



Built On What Matters

Town of Frederick PROST Commission Agenda

5830 Bella Rosa Parkway

Frederick, CO 80504

Wednesday, June 11, 2025

6:30 PM

Call to Order – Roll Call

Approval of Agenda

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the PROST Commission. Please sign in and you will be called. If your 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

- A. Approval of April Minutes -
Colby Johnson, Parks and Open Space Director
- B. Commission Officer Elections -

Discussion Items

- C. 2025 Capital Improvement Program Update -
Colby Johnson, Parks and Open Space Director
- D. 2026 Town Budget Update -
Colby Johnson, Parks and Open Space Director
- E. Draft Parks Land Use Code Update -
Colby Johnson, Parks and Open Space Director

Commissioner Reports

Adjournment

[MEET_FOOT]



Built On What Matters

TOWN OF FREDERICK

Parks, Recreation, Open Space & Trails Commission Staff Report

Allan Gill, Chairperson

Matt Hickman, Vice
Chairperson
Kristen Davis, Commissioner
Erin Fosdick, Commissioner

Luke Bolinger,
Commissioner
Susan Pilon, Commissioner
Lee Schlais, Commissioner

Approval of April Minutes

Agenda Date: PROST Commission June 11, 2025

Attachments: 1. April Minutes

Reviewed By:

Action Type

2) Administrative: Actions of routine nature that implement policies/directions or effectuate the functioning of government; such as contract approvals/granting of licenses and permits/etc.

Strategic Plan Alignment:



EFFECTIVE, EFFICIENT & 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 Commission will consider approval of the minutes from the April Regular Meeting.

Detail of Issue/Request:

The Commission will consider approval of the minutes from the April Regular Meeting.

Legal Comments:

NA

Alternatives/Options

The Commission may choose to approve, approve with conditions or deny.

Financial Considerations

NA

Staff Recommendation

Staff recommends approval of the minutes as proposed.

Community Impact



Town of Frederick PROST Commission

Meeting Minutes

April 9, 2025

Call to Order – Roll Call:

Approval of Agenda:

Public Comment:

Action Agenda:

March Minutes: The March Minutes were approved 5-0.

2025 Youth Conservation Corps Program Update: Jordan Davison, Open Space and Trails Manager, gave a preview of the upcoming Youth Conservation Corps project, which will be starting in May and relates to invasive species removal at Frederick Recreation Area.

Trails Planning Update - First Draft: Colby Johnson, Parks and Open Space Director and Sara Barnard, Parks Planning and Development Coordinator, gave a presentation on preliminary trails planning under the Go Outdoors Frederick 2050 planning effort. The presentation focused on Staff's GIS mapping effort and future steps as the project continues.

Parks, Open Space and Trails Land Use Code Update - First Draft: Colby Johnson and Sara Barnard gave an update on the Land-Use Code update as it pertains to parks, open spaces and trails. The presentation centered on major goals and objectives of the effort, with input received on remnant open spaces, park access and trail connectivity.

Discussion Items:

Commissioner Reports:

Adjournment:



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TOWN OF FREDERICK

Parks, Recreation, Open Space & Trails Commission Staff Report

Allan Gill, Chairperson

Matt Hickman, Vice
Chairperson
Kristen Davis, Commissioner
Erin Fosdick, Commissioner

Luke Bolinger,
Commissioner
Susan Pilon, Commissioner
Lee Schlais, Commissioner

Commission Officer Elections

Agenda Date: PROST Commission June 11, 2025

Attachments: None

Reviewed By:

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:



EFFECTIVE, EFFICIENT & 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 Commission needs to elect a Chairperson and Vice Chairperson for the 2025-2026 term.

Detail of Issue/Request:

Per the Bylaws of the Town of Frederick Parks, Recreation, Open Space and Trails Commission, adopted by Resolution 23-R-45 dated 24 October 2023 by the Frederick Board of Trustees, the PROST Commission shall elect a Chairperson and Vice Chairperson to serve a one-year term from May 2025 to the end of April 2026. As the Commission did not hold a Regular Meeting in May 2025, but held a Work Session which was an annual tour of parks and open space areas, the election is taking place in June.

Officers must be a Commission member in good standing.

Any Commissioner may nominate any Commissioner to be either Chairperson or Vice Chairperson.

Each Officer must be selected by a majority vote.

No Commissioner shall be both Chairperson and Vice Chairperson.

The Secretary shall conduct a vote by ballot or as otherwise instructed by the sitting Chairperson.

Legal Comments:

NA

Alternatives/Options

The Commission must elect a Chairperson or Vice Chairperson if a quorum exists.

Financial Considerations

NA

Staff Recommendation

If a quorum exists, Staff recommends the Commission choose new Officers.

Community Impact



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Parks, Recreation, Open Space & Trails Commission Staff Report

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Chairperson
Kristen Davis, Commissioner
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Luke Bolinger,
Commissioner
Susan Pilon, Commissioner
Lee Schlais, Commissioner

2025 Capital Improvement Program Update

Agenda Date: PROST Commission June 11, 2025

Attachments: None

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:



STRATEGIC, RELIABLE & SUSTAINABLE INFRASTRUCTURE– Frederick is dedicated to investing in existing and future transportation, water, storm water, and technology while planning for sustainable growth and development.

Summary Statement:

Staff will be providing an update on the status on the 2025 Parks' Capital Improvement Program.

Detail of Issue/Request:

Staff will be providing the Commission an update on all ongoing projects in the 2025 CIP, to help prepare for the July discussion on 2026 projects and planning.

Legal Comments:

NA

Alternatives/Options

NA

Financial Considerations

NA

Staff Recommendation

There are no formal actions associated with this presentation, but Staff does encourage the Commission to provide input and ask questions to help prepare for additional discussions in July.

Community Impact



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Parks, Recreation, Open Space & Trails Commission Staff Report

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2026 Town Budget Update

Agenda Date: PROST Commission June 11, 2025

Attachments: None

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:



FISCALLY RESPONSIBLE GOVERNANCE– The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship for those who live in Frederick and those who will seek out Frederick in the future.

Summary Statement:

Staff will be providing the Commission an update on financial projections for the 2026 calendar year.

Detail of Issue/Request:

Staff will be providing the Commission an update on current and projected financial status on applicable funds, to help inform our July CIP and Budget discussions for parks, open spaces and trails.

Legal Comments:

NA

Alternatives/Options

NA

Financial Considerations

NA

Staff Recommendation

There are no action items required for this presentation, but Staff encourages the Commission to provide input and ask questions.

Community Impact



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Draft Parks Land Use Code Update

Agenda Date: PROST Commission June 11, 2025

Attachments: None

Reviewed By:

Action Type

4) Information: Items that require no specific action and are provided for informational purposes only.

Strategic Plan Alignment:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.

2.5 Continue work on updating the Land Use Code in connection with 1.2 above.

Summary Statement:

Staff will provide a very high-level update on the ongoing update to the Town's land use code as it pertains to parks, open spaces and trails.

Detail of Issue/Request:

Parks staff have completed initial efforts to draft a new outline for new developments as it pertains to parks, open spaces or trails. Those have now been passed along to the larger Planning Department led effort for incorporation to the larger code and for community engagement at a later date. Parks staff continue to work on implementation strategies for this effort, such as an amenities matrix, that will define specifics to the overarching standards.

Legal Comments:

NA

Alternatives/Options

NA

Financial Considerations

NA

Staff Recommendation

There are no action items associated with this presentation but Staff ask that the Commission provide input and ask questions.

Community Impact