



Built On What Matters

Town of Frederick PROST Commission Agenda

Bella Rosa Golf Course
5830 Bella Rosa Parkway
Frederick, CO 80504

Wednesday, September 10, 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 July Minutes -
Colby Johnson, Parks and Open Space Director
- B. 2026 Parks and Open Space Operating and Capital Budget - Resolution of
Support -
Colby Johnson, Parks and Open Space Director

Discussion Items

- C. Go Outdoors Frederick 2050 - Preliminary Update -
- D. Skate Park Lighting Upgrade Update -
Sara Barnard, Parks Planning and Development Coordinator

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 July Minutes

Agenda Date: PROST Commission September 10, 2025

Attachments: 1. July PROST 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:

Consideration of approval of the PROST Commission's July Regular Meeting Minutes.

Detail of Issue/Request:

Staff are presenting the draft July Minutes for the Commission's approval. There were no Minutes from August as that meeting was canceled at the request of the Commission.

Legal Comments:

NA

Alternatives/Options

NA

Financial Considerations

NA

Staff Recommendation

Staff recommends approval of the Minutes as presented.

Community Impact



Town of Frederick PROST Commission

Meeting Minutes

July 9, 2025

Call to Order – Roll Call:

Approval of Agenda: The Agenda was approved with no alterations.

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

Action Agenda:

Commission Officer Elections: Current Chairperson Allan Gill expressed his desire for another Commissioner to be considered for an Officer position and did not wish to be nominated again. Current Vice Chairperson Matt Hickman was nominated to be Chairperson for the upcoming Term. No other Commissioners were nominated. Chairperson Hickman was approved 5-0-1. Erin Fosdick was nominated to be Vice Chairperson. There were no other nominations. Vice Chairperson Fosdick was approved 5-0-1.

June Minutes: The June Minutes were approved 6-0.

Discussion Items:

2026 Parks and Open Space Department Capital Improvement Program Discussion: Colby Johnson, Parks and Open Space Director and Sara Barnard, Parks Planning and Development Coordinator, presented information about the potential CIP projects for 2026. Commissioners were generally in agreement with the proposed projects and desired additional information at the August or September meeting.

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 Operating and Capital Budget - Resolution of Support

Agenda Date: PROST Commission September 10, 2025

Attachments: 1. Resolution - 2026 Budget

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.



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.



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 are presenting the final draft of the 2026 Parks and Open Space Department Operating and Capital Improvement Budget for the Commission's final input and for their approval of a Resolution of Support to carry forward to the Town Manager's Office and Board of Trustees as they consider final adoption.

Detail of Issue/Request:

The Department's 2026 Annual Budget and 1-Year Capital Improvement Program is a critical implementation mechanism for recognizing the Community's and the Commission's vision for the Town's outdoor recreational resources in the upcoming year.

The Commission is being asked to consider a Budget Request in approximately the following amounts (subject to change by Staff and the Board of Trustees throughout the rest of this year):

Parks and Open Space Fund		
	Expenses	Revenue
Dept Administration & Operations	\$1,875,500	
Non-Dept Administration	\$371,500	
Fleet & Facilities Rollout	\$191,830	
Asset Lifecycle Replacement	\$0	
Tree Program	\$60,000	
New Capital Improvements	\$600,000	
P&OS General Sales Tax		\$1,500,000
P&OS Vehicle Sales Tax		\$450,000
P&OS Building S&U Tax		\$400,000
P&OS Impact Fees		\$150,000
P&OS Fund Investments		\$265,000
Total	\$3,098,830	\$2,765,000
General Fund - Parks and Open Space Department		
	Expenses	Revenue

Dept Administration & Operations	\$1,340,000	
Fleet & Facilities Rollout	\$65,000	
Asset Lifecycle Replacement	\$115,000	
New Capital Improvements	\$200,000	
Golf Users Fees		\$1,050,000
Total	\$1,720,000	\$1,050,000

Legal Comments:

The Town Attorney has reviewed this item.

Alternatives/Options

The Commission may request alterations to the 2026 Budget at their discretion and approve a Resolution of Support pending changes. They may choose to not approve a Resolution of Support.

Financial Considerations

While the Commission cannot directly authorize the allocation or spending of Town funds, their support and direction is critical for the Board of Trustee's decision making.

Staff Recommendation

Staff recommends approval of the attached Resolution of Support bringing forward the proposed 2026 Parks and Open Space Department Budget.

Community Impact

**TOWN OF FREDERICK, COLORADO
PARKS, RECREATION, OPEN SPACE AND TRAILS (P.R.O.S.T.) COMMISSION
RESOLUTION OF SUPPORT**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO P.R.O.S.T.
COMMISSION SUPPORTING THE ADOPTION OF THE 2026 PARKS AND
OPEN SPACE BUDGET**

WHEREAS, in accordance with the Bylaws of the Parks, Recreation, Open Space and Trails Commission, the Commission shall advise the Board of Trustees and Town Staff on all areas pertinent to the the Town's outdoor recreation assets; and,

WHEREAS, the Parks and Open Space Department's 2026 Annual Budget and 2026 Capital Improvement Program represent the yearly mechanism for implementing the Commission's vision for the Town's outdoor recreational resources ; and,

WHEREAS, the P.R.O.S.T. Commission has offered input and advice on the development of this Budget over the past three months; and,

WHEREAS, the P.R.O.S.T. Commission will utilize this Budget to advise Town Staff on both ongoing operations and capital improvements throughout 2026 .

NOW THEREFORE BE IT RESOLVED BY THE PARKS, RECREATION, OPEN SPACE AND TRAILS COMMISSION OF THE TOWN OF FREDERICK, COLORADO, AS FOLLOWS:

1. The P.R.O.S.T. Commission offers this Resolution of Support to the Mayor and Board of Trustees and recommends adoption of the 2026 Parks and Open Space Budget as requested by Staff.

INTRODUCED, READ, PASSED AND SIGNED THIS 10th DAY OF SEPTEMBER, 2025.

TOWN OF FREDERICK

By: _____
Matt Hickman, Chairperson

ATTEST:

By: _____
Colby Johnson, Parks and Open Space Director



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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

Go Outdoors Frederick 2050 - Preliminary Update

Agenda Date: PROST Commission September 10, 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.

Summary Statement:

Staff will be providing a brief update on Go Outdoors Frederick 2050, in advance of a larger update scheduled for the October Commission Meeting.

Detail of Issue/Request:

Staff will be previewing a series of upcoming discussion items regarding Go Outdoors Frederick 2050, which is the Department's long-term system master plan. This discussion will focus on the final outline of the Plan and what the Commission can expect over the next several months.

Generally speaking, Go Outdoors Frederick 2050 will be comprised of a "master plan" which is the 25 year vision for the Department and the Town's outdoor recreational resources. Town Staff are also preparing a number of appendices, also called Management Policies, which will be more flexible implementation tools that the Commission may take ownership of to provide strategic direction to staff throughout the life of the larger master plan. These documents include, but are by no means limited to: implementation components of the Parks sections of the Land-Use Code, Capital Prioritization Matrix, Planning Design and Construction Policies, among others.

Legal Comments:

This has been reviewed by the Town Attorney. No formal action is occurring.

Alternatives/Options

The Commission may provide alternative direction to staff, but generally, this is meant as a preview of upcoming, more in-depth discussions.

Financial Considerations

NA

Staff Recommendation

Staff recommends the Commission provide any input they desire.

Community Impact



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Parks, Recreation, Open Space & Trails Commission Staff Report

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Lee Schlais, Commissioner

Skate Park Lighting Upgrade Update

Agenda Date: PROST Commission September 10, 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.

Summary Statement:

Town Staff will be providing a brief update on the status of the Skate Park Lighting Improvement Project.

Detail of Issue/Request:

Town Staff have completed the Bid Process for this project and are moving forward with a construction contract. We'll be providing a re-introduction to the project's details along with up to date information on constructing timing.

Legal Comments:

NA

Alternatives/Options

NA

Financial Considerations

NA

Staff Recommendation

There are no formal actions associated with this item.

Community Impact