Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, April 09, 2024

6:30 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

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
720-382-5500

Or

Emily Nitcher, Assistant Town Clerk
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, April 09, 2024

5:30 P.M.

Work Session

6:30 P.M.

Introduction of New Staff

Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

Community Grant Funding Request, Frederick High School Senior Parade – Amy Olsen

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 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. March 12, 2024 Minutes – Emily Nitcher, Assistant Town Clerk

Action Agenda:

C. Resolution 24-R-24 A Resolution of the Town of Frederick, Colorado, Approving 1st Quarter 2024 Grant Submissions – Traci Garcia, Grant Administrator

Discussion Item:

A. Frederick Skate Park Lighting Update – Colby Johnson, Parks, and Open Space Director

Mayor and Trustee Reports:

Executive Session:

B. 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.

Adjournment:

ORGANIZATION SUMMARY

Organization Name: Frederick High School

Mailing Address: 5690 Tipple Pkwy Frederick, Co 80504

Contact Person:

Madison Precht — Name

Student Council Sponsor — Title

303-833-3533 ext. 41016 — Phone Number

Fax Number

madison.precht6@gmail.com; precht_madison@svrsd.org — Email Address

Federal Tax ID: 098116164

State Tax ID: 098116164

Please describe your project and the reason for your request:

Frederick High School is hosting the annual Frederick senior car parade for our graduating Class of 2024 seniors. We are requesting funds to reimburse town expenses, including Town of Frederick police services, the temporary use event permit application fee, and public works fees. We are hoping to get additional funds to reimburse police costs for Prom as well.

Amount Requested: $ 2000

Number of Town of Frederick Residents and/or visitors that will participate and/or benefit from the program you are proposing: 500

In what way will this program enhance the Town of Frederick's positive image, provide opportunity for informal education, community building and/or family entertainment:

The support of this event will demonstrate that the Town of Frederick supports resident high school students and families and school events that build a greater sense of community.

Has your organization applied for a grant from the Town of Frederick before? YES ✓ NO ___

How much did you receive? $ 2000

How was the grant money used?

We used the funds we received in the past to pay for Frederick police services, the temporary use event permit application fee, and the public works fees.

Were there funds left over? If so how those funds utilized by your organization?:

Extra funds were used for FPD presence at school dances as well.

Please provide a list of organizations you have already solicited or will be soliciting)?:

FHS Booster Club

Please include the following attachments:

1. Board of Directors and Key Staff noting any paid staff.
2. Copy of the IRS Determination Letter indicating Tax-Exempt Status of the organization.

Name and Signature of Organization's Project Chairperson:

Madison Precht — 303-833-3533 ext 41016

Name (Please Print) — Telephone Number

Madison Precht — 3/7/24

Signature — Date

PROGRAM / PROJECT BUDGET

Program Name: Frederick senior car parade

Total Project Budget (Please Itemize): (Personnel, Promotion, Supplies, Services, etc.)	Amount:
Police Services	$ 1330
Permit Application Fee	$ 300
	$
	$
	$
	$
	$
	$
	$
	$

Total Cost (A): $

Sources of Funding for the Program:
(Gifts and Grants pledged or paid)

Corporations:	$
Foundations:	$
Individuals:	$
Government:	$
Other:	$

Total Funds Available (B) $

Balance Required (A minus B) $

Amount Requested: $ 1630

REQUEST FOR ADDITIONAL FUNDING

(COMPLETE ONLY IF REQUESTING FUNDS EXCEEDING $500.00)

Funds Requested: 1630

Please explain why your organization has requested additional funding: We are requesting $1630 to cover the cost of the seven police officers it will take to conduct the senior car parade safely (7 officers for 2 hours with an off duty rate of $95/hour). plus reimbursement of the mandatory $300 application fee.

Town of Frederick
Admin Report 4.09.24

Upcoming Board of Trustees Work Sessions:

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

- April 16, 2024 – Work Session
- April 23, 2024 – Regular Meeting
- April 30, 2024 – No Meeting (5th Tuesday)
- May 7, 2024 – Work Session

Effective, Efficient & Strategic Government Operations

- Parks and Open Space welcomed Sara Barnard, our new Parks Planning and Development Coordinator on March 25. As a registered Landscape Architect, Sara will be instrumental in leading our department's capital improvement program and development reviews, as they pertain to outdoor recreation.
- The PROST Commission will hold their monthly Regular Meeting on April 10th. We will be discussing project status on items within our Annual Action Plan.
- Communications & Engagement training:
  - IT ongoing training
  - Continued training in Civic Clerk

Community and Economic Vitality

- The Town's Tree Program will launch on Saturday April 6th and will be a voucher program to the first 70 Frederick residents who obtain a certificate. They will be available on a first-come, first-serve basis starting that Saturday morning at the Administrative Services Building.
- A contract has been finalized for the creation of a Conceptual Site Plan and Cost Estimate for the Mendoza Open Space. This project will take place throughout 2024 with final approvals planned for O4 2024.
- Parks staff placed an order for additional water quality management tools for Milavec Reservoir and the Town's non-potable water holding ponds. This technology utilizes ultrasonics, to destroy green and blue-green algae cells as they form within those bodies of water, without the harmful use of pesticides or other inorganic compounds. It also provides for continuous water quality monitoring within Milavec, to provide staff an ongoing analysis of various measurements to gauge effectiveness of management strategies. No single management tool is 100% effective on

algal growth, but this is another highly effective and sustainable tool, along with aeration and upstream basin improvement projects, in our efforts to improve recreational use of the reservoir and for improving irrigation quality. Installation is planned for late May 2024.

- Collaboration on the Silverstone Marketplace road-closure is ongoing.
- 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.

Project Name (Date of Application)	***General Location***	***Brief Description***	***Project Type***
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 11th 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 (1/16/24)	7200 Eagle Boulevard	Create a site plan document that reflects changes already made to the site such as the lot expansion.	Site Plan Amendment
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
Frederick West Business Center, Replat F, Block 9, Lot 6 (2/16/24)	7300 Miller Dr	Proposed division subdivision of existing lot into two lots.	Subdivision 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	Site Plan Amendment

Project Name (Date of Application)	***General Location***	***Brief Description***	***Project Type***
		facility and the modification of right-of-way landscaping with a waterwise design.	
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 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	Final Development Plan

Project Name (Date of Application)	*General Location*	*Brief Description*	*Project Type*
		commercial/mixed-use property to the east.	
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
- FRED Culture
  - Wellness walks – 1-on-1 interactions
  - Listening Tour
  - Comms is working on an action plan to integrate promotion of FRED culture into daily operations
- ADA HB 21-21110 Compliance
  - Continued research and planning
  - Creation of flow chart for departmental ADA responsibilities
- Town Event Preparation
  - Sponsor commitments for 2024 totaling $36,200
  - 14 chainsaw carver applications (carver spots are full – accepting applications for waitlist)
  - 48 food vendor applications (spots are nearly full)
  - Review of catering quotes from local businesses for Community Tour & Talk events
  - 47 market vendor applications
  - Meetings with community members to volunteer at Memorial Day Ceremony (May 24)
  - Volunteer coordination in preparation for Landfill Voucher Program
  - Feedback gathering for prior years on burro racers in order to fine-tune the Miners Day burro race
- Community Partnerships
  - FHS Education Foundation scholarship reviews
  - Members of the Youth Commission shadowed the Communications team to learn about government communications and events
  - Completion of first round interviews for the Communications & Engagement internship

- Website Updates
    - Finalization of website redesign
    - Accela webpage updates
    - Scholarship webpage updates
- Town App
    - Monthly Analytics Report
- Interdepartmental Collaboration
    - Departmental project support
        - Innovation Team meeting – March 13
        - Leadership Partnership meeting – March 21
        - Strategic Planning meeting – March 20
        - GIS Meeting: Mapping for Communications – March 13
        - Community Outreach, Education:
            - Frederick Forward Survey
            - Water Conservation Programs
            - New Tree Program
            - Election
            - Axon Records Management System
- Board Meetings:
    - Comms attendance at Board meetings to ensure Town communications align with Board's vision and work in progress
    - Closed captioning on Board meeting recordings
    - Finalization of Board Room design and order placement

Strategic, Reliable and Sustainable Infrastructure

- Parks and Open Space maintenance staff have been working on trail and parking lot maintenance, summer maintenance planning, and finalizing winter pruning over the past two weeks.
- Golf maintenance staff are gearing up for another busy season and have begun most normal growing season tasks. Spring greens aeration has been scheduled for April. Staff are working to finalize an annual maintenance plan for improved turf maintenance and increased water efficiency for this season.
- Public Works snow crews were out for two recent snow events to clear ice and snow, from March 13-15, as well as March 25.
- Because of the recent snow events and moisture we've received lately, grading is taking place on County Roads 5, 14, and 20.5.
- A sinkhole was excavated along Ridgeway Boulevard and is being investigated as a possible storm drain failure.
- The Police Department notified Public Works of hazardous road conditions in Bear Industrial Park along Salazar Way; Public Works responded and cleaned out and compacted in around a drain pan.
- The lights on the 5th Street bridge have all been replaced and upgraded to LED bulbs.

- The crosswalk signal along Tipple Parkway at the high school was repaired, and the damaged push button was replaced.
- As of March 27, the Town of Frederick is 100% compliant for backflow testing per Aqua Backflow.
- Fleet is finishing up the last few trailer ramp improvements; these improvements are to help ramps hold up to the weight of larger mowers and equipment that the trailers are used for.
- Public Works has just taken delivery of a new John Deere skid steer, which was purchased with a snow blade, snow blower, and broom to be able to handle any type of snow event. This is in line with the snow plan that was previously presented to the Board.
- Public Works Training:
    - Brad Leach and Teo Martinez are currently attending Traffic Signal Technician training through IMSA.

Safe and Secure

- Officers Paul Shine and Hunter Johnson recently successfully completed their field training programs. These officers started their journey back in August of 2023 when they were selected as sponsorship recruit candidates to attend the Aims Community College Peace Officer Academy. After academy graduation in December, they began field training paired up with a variety of training officers to learn the specifics of policing in the Town of Frederick. Thank you, Officers Shine and Johnson, for your dedication and continued hard work. Welcome to the team!
- Commander Justin Glantz and Detective Sergeant Matt James recently attended a week-long Managing & Conducting Internal Affairs Investigations seminar sponsored by FBI-LEEDA (Law Enforcement Executive Development Association). The course focused on policy and procedure, effective complaint processes, investigation of personnel, administrative law, and disciplinary due process, all with the end goal of promoting proper and safe decision making that lends itself to defensible outcomes.

Fiscally Responsible Governance

- Finance staff is working on fiscal year 2023 audit pre-work, which is a very detailed and tedious process. Thank you to our Finance staff!

Town of Frederick Board of Trustees

Regular Board Meeting Minutes
Frederick Town Hall, 401 Locust Street
March 12, 2024

Call to Order: At 7:02 pm Mayor Pro Tem March called the meeting to order and requested roll call.

Roll Call: Present were Mayor Pro Tem March, Trustee Mahan, Trustee Brown, 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

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

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

Motion by Trustee Lamach and seconded by Trustee Mahan to approve the consent agenda.

Upon roll call vote, motion passed unanimously.

Action 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. Civil Engineer

Jason Berg presented. Motion by Trustee Lamach and seconded by Trustee Padia a to approve Resolution 24-R-11.

Upon roll call vote, motion passed unanimously.

Resolution 24-R-15 A Resolution of the Board of Trustees of the Town of Frederick, Colorado, to Award a Contract for 2024 Pavement Maintenance Program and Authorizing the Town Manager to Execute the Contract. Civil Engineer Jason Berg presented. Motion by Trustee Mahan and Seconded by Trustee Brown to approve Resolution 24-R-15.

Upon roll call vote, motion passed unanimously.

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. Civil Engineer Jason Berg presented. Motion by Trustee Padia and seconded by Trustee Mahan to approve Resolution 24-R-16.

Upon roll call vote, motion passed unanimously.

Discussion Agenda:

Mayor and Trustee Reports:

Town Attorney Jason Meyers provided a Youth Commission Update

Executive Session:

Adjournment:

There being no further business of the Board. Mayor Pro Tem March adjourned the meeting at 7:47 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, Mayor Pro Tem
Mark Lamach, Trustee
Kevin Brown, Trustee

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

2024 1st Quarter Grant Report

Agenda Date: Town Board Meeting – April 9, 2024
Attachments: a) 2024 1st Quarter Grant Submissions

Finance Review: Kurtis Adams
Finance Director

Submitted by: Traci Garcia-Castells
Grant Administrator

Approved for Presentation: Bryan Ostler
Town Manager

☐ Quasi-Judicial ☐ Legislative ☒ Administrative

Strategic Plan Alignment:
Safe & Secure- Residents of Federick experience safety and peace of mind knowing they live in the safest community.

Summary Statement:
The Town of Frederick Grant Administrator's Office for the 1st quarter of 2024 submitted grants on behalf of the Frederick Police Department. The submissions support the continued funding of the Carbon Valley & Mead Victim Assistance program and life-saving equipment for the police department.

Legal Comments:
N/A

Alternatives/Options:
For the Carbon Valley & Mead Victim Assistance, the Frederick Police Department will seek reimbursement from participating municipalities of Dacano, Firestone, and Mead for continued support.

Financial Considerations:
The Police Department will continue to find support and research various grant funding streams to support programs within the department.

Staff Recommendation:
The Frederick Grant Administrator's office recommends signing authority for Mayor Crites to approve the 1st Quarter 2024 grant awards if funded.

TOWN OF FREDERICK, COLORADO

RESOLUTION NO. 24-R-24

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO, APPROVING FIRST QUARTER 2024 GRANT SUBMISSIONS

WHEREAS, the Town of Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities; and,

WHEREAS, The Town of Frederick plans for, identifies, leverages, and utilizes resources that reflect exemplary stewardship, which includes seeking grant opportunities to assist in the funding of various Town projects and initiatives; and,

WHEREAS, the Town of Frederick Grant Administrator's Office for the First Quarter 2024 submitted various grants on behalf of the Frederick Police and,

WHEREAS, the submissions support the continued funding of the Carbon Valley & Mead Victim Assistance program, life-saving police equipment; and,

WHEREAS, The Frederick Grant Administrator's office recommends signing authority for Mayor Crites to approve the First Quarter 2024 grant awards if awarded.

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

Section 1. The Town Board is supportive of procurement of grant funds,

Section 2.

Name	Budget	Explanation of Grant	Department	Match
State Homeland Security	$ 6,046.00	PPE for New Officers	Police	No
Colorado Public Safety JAG Grant	$18,250	Flock System	Police	No
FY 25 appropriations Community Project	$ 56,696.94	Salary and Indirect Victim Assistance	Police	NO
Total	$ 80,992.94			

Section 3. The Mayor is hereby authorized to execute necessary documents and agreements to effectuate the 1st Quarter 2024 Grant Submissions and Awards, if funded, after review by the Town Attorney as applicable.

RESOLUTION APPROVED AND ADOPTED this 9th day of April 2024.

TOWN OF FREDERICK, COLORADO

_____
Mayor Tracie Crites

ATTEST:

BY: _____
Kelly Green, Deputy Town Clerk