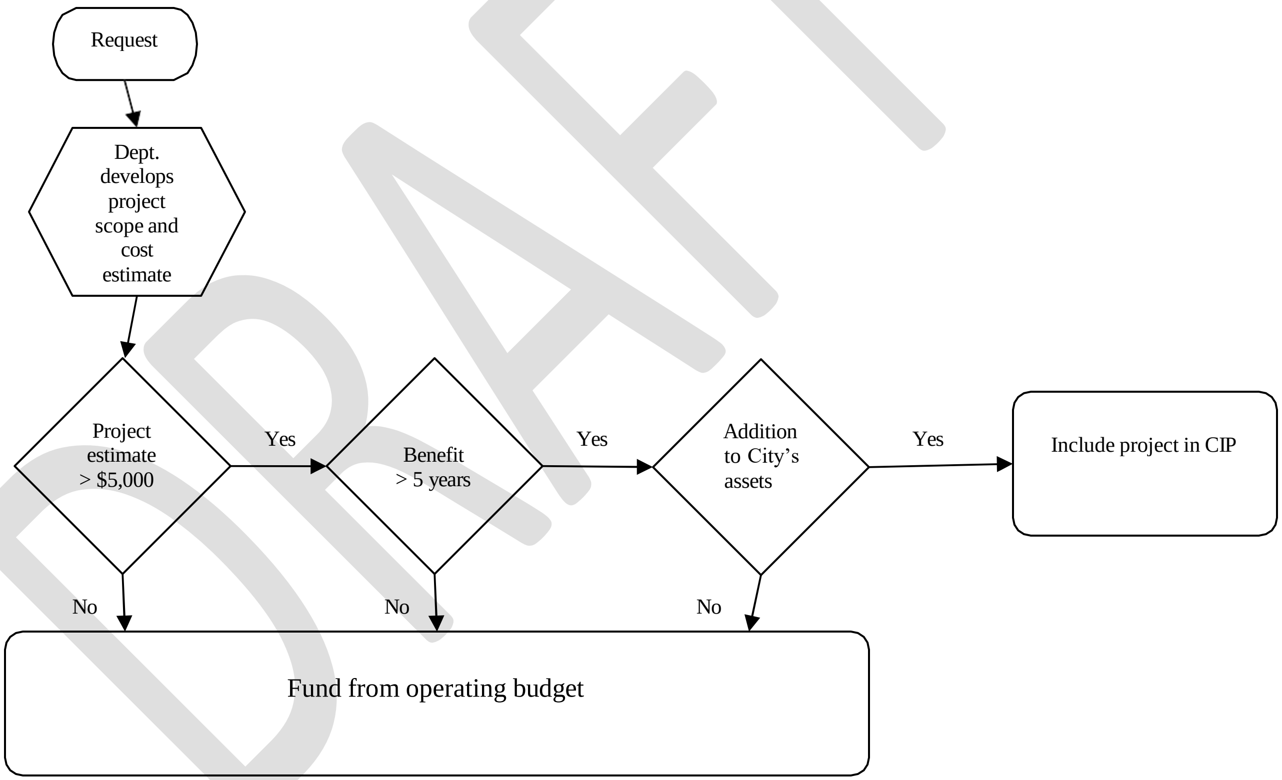
F. SCHEDULING OF PROJECTS

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.

ClP 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.

City 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	

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.

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 and Repair 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.

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. As study sessions are intended to be for informational purposes only, at the determination of the Chairperson, the session may be closed to the public.

G. 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.

H. 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.