



Town of Frederick
Board of Trustee Agenda
Tuesday, June 2, 2020

**Frederick Board of Trustees
Work Session
Virtual Zoom Meeting
Town Hall
401 Locust Street
Frederick, CO 80530**

1. Planning/Land Use 101 – Jennifer Simmons, Planning Director
2. Trustee Vacancy – Meghan Martinez, Town Clerk
3. COVID-19 Update – Bryan Ostler, Town Manager
4. Mayor and Trustee Reports

Join Zoom Meeting

<https://zoom.us/j/99628593210?pwd=R0YxdDNUakNSanFuQTJqOHROQStPdZ09>

Meeting ID: 996 2859 3210

Password: 878779

One tap mobile

+12532158782,,99628593210# US (Tacoma)

+13462487799,,99628593210# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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Meeting ID: 996 2859 3210

Find your local number: <https://zoom.us/u/aMszAWPIE>

Built on What Matters.



TOWN OF FREDERICK BOARD OF TRUSTEES INFORMATION MEMORANDUM

Tracie Crites, Mayor

Rusty O'Neal, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee

Dan March, Trustee
Kevin Brown, Trustee
Vacant, Trustee

Planning 101

Agenda Date: Town Board Meeting - June 2, 2020

Attachments: a. Not applicable

Submitted by: Jennifer Simmons
Planning Director

Approved for Presentation: _____
Town Manager

Detail of Issue/Request:

The Board of Trustees meeting agendas frequently include consideration of land use projects. The purpose of this informational memo is to help you become familiar with the Frederick laws and processes used to consider a land use application.

A land use application may be filed by the land owner, the owner's authorized representative, or the optionee of the land, as well as a mineral owner or lessee. The Land Use Code identifies the following types of applications:

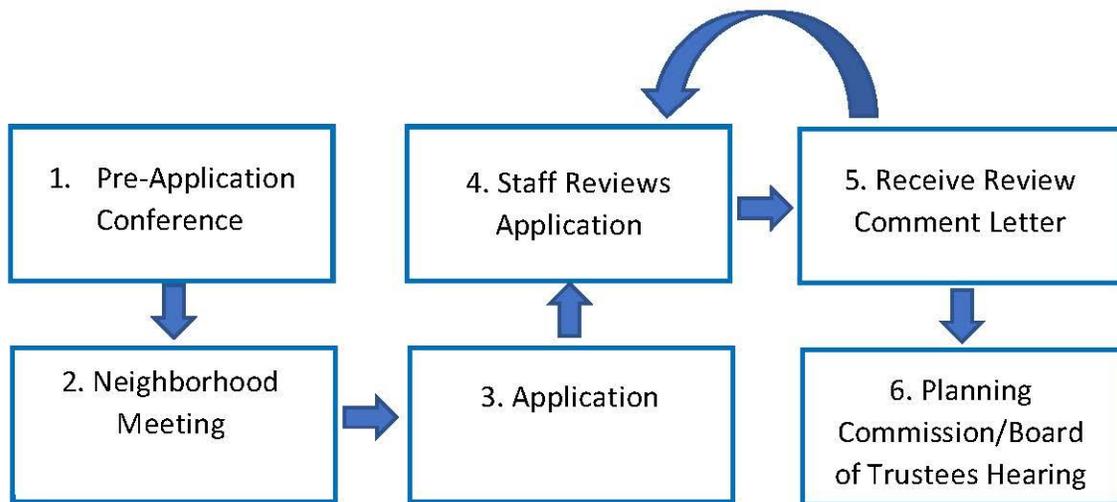
Major Applications	Public Hearing held by and Approved by the Board of Trustees unless otherwise noted.
(1) Annexation (2) Zoning (3) Sketch plan (4) Preliminary plat (5) Preliminary development plan (6) Vacation of Right-of-Way/Easement (7) Appeals and Variances (8) Waivers (9) Land Use Code amendment (10) Comprehensive Plan amendment	Approved by the Planning Commission.

Minor Applications	Public Hearing held at Planning Commission and Approved by the Board of Trustees.
(1) Final plat (2) Final development plan (3) Minor subdivision (4) Conditional use	
Administrative Applications	No public hearing held. Approval by Planning Director.
(1) Site plan (2) Subdivision amendment (3) Plot plan (4) Minor modification (5) Special use (6) Temporary use	

The Planning Commission is required by State Statute. Their purpose is to create and maintain the Comprehensive Plan and make recommendations to the Board of Trustees on all other land use cases.

The Comprehensive Plan is the highest-level guide to land use applications. This document is required by State Statute and the Planning Commission is the body designated by Statute to approve it and any amendment to it. This document provides a vision as to how the community might development. Our Comprehensive Plan was last updated and adopted in 2015. Best management practices suggest the plan should be updated every 10 years.

The Land Use Code represents the compilation of adopted laws regarding land use in the community. These laws establish the requirements for all development and uses. In general, major and minor applications follow this process from application through hearing:



Administrative applications follow the same steps with the exception of step 6. Administrative applications are approved by staff and are not required to be presented to the Planning Commission and Board of Trustees.

Before the Frederick laws apply to a property, it must be annexed. If a property is annexed, it is within the Town’s jurisdiction. The process of annexation is governed by both Town laws and State Statute. If a property is not annexed, we cannot apply our laws.

Once an application is submitted to the Planning Department, the matter is considered quasi-judicial and the Trustees should not discuss it with residents because the Trustees will need to sit as a judge in determining whether or not to approve the application. Should you be contacted regarding a land use matter, please contact Town Manager Ostler, Town Clerk Martinez, Town Attorney Samson, or Planning Director Simmons and any of us can verify if there is an application pending and follow up with the resident if it is a quasi-judicial matter. Currently, applications for the following projects have been accepted and are now considered quasi-judicial:

Project Name (Date of Application)	Subdivision	General Location	Brief Description
Bear Industrial Park, Block 1, Lot 10, 4030 Bruin Site Plan Amendment (05/04/2020)	Bear Industrial Park	4030 Bruin Boulevard	Site plan amendment to create an approved outdoor storage area.
Bear Industrial Park Replat 5, Block 1, Lot 1 – 4021 Kodiak Ct. Site Plan (02/18/2020)	Bear Industrial Park	4021 Kodiak Court	Site plan for a 1,000 square foot facility with outdoor storage.
Bear Industrial Park, Block 1, Lot 3 - Guardian Storage Sign Design Program Alternative	Bear Industrial Park	9051 Bruin Boulevard	Request to modify their signs beyond what the Code allows.
Carriage Hills Filing 1 Replat A (03/15/2020)	Carriage Hills	Generally, north of Highway 52, west of Frederick Way	Replat to adjust lot sizes and remove alleyways.
Carriage Hills Marketplace Filing 1, Subdivision Amendment, Conditional Use, and Site Plan (10/07/19)	Carriage Hills Marketplace	6731 Highway 52, Generally, east of 7-11 and Napa on Frederick Way, north of Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi's Drive Through (624 square feet) and site plan for a 5,000 square foot commercial building.
Clearview Villages Zoning Amendment, Preliminary Development Plan, Final Development Plan, Preliminary Plat and Final Plat (11/18/19)	Clearview Villages	Generally, at the southwest corner of Silver Birch Boulevard and Godding Hollow Parkway	Zoning amendment, development plan and plat on approximately 102 acres.
Del Camino South Replat C Lot 1, SNS Ironworks Amended Site Plan (03/16/2020)	Del Camino South	4250 Salazar Way	Site plan amendment to add structures within the approved outdoor storage area.
Dreamers Ridge II Annexation (12/02/19)	Dreamers Ridge II Annexation	Generally, at the southwest corner of Aggregate Boulevard and Godding Hollow Parkway	Annexation and subdivision of approximately 36.5 acres with a zoning of Residential Estate.

Eagle Business Park Filing 3, Lot 1B – Black Diamond Site Plan (10/21/19)	Eagle Business Park Filing 3	7400 Eagle Boulevard	Site plan for a 11,800 square foot office/warehouse.
Frederick West Business Park Filing 3, Block 3, Lot 1 – Wadsworth Site Plan and Subdivision Amendment (01/17/2020)	Frederick West Business Park	7990 Miller Drive	Subdivision amendment and site plan for a 24,616 square foot office and maintenance facility.
HCT Annexation – McDonald Farms Zoning and Site Plan	HCT Annexation	7440 East I-25 Frontage Road	Zoning of approximately 136.3 acre property and documentation of the existing site.
Hepp Farm – Gooch Zoning Amendment and Subdivision Amendment (03/02/2020)	Hepp Farm	Generally, ¼ mile north of Bella Rosa Parkway and west of Silver Birch Boulevard	Zoning amendment to apply zoning and subdivision amendment to create 2 residential lots.
Hidden Creek Amendment 4 (04/06/2020)	Hidden Creek	Generally, north of Tipple Parkway, east of Ridgeway Boulevard	Subdivision Amendment to revise the location of 35 lots within the subdivision. The net change in the number of lots is 0.
Nelson Lakes Subdivision MOAPI Amendment and Construction Plan Review (10/17/19)	Nelson Lakes	Generally, north of CR 16 ½ and west of CR 3 ¼	Amendment to the existing MOAPI and review of construction plans.
Nelson Wells – Kerr McGee (07/15/19)	Lanson Farm	Generally, south of Tipple Parkway, ½ mile west of Silver Birch Boulevard	Special use permit for 24 new wells
Old Town Block 17, Lot 11 – 141 5th Street Site Plan Amendment (04/15/2020)	Old Town	141 5th Street	Site plan amendment to add approximately 500 square feet.
Old Town Block 21, Lot 6 – 502 Walnut Street Site Plan (08/29/19)	Old Town	Generally, the southeast corner of 5th Street and Walnut Street	Site plan for an approximately 3,723 square foot mortuary.
Prosperity Preliminary Plat (05/06/19)	Prosperity	South of Tipple Parkway/CR 16, ¼ mile east of Ridgeway Boulevard/CR 15	Preliminary plat for 207 single family residential lots.
Raspberry Hill Business Park Lots 4 & 5 Site Plans (10/21/19)	Raspberry Hill Business Park	Generally, north of Godding Hollow Parkway and west of Raspberry Way	Site plans for each lot consisting of 2 buildings approximately 20,250 square feet each.
Silverstone Filing 5 Plat and Final Development Plan (02/03/2020)	Silverstone	Generally, north of Highway 52 and east	Plat to create 3 lots.

		of William Bailey Avenue	
Silverstone Filing 5 Tract A, Circle K Site Plan (04/20/2020)	Silverstone	Generally, the northeast corner of William Bailey Avenue and Highway 52	Site plan for a 5,187 square foot convenience store, 2,100 car wash, and gas facility.
Tops Business Park Lots 1, 2, and 5 Site Plan (05/16/18)	Tops Business Park	South of Hurt St/West of Colorado Blvd	Site plan for expansion of the existing storage facility.

When reviewing all applications, staff is working to ensure that the application meets the requirements of the Land Use Code, and State Statutes where applicable. There is great level of detail required to be shown on plans and we communicate these requirements with applicants at the pre-application conference, as well as through the review process. Once the Code is begin met, we work with the applicant to schedule dates for Planning Commission and the Board of Trustees. As you're aware, the reports presented are relatively high-level discussion and focus on whether or not the application has met the specific review criteria for the type of application under consideration. These review criteria are the basis by which you are judging whether to approve or deny a project. If you decide to approve or deny on factors other than the review criteria, we run the risk of legal challenge.

For example, in the past, we had a final plat application that was presented to the Board of Trustees with a recommendation of approval. Staff found that the requirements of the Land Use Code had been met. However, during the public hearing, a number of adjacent property owners raised questions about drainage, septic systems, and transportation. Based on the concerns raised during the public hearing, the Trustees had reservations about the plans and asked for the applicant to bring their experts to the following meeting, tabling the decision until they were able to hear from the applicant's experts. Ultimately, the application was approved. Had the project been denied, it is likely the applicant would have sued the Board for an improper decision.

Town Attorney Samson has prepared three resolutions for consideration of future land use cases. Should you want to approve the project, Resolution A will document that decision. A denial will be represented in Resolution B and will require the Trustees to identify which specific review criteria is not being met. Resolution C will allow the Trustees to approve the project with conditions. The conditions may be recommended by staff, or may come as a result of the Planning Commission's or Board's discussion of the project. Should you need help wording a condition, staff and Town Attorney Samson are able to help craft the condition.

If you are reading through your Board packet, and have questions about a specific project, please reach out to Town Manager Ostler or myself as soon as you're able. We will work with staff to determine the appropriate answer and respond to you and the rest of the Trustees with the answer. It is completely appropriate to read an AM, create a list of questions about the project, and reach out with that list of questions. Perhaps you don't know which staff member is best able to respond to the questions, or your questions involve multiple staff members. That's ok. Create your list, send it to Town Manager Ostler, and he'll work with the appropriate staff members to find answers. The answers will be combined into one message and communicated back to you.

Legal Comments:

Not Applicable.

Alternatives/Options:

Not Applicable.

Financial Considerations:

Not Applicable.

Staff Recommendation:

Not Applicable.

Print

Trustee Application - Submission #16498

Date Submitted: 5/15/2020

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

Chad

Last Name*

teVelde

Address1*

5895 E Conservation Dr.

Address2

City*

Frederick

State*

CO

Zip*

80504

Occupation*

Civil Engineer

Employer*

AgProfessionals

Email Address*

ctevelde@agpros.com

Phone Number*

9702900582

Work Phone Number

9702900582

Education Years Completed*

College Graduate

College(s) Attended

Cal Poly San Luis Obispo

Degrees(s)

Agricultural Engineering - BS

How much time are you able to devote?*

Currently on the planning commission and can devote more time

Have you ever served on a Board or Commission Before?*



Yes



No

If so, what was your experience?

I am currently on the Vice chairman of the planning commission for Frederick. Was President of the covenant committee of No Name Creek.

Do you have any experience in any of the following fields?*



Planning and Development



Engineering



Finance



Commerical/Mortgage Banking



Legal Field



Construction



Real Estate/Real Estate Appraisal



Urban Renewal



Metropolitan Districts



Public Art



Board or Committee Service



Long Term Goal Setting



Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

Have experience developing projects as the engineer and project management in weld county for 9 years. Have sat on the planning commission for 3 years, so have been on both sides of the table. My interest in serving as a Trustee is mostly due to a feeling of duty that engineers have to do a better job of serving on these types of boards. My mentor and even college professors discussed with us often the need for engineers to serve in government positions as infrastructure becomes more and more of an issue in the future. I also feel I can be a very impartial decision maker by reviewing the facts and the regulations and make rational, logical decisions.

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

I am a licensed engineer and problem solver. I have a lot of connections in weld county government from doing work with them consistently. I have lived in Frederick for 9 years and have a good feel of the town, and my wife is a real estate agent that discusses real estate issues, problems, and successes with me.

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

I feel a sense of duty as an engineer to offer my experience to the Board. It surely is not the money. You can donate that back to the town.

If appointed, what would be your top three priorities for the Town? *

Try to reunite the town. Feel it has become a bit fragmented. Attempt to come up with solutions to get more out of our water supply and ways to allow for more affordable options in developing some affordable housing. It is important for teachers, town workers, first time home buyers, other average wage jobs to afford to live in Frederick.

What does service to your community mean to you? *

As I have said a few times, it is a sense of duty I have to improve and unite the place that I live.

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

Resume- Chad teVelde.pdf

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

By signing below, I certify that all information is true and correct to the best of my knowledge.*

Chad teVelde

Date

5/15/2020

AGPROfessionals – Greeley

Education

*Bachelor of Science in
Agriculture Engineering
Tech. California
Polytechnic State
University, San Luis Obispo
California.*

Certifications

*Professional Engineer
Civil Breadth
Structural Depth
Licensed in:
California
Colorado
Arizona
Oklahoma
South Dakota
Oregon
Nevada
Kansas*

*NRCS Technical Service
Provider*

Principal Engineer

Chad is a Cal Poly State University, San Luis Obispo Agriculture Engineering Tech. graduate. His professional focus is on the design of agricultural facilities with experience in grading and drainage, lagoon and detention pond designs, structural calculations while ensuring projects meet local and state compliance. Chad has extensive project management experience in the field and office.

Prior to AGPROfessionals, Chad worked for Provost and Pritchard Consulting Group in their Visalia office as a senior engineer and project manager. Chad received experience in a wide array of engineering and planning projects both as a team member and project manager.

Employment History

AGPROfessionals – Greeley, CO

Principal Engineer (2011 to Present)

- Civil site work for development – Design, Drainage, Grading, Utilities, etc.
- Consulting on environmental and regulatory compliance for agricultural operations and Industrial Development
- Runoff and Drainage calculations and reports
- Review and approve lagoon capacities and waste management plans
- Technical Service Provider for NRCS, prepared CNMP's for EQUIP projects
- Building Plans and Energy Compliance

Provost and Pritchard Consulting Group

EIT and Senior Engineer (2005-2011)

As Senior Engineer

- Consulted on environmental and regulatory compliance for agricultural operations
- Designed dairy facilities, and agricultural waste systems
- Provided structural calculations and design of dairy barns and other agricultural buildings
- Technical Service Provider for NRCS, prepared CNMP's for EQUIP projects
- Provided lagoon CQA plans and reports
- Functioned as a senior project manager and client contact.

As EIT

- Consulted on environmental and regulatory compliance for agricultural operations
- Designed dairy facilities, and agricultural waste systems
- Structural design of dairy barns and other agricultural buildings

Royal View Dairy

Owner and Operator 1998-2002

- Designed and oversaw construction of expanding dairy facility (250 animals to 1000 animals)
- Extensive permitting and environmental work to permit facility
- Managed and operated facility

Summerhill Dairy

Owner and Operator (1996-1998)

- Operated bottling plant, and milk production facility
- Designed, built and installed milking facility
- Designed and built numerous additions to bottling facility
- Dealt with inspections, federal and state

RECENT PROJECT EXPERIENCE – CIVIL ENGINEERING

<p>Wolf Creek Dairy Severance, CO, USA 2016</p>	<p>Provided engineering design and calculations for a new dairy with approximately 4,000 milk cows and 1,000 support stock. Designs included a waste treatment lagoon as well as overall site grading and drainage. Provided supporting calculations, design and plans for milking barn, freestall barns, commodity barn and hay barns.</p>
<p>EDF Renewable Energy La Salle, CO, USA 2014-2016</p>	<p>Performed engineering calculations for waste treatment lagoons, site runoff and drainage, along with site design at a biogas plant in Weld County, Colorado. Assisted with state and county construction quality assurance documentation and reporting. Was the Design Engineer, CQA Engineer, and CQA Manager for the construction of the solid waste and civil portion of the project.</p>
<p>McCauley Constructors Sheridan, CO, USA 2016</p>	<p>Provided onsite and offsite civil design and calculations for a proposed development site in Sheridan, Colorado. Drainage report, offsite utility design and calculations, grading plan, and Storm water treatment for an MS-4 site.</p>
<p>DFA Transportation Depot Greeley, CO, USA 2014-2015</p>	<p>Upon completion of the civil onsite and offsite work associated with developing the Union Colony Industrial Park, DFA and Agprofessionals developed one of the 5 acre lots to build a proposed truck depot. Engineering design and calculations were provided for drainage, storm water treatment, grading, and structural foundation for the lot.</p>
<p>Colorado Water Conservancy District Denver, CO, USA 2016</p>	<p>Evaluation and Feasibility Study was provided for the Big Bend Drain. Surveying, flow analysis, evaluations and options were provided to the district. Upon completion of the evaluation a cost estimate was also provided for construction.</p>
<p>Weld County Denver, CO, USA</p>	<p>Was asked to participate in discussions about updating the Weld County Drainage Criteria. Provided information and communications in multiple meetings and emails. Updated County Drainage Criteria was approved by the Commissioners in August 2015.</p>
<p>Union Colony Industrial Park Greeley, CO, USA</p>	<p>Provided onsite and offsite design and construction plans for a new development in rural Greeley Colorado. Full development drainage, grading, and utility plans were provided and approve. Was constructed in 2016 and development and design was provided for that lot to construct a Truck Depot for Dairy Farmers of America (DFA).</p>

SUPPLEMENTAL SKILLS – PARTIAL LIST

- Microsoft Office Suite**
- Auto-CAD Civil 3D, Auto-CAD Storm and Sewer Analysis**
- HEC-HMS, HEC-RAS**
- SWMM**
- UDFCD Drainage Tools**
- NRCS Runoff and Drainage Tools**
- Structural Software – Risa, Enercalc, Mathcad**
- Com-check**

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

Christopher

Last Name*

DeSantis

Address1*

143 4th street

Address2

City*

Frederick

State*

Co

Zip*

80530

Occupation*

Retail

Employer*

Coyote creek Golf Course

Email Address*

DeSantis.c@me.com

Phone Number*

3037043785

Work Phone Number

Education Years Completed*

AA degree

College(s) Attended

UNC

Degrees(s)

Elementary education

How much time are you able to devote?*

All the time needed

Have you ever served on a Board or Commission Before?*

- Yes
- No

If so, what was your experience?

Do you have any experience in any of the following fields?*

- Planning and Development
- Engineering
- Finance
- Commercial/Mortgage Banking
- Legal Field
- Construction
- Real Estate/Real Estate Appraisal
- Urban Renewal
- Metropolitan Districts
- Public Art
- Board or Committee Service
- Long Term Goal Setting
- Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

I am interested in making Frederick High a better place through working together with other people to continue to grow the town and be able to bring businesses to Frederick

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

I know many people in this town but also have connections through the community with jobs I do one job is coaching where I have created many networking through people I know

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

I feel if I was appointed to the position I can help make Frederick better place

If appointed, what would be your top three priorities for the Town? *

Working together to get more businesses into town, continue to grow the community through events like our public barbecues and other events in the community

What does service to your community mean to you? *

Service to my community means to be available to anyone at any time. Working together even when we don't agree on everything for the better good of the Town of Frederick and our residents that have elected each of the town board members and the mayor. If we do not work together. I believe the in working as one for the greater good

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

Choose File No file selected

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

By signing below, I certify that all information is true and correct to the best of my knowledge.*

Christopher DeSantis

Date

5/28/2020

Print

Trustee Application - Submission #16637

Date Submitted: 5/21/2020

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

Dennis

Last Name*

Stark

Address1*

6832 Ponderosa Street

Address2

PO Box 294

City*

Frederick

State*

Colorado

Zip*

80530-0294

Occupation*

Retired

Employer*

N/A-

Email Address*

dennis.w.stark@gmail.com

Phone Number*

517-206-5799

Work Phone Number

517-320-3278

Education Years Completed*

18

College(s) Attended

U. of Colorado; Metro State; South Suburban Community College; U. of Nevada Reno

Degrees(s)

MPA; B.S.; A.A.; Credentialing Certificate

How much time are you able to devote?*

20 hours a week

Have you ever served on a Board or Commission Before?*



Yes



No

If so, what was your experience?

I am a current member of the Frederick Planning Commission. I have also served on numerous local, state , and federal Boards and Commissions. My experience has always been positive and in the interest of the citizens.

Do you have any experience in any of the following fields?*



Planning and Development



Engineering



Finance



Commerical/Mortgage Banking



Legal Field



Construction



Real Estate/Real Estate Appraisal



Urban Renewal



Metropolitan Districts



Public Art



Board or Committee Service



Long Term Goal Setting



Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

My background and experience is varied and well-rounded. I am knowledgeable in many areas and have expertise from the management perspective regarding governmental agencies/jurisdictions. I am interested in serving the citizens of Frederick in another capacity-as I have always volunteered in my home area/locality. As a current member of the Planning Commission, I have assisted the Town in growing and planned development. I believe in community engagement and keeping the citizens informed as to what is occurring.

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

My skills and expertise are extensive-and I have detailed them in my cover letter and resume. I also maintain a very strong networking system, stay engaged in the community, and have grant writing and public relation experience. I also have emergency management experience and certification. I would use, and offer, what is reasonably needed to make the Town of Frederick headed to a bright and productive future. I also am proficient in recreational needs and projects-and work to improve the quality of life for the populace.

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

I believe that I can serve the citizens, other elected officials, and staff by fully utilizing my education, background and experience, and expertise through Town Board participation. I would like to foster an atmosphere of communication, transparency, and regional cooperation while preserving the history and integrity of the Town of Frederick.

If appointed, what would be your top three priorities for the Town? *

1. Fiscal solvency with adequate reserves and responsible spending. 2. Planned and thoughtful development-with the ability to pay for the related services involved. 3. Cohesive outdoor activities that would make the town of Frederick a destination area while preserving its small town atmosphere.

What does service to your community mean to you? *

I have always volunteered in the communities in which I lived and worked. Service to m community means working to make it more desirable in which to live and work. I believe in improving the quality of life, making life easier to make sense of, and not asking for anything in return. Community service means giving but not expecting anything else but to make a difference.

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

Town Board app ltr 05-21-20.doc

Resume/Letter of Interest/Other Supplement Information

Resume 2020 Co.doc

Resume/Letter of Interest/Other Supplement Information

Memberships Co 2020.doc

By signing below, I certify that all information is true and correct to the best of my knowledge.*

Dennis W. Stark

Date

5/21/2020

D.W. Stark

Dear Town of Frederick/Town Council:

I am writing to express my interest in the position of ***Town Board Trustee***. This is an interesting opportunity and my professional attributes could greatly benefit the Town of Frederick. I am proficient in economic development, tourism, budgeting, and community/media relations. I am also ***a local long-term Frederick resident*** who has in-depth knowledge of the area, demographics, and intricacies of the region. I have witnessed Frederick grow from a small berg to a viable force in Colorado with a strong and bright future ahead. My experience on the Planning Commission has prepared me for a Board position.

I have extensive experience in local (city and county) government management as well as leadership, financial and supervisory skills that can contribute positively to the future of the organization. My *familiarity* with the geographic area and the community would allow me to hit the ground running. I know both the private and public sectors and appreciate their intricacies. My experience includes union negotiations, contracts, franchising opportunities, and large-scale infrastructure projects. I am also proficient in traffic issues, road and highway projects, public and private transportation, and commercial/private development-to include tax issues/incentives/and negotiations.

I am a professional, resourceful Town resident with a commitment to building relationships at all levels. I also have an open and transparent philosophy and expect the highest quality of services for the tax dollars received. I am a firm believer in the environment and quality of life attributes. I believe in transparency and effective communication with elected officials, staff, and citizens.

Close collaboration and clear communication with neighboring communities has always been a high priority for me. I have been an active participant of the County Manager regional group, and previously worked with the local marketing, recreation, library and school districts, as well as various State agencies. I have an overwhelming propensity of pulling different entities and interests together to communicate and work on common issues. Consensus building is one of my areas of expertise. I am a long-term ICMA Credentialed Manager and continually train and grow professionally. I am also well versed in technical budget and finance matters. I am currently a member of the Town of Frederick Planning Commission and a member of numerous professional organizations.

My style is collaborative, participatory and team oriented. I believe the most important skill a Town Board member can have is the ability to hire the best people and to provide them an environment where they can excel. I have successfully worked with many elected officials over the years because of my core commitment to representative democracy. Local government works best with visionary elected representatives providing the policy direction and experienced, innovative appointed staff implementing that policy with efficiency, effectiveness and creativity.

Sincerely,

D.W. Stark

D.W. Stark

Summary of Qualifications

- 25+ years of increasingly responsible management experience in the public and private sectors
- Retail experience
- Banking experience
- ICMA Credentialed Manager
- State of Nevada Certified Public Official
- State of Colorado Certified Peace Officer
- State of Michigan certified airport manager
- Vocational Teaching Certificate (Colorado)
- Substitute Teaching License (Nevada)
- ***Town of Frederick Planning Commission***
- Master of Public Administration Degree, concentrations in budget and finance (along with intergovernmental relationships)
- Past State Board Chair in Nevada
- Past State Board member in Colorado
- Bachelor's Degree in Management (and an A.A. degree in Police Science)
- Certified Government Official in Nevada

- Broad knowledge of city and county departmental functions and activities with "hands on" experience

- Extensive experience with various types of budgets and governmental financing options

- Trained and experienced in community relations, public and employee participation and vesting, and strong emphasis on customer service along with tax dollar value for the citizen

- Proficient in grant research, development, and writing

- Strong ability to work with various groups on cooperative efforts and issues and work closely with elected officials, staff, citizens, and local/state/federal officials

- Innovative and visionary manager who believes in the team spirit of an organization and treating everyone equitably and fairly

- Excellent oral and written communication skills along with strong presentation abilities

- Proficient in union negotiations and public 'consensus building'. Belief in the preservation of the environment and sustainability of nature. **Please see full resume for additional detailed information.**

D.W. STARK, MPA, ICMA-CM

P.O. Box 294
Frederick, Colorado 80530
dennis.w.stark@gmail.com
Home: 517-320-3278
Cell: 517-206-5799

PROFILE

An innovative, senior government executive with exemplary leadership skills who has demonstrated an outstanding ability to plan strategically, formulate and implement policy and manage within budgetary guidelines resulting in successful solutions in even the most adverse situations.

- International City/County Management Association past Credentialed Manager
- Member-Colorado City and County Management Association
- Member-Florida City and County Management Association
- State of Nevada Certified Public Official Designation (2010)
- Town of Frederick Planning Commission Member 2015

EXPERIENCE

TOWN OF FREDERICK PLANNING COMMISSION MEMBER: MAY 2015 TO PRESENT

Member of the Town of Frederick Planning Commission as appointed by the Town Board. I have been a member since 2015 and provide input, advice, and guidance in accordance with local, state, and federal statutes. Assists with development and updates of a Comprehensive Plan and critiquing information regarding the current economic and building conditions of the Town-and offering opinions and questions regarding future growth. Expertise and technical knowledge provided to accomplish the Town's goals of a coordinated and sensible development of the Town. This is inclusive of the Three-Mile Plan that is maintained and updated annually. As a member of the Planning Commission provides advisory counsel to the Town Board as part of the group. I have developed Master Plan's, code enforcement ordinances, and development grants that provide competent and professional background expertise to the Planning Commission.

STEVINSON LEXUS FREDERICK

May 2015 to Present

Transportation Specialist/Customer Service/Logistics. Liaison between the company and numerous County and State agencies.

INOVISION, LLC: Lyon County, Nevada

December 2010 to May 2015

Offering management consulting, search firm services, filling executive government and school-district executive level positions and concentrating on training senior level management. CEO Stark focuses on governmental organizations of all sizes and offers consulting to individuals, small businesses and non-profits. (Note: Client list is confidential in order to protect the privacy of clients.)

COUNTY MANAGER: Lyon County, Nevada
September 2007 to December 2010

Oversaw a 2,431 square mile county in Northern Nevada with 20 direct reports and a total fund balance of \$50 million. Directed hiring, training, performance evaluations, and employee relations for a 465-employee organization. Created and implemented policies and prepared and administered budgets. Negotiated and reviewed union contracts. Performed public relations, economic development, and community outreach initiatives. Liaised with other local, state, and federal agencies to provide a safe community and improve quality of life. Coordinated interdepartmental activities between Emergency Services, County Clerk and Elections, assessor's office, property tax, utilities, roads and facilities, planning and development, human resources, finance, and budget.

Accomplishments

- *Awarded a \$500,000 federal Brownfield grant to identify and remediate contaminated properties to produce additional money for the tax rolls and contribute to ecological and environmentally friendly initiatives.*
- *Coordinated emergency services and programs in response to a flood disaster in Fernley; secured \$8 million in FEMA funding to subsidize relief.*
- *Donated planning, security, traffic control, and various utilities and materials; managed logistics and collaborated with television producers to facilitate the filming of an episode of Extreme Home Makeover television show in Stagecoach.*
- *Received high marks from the Lyon County Commission after only six months*
- *Led business development initiatives to secure \$25 million in new tax revenue through a greenhouse operation, coin mint, and warehouse projects.*
- *Enhanced relationships with the news media ("customer service from your office has always been very positive," said one reporter)*
- *Collaborated with the Sheriff's Department and the Board of Commissioners to design and develop a \$26 million jail facility.*
- *Improved IT needs and created a more user-friendly website*
- *Secured funding for airport improvements*
- *Remained fiscally solvent, during one of the worst recessions in Nevada's history, while maintaining important services to citizens.*

CITY MANAGER: City of Charlotte, Michigan
December 2003 to September 2007

Directed a 95-employee organization with 12 direct reports that managed a full-service government unit with a \$16 million operating budget to support a city of 12,000 residents. Maintained six industrial parks and an extensive park and recreation system. Oversaw human resources, budget preparation, union negotiations, and public relations. Developed and implemented public policy, led economic development, and instated retention incentives for industrial parks and local businesses. Trained citizens on building, growing, and managing small business. Collaborated with local, state, and federal agencies to share resources, which streamlined operating costs.

Accomplishments

- *Researched, wrote, submitted, and obtained a \$100,000 state Blueprint grant; coordinated public meetings and focus groups and introduced downtown revitalization plan.*
- *Applied for and received two \$200,000 Brownfield grants to refurbish three contaminated properties that generated usable properties with a \$750,000 tax potential.*
- *Devised and oversaw capital improvement projects worth \$3 million, including sidewalks, fire station exhaust system, parks/trails, and streets. Developed plans for a new fire station.*
- *Facilitated \$2 million in capital improvements funded by state and federal grants; renovated runway, implemented new gas fueling system, and heightened security for the airport. Trained, certified, and served as an assistant airport manager.*
- *Maintained solid finances and achieved exemplary, award-winning audits*
- *Resurrected two rounds of urban revitalization grants to enhance the downtown area*
- *Improved lighting and infrastructure for west-side businesses, saving potentially \$44,000 or more.*
- *Implemented a \$376,000 outdoor concrete skate park with an Internet camera system for the community to view activities. Oversaw project, including the coordination of groups, donations, and media events.*
- *Assisted the City Council in various park, trail and visual improvements around the city.*

CITY MANAGER: City of Litchfield, Michigan
April 2000 to December 2003

Managed nine department heads that operated infrastructure for a small agricultural community with approximately 2,000 residents. Oversaw a \$12 million budget funded from property and industrial park taxes. Directed human resources activities; performed needs analysis of tax, recreation, and budget and finance matters to resolve operating issues. Formulated and communicated city policy. Led union negotiations and contract review. Spearheaded media and public relations activities, including presentations and community outreach. Interfaced with local, state, and federal agencies to obtain additional funding for overlapping projects. Solicited donations from private partnerships; secured hundreds of thousands of dollars.

Accomplishments

- *Researched and wrote grant applications; applied for and received \$1.5 million from several state grants to design and construct a river walk, bike trail, and park.*
- *Developed and marketed a 200-acre automotive industrial park that enhanced tax revenue by \$2 million.*
- *Designed a streetscape proposal to beautify the downtown area and parks; enhanced lighting, curbing, signage, new playground equipment, and road compatibility.*

-
- *Implemented emergency management system* and budgeting procedures, overhauled policies, deployed a new accounting system, and established a formalized training program, which streamlined operations and enhanced accountability.

STATE OF COLORADO, Human Services, Denver, Colorado

June 1997 to December 1999

Title: General Professional III (Administrative Program Specialist II), Program Manager (Driver's License Suspension statewide program)

Responsible for the maintenance, policy application, and training of other jurisdictions on the state programs of driver's license suspension (child support related) and the credit reporting agency program. Program manager for a new initiative: Vendor Offset. These are new statewide programs that have recently been implemented and are constantly undergoing transitional phases. Supervisory position involving training of subordinate personnel and documenting detailed information and follow-up protocols. Program work integral to collection of child support, interpreting and applying state and federal policy and regulations, and writing case summaries and reports (legal work with interstate policy and legal ramifications). Highly technical and complex level work.

Adams County Social Services, Commerce City, Colorado

April 1994 to June 1997

Title: Lead Legal Technician IV

Supervised and managed a paralegal unit of eight members. Complex case and document preparation, formulated legal pleadings, computer expertise, and negotiation conferences, assist attorney(s) in highly technical and complex cases, formulated and implemented an extensive training program, member of an interstate Colorado task force on legal policy and issues in the field of social services. Numerous other duties and areas of professional responsibilities. Extensive experience in applying state and federal rules and regulations and making determinations regarding requests for services.

1st Judicial District/State of Colorado, Golden, Colorado

March 1993 to October 1993

Title: Court Clerk II

Helped coordinate the move from the old courthouse to the new facility. Administration, warehouse management, driving duties, supervised one other employee. Worked directly for the District Court Administrator.

City of Westminster, Westminster, Colorado

August 1980 to October 1991

Title: Investigator, Senior Police Officer

Field training instructor, specialized investigations, performed all aspects of law enforcement, policy formulation and implementation, member of various citywide committees, over 30 law enforcement-training classes on resume. Helped formulate the city's Drug and Alcohol policy for personnel.

*Management experience and training with several large companies to include the K-Mart Corporation, Chicago Federal Savings and Loan, and various municipalities and governmental entities.

EDUCATION

Master's degree in Public Administration

Specialized in intergovernmental relationships
University of Colorado, Denver, Colorado (1997)

Bachelor's degree in Criminal Justice Management and Administration

Metropolitan State College, Denver, Colorado (1992)

Associate degree in Police Science

South Suburban College, Chicago, Illinois (1979)

PROFESSIONAL CREDENTIALS

Certifications: State of Nevada Certified Public Official Designation, 2010 | Credentialed Manager, International City/County Management Association | State and Local Emergency Management/Disaster Situation Certification

Professional Affiliations: Government Finance Officers Association | Nevada Association of Counties | Local Government Managers Association of Nevada | State of Nevada Bicycle Advisory Board | Golden Key Honor Society | Alpha Phi Omega (service fraternity) | Delta Phi Omega (Criminal Justice fraternity) | Yerington Advisory Board, Western Nevada College

Training: Federal, state, and local grant writing | HR training: discipline, harassment, building teams, conflict resolution, and customer service | Economics, finance, budgeting, and business development

AWARDS

- Scholarship, American Association of Retired Secret Service Agents, 1993 (based on commitment to the field of Law Enforcement)
- Inducted into "Who's Who in American Universities", 1993 (based on academic standards and community involvement)
- Outstanding Student Award, Metro State, 1992
- Golden Key Honor Society, Lifetime member (academic excellence)

VOLUNTEER ACTIVITIES

- In 2008, the Honorable Jim Gibbons appointed Mr. Stark to a State of Nevada Advisory Board.
- In July of 1999, appointed to a State Board and Commission. The governor of Colorado, the Honorable Bill Owens, made this appointment.
- Boy Scout troop advisor, involved in two local PTA's, community participant and volunteer.
- Vice-chair and member of a Jefferson County (Colorado) appointed board and commission

REFERENCES

References available upon request.

LinkedIn address: www.Linkedin.com/in/dwstark1

D.W. Stark
PO Box 294
Frederick, Colorado 80530

Home # 517-320-3278
Cell Phone #: 517-206-5799

Memberships and Affiliations: Present and Past

Florida City and County Management Association

Colorado City and County Manager's Association

Town of Frederick Planning Commission (long-term member)

State of Nevada Certified Public Official program member

Nevada Association of Counties (NACo)

Western Nevada College: Yerington Advisory Board

International City/County Managers Association- Credentialed Manager (need to update status)

Government Finance Officers Association

LOGMAN (Local Government Managers Association of Nevada)

State of Nevada Bicycle Advisory Board Chair

Michigan City Manager's Association

Michigan Municipal League

American Society of Public Administrators

National Prosecutor's Investigators Association

Colorado Prosecutor's Investigators Association

Colorado Welfare Fraud Council

University of Colorado Public Administration Student Body

Fraternal Order of Police (National and Local)

Boy Scouts of America

Jefferson County PTA's (2)

Golden Key Honor Society

Delta Phi Omega (Criminal Justice Fraternity)

Alpha Phi Omega (Service Fraternity)

Member of “Who’s Who in American Universities”

Colorado Vocational Teaching Association

Secret Service Scholarship Recipient

Outstanding Student Award Association (Metro State College) Advisory Board Vice-Chair:

Jeffco Extension Board for Colorado State University

Rotary (Paul Harris Fellow)

Knights of Columbus: Financial Secretary

Participant and volunteer in various other civic and professional organizations.

Recipient of recent past awards: Board Member of the Year for NBPAB and Knights of Columbus Volunteer of the Year...

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

Ehren

Last Name*

Koelsch

Address1*

7163 Orchard Avenue

Address2

City*

Frederick

State*

CO

Zip*

80504

Occupation*

Account Executive

Employer*

RK Water

Email Address*

esk2855@gmail.com

Phone Number*

303-435-6557

Work Phone Number

Education Years Completed*

18

College(s) Attended

Grand Valley State University, Western Michigan University

Degrees(s)

GVSU - B.S. Public Administration, Business Minor WMU- Masters of Business Administration, Marketing Concentration

How much time are you able to devote?*

15+ hours per week

Have you ever served on a Board or Commission Before?*

Yes

No

If so, what was your experience?

Do you have any experience in any of the following fields?*

Planning and Development

Engineering

Finance

Commerical/Mortgage Banking

Legal Field

Construction

Real Estate/Real Estate Appraisal

Urban Renewal

Metropolitan Districts

Public Art

Board or Committee Service

Long Term Goal Setting

Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

I would bring an entrepreneurial mindset and a professional background to the Board of Trustees and to the citizens of the Town of Frederick. My professional background includes over five years of experience in government service, and over 20 years of experience in business management, sales, and marketing. As a zoning code enforcement official for a city of over 40,000 residents, I was responsible for administering standards of local property maintenance codes as well as zoning and code enforcement. I was on the front lines, communicating with residents of the city. As you can imagine, I ran into some difficult face-to-face situations with homeowners and business owners that required empathy, a calm demeanor, and an ability to resolve conflicts. Additional responsibilities included analyzing current planning and zoning issues and making recommendations to the planning and zoning boards with regards to the city's position on zoning issues. During my 13 years of residency in the Town of Frederick, I have been involved in communicating with town managers, board members, and other staff members at the town. I have gained a better understanding of Town's policies and Board of Trustees's policies through this involvement. I would bring a foundation in government service and an educational background in public administration and business to be successful in my role as a Trustee.

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

I can offer a wide range of skills that includes public speaking, financial awareness, and an understanding of the government system and how it relates to the Town of Frederick. I would leverage my personal and professional contacts to gain a better understanding about issues involving the town and glean from them information that may help model a policy decision. Active listening and communication are essential tools for success in business and government leadership. As an account executive for a local construction groundwater treatment company, I am required to gather the facts regarding a project, communicate with stakeholders and contractors, and devise a plan for action. Once the action plan is implemented, follow up and flexibility are necessary skills to have because conditions will change. Conditions change in our community and we can learn a lot from our citizens. I would encourage active communication and feedback on local issues because we gain a more efficient and effective approach to governing when we listen to our constituents.

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

I have seen great examples of communities thriving when the right mix of people are in leadership roles. I see great potential with the administration in this town, and also with the Mayor and Board of Trustees leading this town. I want to make an impact in our community and use my years of experience in both the public and private sectors to help grow this community. I also want to be part of the solution to the challenges facing this community.

If appointed, what would be your top three priorities for the Town? *

My top three priorities are: Focus on Water Distribution, Water Rights, and Water Conservation – Water is a critical resource and is also a critical issue in this region, especially to the Town of Frederick. Due to the complexity of issues related to water, I will commit to gaining a solid understanding of the challenges facing the Town with regards to water availability. I will work with stakeholders, community members, and other experts to make well thought decisions related to water investment issues. Economic Development – As the Town of Frederick continues to grow, more pressure will be placed on town leadership to encourage development decisions that will affect the financial strength of the town while still balancing potential effects on the citizens of this town. When Agilent Technologies announced their move to Frederick in 2017, I thought we would see more light industrial businesses follow their lead. As a trustee, I will challenge our economic development team to target businesses that will bring in high paying jobs and a strong tax base while promoting our low property taxes. I will also leverage my contacts in the construction and development industry to bring more attention to the town of Frederick. The small town feel of our community can still be preserved by improving amenities in the downtown area while working to promote neighborhood events, and to promote existing and future neighborhood businesses in our established downtown area. Budget / Fiscal Responsibility – With the financial effects of COVID-19 becoming more and more visible at the state and federal levels, we are starting to see the effects on our local economy. As the most recent budget workshop indicated, sales tax revenue decreases are being expected as provided in Scenario G (75% reduction in Feb – July, 50% reduction in Aug – Oct, and 25% reduction in Nov – Dec.). I will leverage my business background and understanding of local budgets to be prepared to take a leadership role and collaborate with our Mayor, Trustees, and the town administration to work through these challenging months ahead. I have spoken out against excessive budget deficits at the town level in the past and will make it a priority to pursue a balanced budget. Communication is a common thread with these three priorities. Establishing open lines of communication with our residents is vital to maintaining trust, awareness, and encouraging dialogue with our constituents.

What does service to your community mean to you? *

Service to community means leading by example and being engaged with the community. Other examples of previous service include training employees in business, teaching classes at a university level, and volunteering at local schools. I will make myself available to meet with residents of the town to gain a better understanding of the issues they are concerned with. I will meet with residents to understand the challenges they are faced with and to help find solutions. I am ready to make an impact in the community and am ready to take a leadership role in the town. I look forward to collaborating with the administration, fellow Trustees, and the Mayor to focus on priorities that best serve the community.

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

Koelsch-Resume-5-20.pdf

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

By signing below, I certify that all information is true and correct to the best of my knowledge.*

Ehren Koelsch

Date

5/28/2020

EHREN S. KOELSCH

7163 ORCHARD AVENUE FREDERICK, CO 80504 | 303.435.6557 | ESK2855@GMAIL.COM

PROFESSIONAL QUALIFICATIONS

- » Sales and business professional with over 5 years of government background and 15 years of direct marketing, technical sales, and business development experience.
- » Would bring a unique combination of government and business background to the Town of Frederick.

PROFESSIONAL EXPERIENCE

Account Executive

RK Water, Denver, CO

2019 – Present

» A rapidly growing construction dewatering and groundwater treatment company responsible for many high profile construction projects in the Rocky Mountain Region. RK Water is a business unit of RK Mechanical.

- Growing the RK Water name by reaching out to estimators, pre-construction, and environmental managers in the construction market to build brand awareness.
- Establishing new business opportunities in the civil construction industry.
- Work with government regulators and review permit information to ensure groundwater treatment system is in compliance with current regulations.
- Leveraging previous experience in the groundwater treatment industry to gain market share in this highly competitive industry.

Water Treatment Sales Representative

ProAct Services Corporation, Ludington, Michigan

2016 – 2019

» Established mobile water treatment company providing on-site water filtration and treatment services to the oil and gas, construction dewatering, and remediation markets.

- Worked independently to develop business in the Rocky Mountain / and western territories in the oil and gas, remediation, and construction dewatering/water treatment industries.
- Established key alliances with industry professionals through face-to-face, phone, email, and brown bag presentations.
- Achieved sales revenue of over \$500K in first year of tenure where previous market penetration did not exist.
- Consistently grew sales through cold and warm calling, tradeshow attendance, and building professional relationships in a very specialized field. Sold over \$1 Million in projects for 2019.

Technical Sales Representative

Tank Equipment, Frederick, Colorado

2011 – 2016

» Fast-paced distribution business representing product lines for bulk chemical storage, water storage, flow control instrumentation, and process equipment in the industrial, commercial, and residential markets

- Consistently sold and managed projects in the industrial and municipal chemical storage and water treatment markets with project values ranging up to \$200K
- Improved closing ratio of municipal bid jobs to over 50% while establishing sustainable margins for profitability
- Designed and updated company line card and streamlined ACT! and quoting system for improved sales cycle management
- Initiated the improvement of multiple sales management functions without a sales management title

OTHER RELEVANT EXPERIENCE

Zoning and Codes Administrator – City of Portage, Portage, Michigan

Provided code enforcement activities and support to homeowners to ensure property was brought into compliance within stated regulations. Provided reviews of zoning code, variance requests, and planning issues related to residential, commercial, and industrial development issues.

Adjunct Instructor - Davenport University, Holland, Michigan

Successfully provided evening instruction in a variety of marketing courses. Course disciplines included marketing research, sales management, and distribution management.

Outside Sales/Account Manager - SignArt, Inc, Kalamazoo, Michigan

Grew sales volume incrementally and achieved over \$900K in business-to-business sales after second year. Managed corporate accounts and developed sign design and placement strategies for successful implementation. Handled complex multi-location projects that required effective organization and communication techniques.

EDUCATIONAL BACKGROUND

Masters of Business Administration

Academic Concentration: Marketing

Western Michigan University, Kalamazoo, Michigan

Bachelor of Science in Public Administration

Academic Major: Public Administration

Academic Concentration: Accounting and Economics

Academic Minor: Business

Grand Valley State University, Allendale, Michigan

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

Garret

Last Name*

Frase

Address1*

408 Pinyon Street

Address2

City*

Frederick

State*

CO

Zip*

80530

Occupation*

Sales

Employer*

Eldon James Corp.

Email Address*

gfrase08@gmail.com

Phone Number*

7193303034

Work Phone Number

Education Years Completed*

Some COLlege

College(s) Attended

University of Colorado

Degrees(s)

N/A

How much time are you able to devote?*

As much as needed

Have you ever served on a Board or Commission Before?*

- Yes
- No

If so, what was your experience?

Do you have any experience in any of the following fields?*

- Planning and Development
- Engineering
- Finance
- Commerical/Mortgage Banking
- Legal Field
- Construction
- Real Estate/Real Estate Appraisal
- Urban Renewal
- Metropolitan Districts
- Public Art
- Board or Committee Service
- Long Term Goal Setting
- Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

I have always been involved in my community through volunteering, ideas and driving a community forward.

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

I have always been a leader in an organization I have been a part of through hard work, collaboration and respect. My approach is always one of a collective mind set for the betterment of all.

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

In my previous jobs/organizations I have always affected positive change, living in a town I love to be a part of I would love to affect positive change for growth.

If appointed, what would be your top three priorities for the Town? *

Smart/strategic growth, community out reach, bettering the community by bringing more businesses.

What does service to your community mean to you? *

Service in any position, specifically a position of government, is about serving others. Being in a trustee position means that you serve the voters to fulfill what is best for the town and the people.

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

GarretResume.docx

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

By signing below, I certify that all information is true and correct to the best of my knowledge.*

Garret Brad Frase

Date

5/29/2020

GARRET B. FRASE

408 Pinyon Street, Frederick, CO 80530

719.330.3034 • gfrase08@gmail.com

OBJECTIVE

To attain a leadership position in business operations with an emphasis on building and directing a successful team with strong relationships.

EXPERIENCE

July 2018 – Current CHUBurger/Oskar Blues Denver/Longmont, CO
Brand Manager/Regional GM

- Returned to the Oskar Blues Food group to oversee both CHUBurger locations
- Able to decrease costs by 10% and labor by 20% in less than six months.
- Put new procedures in place for the Denver location to help streamline productivity and improve daily execution.
- Currently reworking the menu and business model to offer more options to customers.

September 2017 –July 2018 Boot Strap Brewing Niwot/Longmont, CO
Director of Operations

- Implemented inventory, ordering and production systems.
- Increased 80% growth with increased production, fulfilling orders, launching a new brand and opening new markets
- Increased tap room sales by 30%
- Decreased cost of goods by 20%

September 2014 –September 2017 Georgia Boys BBQ Frederick/Longmont, CO
Regional Restaurant Manager/General Manager/Partner

- Built initial and ongoing training material for all positions in two locations.
- Created a costing, par and inventory control systems for all food and beverage to estimate a more accurate cost of goods.
- Redesigned the kitchen layout, menu and floor to maximize efficiency and improve consistency.
- 20 % annual growth in the full-service Frederick location.

June 2009 –July 2014 Oskar Blues Brewery Lyons/Longmont, CO
Restaurant Manager/Tasting Room Manager/General Manager

- Built and developed food service teams at Oskar Blues Grill and Brew in Lyons. June 2009-January 2010
- Developed and implemented the continuous training pre-shift program for all Oskar Blues restaurants.
- Lead the food service team as a FOH Manager at Oskar Blues Home Made Liquids and Solids from 2010-2011 with a sales growth of 15%.
- Redesigned the Tasty Weasel Tap room expansion. Implemented new service standards/sales tactics/tours and events at the Tasty Weasel. Westword

- Magazine's Best Tasting Room of 2011 with a sales growth of 68%. June 2011-January 2013.
- Designed and implemented the launch of the Tasty Weasel Tap room for Oskar Blues in Brevard, North Carolina. October 2012-January 2013
 - Designed, created and launched the fast casual concept CHUBurger in Longmont January 2013-June 2013. General Manager of the store during opening, involved with all hiring of staff, recipes, execution and guest satisfaction daily.
 - Oskar Blues Home Made Liquids and Solids General Manager, June 2013-July 2014. Oversaw renovations of the dish area, bar back, bar floor and tap line system. Responsible for scheduling, ongoing training, server tests, created employee of the month program. Developed and promoted 5 assistant managers to General Manager(s) of other Oskar Blues Stores. Sales growth of 14% June 2013-July 2014.

April 2006 – June 2009	St Julien Hotel & Spa	Boulder, CO
<i>Room Service Supervisor/T-Zero Bar Assistant Beverage Manager</i>		
<ul style="list-style-type: none"> ▪ Developed the room service and beverage departments of a new hotel. ▪ Created, organized and implemented high quality service standards. ▪ Developed a comprehensive and ongoing training program. 		

EDUCATION

2004-2007	University of Colorado Business Management	Boulder, CO
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Professional References:

Dale Katechis	Owner of Oskar Blues Brewery	303.709.1578
Jason Rogers	Partner/Executive Chef for Oskar Blues Restaurants	303.532.7376
Bryan Amaro	Food and Beverage Controller, St Julien Hotel & Spa	303.494.5372

Print

Trustee Application - Submission #16480

Date Submitted: 5/14/2020

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

Gina

Last Name*

Lussier

Address1*

4851 Falcon Dr

Address2

City*

Frederick

State*

select

Zip*

805045483

Occupation*

Former teacher of 27 years now money services at King Soopers

Employer*

King Soopers , Firestone

Email Address*

ginalussier@msn.com

Phone Number*

13036519460

Work Phone Number

3036677027

Education Years Completed*

20

College(s) Attended

Souther Connecticut State University, University of Denver

Degrees(s)

Education with minor in theatre and dance, masters degree in reading

How much time are you able to devote?*

I only work parttime and am retired from teaching so unlimited

Have you ever served on a Board or Commission Before?*

- Yes
- No

If so, what was your experience?

Do you have any experience in any of the following fields?*

- Planning and Development
- Engineering
- Finance
- Commerical/Mortgage Banking
- Legal Field
- Construction
- Real Estate/Real Estate Appraisal
- Urban Renewal
- Metropolitan Districts
- Public Art
- Board or Committee Service
- Long Term Goal Setting
- Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

I have lived in Frederick for 20 years and love our community. I would like to be instrumental in keeping it wonderful while seeing growth in areas we need to.

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

My children all went through the Frederick school system so I would like to make sure our schools stay great and research why so many families send their children to Mead and Erie. That is a concern of mine.

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

My husband has worked as a builder in the area so I am familiar with real estate and building codes. I would like to keep Frederick great and be a team player. I do not like the discourt that has happened in the past.

If appointed, what would be your top three priorities for the Town? *

Building a memorial garden and playground for Shannon Watts and her children Let Frederick grow in areas needed Keep Main St beautiful!!

What does service to your community mean to you? *

Volunteering and listening to the needs of our citizens.

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

No file selected

Resume/Letter of Interest/Other Supplement Information

No file selected

Resume/Letter of Interest/Other Supplement Information

No file selected

By signing below, I certify that all information is true and correct to the best of my knowledge.*

Gina A. Lussier

Date

5/14/2020

Print

Trustee Application - Submission #16482

Date Submitted: 5/14/2020

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

William

Last Name*

Mahoney

Address1*

3520 Cottonwood Circle

Address2

City*

Frederick

State*

CO

Zip*

80504

Occupation*

Chief Information Security Officer

Employer*

Denovo Ventures, LLC

Email Address*

wcmahoney@msn.com

Phone Number*

305-804-0681

Work Phone Number

303-827-2705

Education Years Completed*

16

College(s) Attended

n/a - College coursework and education during US Army Career

Degrees(s)

Multiple advanced technology certifications

How much time are you able to devote?*

Up to 8 hours per week or more as urgently needed.

Have you ever served on a Board or Commission Before?*

- Yes
- No

If so, what was your experience?

City of Longmont - Board of Adjustments and Appeals for two terms. Longmont Emergency Unit, Search & Rescue, Board of Directors and Technology Committee Chair Rinn Valley Ranch, HOA, Vice President Senior Leadership member of multiple privately held corporations.

Do you have any experience in any of the following fields?*

- Planning and Development
- Engineering
- Finance
- Commercial/Mortgage Banking
- Legal Field
- Construction
- Real Estate/Real Estate Appraisal
- Urban Renewal
- Metropolitan Districts
- Public Art
- Board or Committee Service
- Long Term Goal Setting
- Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

I have served on multiple municipal and private boards and commissions, including the City of Longmont, Board of Adjustments and Appeals, the Longmont Emergency Unit Board of Directors, and currently the Rinn Valley Ranch community HOA Board. In my previous professional capacities, I worked in the mortgage banking and collateral valuation industries providing relevant experience in the impact of zoning and planning on property values and community growth. My current professional role as the Chief Information Security Officer includes substantial work in regulatory compliance and analysis. I believe strongly in supporting and serving the community where my family and I live. Frederick is a great town and I would like to contribute to its growth goals while considering both the successes and the lessons learned of neighboring Longmont. Prior to my current career, I served in the United States Army and it is instinctive to me to dedicate myself and my time to supporting my community, state and country working with a diverse and skilled team drawing on the strengths of all of those around me.

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

I am a dedicated, intellectual and ethical problem solver who does not quit. I additionally have a large network of contacts in the business and technology community who, when needed and if desired could be brought to bare in supporting the goals of the Town of Frederick. Additionally, as a twenty-five year veteran of the Information Technology and Cyber-Security industries, I would offer direct support to the Town of Frederick around advising on matters of technology and if desired, provide a layer of oversight. Obviously any service offered by me to the community where it pertains to my professional background would always be strictly on a voluntary, pro-bono basis. I have also worked on the technology and compliance side of the mortgage banking and collateral valuation industries providing me with a great deal of insight into the inner workings of the real estate and property valuation industry and how decisions made by the town can have both a positive and negative impact in those areas.

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

I would like to be appointed to the board as a result of a combination of factors. Primarily, this stems from my desire to serve my community as well as an opportunity to represent the residents of Frederick living West of I-25 as the town has grown over the past several years.

If appointed, what would be your top three priorities for the Town? *

1) Continuity and stability of our community. I would not seek radical changes but rather a thoughtful analysis of what our stated goals are and learn how I could best assist in achieving those goals. 2) Sustainable and appropriate growth of our community while ensuring Frederick never loses sight of its roots and the small-town feel many have come to know and love. 3) Evaluate how additional consumer facing but highly compatible businesses could be attracted to the Town of Frederick without unbalancing the nature of our small town.

What does service to your community mean to you? *

Service Oriented Leadership - To me, service plainly means to serve the interests of the community and its residents and Always ensure that I put myself last. This includes conducting myself in a fair and thoughtful manner when considering issues brought forth to the Board regardless of my personal feelings regarding the matter. Always do what is right.

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

William-Mahoney_Executive.pdf

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

By signing below, I certify that all information is true and correct to the best of my knowledge.*

William C. Mahoney

Date

5/14/2020

WILLIAM MAHONEY

3520 Cottonwood Circle, Frederick, CO 80504
305-804-0681 • wcmahoney@msn.com

IT EXECUTIVE SUMMARY

Accomplished IT Executive and CISSO with extensive experience in spearheading the secure delivery, management, design, development, implementation and support of enterprise-wide application, information, infrastructure and business system solutions to support organizational performance and robust product security. Recognized leader, applying high-impact technical solutions to major business objectives, with capabilities that transcend IT operations boundaries. Skilled at working with clients and management to prioritize activities and achieve defined business and project objectives; able to effectively translate operational/business requirements. Committed to helping businesses achieve maximum benefit from their IT investment, through meticulous research, development and implementation of technologies.

IT Leadership • Product Security • Project Management • IT Governance • Business Management
Strategic Planning • Infrastructure Design & Architecture • IT Strategy • Enterprise Environments • Client Relations & Production Support • ISO27001 & ITIL • HIPAA Compliance • Technical Support • Computer Hardware & Repairs • Budget Management • Service Delivery • Information Security • Process Improvement • Program, Project & Time Management • Health Informatics and Medical Systems Management • Cloud Computing • Microsoft Azure • AWS Management • Virtualization Platforms • Computer Science • Network Engineering • Organizational Development • Requirements Analysis • Performance Evaluations • Networking Management • Technical Documentation • Policy Development • Procedure Development • Staff Supervision • Healthcare Information Systems • Network Infrastructure • Continuous Improvement • Verbal Communication • Leading Cross-Functional Teams

PROFESSIONAL EXPERIENCE

DENOVO VENTURES, LLC, Boulder, CO • 02/2018 – Present

Chief Information Security Officer

Serve as the head of Information Security overseeing all cyber-security, auditing and regulatory compliance functions. Conduct threat modeling, risk & vulnerability management, and security monitoring of all environments. Manage finances in accordance with budgetary parameters. Oversee ongoing development of company security program, annual auditing requirements, maintain ongoing knowledge updates of local, state, national and international regulatory requirements and implementation of cutting edge technologies to support company objectives.

CENTRIC TECHNOLOGY SOLUTIONS, LLC (CTS), Westminster, CO • 05/2012 – Present

CISSO, VP of Information Technology and Corporate Compliance, Infrastructure Architect

Spearhead IT operations, support and application testing functions, tasked with processing high volume of data and supporting external valuation professional network of over 60K contractors feeding data into CTS's mortgage banking industry clients. Hold additional responsibility for serving as Chief Security & Infrastructure Architect overseeing DevOps, team of network and systems administrators, support technicians, software quality assurance and deployment teams and all cyber-security functions. Conduct threat modeling, risk & vulnerability management, and security monitoring of all environments. Manage finances in accordance with budgetary parameters. Oversee ongoing development of company security program, IT infrastructure, cloud platform adoption, virtualization initiatives, and implementation of cutting edge technologies to support company objectives. Oversee mortgage industry regulatory compliance issues, business continuity planning, and development testing. Manage data center, NOC, and maintenance of disaster recovery plans for all corporate IT and business operations. Handle vendor management, client RFP's, asset management, purchasing / procurement, and Technology Department HR functions.

- Engendered a secure development mentality and cultural shift in the application development department where before there was not.
- Implemented CheckMarx to conduct secure code review and more smoothly work with the application development teams.
- Developed and implemented all policies & procedures around the SDLC process to ensure secure coding was the norm with proper controls, checks & balances in place in compliance with ISO-27001 best practices and other industry standards and government regulatory requirements.
- Assisted in the design and usability studies of the SaaS platform hosted by CTS.
- Succeeded in turning around a failing major SaaS development project, Brought project under control and secured within two months of taking over and released a final secure SaaS platform to end-users & clients.

WILLIAM MAHONEY

305-804-0681 • wcmahoney@msn.com

- Successfully deployed, implemented and adopted SAP Business One Platform primarily focusing on the secure deployment of the platform to include appropriate back-end security controls coupled with application layer security, SQL database access management and identity management.
- Re-deployed and secured the MongoDB NoSQL environment which hosts most CTS platform data to comply with CTS's security policies & procedures.
- Updated and secured the CI/CD pipeline by migrating platforms including implementing a Jenkins based environment.
- Reduced the overall IT budget by about 15% through consolidation, efficiencies, proper staffing levels and making strategic decisions between OpEx and CapEx spending.
- Designed & Deployed a secure cloud platform instance of the CTS SaaS platform to Amazon Web Services to serve as the geo-redundant hot-site protecting Centric from a datacenter disaster scenario.
- Reduced overhead cost of corporate business continuity and DR requirements by deploying replica data and internal systems out to Microsoft Azure cloud environments.
- Implemented Docker containers for the Dev, Test & UAT environments.

NAUTILUS DATA, LLC, Longmont, CO • 08/2007 – Present

Owner and Consulting Infrastructure Architect, Health Care Technology Services

Owner of information technology consultancy providing technology services & support, security management in the small to medium business segment specializing in the medical practice. Provide planning, deployment and management services of EMR / EHR platforms, integrations to third-party billing services & practice management firms. Conduct HIPAA auditing and compliance assessments and provide data security management to safeguard personal health information of patients.

- Implemented secure Electronic Medical Records (EMR) systems.
- Conducted HIPAA compliance auditing, remediation and implementation of security strategies & best practices.
- Digitized & secured patient health information records and facilitated the proper destruction of historical paper records.

FIRST VALUATION, dba CENTRIC TECHNOLOGY, Westminster, CO • 10/2007 – 05/2012

CISSO, Director of IT Infrastructure & Operations, Infrastructure Architect

Lead a diverse team of Network & Systems Administrators, Security Engineers, Support Technicians and software quality assurance / deployment teams while reporting directly to the CEO. As the Infrastructure Architect of the organization, was responsible for driving the company to the next level of technical success through business knowledge, technical design, creativity, budget management and leadership. Technical responsibilities included Microsoft technologies such as AD, Exchange, Office Share Point, multiple application and database servers (MS SQL & NoSQL), Cisco systems, Firewalls, Linux servers, VoIP systems, overall Network topology, virtualization operations – vmWare/vSphere, Cloud computing – Azure & AWS, network storage systems including DFS, DAS arrays and SAN's, EMC, Equallogic, NexGen and Security Engineering. Responsible for all datacenter operations, design, implementations and NOC services.

- Reduced system outages increasing uptime from 85% to 99.995%.
- Adopted & Successfully implemented ITIL methodologies.
- Secured the environment by adopting ISO 27001 best practices and implementing appropriate policies & procedures.
- Implemented Agile coding & project management practices in the SDLC stack improving release management efficiency and security controls within the application development processes.
- Implemented third-party review and auditing of the application development processes to ensure external oversight compliance requirements were met.
- Deployed both AWS and Microsoft Azure platforms as appropriate to host three separate SaaS and IaaS platforms to run internal and external business applications in a more resilient and secure environment.
- Conducted penetration testing of application platforms and environments, discovering a number of vulnerabilities which were remediated within thirty days of discovery through an aggressively managed DevOps security project protecting the data of tens of thousands of real estate valuation professionals.

LONGMONT EMERGENCY UNIT, Longmont, CO • 11/2013 – 05/2018

Board of Directors, Volunteer Rescue Diver & Swift Water Rescuer

Serve on the Board of Directors of the City of Longmont and Boulder County's primary water response Search & Rescue agency as the Technology committee chair. Manage CapEx & OpEx spending for all technology needs and provide insight and leadership regarding the direction of the organizations' technology program. Additionally, serve as a volunteer rescue diver and swift-water rescuer.

- While chairing the Information Technology committee, implemented HIPAA compliance standards for patient medical records as well as diver medical screenings.
- Implemented secure data storage and handling processes & procedures for all organization data.

CRISPIN PORTER + BOGUSKY, Boulder, CO • 06/2005 – 10/2007

IT Project Manager / IT Infrastructure Architect, CISSO

Led operations of 20 senior systems and network engineers while reporting to VP of IT, with responsibility for all aspects of network Infrastructure and data center, Held accountability for budgeting and financial planning, project management, personnel management and recruiting.

- Opened multiple new office locations including new co-headquarters. Commissioned headquarters and its associated datacenter 30% under-budget.
- Increased Infrastructure systems uptime from 98% to 99.99% up-time through pro-active monitoring and systems management.
- Implemented ITIL and changed technology department culture.

CARNIVAL CRUISE LINES, Miami, FL • 07/2004 – 06/2005

Senior Information Systems Security Analyst

Directed corporate information security initiatives, including auditing, policy compliance, external audit compliance (Sarbanes Oxley / PCI) investigations and evidence gathering. Project managed multiple IT security initiatives with input throughout entire lifecycle.

- Successfully met objectives of first year of Sarbanes Oxley audits, resulting in no material weaknesses being discovered.
- Established new employee separations and onboarding processes and audits with corresponding policies, closing weaknesses in Carnival's HR processes.

CARNIVAL CRUISE LINES, Miami, FL • 07/2001 – 07/2004

Senior Shipboard Information Systems Manager

Provided technical support for all data processing systems aboard Cruise Line vessels, included serving as Senior Information Systems Manager aboard the largest and flag ship of the fleet. Managed all personnel, budgeting, policy enforcement, information security, and day to day support of diverse technical systems including onboard cable TV services and interactive television system network head-end and infirmary medical technology systems.

- Developed procedures for deployment of the new Point of Sale systems onboard the Carnival Glory during new-build project, completing the POS deployment two-weeks early allowing for accelerated completion of the technology systems commissioning.
- Commissioned onboard datacenter and technology systems of the Carnival Conquest new-build project one week early and on-budget.

LUCENT TECHNOLOGIES, New York, NY • 01/2001 – 06/2001

Network Systems Engineering Consultant

As a Network Systems Engineer, served as Lucent Technologies direct product to the client. Provided billable services to Lucent clients ranging from Network Engineering, Audits and Assessments to designing large-scale Corporate network infrastructures. Systems Deployments and Enterprise upgrade initiatives.

- Redesigned and rebuilt a failed infrastructure build-out initiative from a previous vendor at the Hospital for Special Surgery in Manhattan, New York.

UNITED STATES ARMY, Ft. Bragg, NC • 03/1994 – 11/2000

Network Systems Administrator & Electronic Warfare Signals Intelligence Analyst

Served in the 313th Military Intelligence Battalion, of the 82d Airborne Division. Military training was in the field of Intelligence gathering & analysis, information security and systems / network engineering. Primary assigned duty in 82d ABN DIV, was Network Administrator for Intelligence. Tasks in this position included end-user support, Network design & implementation, Project Management, Technical training, Information Security, Satellite Communications operations, and server management.

WILLIAM MAHONEY

305-804-0681 • wcmahoney@msn.com

Additionally, served as the President of the non-profit organization, Better Opportunities for Single Soldiers. Responsible for the management and administration of Morale and Welfare programs for over 15,000 soldiers and administered the \$4 Million operating budget of the program.

- Improved the soldier events hosted on Fort Bragg and significantly added to the well-being of the soldiers, increasing morale and contributing to the effectiveness of the force.
- Developed a commercial off-the-shelf video relay platform patching UAS video feeds through the Trojan Spirit v2 communications platform.
- Created technical documentation and training programs Army wide for the Trojan Spirit v2 communications platform.

EDUCATION

JOHNSON & WALES UNIVERSITY, Miami, FL

Personnel Management & Human Resources

LUCENT TECHNOLOGIES TRAINING PROGRAMS, New York, NY

Lucent Certified Solutions Expert program, Lucent Financial Education Series, Dealing with Corporate Finances, Success through Consulting

US ARMY TRAINING PROGRAMS, Fort Bragg, NC

UNIX Administration, Electronic Warfare Signals Intelligence Analysis, Systems Engineering, Information Systems Security Officer certification, Management and Leadership Training

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE, Fayetteville, NC

Network Administration

Certifications

CompTIA Security+ • CCNA • MCSE + Security • MCSA + Security • Pursuing CISSP

Security Clearance

Held DoD Top Secret / SCI Security clearance through 2015

Print

Trustee Application - Submission #16497

Date Submitted: 5/15/2020

Board of Trustees Announces Vacancy

The Town of Frederick Town Board is accepting applications from persons interested in being appointed to the Frederick Town Board, which became vacant as of April 28, 2020 when current Mayor Tracie Crites resigned her position as Trustee.

First Name*

Windi

Last Name*

Padia

Address1*

120 SANTIAGO ST

Address2

City*

FREDERICK

State*

Colorado

Zip*

80530

Occupation*

Deputy Director of Human Resources

Employer*

Colorado Department of Natural Resources

Email Address*

windipadia@gmail.com

Phone Number*

7208833837

Work Phone Number

720-545-5077

Education Years Completed*

18

College(s) Attended

Princeton University, Undergraduate; University of Colorado, Denver, Graduate

Degrees(s)

Bachelor of Arts in Ecology & Evolutionary Biology; Master of Public Administration

How much time are you able to devote?*

All work sessions, all meetings; pre and post work

Have you ever served on a Board or Commission Before?*

Yes

No

If so, what was your experience?

Served on the Colorado Wildlife Council 6 years

Do you have any experience in any of the following fields?*

Planning and Development

Engineering

Finance

Commerical/Mortgage Banking

Legal Field

Construction

Real Estate/Real Estate Appraisal

Urban Renewal

Metropolitan Districts

Public Art

Board or Committee Service

Long Term Goal Setting

Financial Planning

Please provide a brief description of your experience and why you are interested in serving as a member of the Board of Trustees.*

I have 18 years experience working for the Colorado Department of Natural Resources, most recently as the Deputy Director of Human Resources and the Northeast Deputy Regional Manager for Colorado Parks and Wildlife. I would like to bring my experience to serve Frederick.

What skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of the Town of Frederick?*

Skills include human resources management, public service, knowledge of capital development and trails planning, and knowledge of community and public outreach. I have connections in State Government and in the outdoor recreation community, as well as connections with local government open space agencies.

Have you read or are you familiar with any of the following documents?*

- Frederick Municipal Code
- Frederick Land Use Code
- Frederick Comprehensive Plan
- Downtown Development Plan
- Art Master Plan
- Parks, Open Space and Trails Master Plan

Why would you like to be appointed to the Board of Trustees? *

I've lived in Frederick for 16 years and would like to volunteer to give back to the residents and to the town.

If appointed, what would be your top three priorities for the Town? *

The first is ensuring the town is prepared in terms of staffing and funding for current challenges such as an uncertain economic outlook and budgets, and the effect of increased Town population on current resources. I would also want to be a part of the team of Trustees to understand how my experience and perspective could contribute to policies on smart growth and development. Finally, I would want to continue and strengthen Town staff's strong community involvement strategies.

What does service to your community mean to you? *

Public service and service to my community means remembering who I serve, knowing that all viewpoints are welcome, contributing to and ensuring civil, robust public discourse, and continually seeking ways to involve all aspects and demographics of the community.

In addition to submitting a completed application, applicants may also include a current resume, letter of interest, or other supplemental information if desired.

Windi Padia Cover Letter.pdf

Resume/Letter of Interest/Other Supplement Information

Windi Padia RESUME May 2020.pdf

Resume/Letter of Interest/Other Supplement Information

Choose File No file selected

By signing below, I certify that all information is true and correct to the best of my knowledge.*

Windi Padia

Date

5/15/2020

WINDI PADIA

120 Santiago Street, Frederick, CO 80530 · 720.883.3837

windipadia@gmail.com · www.linkedin.com/in/windipadia · twitter.com/windi_padia

May 15, 2020

Town of Frederick Town Board
Town Hall
401 Locust St.
Frederick, CO 80530

Dear Town Board of Trustees,

I'm writing to express my interest in the vacant Trustee position for the Town of Frederick.

My family and I have called Frederick home for more than 16 years. I love the small-town feel, the ability to run and walk on local trails, and the Town's focus on economic development while honoring our roots and history. As a resident, I have benefited from the work of the Board of Trustees, the Mayor and the Town staff for many years, and I want to volunteer to give back to the community I love.

I have spent the majority of my career working for the State of Colorado for the Colorado Department of Natural Resources, and will likely always work in public service. I hold a Bachelor of Arts in Ecology and Evolutionary Biology from Princeton University and a Master of Public Administration from the University of Colorado-Denver. I have been a manager for 10 years and, while natural resources brought me to the field, working with and for people is my passion. I have worked with boards and commissions as a board member, a liaison, and as a government official preparing and delivering research and presentations. Successful board members are prepared, fiscally responsible, hold the long view, encourage civil discourse, and remember that they serve their communities.

My top three priorities as a Trustee would be ensuring the town is prepared in terms of staffing and funding for current challenges such as unknown budget situations, an uncertain economic outlook, and the Town's population growth and its effect on current town resources. I would continue the Town's strong public outreach and community involvement efforts, and would be interested to learn how I could contribute to thinking and planning for smart development growth.

I am excited about this possibility and thank you for your consideration. I also understand you'll likely have many qualified applicants and if I am not selected, I will be interested in searching for other ways to volunteer for the Town of Frederick. Best of luck to you, and thank you for all you do for our community.

Sincerely,



Windi J. Padia

WINDI PADIA

120 Santiago Street, Frederick, CO 80530 · 720.883.3837

windipadia@gmail.com · www.linkedin.com/in/windipadia · twitter.com/windi_padia

EXPERIENCE

COLORADO DEPARTMENT OF NATURAL RESOURCES (18 YEARS)

DEPUTY DIRECTOR OF HUMAN RESOURCES, NOV 2019 – PRESENT

Leadership & Management: Serve on the management team for all support services functions in the Executive Director's Office. Lead Equity, Diversity & Inclusion efforts for the Department. On the leadership response team for Department's response to COVID-19.

Human Resources: Manage Human Resources team (7 direct reports) and workforce administration for 1,500 permanent employees and 900 temporary employees. Includes oversight of risk management, employee benefits, worker's compensation, employee relations, progressive discipline, training, employee development, and employee recruitment/selection.

COLORADO PARKS AND WILDLIFE – DIVISION OF DNR

DEPUTY REGIONAL MANAGER, NORTHEAST REGION – JUL 2016 – OCT 2019

Leadership & Management: Served in a leadership role as one of two Deputy Regional Managers working under the direction of the Regional Manager. Oversaw trails program and capital development, with 8 direct reports. Ensured alignment of agency strategies and policies, set direction, provide guidance, and support employees. Provided operational guidance to 14 State Park Managers and 5 Area Wildlife Managers in the areas of legal challenges, concession agreements, capital improvements, trails, and community outreach.

Trails & Capital Development: Provided strategic direction and guidance for trails-related projects. Managed \$10 million in capital improvement and maintenance projects annually.

Public Outreach: Designed and implemented public processes to engage communities in decisions. Examples include Eldorado Canyon State Park Visitor Use Management Plan and Friends of Staunton State Park's donation guidelines.

Municipal and County Collaboration: Negotiated IGAs and MOUs with federal, state and local governments. In 2017, created the Larimer/ Boulder/ Jefferson Regional Parks and Open Space Roundtable as a forum to collaborate with municipal, county, and federal land managers on common issues of concern.

Continuous Improvement: Experienced in continuous improvement outcomes of improved customer service and internal change management. In 2018, led the "Reservation-only Camping Pilot Program" on 5 State Parks, expanded to 15 State Parks in 2019.

EDUCATION, PARTNERSHIP & VOLUNTEER SECTION MANAGER – NOV 2010 - JUN 2016

Leadership & Management: Led six major statewide programs: volunteer program, partnerships, education, hunter education, hunter outreach, and angler outreach. Managed \$1.2 million annual operating budget, 11 direct reports, and 8 temporary employees.

Council/Board Experience: Served as a Wildlife Council member and staff liaison.

Public, Business and Nonprofit Sector Partnership Experience: Led the development of the Partners in the Outdoors program. Began Urban Rangers partnership with Environmental Learning for Kids to encourage inclusive recruitment efforts.

Leading Strategic Planning and Follow-through: Co-chaired the Volunteer, Education & Interpretation Merger Working Group; chaired committee on long-term plan for increasing wildlife recreation and outdoor recreation.

WORKFORCE DEVELOPMENT COORDINATOR – FEB 2007 - NOV 2010

Employee Development Training: Myers-Briggs Qualified Type Administrator. Conducted MBTI sessions for employee teams and work groups.

Americans with Disabilities Act Coordinator: Americans with Disabilities Act coordinator for the agency. Interpreted law and authorized reasonable accommodations for customers.

Employee Recruitment: Managed employee recruitment and Colorado Youth Corps Association contract.

Mediation: 40-hour certification in mediation. Member of the State Employee Mediation Program.

CUSTOMER SERVICE TEAM LEAD – MAY 2006 – JAN 2007

Team lead for NE Region front desk. Wrote operations manual.

DISTRICT WILDLIFE MANAGER – APR 2003 – APR 2006

Wildlife law enforcement and management, community education in the Longmont area.

WILDLIFE TECHNICIAN – SEP 2002 – MAR 2003

On a mule deer study, used drop nets, radio-telemetry and field necropsy techniques.

EDUCATION

2015 - 2017

MASTER OF PUBLIC ADMINISTRATION, UNIVERSITY OF COLORADO-DENVER

Executive Program. Capstone Project: Employee Engagement Survey and Internal Communication in Colorado Parks and Wildlife

1996 - 2000

B.A. ECOLOGY & EVOLUTIONARY BIOLOGY, PRINCETON UNIVERSITY

CERTIFICATIONS

Leadership Development Program – Daniels College
of Business, University of Denver

LEAN Facilitator (Process Improvement)

Peace Officer Standards and Training (CO)

Mediation (40 Hour Certification)

Group Facilitation

Participatory Strategic Planning



TOWN OF FREDERICK BOARD OF TRUSTEES INFORMATION MEMORANDUM

Tracie Crites, Mayor

Rusty O'Neal, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee

Dan March, Trustee
Kevin Brown, Trustee
Vacant, Trustee

Update on COVID-19 Town Operations

Agenda Date: Town Board Meeting - June 2, 2020

Attachments: a. None

Submitted by:


Town Manager

Approved for Presentation:


Town Manager

Detail of Issue/Request:

This is a status update on Town operations amid the COVID-19 pandemic.

1. Town Hall open by appointment only beginning June 1 – operations guidelines and safety precautions
2. Upcoming Board meetings – in-person (beginning with June 9 meeting) – operations guidelines and safety precautions
3. Municipal Court Operations update
4. Recreation facilities – playground equipment guidance

Legal Comments:

Not applicable.

Alternatives/Options:

The Board of Trustees may provide additional direction to staff on town operations.

Financial Considerations:

Not applicable.

Staff Recommendation:

This is an update to the Town Board on the next phase of town operations during the COVID-19 pandemic. Staff is seeking direction from the Board on these items.

Built on What Matters.