



**Town of Frederick**  
**Board of Trustees Agenda**

Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, March 12, 2024

**7:00 PM**

Livestreaming of the Board of Trustees regular meetings have been transitioned to the Town of Frederick website. Work Sessions are not livestreamed. The livestream for the regular meeting can be accessed at [www.frederickco.gov/civicmedia](http://www.frederickco.gov/civicmedia)

Public Comment will only be taken in person unless an accommodation is requested through the Town Clerk's Office. If you require an accommodation or have questions about making public comment please contact the Town Clerk's Office:

Kelly Green, Deputy Town Clerk  
[kgreen@frederickco.gov](mailto:kgreen@frederickco.gov)  
720-382-5500

Or

Emily Nitcher, Assistant Town Clerk  
[enitcher@frederickco.gov](mailto:enitcher@frederickco.gov)  
720-382-5500

**Built on What Matters.**



**Town of Frederick  
Board of Trustees Agenda**

Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, March 12, 2024

**6:30 P.M.**

**Work Session**

**Landscape Code Update**

**7:00 P.M.**

**Regular Meeting**

**Call to Order – Roll Call:**

**Pledge of Allegiance:**

**Approval of Agenda:**

**Special Presentations:**

**Public Comment:** This portion of the agenda is provided to allow members of the audience to provide comments to the Town Board. Please sign in and the Mayor will call you. 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.

**Staff Reports:**

A. Administrative Report – Bryan Ostler, Town Manager

**Consent Agenda:** Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board

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member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

B. List of Bills – Kurtis Adams, Finance Director

C. February 13, 2024 Meeting Minutes – Emily Nitcher, Assistant Town Clerk

D. February 27, 2024 Meeting Minutes – Emily Nitcher, Assistant Town Clerk

**Action Agenda:**

- E. Resolution 24-R-11 A Resolution of the Town of Frederick, Colorado Approving an Intergovernmental Agreement Between the Town of Frederick and the Town of Firestone for Weld County Roads 13 and 20 Intersection Operation Improvement Project– Jason Berg, Civil Engineer
- F. Resolution 24-R-15 A Resolution of the Town of Frederick, Colorado, to Award a Contract for 2024 Pavement Maintenance Program and Authorizing the Town Manager to Execute the Contract. – Jason Berg, Civil Engineer
- G. Resolution 24-R-16 A Resolution of the Town of Frederick, Colorado, to Award a Contract for 2024 Seal Project-Pavement Maintenance Program and Authorizing the Town Manager to Execute the Contract – Jason Berg, Civil Engineer

**Mayor and Trustee Reports:**

**Executive Session:**

**Adjournment:**



# Town of Frederick Admin Report 3.12.24

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## Upcoming Board of Trustees Work Sessions:

The following is the schedule for upcoming meetings, though topics are subject to be changed or rescheduled:

- March 19, 2024 – Work Session
- March 26, 2024 – Regular Meeting
- April 02, 2024 – Election Day
- April 09, 2024 – Regular Meeting



## Effective, Efficient & Strategic Government Operations

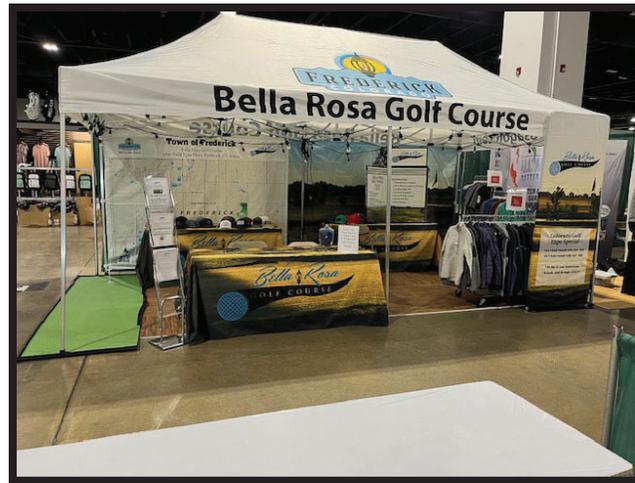
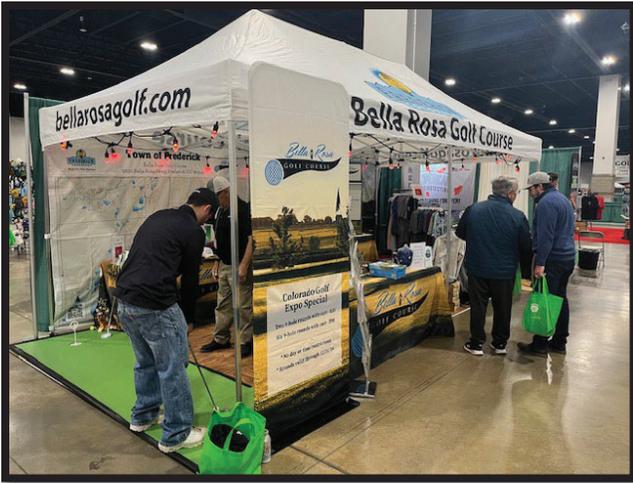
- Communications & Engagement:
  - Implementation of TEAM groups and channels for Communications & Engagement
  - Training:
    - PII/IT ongoing training
    - Lunch & Learn on February 20



## Community and Economic Vitality

- A project partner was selected through an RFP process to help staff create a conceptual site plan for the Mendoza Open Space in 2024. The goal of this project is to create a community vision for the 184-acre parcel so Town Staff can adequately plan for its long-term implementation and care alongside all other Department needs.
- Golf staff setup and exhibited at the Colorado Golf Expo February 16-19. Some highlights from the show:
  - Generated \$5,500 in revenue from golf punch card & merchandise sales.
  - Collected approximately 300 emails from our “guess the number of tees” promotion. Each day, we awarded the individual that guessed the closest number of tees a free round of golf.
  - Gave literature out on our programs to many that had not heard of Bella Rosa.
  - Staff was able to experience a different aspect of promoting the golf course.

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- The following is a list of all active development applications currently under review by the Town’s Planning Department, Engineering Department, Legal Counsel, Frederick-Firestone Fire Protection District, and external review agencies.

<b><i>Project Name (Date of Application)</i></b>	<b><i>General Location</i></b>	<b><i>Brief Description</i></b>	<b><i>Project Type</i></b>
Bear Industrial Business Park, Replat 4, Lot 12A (1/2/24)	4109 Bruin Boulevard	Proposed warehouse/office building for construction contracting company with outdoor storage component.	Site Plan
Carriage Hills Filing 1, Replat A, Block 6, Lot 1 – 10 (3/6/23)	6500 – 6554 11 <sup>th</sup> Street	Building design review for single-family detached and attached housing.	Construction Document Review
Clearview Villages (10/31/23)	Southwest corner of Godding Hollow and Silver Birch	Water demand analysis for the subdivision.	Water Demand Analysis
CWCWD 30" Waterline Easement (9/29/22)	Between Tipple Parkway and Highway 52 from Colorado Boulevard to Wheatland Boulevard.	30" waterline easement proposed.	
Dreamers Ridge Phase 1, Replat A (7/3/23)	Southwest of Godding Hollow and Colorado 5.	Proposed new tracts B, C and a new Lot 1. Lot 1 proposed as a 70-acre residential estate lot.	Minor Subdivision
Eagle Business Park Filing 4C, Lot 1	7200 Eagle Boulevard	Create a site plan document that reflects changes already	Site Plan Amendment

<b><i>Project Name (Date of Application)</i></b>	<b><i>General Location</i></b>	<b><i>Brief Description</i></b>	<b><i>Project Type</i></b>
(1/16/24)		made to the site such as the lot expansion.	
Eagle Business Park Filing 5, Lot 3&4 (10/16/23)	4609 & 4701 Falcon Place	Proposed St Vrain Sanitation District administration maintenance facility.	Subdivision Amendment; Site Plan
Evezich Amendment 2, Lot 3A (10/23/23)	131 Aspen Drive	Proposed "Brigit's Village" 40-unit affordable mixed-use residential building.	Site Plan
Frederick West Business Center, Filing 2., Block 2, Lot 6 (1/2/24)	7701 Miller Drive	Proposed building addition to the west side of an existing building.	Site Plan Amendment
Glacier Business Park, Amendment 1, Block 4, Lot 5 (2/5/24)	3771 Monarch St. Suite E	Proposed dog daycare and kenneling facility.	Conditional Use
Indian Peaks, Filing 12, Lot 1 (7/17/23)	8123 Indian Peaks Avenue	Proposed replacement of aboveground extended detention basin with an underground detention facility and the modification of right-of-way landscaping with a waterwise design.	Site Plan Amendment
Columbine Heights (8/9/23)	Currently "Johnson Farms/Sindle Hill Energy Minor"	Proposed single-family detached residential community.	Preliminary Development Plan; Preliminary Plat
Meadowlark Business Park, Filing 3, Replat B, Block 1, Lot 1 (12/15/23)	5681 Iris Parkway	Proposed 6,000 sf storage warehouse addition.	Site Plan Amendment
Meadowlark Business Park, Replat A, Block 1, Lot 2 (8/21/23)	5978 Iris Parkway	Proposed 20,250 sf industrial building as phase 1. Phase 2 to include the addition of an outdoor storage area. Phase 3 to include removal or storage to be replaced with a 20,500 sf building and additional parking.	Site Plan
Miners Park Town Centre (3/6/23)	Northeast corner of Colorado Boulevard and Highway 52.	Planned development directly south of downtown Frederick.	Construction Document Review; Final Plat; Rezone
Silverstone Filing 7	Currently "Miner's Village Filing 1"	Proposed development of 581 single-home residential lots.	Preliminary Plat, Preliminary Development Plan
Nelson Farms	Northeast corner of I-25 and Highway 52.	Proposed development of 236 acres as single-family detached, duplex, and townhome lots.	Preliminary Plat; Preliminary Development Plan; Subdivision Amendment
No Name Creek Estates, Filing 1, Replat C, Block 14, Lot 1-3 (11/27/23)	Eastern part of No Name Creek	Water demand analysis for the three lots listed.	Water Demand Analysis
Park n Ride Annexation (12/26/23)	Northwest corner of I-25 and Highway 52	Proposed QuikTrip	MOAPI Amendment; Site Plan; Variance
Prosperity (12/8/23)	Southeast of Tipple Parkway and Ridgeway Boulevard	Water demand analysis for the subdivision	Water Demand Analysis
Raspberry Hill Business Park Lot 12 (10/17/23)	8208 Raspberry Way	Proposed Hyundai outdoor vehicle inventory storage lot and carwash.	Site Plan

<i>Project Name (Date of Application)</i>	<i>General Location</i>	<i>Brief Description</i>	<i>Project Type</i>
Raspberry Hill Business Park Lot 13	8274 Raspberry Way	Proposed changes to materials and drainage from the original site plan.	Site Plan Amendment
Raspberry Hill Business Park Lot 15 (12/15/23)	8360 Raspberry Way	Proposed facility for an HVAC contractor to include a warehouse/shop, office space, and an outdoor storage component.	Site Plan
Shores on Plum Creek (6/20/22)	Northwest of Highway 52 and Colorado 3 ¼	Proposed master-planned community with retail/commercial opportunities and a wide range of housing types.	Minor Subdivision; Preliminary Plat; Preliminary Development Plan; Rezone
Silverstone Commons (9/29/23)	Currently "Silverstone Filing 1, Block 8, Lot 1". Northwest of Highway 52 and William Bailey Avenue	Proposed development of a commercial/retail project that is cohesive with the adjacent commercial/mixed-use property to the east.	Final Development Plan
Silverstone Marketplace (3/6/23)	Northwest of Colorado Boulevard and Highway 52.	Proposed commercial development centered around the new King Soopers grocer.	Final Development Plan; Final Plat; Site Plan
Wheatlands (4/4/22)	Currently "Brunemeier Annexation"	Proposed high-quality residential neighborhood that will include single-family detached and attached housing.	Preliminary Development Plan; Preliminary Plat
Wildflower Filing 1, Amendment 1, Block 27, Lot 2 (1/2/24)	3833 Tipple Parkway	Proposed United Power battery energy storage system.	Site Plan
Wyndham Hill Filing 10 (11/16/20)	Currently "6855 Aggregate Boulevard"	Proposed single-family detached housing.	Final Development Plan; Final Plat



## Dynamic, Inclusive & Connected Community

- Monthly Newsletter:
  - Electronic and mailer
- Weekly Flash, featuring four articles weekly
- Daily postings on social media platforms
- Communication and Campaign Planners
- Town Event Preparation – monthly meeting
  - Sponsors commitments for 2024 totaling: \$30,850
  - 14 chainsaw carver applications (carver spots are full; accepting applications for waitlist)
  - 45 food vendor applications (met with community members interested in helping with food vending.)
  - 40 market vendor applications
  - Meeting with GIS to update Event maps
  - Meeting with community members interested in volunteering for Miners Day Burro Race
  - Lunch appreciation for Bill, our Lead Volunteer who is moving out of state. Congratulations, Bill! We will all miss you!
- Community Partnerships
  - Weld County Hazards Materials Tour 2/22

- Website Updates
  - Progress on website redesign and HB21-1110 compliance trainings
  - Oil & Gas webpage updates
  - Tree program webpage update
  - Parks webpage update
- Town App
  - Monthly Analytics Report
- Interdepartmental Collaboration
  - Departmental project support
    - Support Town Clerk's office Election items and Comms campaign for Election
    - Attend Leadership Partnership meetings
    - Oil and gas meetings and associated communications
    - Frederick Forward survey communications
    - Water conservation communications
    - Accela launch communications campaign
    - Approved apps for Comms Department – Town-issued phones
    - Design work on budget book, landfill vouchers, and tree program vouchers
- Board Meetings:
  - Attendance at Board meetings to ensure Town communications align with Board's vision and work in progress
  - Closed captioning on Board meeting recordings



## Strategic, Reliable and Sustainable Infrastructure

- Parks maintenance staff completed preparations to Centennial, Savannah and Countryside Parks for CVPRD's spring soccer season. They're also working on finalizing landscape bed cleanups and preparing for the upcoming growing season.
- Golf maintenance staff are finalizing winter equipment maintenance and continuing to work on capital irrigation repairs to the course.



## Safe and Secure

- Commander Glantz and Chief Norris attended the Q1 Business Roundtable at FCI Construction on February 28 with the hope of exploring potential partnerships and collaborations with our local businesses. They presented the Flock license plate reader camera system to our local businesses, which helps leverage technology for community benefit by aiding police investigations. This system is an innovative approach to enhancing security and safety measures within the community. Building partnerships between businesses and law enforcement will lead to more effective crime prevention and resolution efforts.
- Axon RMS: The police department recently completed NIBRS crime statistics testing in the new software in advance of the March go-live. The tests have shown us to be 100% compliant and will allow for automated reporting of crime statistics to the state for the first time in the department's history.



## Fiscally Responsible Governance

Town of Frederck - List of Bills  
January 26, 2024 - February 22, 2024

1800DRYCLEAN NORTH METRO DENVER	Uniform cleaning service	311.50
206 5TH STREET	2024 Tax Increment Reimbursement. - FURA 206 5th St	13,053.20
4 RIVERS EQUIPMENT LLC	Equipment maintenance	747.98
A TO Z ROOFING & EXTERIORS	Building Permit fee refund	542.47
AAA PEST PROS LLC	Pest control	455.00
ACE HARDWARE OF FIRESTONE	Tools and supplies	699.24
ADAM MARCOVICH	Dirt hauls	3,000.00
ADAMSON POLICE PRODUCTS	Police uniforms	2,992.17
AGFINITY	Fuel	10,368.30
AIRGAS USA LLC	Supplies	66.94
ALAN ISAAC	Boot reimbursement	186.00
ALL IN ONE PROFESSIONAL SERVICES LLC	Interpreting services	576.75
ANTHONY FOUNTAIN	Equipment Loan Program	1,500.00
AQUA BACKFLOW INC	Backflow tracking program	360.00
AXON ENTERPRISE INC	Equipment licensing	13,840.22
BA WORKBENCH	Open Space equipment	10,333.68
BE BRANDED LLC	Employee logo items	2,476.11
BETTER BUSINESS CLEANING	Monthly cleaning service	5,856.00
BK TIRE, INC.	Tire replacement & disposal	1,406.40
BLACK HILLS ENERGY	Natural gas utility	7,280.52
BOBCAT OF THE ROCKIES	Equipment maintenance supplies	105.97
CAPITAL BUSINESS SYSTEMS INC	Town copier lease program	1,112.52
CARBON VALLEY CHAMBER OF COMM.	Annual membership & awards dinner	3,000.00
CASRO	SRO Training	1,155.94
CENTRAL WELD COUNTY WATER DIST	Water purchased	85,497.14
CENTRAL WELD CTY WATER DIST	Plant Investment fee reimbursement	48,000.00
CINDY KAMIGAKI	Reimbursement for travel accommodations	636.96
CINTAS CORPORATION	PW Mat service and uniforms	482.47
CITY OF WESTMINSTER	NATA dues	756.00
CODE PUBLISHING INC	Land Use Code updates	634.50
COLORADO GOLF ASSOCIATION	Facility and Club dues	175.00
COLORADO INFORMATION SHARING CONSORTIUM	Membership Fee	750.00
COMCAST CABLE	Monthly internet, tv and phone service	449.05
CORE & MAIN LP	Water supplies	275.68
CORKAT DATA SOLUTIONS LLC	Computer equipment, licensing and cable install	13,671.58
DANA KEPNER CO	Water meters and supplies	31,314.83
DATASHIELD CORPORATION	Document shredding	125.00
DBC IRRIGATION SUPPLY	Irrigation central control	10,132.05
DESIGN CONCEPTS CLA INC	Community Parks Master Plan	30,078.83
DEXTER AXLE COMPANY LLC	Equipment maintenance	224.92
DR HORTON	Escrow landscape refund - Clark Ranch	10,000.00
DUNAKILLY MANAGEMENT GROUP CORP	Owner's representation services	4,950.00
E & G TERMINAL INC	Shop supplies	481.24
ELDORADO ARTESIAN SPRINGS INC	Water delivery service	77.45
ELEMENT WATER CONSULTING INC	Water Engineering Services	42,143.25
ELITE HOOD CLEANING & FIRE PROTECTION CO	Kitchen hood repairs	2,060.00
ENERGAGE LLC	Employee survey	4,495.00
ENGLAND THIMS & MILLER INC	Support for OpenGov Cartegraph	2,526.25
ENTERPRISE FM TRUST	Vehicle lease program	98,999.92
FACTORY MOTOR PARTS CO	Vehicle maintenance supplies	197.74
FBI-LEEDA	IA Training class	1,590.00
FP MAILING SOLUTIONS	Quarterly payment for meter rental	135.00
G & G EQUIPMENT INC	Parts for equipment repair	296.48
GEMBA LLC	Land Use Submittal partial refund - Hounds Town	500.00
GEOTAB USA INC	Membership & support	383.86
HAIL PRO COLLISION LLC	Hail damage repairs to town fleet	29,053.58
HARDLINE EQUIPMENT	Vac truck maintenance supplies	81.08

Town of Frederck - List of Bills  
January 26, 2024 - February 22, 2024

HEADSTRONG COUNSELING LLC	Counseling services	200.00
HIGH COUNTRY BEVERAGE	Beverage order for restaurant	238.80
HOME DEPOT CREDIT SERVICES	Supplies and tools	530.09
HYDROLOGIK LLC	Verizon Cellular airtime	180.00
IMAGEFIRST HOSPITALITY	Linen service for restaurant	188.46
INFOSEND INC	Utility billing statements & notices/Postage	4,289.27
INNOVATE! INC	GIS Support	7,192.99
INTERSTATE FORD	Vehicle maintenance supplies	1,901.99
ISIAH FERNANDEZ	Boot & travel reimbursement	1,684.12
JOSEPH ELLIOTT USA LLC	Golf shop merchandise	1,802.00
JUAN HERRERA	Restitution payment	200.00
JUB ENGINEERS INC	Silver Birch & Bella Rosa Intersection Design	5,627.80
K9 REC CENTER LLC	Animal impound fees	1,200.00
KELLY GREEN	Mileage reimbursement	56.33
KINSCO LLC	Police uniforms	116.00
KP & ASSOCIATES	Retail Consulting Services	2,400.00
KYLE A RICHARDS	Livestream BOT	75.00
L.L. JOHNSON DISTRIBUTING COMPANY	Golf irrigation project and tools	2,187.75
LAW ENFORCEMENT SYSTEMS INC	Printing services	260.00
LIFE STORIES CHILD & FAMILY ADVOCACY	4th Qtr. billing for 2023	219.00
MAC EQUIPMENT INC	Maintenance shop supplies	96.75
MATCO TOOLS DISTRIBUTOR	Shop supplies	292.20
MATTHEW BENDER & CO INC	Legal supplement	35.44
MAX DAFFRON	Reimbursement for mileage	41.25
MCCANDLESS INTL TRUCKS OF COLORADO	Vehicle maintenance supplies	30.04
MCGEE COMPANY	Shop supplies	74.37
MIKE RICHMOND	Reimbursement for uniforms	56.58
MONSIDO INC	Web & Accessibility Compliance	2,316.47
MOSES WITTEMYER HARRISON & WOODRUFF PC	Legal services	26,601.00
MY GUY HEATING AND AIR	HVAC service call	135.00
NAIOP	Associate Developing Leader Membership	220.00
NATIONAL BUSINESS FURNITURE LLC	Town Hall office furniture	647.35
NORTHERN CO. WATER CONSERVANCY DISTRICT	Annual Assessments for 40 units of CBT	2,144.00
OCCUPATIONAL HEALTH CENTERS	Pre-Employment Screening	171.00
O'CONNOR EMBROIDERY AND APPAREL	Golf shop merchandise	3,177.73
O'REILLY AUTOMOTIVE INC	Vehicle maintenance supplies	226.59
PAUL C BENEDETTI	Legal Services - FURA	4,380.00
PAUL DIKES GLASS INC	Windshield replacement	770.00
PETERSEN SPECIALTY	Notary stamp	37.45
POTESTIO BROTHERS EQUIPMENT INC	Parts for equipment repair	47.82
PRAIRIE MOUNTAIN MEDIA	Publishing costs	117.93
PRE ACTION FIRE INC	Pull station removal	300.00
PRINT EXPERTS	Printing services	1,057.60
PRO GOLF REPAIR LLC	Pro Golf services	275.50
PSYCHOLOGICAL DIMENSIONS	Pre-Employment Psych Evaluation	425.00
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services Distribution System	115.56
REIF & HUNSAKER PC	Legal services - Frederick Metro District	700.00
RINGCENTRAL INC	Town phone system	3,798.52
SAFEWAY	Supplies	118.89
S CARGO TRUCK CAPS	Vehicle maintenance	7,500.00
SCORR SOLUTONS	Data collection & review	101.88
SI PRODUCTS LLC	Golf shop merchandise	2,275.59
SIERRA FEDDER	Mileage reimbursement	141.75
SMITH ENVIRONMENTAL & ENGINEERING	Frederick GW Impacts Study	73,530.80
SPOT ON SOUND PRODUCTIONS	Event sound, bands and stage deposit	15,000.00
SRIXON CLEVELAND GOLF XXIO	Golf shop merchandise	3,301.44
STAPLES ADVANTAGE	Notepads	768.64

Town of Frederck - List of Bills  
January 26, 2024 - February 22, 2024

STEVEN P KLOEPFER	Escrow refund Public Improv.- Hauck Meadows II Sub	55,696.35
STURGEON ELECTRIC COMPANY INC	Traffic signal service call	1,456.87
SUNBELT RENTALS INC	Equipment rental	255.37
TELOS ONLINE INC	Back-up link - PW	75.00
TEO J. MARTINEZ	Boot reimbursement	200.00
THE ANTIGUA GROUP INC	Staff uniforms	1,041.20
THE SHERWIN-WILLIAMS CO	Supplies	118.96
TLO LLC	Investigation fees	110.00
TRAFFIC SIGNAL CONTROLS INC	Traffic signal supplies	380.00
TRI-TECH FORENSICS INC	Blood collection kits	59.00
TRT CONSTRUCTION	PD Remodel - Phase 2	12,200.00
TRUEPOINT SOLUTIONS LLC	System configuration & support	2,369.07
TWIN PEAKS GARAGE DOORS LLC	Garage door maintenance	189.00
TYLER TECHNOLOGIES	Project Management module	250.00
UNC FOUNDATION/EAST COLORADO SBDC	East Colorado SBDC sponsorship	3,000.00
UNITED POWER	Electric utility	8,176.81
UNIVERSITY AUTO PARTS INC	Parts for equipment & vehicle repair	1,654.70
UNIVERSITY OF OKLAHOMA	IEDC Registration	1,845.00
UTILITY NOTIFICATION CENTER OF COLORADO	Potable & Non-Potable Water Locates	396.03
VERIZON WIRELESS	Cellphone & wireless services	7,303.55
VIA MOBILITY SERVICES	Transportation	5,040.00
VICE SPORTING GOODS INC	Golf shop merchandise	2,087.28
WASTE CONNECTIONS OF COLO INC	Trash hauls	1,288.86
WELD COUNTY DEPARTMENT OF PUBLIC	Water testing	525.50
WELD COUNTY INFORMATION TECHNOLOGY	Computer software RSA Tokens	392.10
WILLDAN FINANCIAL SERVICES	Water Rate Study	2,730.00
ZACH MAHONE	Reimbursement for laptop battery	269.32
	Total	<u>793,291.48</u>



# Town of Frederick Board of Trustees

Regular Board Meeting Minutes  
Frederick Town Hall, 401 Locust Street  
February 13, 2024

**Call to Order:** At 7:01 pm Mayor Crites called the meeting to order and requested roll call.

**Roll Call:** Present were Mayor Crites, Mayor Pro Tem March, Trustee Mahan, Trustee teVelde, Trustee Lamach and Trustee Padia.

Also present were Town Manager Bryan Ostler, Deputy Town Manager Jason Leslie, and Town Attorney Jason Meyers.

**Pledge of Allegiance:**

**Approval of Agenda:**

**Special Presentations:**

**Public Comment:**

**Staff Reports:**

Administrative Report: – Bryan Ostler, Town Manager

**Consent Agenda:**

List of Bills – Kurtis Adams, Finance Director

January 09, 2024 Minutes – Emily Nitcher, Assistant Town Clerk

January 23, 2024 Minutes – Emily Nitcher, Assistant Town Clerk

Motion by Mayor Pro Tem March and seconded by Trustee Lamach to approve the consent agenda.

Upon roll call vote, motion passed unanimously.

**Action Agenda:**

Resolution 24-R-08 A Resolution of the Town of Frederick, Colorado, Accepting a Grant of

Permanent Easement from Town of Firestone Civil Engineer Zack Robertson presented. Motion

by Mayor Pro Tem March and seconded by Trustee Mahan to approve Resolution 24-R-08.

**Built on What Matters.**

Upon roll call vote, motion passed unanimously.

Resolution 24-R-09 A Resolution of the Board of Trustees Approving the Town of Frederick Youth Commission Bylaws Governing the Operations of the Commission – Accountant II/

Payroll Administrator Anthony Bixby, Youth Commission Secretary Peyton, Deputy Secretary Nora, and Commissioner Meyers presented. Motion by Mayor Pro Tem March and Seconded by Trustee Padia to approve Resolution 24-R-09.

Upon roll call vote, motion passed unanimously.

Resolution 24-R-10 A Resolution of the Board of Trustees of the Town of Frederick Approving Bylaws Governing the Operations of the Planning Commission – Town Attorney Jason Meyers,

Planning Commission Chair Moe, and Commissioner Conroy presented. Motion by Mayor Pro Tem March and seconded by Trustee Lamach to approve Resolution 24-R-10.

Upon roll call vote, motion passed unanimously.

**Discussion Agenda:**

Legislative Update - Assistant Town Manager Ryan Johnson presented. Introduction of Lobbying Firm Bowditch and Cassell. Jennifer Cassell and Ed Bowditch provided an overview of the first 35 days of Colorado legislation.

**Mayor and Trustee Reports:**

Mayor Crites: Mayor Crites asked that Renae come to the podium to congratulate Renae and her team on the towns inaugural annual report, and asked her to share the journey, intent and goal for the report and how the Board of Trustees can be supportive, of making sure the town sees all the great new opportunities.

Mayor Pro Tem March: Mayor Pro Tem March noticed that in the Admin Report, Chief Norris was reappointed to the Weld County 911 Authority Board which is very cool. He also noticed that Seargent Herbert and Officer Farson attended the Northern Colorado Police Job Fair, and he thinks that it is awesome that Chief Norris is attempting to fill positions and get some good candidates.

**Executive Session:**

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e)(1) regarding floodplain and stormwater issues.

At 8:06 pm motion by Mayor Pro Tem March and seconded by Trustee Lamach to go into Executive Session.

Upon roll call vote, motion passed unanimously.  
The executive session concluded at 9:29.

For a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) regarding oil and gas.

At 9:31 pm motion by Mayor Crites and seconded by Mayor Pro Tem March to go into executive session.  
Upon roll call vote motion passed 4 – 0 with Trustee Padia recused.  
The executive session concluded at 9:36 pm.

**Adjournment:**

There being no further business of the Board. Mayor Crites adjourned the meeting at 10:26 p.m.

Approved by the Board of Trustees:

ATTEST:

\_\_\_\_\_  
Tracie Crites, Mayor

\_\_\_\_\_  
Kelly Green, Deputy Town Clerk



# Town of Frederick Board of Trustees

Regular Board Meeting Minutes  
Frederick Town Hall, 401 Locust Street  
February 27, 2024

**Call to Order:** At 7:01 pm Mayor Crites called the meeting to order and requested roll call.

**Roll Call:** Present were Mayor Crites, Mayor Pro Tem March, Trustee Mahan, Trustee Lamach and Trustee Padia.

Also present were Town Manager Bryan Ostler, Deputy Town Manager Jason Leslie, and Town Attorney Jason Meyers.

**Pledge of Allegiance:**

**Approval of Agenda:**

Resolution 24-R-11 A Resolution of the Town of Frederick, Colorado approving an Intergovernmental Agreement between the Town of Frederick and the Town of Firestone for Weld County Roads 13 and 20 Intersection Operation Improvement Project. Has been moved to the Board of Trustees Meeting on March 12, 2024.

**Special Presentations:**

**Public Comment:**

**Staff Reports:**

Administrative Report: – Bryan Ostler, Town Manager

**Consent Agenda:**

**Action Agenda:**

Resolution 24-R-12 A Resolution of the Town of Frederick, Colorado, Adopting the Town of Frederick Potable Water Infrastructure Master Plan. Civil Engineer Sarah Watson presented.

Motion by Mayor Pro Tem March and seconded by Trustee Padia to approve Resolution 24-R-12.

Upon roll call vote, motion passed unanimously.

**Built on What Matters.**

Resolution 24-R-13 A Resolution of the Board of Trustees of the Town of Frederick, Colorado,

Adopting a Subrecipient Agreement for Community Development of Block Grant Funds.

Economic Development Manager Max Daffron presented. Motion by Mayor Pro Tem March and Seconded by Trustee Padia to approve Resolution 24-R-13.

Upon roll call vote, motion passed unanimously.

Resolution 24-R-14 A Resolution of the Board of Trustees of the Town of Frederick, Colorado,

Approving the Agreement for Community Development Block Grant Funds. Economic

Development Manager Max Daffron presented. Motion by Mayor Pro Tem March and seconded by Trustee Lamach to approve Resolution 24-R-14.

Upon roll call vote, motion passed unanimously.

**Discussion Agenda:**

**Mayor and Trustee Reports:**

Mayor Crites: Mayor Crites was approached to host a Girls Scout Troop on Sunday evening March 10<sup>th</sup>, 2024, from 4:00pm to 6:00pm and is unable to host and has a request for the Board and staff members to host if they are interested. Mayor Pro Tem March offered to host the Girls Scout Troop at Town Hall.

**Executive Session:**

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e)(1) concerning water storage agreements.

At 7:44 pm motion by Trustee Lamach and seconded by Mayor Pro Tem March to go into executive session.

Upon roll call vote, motion passed unanimously.

The executive session concluded at 8:39 pm.

**Adjournment:**

There being no further business of the Board. Mayor Crites adjourned the meeting at 8:43 p.m.

Approved by the Board of Trustees:

ATTEST:

\_\_\_\_\_  
Tracie Crites, Mayor

\_\_\_\_\_  
Kelly Green, Deputy Town Clerk



# TOWN OF FREDERICK

## Board of Trustees

### Action Memorandum

Tracie Crites, Mayor

Dan March, Trustee  
Mark Lamach, Trustee  
Kevin Brown, Trustee

Adam Mahan, Trustee  
Windi Padia, Trustee  
Chad teVelde, Trustee

### Consideration of the WCR13 and WCR20 Intersection Operation Improvement Project IGA with Town of Firestone

**Agenda Date:** Town Board Meeting – March 12, 2024

**Attachments:**

- a. Intergovernmental Agreement with Town of Firestone
- b. Resolution 24-R-11

**Finance Review:** Kurtis Adams  
Finance Director

**Submitted by:** Jason Berg  
Civil Engineer

**Approved for Presentation:** Bryan Ostler  
Town Manager

Quasi-Judicial

Legislative

Administrative

### **Strategic Plan Alignment:**



Strategic, Reliable and Sustainable Infrastructure – The Town is actively engaging in opportunities to enhance transportation infrastructure and further implement the Town’s Transportation Master Plan through identified projects.

### **Summary Statement:**

The attached Intergovernmental Agreement (IGA) for the WCR13 and WCR20 Intersection Operation Improvement Project with the Town of Firestone is in connection with the Fiscal Year (FY) 2024-2027 Surface Transportation Block Grant (STBG) Transportation Improvement Project (TIP) grant awarded by the Southwest Weld County Subregional Forum of the Denver Regional Coalition of Governments (DRCOG) for the Weld County Road (WCR) 13 and Weld County Road (WCR) 20 Intersection Operation Improvement project.

## Built on What Matters.

**Detail of Issue/Request:**

The WCR13 and WCR20 intersection was recognized in the Town of Frederick Transportation Master Plan (TMP) as a Tier-3 Short Term project, which are intersections identified for operational improvements and widening for high priority turn lanes. Additionally, the TMP Planning Action Committees (PAC) identified the WCR13 and WCR20 intersection as the second highest area of need in Town.

The Southwest Weld County Subregional Forum as part of DRCOG consisting of the City of Brighton, the City of Dacono, the Town of Erie, the Town of Frederick, the Town of Firestone, the Town of Lochbuie, the City of Longmont, the Town of Mead, the City of Thornton and Weld County awarded the Town of Frederick with support from the Town of Firestone the FY 2024-2027 Subregional STBG TIP grant for the design and construction of the WCR13 and WCR20 Intersection Operation Improvements project in the amount of \$2,059,000 with \$516,000 in Local Agency matching funds.

Frederick and Firestone staff have completed the WCR13 and WCR20 Intersection Operation Improvement Project IGA. The agreement codifies each Town's Peer Agency Support Form, included with the grant application, which outlined that the partnering Town's would split the Local Agency matching funds totaling \$516,000 with each contributing \$256,000. Additionally, the agreement establishes any project costs above the total grant amount that may be incurred during the project will be split evenly, 50-50 between the Towns.

**Legal Comments:**

The Town Attorney's Office has reviewed the IGA. The Town Attorney has drafted the resolution.

**Alternatives/Options:**

The Town can choose to approve the WCR13 and WCR20 Intersection Operation Improvements Project IGA with the Town of Firestone or to deny the IGA and choose to solely fund the infrastructure improvements or not to move forward with the project.

**Financial Considerations:**

Not entering the IGA would leave Local Agency financing of the project between the Town of Frederick and Town of Firestone uncodified and leave Frederick as the sole entity responsible for the project.

**Staff Recommendation:**

Staff recommends approving Resolution 24-R-11 authorizing the Town Manager to enter the IGA with the Town of Firestone.

WELD COUNTY ROAD 13 AND WELD COUNTY ROAD 20  
INTERSECTION OPERATION IMPROVEMENT PROJECT  
INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 between the Town of Firestone, a Colorado statutory Town, whose address is 9950 Park Avenue, Firestone, CO 80504, hereafter referred to as "Firestone," and the Town of Frederick, a Colorado statutory town, whose address is 401 Locust Street, Frederick, CO 80530, hereafter referred to as "Frederick." Firestone and Frederick may be individually referred to as a "Party" and collectively referred to herein as "Parties."

WHEREAS, the Parties, through their respective governing bodies, find that:

1. Weld County Road 13 forms the primary arterial corridor in the Tri-Town area of Firestone, Frederick, and \_\_\_\_\_, with both Weld County Road 13 and Weld County Road 20 identified as Principal Arterials within the Regional Roadway System.

2. With rapid growth of the Northern Front Range and within the Tri-Town area, the Frederick Transportation Master Plan has identified intersection improvements as an area of focus to improve traffic operations through signal timing, controls, and widening through the incorporation of auxiliary turn lanes on primary corridors.

3. The proposed project is necessary to alleviate congestion along the corridor and decrease pollution associated with such congestion, improve bicycle and pedestrian connectivity by creating trails and bicycle lanes where none currently exist, improve safety by including ADA curb ramps and pedestrian crossing controls where none exist, and reduce accidents associated with congestion and inadequate roadway capacity.

4. The people of the State of Colorado have authorized the Parties to exercise the powers and to cooperate and contract in the matters set out in this Agreement through the Colorado Constitution, Article XIV, Section 18 (2) (a), Article XX, Section 6, and Article XI, Section 7.

5. The General Assembly of the State of Colorado has authorized and encouraged local governments to exercise the powers and to cooperate and contract in the matters set out in this Agreement through the enactment of State statutes including, but not limited to: C.R.S. Section 29-20-101, et seq., and particularly Section 29-20-105 and Section 29-20-106; Section 29-1-201, et seq., and particularly Section 29-1-201 and Section 29-1-203; and Section 31-25-101, et seq.

6. This Intergovernmental Agreement is entered into pursuant to the authority granted by the General Assembly and the people of the State of Colorado, as described above, and the subject matter and agreements contained herein are logical and

foreseeable results of the State's enactment of the foregoing statutes and Constitutional provisions.

WHEREAS, Frederick, with Firestone as supporting agency, was awarded a Denver Region Coalition of Governments (DRCOG) Southwest Weld County Subregional Forum Fiscal Year (FY) 2024-2027 Transportation Improvement Project (TIP) grant (Grant) in the amount of \$2,059,9000; and

WHEREAS, Firestone and Frederick desire to establish and clarify provisions relating to Party cost sharing with regard to performance of the activities outlined in paragraph 3 above; and

WHEREAS, in view of the foregoing findings of the Town of Firestone Board of Trustees and Town of Frederick Board of Trustees, it is appropriate that this Agreement be entered into.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. Project Area. The area referenced in this Agreement as Exhibit 1 is hereafter referred to as the Weld County Road 13 and Weld County Road 20 Intersection Operation Improvement project area (or "Project Area").

2. Rights-of-Way. Within their respective jurisdictions in the Project Area, each Party shall provide the other all necessary utility easements and rights-of-way for storm drainage, roadway, or multimodal improvements without charge. The requesting Party as part of the Project Area design process shall work with the providing Party's Town Engineer for review and approval of drainage, roadway, and multimodal improvements.

3. Cost Sharing.

a. Local Agency Match. The Parties understand that the DRCOG Southwest Weld County Subregional Forum FY 2024-2027 TIP grant required 20% Local Agency matching funds totaling \$516,000, and per Request for Peer Agency Support forms, the Parties have agreed to split this cost at \$258,000 each.

b. Additional Project Costs. The Parties understand that the implementation of this Agreement and the achievement of its purposes, including design, acquisition, and construction of the Project Area, may require additional funds in excess of the \$2,575,000 (\$2,059,9000 grant funds and \$516,000 Local Agency matching funds) provided, and hereby agree to cost sharing of additional costs, 50% Town of Firestone and 50% Town of Frederick.

c. Non-Appropriation. Additional project costs are subject to appropriation. Notwithstanding anything contained in this Agreement to the contrary, in the event no funds or insufficient funds for any additional project

costs are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any future fiscal year of Frederick or Firestone, the affected Party shall immediately notify the other Party writing of such occurrence and the affected Party's obligations under this Agreement shall terminate on the last of day of the fiscal year for which appropriations have been received or made without penalty or expense to the affected Party.

4. Parties to Exercise Good Faith. The Parties agree to devote their best efforts and to exercise good faith in implementing the provisions of this Agreement.

5. Intent of Agreement. This Agreement is intended to describe rights and responsibilities only as between the named parties hereto. It is not intended to and shall not be deemed to confer rights to any persons or entities not named as parties hereto nor to require Firestone or Frederick to annex any property or to provide any services to any land. This Agreement is not intended to limit in any way the powers or responsibilities of Weld County or of any other political subdivision of the State of Colorado not a party hereto.

6. Remedies for Default. Should any party fail to comply with the provisions of this Agreement, the other party, after providing written notification to the non-complying party and upon the failure of said party to achieve compliance to the reasonable satisfaction of the noticing party within ninety (90) days after said notice, may maintain an action in a court of competent jurisdiction for specific performance, injunctive, or other appropriate relief, excluding damages relief. In the event of such litigation, each party shall be responsible for its own costs, including attorney fees.

7. Amendment. This Agreement is the entire and only agreement between the Parties regarding the Project Area and the sharing of certain tax revenues generated therein; there are no promises, terms, conditions, or obligations other than those contained herein. The Parties agree to execute any additional documents or take any additional action that is necessary to carry out this Agreement. This Agreement may be amended only by an instrument in writing signed by the Parties.

8. Severability and Reformation. If any term or condition of this Agreement shall be held to be invalid, illegal, or unenforceable, if allowed by law, in lieu of such invalid, illegal, or unenforceable provision, there shall automatically be added as part of this Agreement a provision similar in terms to such illegal, invalid, or unenforceable provision so that the resulting reformed provision is legal, valid, and enforceable. If such reformation is not possible, this Agreement shall be construed and enforced without such provision, to the extent that this Agreement is then capable of execution within the original intent of the Parties.

9. Effective Date. This Agreement shall become effective on the \_\_\_\_ day of \_\_\_\_\_, 2024.

IN WITNESS WHEREOF, the above Parties hereto have caused this Agreement to be executed.

TOWN OF FIRESTONE

\_\_\_\_\_  
Drew Alan Peterson, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
William P Hayashi, Town Attorney

TOWN OF FREDERICK

\_\_\_\_\_  
Tracie Crites, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 24-R-11**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO  
APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE TOWN OF FREDERICK AND THE TOWN OF FIRESTONE FOR  
WELD COUNTY ROADS 13 AND 20 INTERESECTION OPERATION  
IMPROVEMENT PROJECT**

**WHEREAS**, the Board of Trustees of the Town of Frederick, Colorado, pursuant to Colorado statute, is vested with the authority of administering the affairs of Frederick, Colorado; and,

**WHEREAS**, with rapid growth along the Norther Front Range and within the Tri-Town area, the Frederick Transportation Master Plan has identified intersection improvements as an area of focus to improve traffic operations; and

**WHEREAS**, the Denver Regional Coalition of Governments, Southwest Weld County Subregional Forum, has made a grant to the Town of Frederick and Town of Firestone to fund improvement of traffic operations through signal timing, controls, and lane widening; and

**WHEREAS**, the Town of Frederick and Town of Firestone wish to enter into an intergovernmental agreement to allow administration of such funds and cost-sharing; and,

**WHEREAS**, the Town of Frederick and the Town of Firestone have memorialized the agreement as reflected in Exhibit A.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Frederick, Colorado:

- 1) The INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF FREDERICK AND THE TOWN OF FIRESTONE FOR WELD COUNTY ROADS 13 AND 20 INTERESECTION OPERATION IMPROVEMENT PROJECT attached hereto as Exhibit A is hereby approved.
- 2) The mayor is authorized to execute the agreement.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 12th DAY OF MARCH, 2024.**

**ATTEST:**

**TOWN OF FREDERICK**

By \_\_\_\_\_  
Kelly Green, Deputy Town Clerk

By \_\_\_\_\_  
Tracie Crites, Mayor



# TOWN OF FREDERICK Board of Trustees Action Memorandum

Tracie Crites, Mayor

Dan March, Trustee  
Mark Lamach, Trustee  
Kevin Brown, Trustee

Adam Mahan, Trustee  
Windi Padia, Trustee  
Chad teVelde, Trustee

## Consider Awarding a Contract for the 2024 Pavement Maintenance Program Project

**Agenda Date:** Town Board Meeting – March 12, 2024

**Attachments:**

- a. Bid Tabulation from Contractors
- b. Project Maps
- c. Resolution 24-R-15

**Finance Review:** Kurtis Adams  
Finance Director

**Submitted by:** Jason Berg  
Civil Engineer, EI

**Approved for Presentation:** Bryan Ostler  
Town Manager

Quasi-Judicial       Legislative       Administrative

### **Strategic Plan Alignment:**



Strategic, Reliable & Sustainable Infrastructure: This request aligns with the Town’s Strategic Plan by investing in existing and future transportation.

### **Summary Statement:**

Bids for the 2024 Pavement Maintenance Program were opened on February 21, 2024, and staff is providing a recommendation for the award of this project to the lowest responsible bidder.

### **Detail of Issue/Request:**

The Town Engineering Department and Public Works use a Pavement Management System to assist in the evaluation of pavement condition, serviceable life and maintenance strategies for Town owned roads

## Built on What Matters.

following a planned 5-year maintenance cycle. A Pavement Management System is a set of tools that includes pavement evaluation, software and engineering judgment to budget and plan for maintenance and rehabilitation projects to help minimize costs while improving overall pavement conditions. With this, staff have identified areas within the Town of Frederick requiring pavement maintenance as part of the continuing effort to maintain and improve a critical part of the overall community infrastructure of the Town. The maintenance of asphalt pavement will preserve integrity and expand the life of the roadway preventing more drastic and costly maintenance treatment methods in the future. This year's project will involve asphalt patching, 1.5-inch mill & overlay, roadway striping and thermoplastic pavement markings in the areas identified as part of the project maps included within your packet.

The Pavement Maintenance projects determined by the Pavement Management System and staff recommendations include maintenance and rehabilitation of Town streets. Pavement Maintenance and Rehabilitation Project History and Future Planning is available on the Town's webpage at:

<https://frederickco.maps.arcgis.com/apps/MapSeries/index.html?appid=6eeac64686f84d74b5b0611c24a7bcd3>

The Invitation to Bid was issued January 29, 2024, and advertised two consecutive weeks. The bid opening was February 21, 2024. Six accepted bids were received; staff reviewed the bids, each of the contractor's qualifications and contacted references.

Staff is recommending this contract award to Asphalt Specialties Company, Inc. as the lowest qualified bidder.

**Legal Comments:**

Staff followed the Town's Purchasing Manual procedures. The Town Attorney has drafted the resolution.

**Alternatives/Options:**

The Town has the option of awarding the contract for this work to the lowest responsible bidder, to negotiate with the lowest responsible bidder, to reject any and all quotes and not proceed with the pavement maintenance project this year or re-bid a different contract scope with budgeted funds.

**Financial Considerations:**

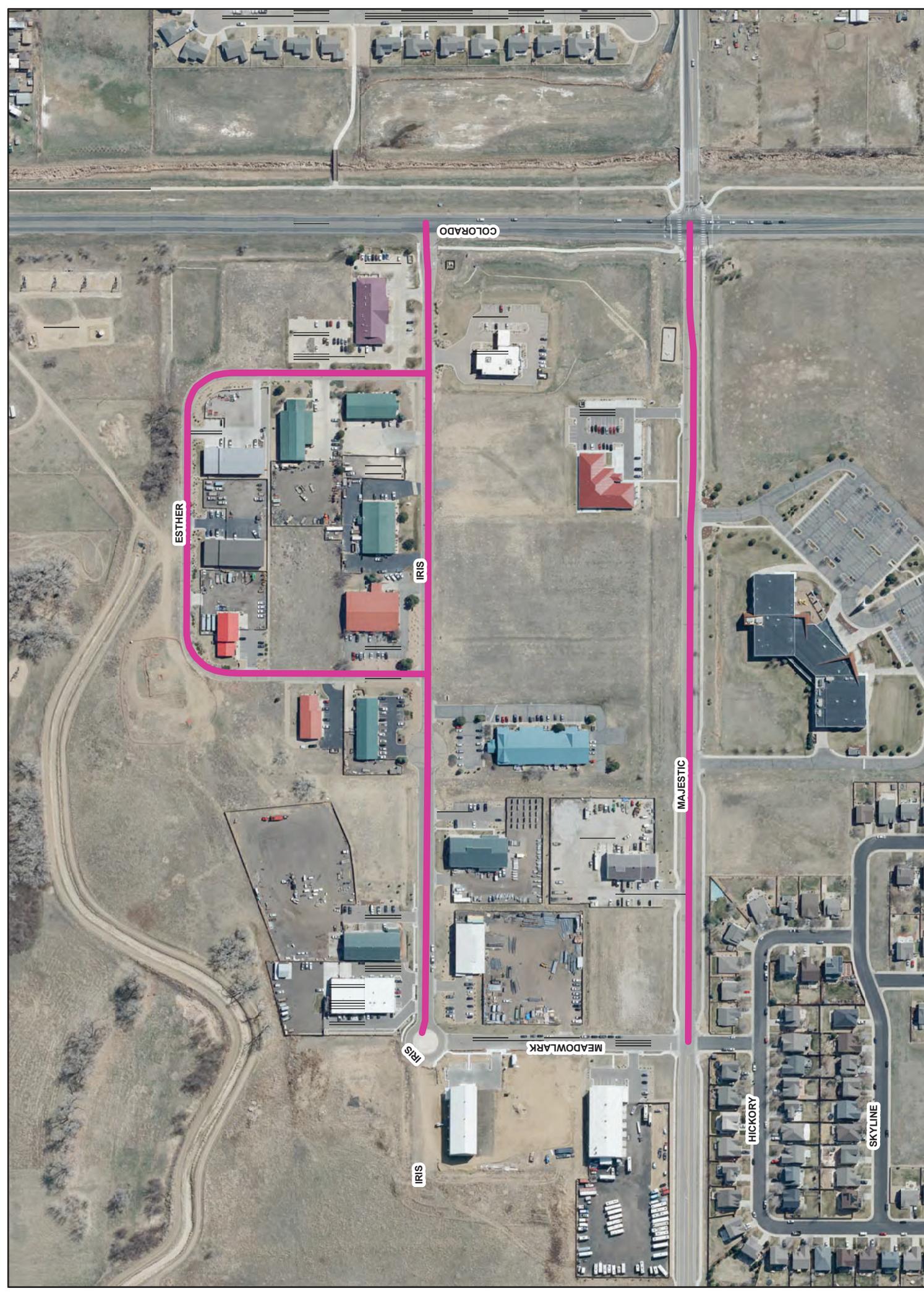
The project amount of \$326,545.00 for these maintenance improvements has been budgeted for within the Capital Improvement Project (CIP) Fund. The total budgeted amount for the Pavement Maintenance Program is \$950,000; the two projects included in this item are this 2024 Pavement Maintenance Program and the 2024 Seal Project – Pavement Maintenance Program with contract amounts totaling \$822,345.00.

**Staff Recommendation:**

Staff recommends that the Board award the contract to Asphalt Specialties Company, Inc. and approve the attached Resolution 24-R-15.

**Bid Summary**  
**Frederick 2024 Pavement Maintenance Program**

BID SCHEDULE		MPI		All Pro Pavement		Brannan Sand & Gravel		Caraveo Construction		Asphalt Specialties Company		Simon Contractors	
Item	Unit	Quantity	Cost	Extension	Cost	Extension	Cost	Extension	Cost	Extension	Cost	Extension	
<b>Site Work</b>													
1	Mobilization	LS	1	\$ 5,150.00	\$ 5,150.00	\$ 10,000.00	\$ 21,500.00	\$ 33,913.00	\$ 9,000.00	\$ 9,000.00	\$ 22,300.00	\$ 22,300.00	
2	Traffic Control	LS	1	\$ 14,000.00	\$ 14,000.00	\$ 39,676.00	\$ 73,200.00	\$ 19,911.00	\$ 28,500.00	\$ 28,500.00	\$ 32,240.00	\$ 32,240.00	
3	Patching (HBP)(GR SG, S and SX)(PG 64-22)	TON	700	\$ 190.00	\$ 133,000.00	\$ 178.00	\$ 124,600.00	\$ 190.00	\$ 133,000.00	\$ 197.00	\$ 137,900.00	\$ 154,000.00	
4	Mill and Overlay (HBP)(GR SX)(PG 64-22)	TON	1,100	\$ 161.00	\$ 177,100.00	\$ 120.00	\$ 132,000.00	\$ 133.37	\$ 146,707.00	\$ 112.00	\$ 123,200.00	\$ 142.75	
5	Striping (Epoxy)	GAL	68	\$ 299.00	\$ 20,332.00	\$ 264.71	\$ 18,000.28	\$ 300.00	\$ 20,400.00	\$ 220.00	\$ 14,960.00	\$ 240.00	
6	Thermoplastic Pavement Markings	SF	980	\$ 27.00	\$ 26,460.00	\$ 15.31	\$ 15,003.80	\$ 18.00	\$ 17,640.00	\$ 13.25	\$ 12,985.00	\$ 16.00	
<b>Total Project Cost:</b>				<b>\$ 376,042.00</b>	<b>\$ 339,280.08</b>	<b>\$ 430,948.00</b>	<b>\$ 371,571.00</b>	<b>\$ 326,545.00</b>	<b>\$ 397,565.00</b>				



ESTHER

COLORADO

IRIS

MAJESTIC

IRIS

MEADOWLARK

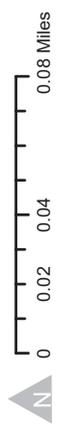
HICKORY

SKYLINE

# Meadowlark Business Park Patching



TOWN OF FREDERICK





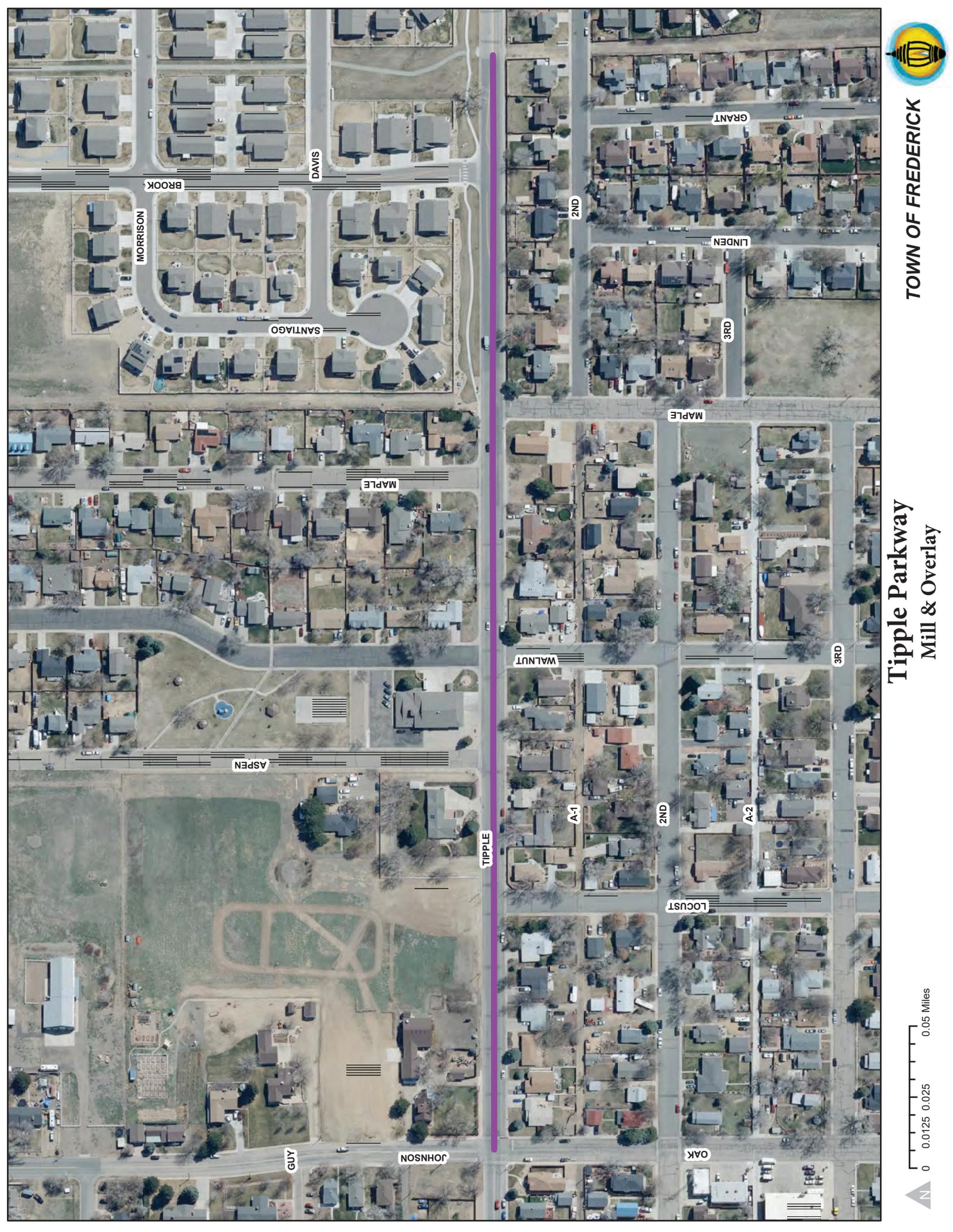
TOWN OF FREDERICK

# Savannah Patching





# Tipple Parkway Mill & Overlay





# Wyndham Hill Parkway Mill & Overlay



TOWN OF FREDERICK





# Wyndham Hill Patching



**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 24-R-15**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, TO AWARD  
A CONTRACT FOR 2024 PAVEMENT MAINTENANCE PROGRAM AND  
AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT**

**WHEREAS**, in accordance with Chapter 4 Article V, the Town has solicited bids for the 2024 Pavement Maintenance Program; and,

**WHEREAS**, the Board of Trustees finds that the lowest responsible bidder for this contract award is Asphalt Specialties Company, Inc.

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

1. The Board of Trustees accepts the bid of Asphalt Specialties Company, Inc. in the amount of \$326,545.00 as the lowest responsible bid for the 2024 Pavement Maintenance Program as reflected in the accompanied Action Memorandum and authorizes the Town Manager to sign a contract, subject to finalization and review by the Town Attorney, that is substantively the same as the attached Exhibit A.

**INTRODUCED, READ, PASSED, AND SIGNED THIS \_\_\_\_ TH DAY OF \_\_\_\_\_,  
2024.**

**TOWN OF FREDERICK**

By: \_\_\_\_\_  
Tracie Crites, Mayor

**ATTEST:**

By: \_\_\_\_\_  
\_\_\_\_\_, Town Clerk



# TOWN OF FREDERICK

## Board of Trustees

### Action Memorandum

Tracie Crites, Mayor

Dan March, Trustee  
Mark Lamach, Trustee  
Kevin Brown, Trustee

Adam Mahan, Trustee  
Windi Padia, Trustee  
Chad teVelde, Trustee

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### Consider Awarding a Contract for the 2024 Seal Project - Pavement Maintenance Program Project

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**Agenda Date:** Town Board Meeting – March 12, 2024

**Attachments:**

- a. Bid Tabulation from Contractors
- b. Project Maps
- c. Resolution 24-R-16

**Finance Review:** Kurtis Adams  
Finance Director

**Submitted by:** Jason Berg  
Civil Engineer, EI

**Approved for Presentation:** Bryan Ostler  
Town Manager

Quasi-Judicial       Legislative       Administrative

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#### **Strategic Plan Alignment:**



Strategic, Reliable & Sustainable Infrastructure: This request aligns with the Town's Strategic Plan by investing in existing and future transportation.

#### **Summary Statement:**

Bids for the 2024 Seal Project – Pavement Maintenance Program Project were opened on February 21, 2024, and staff is providing a recommendation for the award of this project to the lowest responsible bidder.

**Built on What Matters.**

### **Detail of Issue/Request:**

The Town Engineering Department and Public Works use a Pavement Management System to assist in the evaluation of pavement condition, serviceable life and maintenance strategies for Town owned roads following a planned 5-year maintenance cycle. A Pavement Management System is a set of tools that includes pavement evaluation, software and engineering judgment to budget and plan for maintenance and rehabilitation projects to help minimize costs while improving overall pavement conditions. With this, staff have identified areas within the Town of Frederick requiring pavement maintenance as part of the continuing effort to maintain and improve a critical part of the overall community infrastructure of the Town. The maintenance of asphalt pavement will preserve integrity and expand the life of the roadway preventing more drastic and costly maintenance treatment methods in the future. This year's project will involve the application of crack seal, mastic crack seal and slurry seal to Town roadways in the areas identified as part of the project maps included within your packet.

Slurry sealing involves the applications of a single thin layer of asphaltic oil emulsion and coarse, sandy aggregate to the entire street. The slurry seal application provides a new surface with improved skid-resistance while extending the life of the roadway.

The Pavement Maintenance projects determined by the Pavement Management System and staff recommendations include maintenance and rehabilitation of Town streets. Pavement Maintenance and Rehabilitation Project History and Future Planning is available on the Town's webpage at:

<https://frederickco.maps.arcgis.com/apps/MapSeries/index.html?appid=6eeac64686f84d74b5b0611c24a7bcd3>

The Invitation to Bid was issued January 29, 2024, and advertised two consecutive weeks. The bid opening was February 21, 2024. Two bids were received; staff reviewed the bids, each of the contractor's qualifications and contacted references.

Staff is recommending this contract award to Vance Brothers, Inc. as the lowest qualified bidder.

### **Legal Comments:**

Staff followed the Town's Purchasing Manual procedures. The Town Attorney has drafted the resolution.

### **Alternatives/Options:**

The Town has the option of awarding the contract for this work to the lowest responsible bidder, to negotiate with the lowest responsible bidder, to reject any and all quotes and not proceed with the pavement maintenance project this year or re-bid a different contract scope with budgeted funds.

### **Financial Considerations:**

The project amount of \$495,800.00 for these maintenance improvements has been budgeted for within the Capital Improvement Project (CIP) Fund. The total budgeted amount for the Pavement Maintenance Program is \$950,000; the two projects included in this item are the 2024 Pavement Maintenance Program and this 2024 Seal Project – Pavement Maintenance Program with contract amounts totaling \$822,345.00.

**Staff Recommendation:**

Staff recommends that the Board award the contract to Vance Brothers, Inc. and approve the attached Resolution 24-R-16.

**Bid Summary**  
**Frederick 2024 Seal Project - Pavement Maintenance Program**

<b>BID SCHEDULE</b>						
<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Vance Brothers</b>		<b>A-1 Chipseal Company</b>	
			<b>Cost</b>	<b>Extension</b>	<b>Cost</b>	<b>Extension</b>
<b>Site Work</b>						
1	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 35,000.00	\$ 35,000.00
2	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 55,000.00	\$ 55,000.00
3	TON	40	\$ 4,200.00	\$ 168,000.00	\$ 5,700.00	\$ 228,000.00
4	TON	20	\$ 4,650.00	\$ 93,000.00	\$ 5,900.00	\$ 118,000.00
6	SY	66,000	\$ 2.80	\$ 184,800.00	\$ 3.28	\$ 216,480.00
<b>Total Project Cost:</b>				<b>\$ 495,800.00</b>		<b>\$ 652,480.00</b>



TOWN OF FREDERICK

# Carriage Hills Crack Seal







BUTTERCUP

BLAZING STAR

GOLDENROD

CONEFLOWER

WILDFLOWER

AGGREGATE

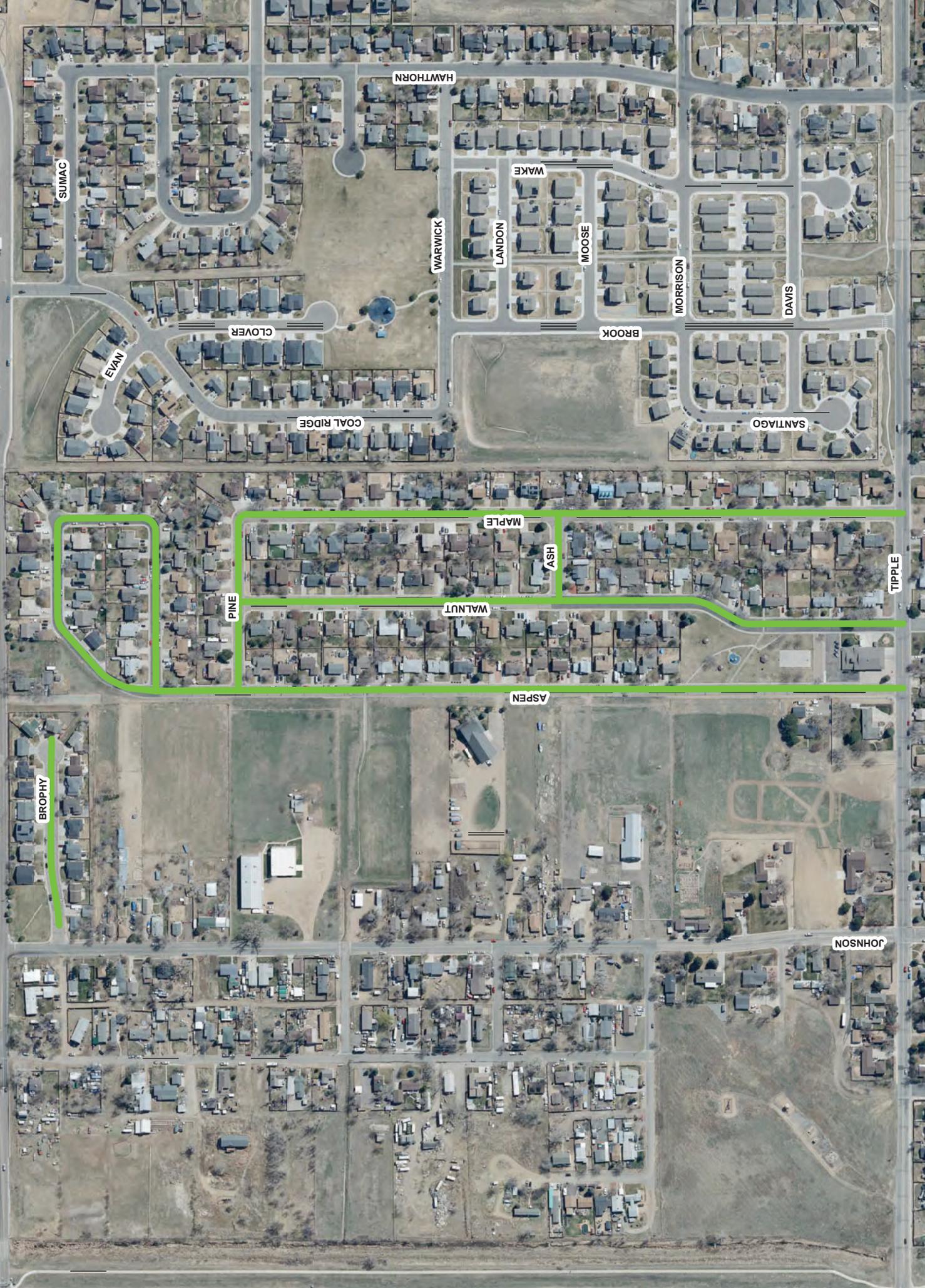
# Country Meadows Crack Seal



TOWN OF FREDERICK



# Parkview Estates Crack Seal



SUMAC

HAWTHORN

WARWICK

LANDON

WAKE

MOOSE

MORRISON

DAVIS

EVAN

CLOVER

COAL RIDGE

BROOK

SANTIAGO

MAPLE

ASH

TIPPLE

WALNUT

PINE

ASPEN

BROPHY

NOSNHOR



TOWN OF FREDERICK

# Rinn Valley Ranch Slurry Seal



20.5

WILLOW

RINN VALLEY

RED HAWK

COTTONWOOD

HOMESTEAD

MOURNING DOVE

BIRCH

AGGREGATE

BELLA ROSA

20





**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 24-R-16**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, TO AWARD  
A CONTRACT FOR 2024 SEAL PROJECT-PAVEMENT MAINTENANCE  
PROGRAM AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE  
CONTRACT**

**WHEREAS**, in accordance with Chapter 4 Article V, the Town has solicited bids for the 2024 Seal Project-Pavement Maintenance Program; and,

**WHEREAS**, the Board of Trustees finds that the lowest responsible bidder for this contract award is Vance Brothers, Inc.

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

1. The Board of Trustees accepts the bid of Vance Brothers, Inc. in the amount of \$495,000.00 as the lowest responsible bid for the 2024 Seal Project-Pavement Maintenance Program as reflected in the accompanied Action Memorandum and authorizes the Town Manager to sign a contract, subject to finalization and review by the Town Attorney, that is substantively the same as the attached Exhibit A.

**INTRODUCED, READ, PASSED, AND SIGNED THIS \_\_\_\_ TH DAY OF \_\_\_\_\_,  
2024.**

**TOWN OF FREDERICK**

By: \_\_\_\_\_  
Tracie Crites, Mayor

**ATTEST:**

By: \_\_\_\_\_  
\_\_\_\_\_, Town Clerk