



Built On What Matters

Town of Frederick PROST Commission Agenda

5830 Bella Rosa Parkway

Frederick, CO 80504

Wednesday, July 9, 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. Commission Officer Elections -
Colby Johnson, Parks and Open Space Director
- B. June Minutes -
Colby Johnson, Parks and Open Space Director

Discussion Items

- C. 2026 Parks and Open Space Department Capital Improvement Program
Discussion -
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

Commission Officer Elections

Agenda Date: PROST Commission July 9, 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 was scheduled for June, but due to several absences, the election was moved to July.

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

Allan Gill, Chairperson

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

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

June Minutes

Agenda Date: PROST Commission July 9, 2025

Attachments: 1. PROST June Minutes

Reviewed By:

Action Type

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:

Approval of the June PROST Regular Meeting Minutes.

Detail of Issue/Request:

Staff are requesting approval of the June Minutes.

Legal Comments:

NA

Alternatives/Options

The Commission may request changes to the Minutes, but approve pending those changes. They may also table the Agenda Item. They may also reject the request and request substantial changes to be brought at a future meeting.

Financial Considerations

NA

Staff Recommendation

Staff recommends approval of the Minutes as written.

Community Impact



Town of Frederick PROST Commission

Meeting Minutes

June 11, 2025

Call to Order – Roll Call: Chairperson Gill and Commissioners Bolinger, Pilon and Schlais were present. Commissioners Davis, Fosdick and Hickman were absent.

Approval of Agenda: The Land Use Code discussion item was tabled for a future meeting, to focus on preparation of the 2026 budget.

Public Comment: There were no members of the public in attendance.

Action Agenda:

Approval of April Minutes: April Minutes were approved with no changes.

Commission Officer Elections: Commission Officer elections were tabled until the July Regular Meeting as three Commissioners were absent.

Discussion Items:

2025 Capital Improvement Program Update: Parks and Open Space Director Colby Johnson, Open Space and Trails Manager Jordan Davison and Parks Planning and Development Coordinator Sara Barnard gave a status update on all ongoing projects in the 2025 Capital Improvement Program. Commissioners had several questions relating to specific projects, but no substantial changes to the Program were made.

2026 Town Budget Update: Parks and Open Space Director Colby Johnson gave an update on the financial status of the Town's Funds, in preparation for the 2026 Capital Improvement Program and Operations and Maintenance Budget discussion at the July Regular Meeting. Generally speaking, the Town is taking a more conservative approach to budgets in 2026, with a focus on the Town's Strategic Plan, Downtown, Parks and Transportation along with improvements to internal processes, policy and planning. Commissioners tasked Director Johnson to come back with updates throughout the rest of 2026 on a plan regarding Parks and Open Space Fund.

Draft Parks Land Use Code Update:

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

2026 Parks and Open Space Department Capital Improvement Program Discussion

Agenda Date: PROST Commission July 9, 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:



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.



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.



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.



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:

Parks and Open Space Staff will present the first draft of the proposed 2026 Capital Improvement Program for Commission input.

Detail of Issue/Request:

This presentation will be the first draft of the 2026 CIP for the Commission's input. Following our discussion, Staff will incorporate the input and submit a second draft to the Finance Department on or before July 30, 2025. Subsequent staff level discussions will occur during the month of August, to consider the entire Town's 2026 CIP. At the September PROST Commission Meeting, Staff will return with a final draft of the 2026 for Commission adoption. Following that, staff will finalize the 2026 CIP for Board of Trustee consideration in October, with formal adoption in December.

Staff will additionally provide information on our 2026 Operations and Maintenance request, but expect that to be substantially similar to 2025.

Legal Comments:

NA

Alternatives/Options

Staff are requesting input only at this time. No formal action is expected.

Financial Considerations

While the 2026 CIP represents a major financial component of our Parks system, this specific discussion item doesn't include formal action and therefore incurs no financial obligation.

Staff Recommendation

Staff is seeking Commission input to continue moving the 2026 CIP forward.

Community Impact