

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 23-R-45**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK RE-  
ESTABLISHING THE PARKS, RECREATION, OPEN SPACE AND TRAILS ADVISORY  
COMMISSION AND APPROVING BYLAWS GOVERNING THE OPERATIONS OF THE  
COMMISSION**

**WHEREAS**, the Town of Frederick's 2022-2023 Strategic Plan prescribes Effective, Efficient & Strategic Government Operations and Fiscally Responsible Governance as a primary focus; and,

**WHEREAS**, an Advisory Commission dedicated to the long-term stewardship of the Town's recreational assets will advise on effective, efficient and strategic operations and future planning for these assets; and,

**WHEREAS**, an Advisory Commission dedicated to ensuring operations and maintenance of the Town's recreational assets will advise and provide additional resident-led oversight of fiscally responsible governance; and,

**WHEREAS**, the Commission and Town Staff desire to highlight the Commission's contribution to existing and future Town recreational assets; and,

**WHEREAS**, the Board of Trustees desire to highlight the Town's existing and future partnership with the Carbon Valley Parks and Recreation District; and,

**WHEREAS**, Article IX of The Town of Frederick Municipal Code authorizes the creation of Commissions and Committees; and,

**WHEREAS**, Article IX of The Town of Frederick Municipal Code requires the creation of Bylaws to govern the operations of authorized Commissions and Committees that are not specifically defined in Article IX.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

1. The Board of Trustees hereby re-establishes the Parks, Open Space and Trails Commission as the Parks, Recreation, Open Space and Trails Commission.
2. The Board of Trustees hereby authorizes Bylaws of the Parks, Recreation, Open Space and Trails Commission that are substantially similar, pending legal review, to those submitted on this date.

**INTRODUCED, READ, PASSED AND SIGNED THIS 24th DAY OF OCTOBER, 2023.**

**TOWN OF FREDERICK**

By:   
Tracie Crites, Mayor

**ATTEST:**

By:   
Kelly Green, Deputy Town Clerk



## **Bylaws**

### **Town of Frederick, Colorado**

#### **Parks, Recreation, Open Space and Trails Advisory (PROST) Commission**

##### **Article I – Introduction**

1. The Town of Frederick’s Board of Trustees, by Resolution 23-R-45 of October 24, 2023, authorizes the creation of the Parks, Recreation, Open Space and Trails Commission and adopts these bylaws for the transaction of business.
2. The Bylaws of this date have been adopted by the Town of Frederick Board of Trustees and all previously adopted Bylaws are deemed repealed.
3. Pursuant to the enacting resolution, the Parks, Recreation, Open Space and Trails 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**

1. The Town of Frederick’s Board of Trustees, by resolution, authorizes the creation of the Parks, Recreation, Open Space and Trails Commission to:
  - a. Advise Town Staff and the Board on all matters pertaining to the operation of the Town’s recreational assets, including but not limited to, parks, open spaces, trails and related amenities.
2. These Bylaws specifically encourage the Commission to advise and make recommendations to Town Staff and the Board on the following matters which include, but not limited to:
  - a. Strategic planning as it relates to Town recreational assets;
  - b. Maintenance and access levels of service at all Town recreational assets;
  - c. Proposed use fees for Town recreational assets;
  - d. Land-use policies relating to recreational assets and public landscapes;
  - e. Acquisition, disposition, or redevelopment of recreational assets including Town owned lands;
  - f. Strategic partnerships with, including but not limited to Carbon Valley Parks and Recreation District, to leverage public resources to the highest extent possible.

##### **Article III – Membership and Officers**

1. The Commission shall be composed of members appointed by the Board in accordance with the Town of Frederick Municipal Code.
2. The Commission shall consist of or as prescribed by the Town of Frederick Municipal Code:
  - 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.
3. 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.
4. 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, or as prescribed by law, and a majority of the Commission shall elect the prescribed Officer.
  - g. Election of Officers shall occur during the May Regular Meeting of the Commission or as soon thereafter is practical at the discretion of the Chairperson.
  - h. The Board may remove any Officer or member from the Commission, per the Town of Frederick Municipal Code.
  - i. The Commission may remove an Officer from their office at any time by a majority vote, but may not remove them from the Commission. The Commission may, upon a majority vote by the commissioners, recommend a member for removal by the Board.

## **Article IV – Regular and Special Meetings**

1. 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.
2. Members of the Commission shall notify the Chairperson and Secretary as soon as possible if they will not be able to attend a meeting. Members of the Commission who exceed three, consecutive unexcused absences may be subject to Article III's removal provision.
3. The Chairperson shall coordinate with the Secretary to prepare, or cause to be prepared, an agenda for each regular and special meeting of the Commission.
4. 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. Those matters subject to conditions of Executive Session shall be noticed in accordance with Colorado Law.
5. 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.
6. 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.
7. 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. An additional public comment period may be provided during discussion for a specific agenda item as determined by the Chairperson.
8. 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.
9. 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.
10. All voting shall be by roll-call vote, except for the nomination of Officers.
11. 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.
12. The Secretary shall keep, or cause to be kept, minutes and keep the same recording the date, action minutes, the vote of each member upon action agenda items, 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 provided for approval by the Commission at its next meeting.

13. 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.
14. The Commission may hold an Executive Session, subject to any and all applicable rules and regulations of the State of Colorado, at the request of the Chairperson or majority vote of the Commission.

#### **Article V – Study Sessions**

1. 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.
2. 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.
3. No formal action shall be taken during study sessions. A public comment period may be provided during discussion for a study session item as determined by the Chairperson.
4. The Chairperson shall prepare, or cause to be prepared, an agenda for each study session of the Commission.
5. 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.
6. 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.
7. No quorum is required for a study session.

#### **Article VI – Committees**

1. There shall be no standing committees of the Commission.
2. 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**

1. 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 Section 2-9-30.

## **Article VIII – Amendments**

1. These Bylaws may be amended by majority vote of a quorum of Commission members present and in session at any regular or special meeting, provided that such amendment was read at the last regular meeting. Amendments are subject to final approval of the Board.