Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, July 28, 2020

6:30 PM
Work Session

7:00 P.M.
Regular Meeting

In order to promote social distancing and to protect the health and safety or our Board members, staff, and community this meeting will be conducted via Zoom Video Communications. Interested parties are encouraged to access the meeting either via the web or by telephone. The meeting information is as follows:

Topic: Board of Trustee Meeting
Time: Jul 28, 2020 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/98715762817?pwd=dzJFU05NcXByKzZMUzZrdlYyNGxwdz09

Meeting ID: 987 1576 2817
Passcode: 228416
One tap mobile
+16699006833,,98715762817# US (San Jose)
+12532158782,,98715762817# US (Tacoma)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
Meeting ID: 987 1576 2817
Find your local number: https://zoom.us/u/ags2lj8b8

Please contact Town Clerk Meghan Martinez for questions regarding the meeting. 720-382-5500 or mmartinez@frederickco.gov

Built on What Matters.

Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, July 28, 2020

6:30 P.M.
Work Session

POST Master Plan Feedback

7:00 P.M.
Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

Public Comment: This portion of the Agenda is provided to allow members of the audience to provide comments to the Town Board. Please sign in and the Mayor will call you. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Staff Reports:

A. Administrative Report – Bryan Ostler, Town Manager

B. Town Clerk's Report – Meghan Martinez, Town Clerk

Consent Agenda: Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

C. List of Bills – Jason Leslie, Finance Director

D. Resolution 20-R-54 Authorizing the Mayor to Execute the Dacono-Frederick Intergovernmental Agreement for Development of an Outfall Systems Plan – Kevin Ash, Engineering Director

Action Agenda:

E. Appointing William Mahoney to the Planning Commission – Jennifer Simmons, Planning Director

F. Resolution 20-R-55 Appointing Chad teVelde to the Frederick Urban Renewal Authority – Meghan Martinez, Town Clerk

G. Resolution 20-R-56 Granting the 2020 High School Scholarship Program Awards Based on the Recommendations of the Scholarship Commission – Meghan Martinez, Town Clerk

Recess for Scholarship Celebration:

Mayor and Trustee Reports:

Executive Session:

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

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

Adjournment:

I Mark Gahnstrom

would like to come in front of the board, And ask for a Varignce, on Allowing me to park my recreation Vehicle that is purpose-built for my race car. It is in my own backyard !!!!

Thanks for your time and consideration in this matter.

720-690-5143

Attached are pictures

from all Four Sides of my property... I do not believe this is an eye sore to my neighbors or the Community.

Thanks

Mal

ASPEN TRAIL
Wanderer
218

ONE
WAY
218

Town of Frederick

Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: July 21, 2020

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- August 4, 2020 – Work Session
- August 11, 2020 – Regular Meeting
- August 18, 2020 – Work Session
- August 25, 2020 – Regular Meeting

Police Department

- *Field Training Update* – Officer Cory Everhart has completed his field training with the department and has been assigned a regular patrol shift. Cory was able to complete the program in 7 weeks, about half the usual time, due to his previous experience. Cory came to us with 13 years of previous law enforcement experience with another agency and has done an outstanding job. Congratulations, Cory!
- *Training Grant* – The police department recently received a grant from Colorado POST in the amount of $3000. The grant is specified for training needs and the department will purchase training Simunition and Airsoft firearms to be used in the department's use of force training program. The department strives to build confident officers while making decisions concerning use of force in critical incidents. We believe that confident and skilled officers are much more likely to make appropriate decisions, especially when seconds count.

Administration

- *Communications and Engagement* – Updates dedicated to COVID-19 resources, information and Town updates are at www.FrederickCO.gov/Covid19. Added update and info for statewide mandatory mask order. Weekly construction updates are active on the website, Frederick Flash and social media.
- *Website Redesign* – Check out the new Town of Frederick website redesign (launched July 28)! This project started in November 2019 to address website accessibility needs and stay current with website designs. Angela, Jessica and Cindy worked closely with CivicPlus to complete the project on time.

- *Events Status* – New guidelines for events are outlined in the "Protect Your Neighbor" Phase per State guidelines.
    - Finale Friday & Farmers Market: The next Finale Friday (modified farmers market) is Friday, July 31 in Crist Park. We are 75% positive about a new farm/produce booth. We had 9 booths at the market during Chainsaws & Chuckwagons compared to over 40 booths in 2019. This is a direct correlation to COVID-19.
    - Community Tour & Talks: The July 8 event at Johnson Farm had 76 attendees. We received 5 surveys with positive feedback.
    - Chainsaws & Chuckwagons:
        - Attendance estimates: Wed. = 86, Thur. = 299, Fri. = 508 and Sat. = 784.
        - Volunteers: Wed. = 3 out of 4 slots filled, Thurs. = 10 out of 64 slots filled., Fri. = 12 out of 68 slots filled and Sat. = 10 out of 64 slots filled. Total volunteers needed for event was 200 and we had a total of 35 volunteers.
        - Sponsorship received = $10, 311
        - Carving revenue (quick carves and masterpiece auctions) = $7,445
        - Positive response from carvers and attendees on Centennial Park location.
    - Miners Day: The committee will make a final decision/recommendation on August 5. Survey going out to 2019 vendors and participants for feedback.
- *Bella Rosa* – Producing Golf Tip video which is posted on the @bellarosagc Facebook page and continuing to promote Back 9 specials and course events in all communication platforms.
- *POST Master Plan Engagement* – Collaboration with the Planning Department to host in-person and online engagement activities. POST tents have been at the Market, Chainsaws & Chuckagons and Community Tour & Talk. We are promoting the POST Master Plan Update survey which is open through July 31.

Public Works

- *Streets* – Grading county roads 20.5, 16.5, 5 – hitting with mag chloride for dust complaints. Sweeping for chipseal/slurryseal project in Fox Run/Countryside. Street sweeping schedule continues. Dealing with KPK on road repair on Miller Dr from vandals. Spraying weeds that are coming up in the streets; ie, Tipple Pkwy/Downtown. Replacing signs and poles from accidents and/or vandalism. Picking up debris/trash dropped off on county roads and on Frederick Way. Potholes are being filled and compacted in Old Town, Coal Ridge, and Aggregate Blvd.
- *Parks* – Replacement of trees in Johnson and Centennial that didn't survive the winter. Trash in the parks and around the lakes are being checked twice a week. Mowing of parks is on a continuing schedule. Working on an exterior ring of extension of the splash pad. Approval of plant selections at FRA. Cleaned up and repaired areas around Pintail park. Set up for Chainsaws and Chuckwagons and tore down when over. PW team members worked during the entire event, as well. Repaired and replaced sprinkler heads in Rinn Valley, Summit View, Fox Run.
- *Water* – Water meter repairs and locates are being tended on a daily operations basis.
- *Buildings* – Replaced light bulbs in the booking room at the PD. Completed cleaning at 318 4th St. Started remodeling in Town Hall - copier room, Board room, and conference room. Trenching was necessary between buildings to run a fiber optic line from Town Hall to 318 4th St to the Bank Building – also installing conduit.
- *Open Space* – Abatement for PD at 700 Caleb Dr. I Abatement for the PD at 7990 Miller Dr. Irrigation line repair was completed behind the lake for the fields. Open Space mowing schedule is continuous. Removal of a tree along Puritan Dr was necessary – it obstructed driving view.
- *Storm Water* – Checking and cleaning of drainage on inlets/outlets.
- *Miscellaneous* – Mosquito spraying is taking place twice a week, weather permitting. Senior home trash pickup for 2020 had 15 participating pickups. Electronic drop off had 103 electronics. Tree limb drop off had 69 loads. Began cutting asphalt and concrete for the fiber optic line that is scheduled to be run from Town Hall to the Bank building and 318 4th St. PW interviewed Gage Robertson for a full-time PW position.
- *Training* – Training will be rescheduled with available.

Planning Department

- *Development Applications* – The development review process has a few steps land use applications go through prior to submitting an application such as a pre-application meeting and neighborhood meeting. There are twentyfive projects that have completed the pre-application step. Eleven projects have completed the neighborhood meeting, allowing them to submit an application. The following applications have been accepted for review and are now 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.
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.
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.

Project Name (Date of Application)	***Subdivision***	***General Location***	***Brief Description***
Glacier West Business Park Lot 9B – Ziggi's West Subdivision Amendment, Conditional Use and Site Plan	Glacier West Business Park	3450 Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi's Drive Through (624 square feet).
This space intentionally left blank.			
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.
Morningside Estates Filing #2 Variance Request (06/15/2020)	Morningside Estates Filing #2	8027 Dawnhill Circle	Variance to request two driveways.
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.
Old Town Block 22, Lot 1 – 436 5th Street Subdivision Amendment (06/15/2020)	Old Town	436 5th Street	Subdivision amendment to create 2 lots from 1 lot.
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.

Project Name (Date of Application)	***Subdivision***	***General Location***	***Brief Description***
Silverstone Filing 5 Plat and Final Development Plan (02/03/2020)	Silverstone	Generally, north of Highway 52 and east of William Bailey Avenue	Plat to create 3 lots.
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.

- *Park Development* – Our 2020 park improvements are well underway. Please look at the Town's website for update pictures.

  Work at the skate park continues to progress. The street course is nearly completed and public art has begun to be installed. The intermediate bowl is complete and work has begun on the skate bowl.

  The landscaping at the fitness court has been scheduled and will likely be complete by early August.

  Coalridge Neighborhood Park renovation is underway. Installation will take a few weeks.

Finance Department

- *2019 CAFR* - The 2019 Comprehensive Annual Financial Report is in draft form and will be completed by July 31. An application and the document is being submitted to GFOA in pursuit of another Certificate of Achievement for Excellence in Financial Reporting. The Town has received this award for the past five years and we hope to again this year.
- *2019 Audited Financials* – The 2019 audited financials will be submitted to the State Auditor's Office as required by state statute. They are due on July 31.
- *2021 Budget* – Staff is working on the preliminary draft of the 2021 budget. Worksheets are in the process of being compiled and reviewed.

Engineering Department

- *Thunder Valley K-8 Multiuse Trail Project (SRTS Grant)* – The Town approved a contract for construction at the January 14 Board meeting with Concrete Works of Colorado (CWC). Staff and CDOT conducted our initial walk-thru inspection and found a few minor corrections to be made. Repair of the flashing beacon bases and reseeding have kept the project from being accepted and keep the "sidewalk closed" signage in place.
- *Stormwater Master Plan (no change)* – Frederick and Dacono jointly submitted a Department of Local Affairs Energy Impact Grant application in December 2019 to develop a stormwater master plan and on April 3, the Town received notification that they were awarded funding! A contract was approved to Anderson Consulting Engineers at the June 23rd Town Board meeting. This project is expected to take 18 months and complete the end of 2021.
- *Transportation Master Plan* – A contract was approved to Felsburg, Holt and Ullevig (FHU) to develop a Town of Frederick Transportation Master Plan. The current status of the project was delivered to the Town Board at a work session on 7/21. Public engagement from survey responses continues to be high.
- *2020 Asphalt Seal Project* – This year's project includes crackseal, slurry seal and chip seal applications for multiple areas around Town. A contract for construction was awarded to Vance Brothers at the April 28 Board meeting. Work has completed on the seal project. While the quality of work was good, there were multiple complaints from the public in regards to a lack of

professionalism and courtesy. This was brought up to the contractor and will be a consideration for next year's project award.

- *2020 Pavement Maintenance Project* – This year's project includes asphalt patching, mill and overlays and road reconstruction for multiple areas around Town. A contract for construction was awarded to Elite Surface Infrastructure at the April 28 Board meeting. Milling and overlay on Eagle Blvd, Coyote Run and Frederick Way have been completed. Areas in need of patching have been identified by town staff and are currently being completed. Updates are being posted on the Town's social media platforms as the project advances.
- *2020 Concrete Alley Program* – This year's project is for construction of a concrete alley between 6th and 7th Streets from Elm to Locust. A contract for construction was awarded to Stone & Concrete at the April 28 Board meeting. Work is now complete on both alleys. An initial inspection identified a few minor items to be corrected and the contractor is now completing.
- *Tipple Pkwy/Frontage Rd Streetlight (no change)* – Engineering staff has coordinated with CDOT and United Power regarding installation of a streetlight at this intersection. Request forms and details have been delivered and we are waiting on review of the documents and replies for installation schedule and cost. Money was budgeted in anticipation of this installation.
- *Milavec Lake Raw Water Delivery (no change)* – Engineering staff is coordinating with a consultant to evaluate the delivery of raw water from the lake to various developments. Final recommendations are expected by the end of July.
- *Bridge Inspections (no change)* – CDOT has completed their annual inspection of the bridges in town. They identified a need to repair the bridge along County Road 7 over the Sullivan Ditch. It was noted that there are bridge rail posts pulled out of their anchors along with impact damage on both rails which has affected the overall integrity of the bridge rails. Money was budgeted in anticipation of requested repairs.
- *Water Sales (no change)* – The Town has received recent requests for blocks of CBT Units in the $60,000-$65,000 range. However, recent discussions with Northern Water indicate that prices have dropped $8,000 to 10,000 due to the uncertainty of the times. The prices for contracts at the next Northern Water meeting are between $55,000 and $57,000 for CBT Units.

Golf Course

- *Back 9 Restaurant* – The Back 9 Restaurant is now open 7 days per week. The breakfast/lunch menu is served from 6:00 am until 2:00 pm and a limited menu and beverages are offered from 2:00 pm until 5:00 pm.
- *Golf course hours* – The golf course is open 7 days per week. Tee times and carts are available from 7:00 am until 4:00 pm. Walking is allowed from 4:00 pm until 5:30 pm.
- *Golf shop* – The golf shop will open in August. Only 1 customer (or family) will be allowed in the golf shop at a time and masks will be required.

Town of Frederick

Memorandum

TO: Honorable Mayor Tracie Crites and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: July 24, 2020

SUBJECT: Town Clerk's Report

- *Liquor Licensing*
  - Approved Renewal Application for Frederick Travel Center, and 7-Eleven
  - Working with Peel on a potential modification of premises application
  - Reviewing new regulations related to state mandated last call on premises liquor licenses
- *Commissions Updates*
  - Arts Commission
    - The artists have started painting in the street park.
    - Working on a final contract with one artist for a mural in the park.
    - The centerpiece art piece should be installed at the beginning of August
  - Historic Preservation Commission
    - The commission will start holding meetings again on 7/28
- *Deputy Town Clerk Position*
  - We have made an offer to the final candidate and we anticipate a start date at the beginning of August.
- *Board Room Updates*
  - Board Room updates have been completed.
  - The a/v updates are still pending as staff is still reviewing proposals and obtaining demos to find a software the meets the needs outlined by the Board of Trustees.
- *Records Requests*
  - We continue to see more and more records requests and staff is working to respond to those requests as quickly as possible. Requests have included the following topics:
    - Land Use Documents, Building Permit Information, Financial Records, IGAs

Town of Frederick - List of Bills
May 29, 2020 - June 25, 2020

4 RIVERS EQUIPMENT LLC	Vehicle and equipment maintenance	1,212.21
AA HONEY	Market giveaway items	800.00
ACE HARDWARE OF FIRESTONE	Parts and supplies	1,120.15
ACUSHNET COMPANY	Shop merchandise	1,254.43
ADAMSON POLICE PRODUCTS	Police uniforms	4,678.32
AGFINITY	Golf course supplies	4,490.00
AIRGAS USA LLC	Shop supplies	166.99
ALAN ISAAC	Boot reimbursement	50.00
AMERICAN EAGLE DISTRIBUTING	Restaurant supplies	507.90
AMERICAN FENCE COMPANY INC	Fence rental	132.43
ASPHALT SPECIALTIES CO INC	Hydrant Meter Deposit refund	2,200.00
AWARD ALLIANCE LLC	Plaques for trustees	119.00
AXON ENTERPRISE INC	Police equipment	282.00
BATTERIES PLUS	Park maintenance supplies	303.90
BIOCHAR NOW	Park maintenance equipment	1,800.00
BK TIRE, INC.	Tires for equipment	107.45
BLACK CLOVER ENTERPRISES LLC	Golf Shop merchandise	1,494.48
BLACK HILLS ENERGY	Gas utility	1,008.68
BRAD BOHLING	Police Equipment Loan Program	1,300.00
CACP	Membership dues	300.00
CAITLIN MENOUGH	Reimbursement for restaurant supplies	114.46
CALA MARKETING LLC	Postcard mailing for restaurant	1,143.57
CALLAWAY GOLF	Golf Shop merchandise	674.75
CARBON VALLEY CAR WASH LLC	Vehicle maintenance	117.45
CARBON VALLEY CHAMBER OF COMM.	Annual Chamber Golf Tournament	1,500.00
CARBON VALLEY HEATING & AIR	Building maintenance	1,057.59
CARD SERVICES	Training and supplies	19,120.89
CAROL PRIESKORN	Annual golf pass refund	204.15
CASELLE, INC.	Contract Support & Maintenance	2,142.00
CCBIT INC	Laserfiche Program	12,798.00
CDOT/COLORADO LTAP	Training and supplies	50.00
CENTER FOR EDUCATION & EMPLOYMENT LAW	Training supplies	124.95
CENTRAL WELD COUNTY WATER DIST	FRA skate park hydrant water	39.00
CENTURYLINK COMMUNICATIONS LLC	Phone services	314.68
CHARLES ABBOTT ASSOCIATES INC	Inspection services	14,961.73
CINTAS CORPORATION	PW uniform service/First-Aid supplies	1,023.15
CIRSA	Deductible for water leak	1,000.00
CLAYSTONE CONSTRUCTION INC	Hydrant Meter Deposit refund	4,400.00
COLORADO DEPARTMENT OF REVENUE	Final PUC Admin fee	24.25
COLORADO MATERIALS INC	Landscape materials	880.00
COLORADO RANGERS	Membership dues	1,500.00
COLORADO WATER WELL	Pumphouse maintenance	11,041.24
COLT FENCE AND LANDSCAPE LLC	Park maintenance	10,482.55
COMCAST	Cable, phone and internet services	2,140.29
COMPLETE CONSTRUCTION CORPORATION	Wellness House Project	4,280.00
CONCRETE WORKS OF COLORADO INC	Trail connections and SRTS Project	518,073.24
COREY R EVERHART	Police Equipment Loan Program	2,000.00

Town of Frederick - List of Bills
May 29, 2020 - June 25, 2020

CORNWELL TOOLS	Shop tools	146.95
DANA KEPNER CO	Water meter supplies	20,359.68
DBC IRRIGATION SUPPLY	Equipment	71.30
DENVER REGIONAL COUNCIL OF GOVERNMENTS	Membership dues	2,150.00
DOMINION VOTING SYSTEMS INC	Election expenses	815.00
E & G TERMINAL INC	Shop supplies	209.54
ELEMENT WATER CONSULTING INC	Water Engineering services	8,481.25
EMPLOYERS COUNCIL SERVICES INC	3rd Quarter Membership dues	1,500.00
ENTENMANN-ROVIN CO	Police equipment	353.00
EON OFFICE	Office supplies	183.10
FACTORY MOTOR PARTS CO	Equipment	736.02
FAIRFIELD AND WOODS PC	Legal services	6,793.78
FELSBURG HOLT & ULLEVIG, INC.	Transportation Master Plan	11,500.00
FEUERSTEIN CONSULTING LLC	Construction Management	6,727.50
FREEDOM MAILING SERVICES LLC	Printing services for utilities	3,784.65
FRONT RANGE CANNERY LLC	Drive through market giveaway	600.00
FRONT RANGE FIRE APPARATUS	Equipment repairs	677.88
FUTURELINK INC	Security system deposit	4,175.51
G & G EQUIPMENT INC	Park maintenance supplies	126.78
GENERAL AIR	Shop supplies	12.36
GODDING HOLLOW METROPOLITAN DISTRICT	Reimbursement for improvement guarantee	15,521.13
GOLF & SPORT SOLUTIONS LLC	Golf course supplies	223.86
GREEN MILL SPORTMAN'S CLUB	Range use	300.00
HARDLINE EQUIPMENT	Equipment supplies	1,372.19
HEATH STEEL LLC	PW building enclosure	63,329.00
HESS CONTRACTING INC	Fitness Court Equipment Installation	6,030.00
HIGH COUNTRY BEVERAGE	Restaurant supplies	356.70
HOME DEPOT CREDIT SERVICES	Building supplies	350.88
I SCREAM COLORADO LLC	Market giveaway items	100.00
INSIGHT AUTO GLASS LLC	Vehicle maintenance	327.16
INTERSTATE FORD	Vehicle repairs	308.20
IWORQ SYSTEMS	Annual Pavement Management Subscription	1,200.00
JEFF CAHN INC	Judge services	1,200.00
JUSTIN RICHMOND	Boot reimbursement	50.00
KENZ & LESLIE DISTRIBUTING CO	Vehicle maintenance	956.47
KINSCO LLC	Police supplies	21.32
KORBY LANDSCAPING LLC	Park and irrigation maintenance	17,751.25
KRISTIN NORDECK BROWN PC	Prosecution services	742.00
KUTAK ROCK LLP	Legal services	1,701.00
L.L. JOHNSON DISTRIBUTING COMPANY	Equipment supplies and maintenance	2,240.02
LAMP RYNEARSON & ASSOCIATES INC.	SRTS Thunder Valley K-8 Multiuse Trail	3,354.00
LONGMONT HUMANE SOCIETY	Animal impound fees	1,052.25
MAC EQUIPMENT INC	Equipment supplies	150.18
MAHNKE AUTO BODY FREDERICK	Vehicle repairs	5,573.08
MARSHALL INFORMATION SERVICE LLC	Permit software update	125.00
MASEK GOLF CAR COMPANY	Rental carts for tournament	6,280.00
MEDORA CORPORATION	Milavec Circulator	140,696.00

Town of Frederick - List of Bills
May 29, 2020 - June 25, 2020

MILE HIGH GOLF CARS	Golf cart supplies	279.90
MITCHELL1	Online reference subscription	1,608.00
MOSES WITTEMYER HARRISON & WOODRUFF PC	Legal services	5,278.50
MOUNTAIN SALES & SERVICE	Kitchen equipment lease payment	200.00
MPB CONTRACTORS INC	Hydrant Meter Deposit refund	2,200.00
NATIONAL BUSINESS FURNITURE LLC	Conference room furniture	5,339.80
NORTHERN ENGINEERING SERVICES	Mendoza Subdivision	316.10
NORTHWEST PARKWAY	Travel and training	16.50
OPTUM	Merchant HSA fees	214.50
O'REILLY AUTOMOTIVE INC	Equipment maintenance supplies	148.44
PAUL C BENEDETTI	Legal services	525.00
PINNACOL ASSURANCE	Worker's Comp Premiums	15,222.00
POTESTIO BROTHERS EQUIPMENT INC	Equipment parts	600.85
PREMIUM EVENT STAFFING	Chainsaws & Chuckwagons bartender & securi	4,660.00
PRO GOLF REPAIR LLC	Pro Gold services	2,253.00
R & R PRODUCTS	Irrigation supplies	2,246.40
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services Distribution & Collection System:	100.00
REDEMPTION ROAD COFFEE	Drive through market giveaway	600.00
REDI SERVICES LLC	Monthly service	395.00
REDNECK TRAILER SUPPLIES	Equipment parts	8.22
REIF & HUNSAKER PC	Consulting services	2,843.00
ROBIN HOODS CLEAN LLC	Restaurant equipment maintenance	425.00
ROCKY MTN PLAYGROUND SERVICES LTD	Playground supplies	693.09
SAFEWAY	Gift cards and supplies	611.99
SAM'S CLUB / GECRB	Cleaning supplies	58.64
SAMSON LAW FIRM	Legal services	14,000.00
SARAH WATSON	Tuition reimbursement	3,000.00
SETER & VANDER WALL P.C.	District formation	2,784.00
SIGNARAMA	Fitness wall install and playground signs	1,995.50
SOIL HORIZONS	Soil testing	1,195.00
STAPLES ADVANTAGE	Office supplies	397.43
STEADFAST TATTOO COMPANY LLC	Supply payment for skate park artwork	500.00
STEVE JOHNSON	CDL Physical reimbursement	150.00
STRIGLOS COMPANIES, INC.	Computer equipment & software	4,037.00
SUMMIT STRATEGIES	Economic Development Consulting	5,000.00
SWN LLC	Drive through market giveaway	600.00
SYSCO DENVER	Restaurant supplies	1,975.08
TAYLOR MADE GOLF COMPANY	Golf equipment	474.32
TEAM PAIN ENTERPRISES INC	FRA skate park construction	283,752.65
TELOS ONLINE INC	Wi-Fi services	309.99
TIMBERLAN	VDI expansion	16,468.25
TINA REHDER	CDL Physical reimbursement	80.00
TOSHIBA BUSINESS SOLUTIONS USA	Copier maintenance	131.18
TRAVISMATHEW LLC	Golf Shop merchandise	1,525.67
UME CUSTOM EMBROIDERY & IMPRINTING LLC	Canvas market bags	2,845.95
UNIFIRST CORPORATION	Building supplies	287.47
UNITED POWER	Electric utility	9,606.52

Town of Frederick - List of Bills
May 29, 2020 - June 25, 2020

UPPER CASE PRINTING, INK.	Printing services for utilities	1,222.31
UTILITY NOTIFICATION CENTER OF COLORADO	Utility locate transmissions	685.40
VAN DIEST SUPPLY COMPANY	Equipment	12,796.40
VERIZON WIRELESS	Wireless services	3,666.31
W.L. CONTRACTORS, INC.	Monthly maintenance fee	157.50
WARD ELECTRIC COMPANY INC	Contracted lighting services	496.05
WASTE CONNECTIONS OF COLO INC	Trash collection	57,149.28
WEAR PARTS & EQUIPMENT CO INC	Vehicle maintenance	5,050.01
WELD COUNTY DEPARTMENT OF PUBLIC	Water testing	1,158.00
WELD COUNTY INFORMATION TECHNOLOGY	Police equipment	114.27
WEX BANK	Fuel	4,493.85
YAMAHA MOTOR FINANCE CORP USA	Golf cart lease	3,307.75
ZEP SALES & SERVICE	Safety supplies	889.86
		1,464,398.80

TOWN OF FREDERICK
Board of Trustees
Action Memorandum

Tracie Crites, Mayor

Rusty ONeal, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee

Dan March, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

CONSIDER AN INTERGOVERNMENTAL AGREEMENT FOR THE FREDERICK AND DACONO OUTFALL SYSTEMS PLAN

Agenda Date: Board Meeting – July 28, 2020

Attachments:
a. IGA between Frederick and Dacono for the OSP
b. Resolution

Finance Review: _____
Finance Director

Submitted by: Kevin Ash
Engineering Director

Approved for Presentation: _____
Town Manager

☐ Quasi-Judicial ☐ Legislative **X** Administrative

Summary Statement:

An IGA has been developed to identify administration processes and reimbursement terms for the FREDERICK AND DACONO OUTFALL SYSTEMS PLAN (OSP).

Detail of Issue/Request:

The Town of Frederick and City of Dacono desire to enter into an Agreement to confirm their intent to undertake the Project; to identify the allocation of the costs for the Project and application of Grant funds; to establish the process by which such application and allocation will be accomplished; and, to set forth the role of the Town of Frederick as the lead agency.

As the lead agency Frederick contracted directly with the consultant (approved at the June 23rd Town Board meeting). Frederick has the obligation to pay the consultant invoices and then request reimbursement from DOLA per the grant guidelines and request reimbursement from Dacono per the IGA. The IGA also identifies administrative roles and responsibilities between the two municipalities.

Legal/Political Considerations:

The attached resolution was prepared by the Town Attorney. The attached IGA was reviewed by the Town Attorney.

Alternatives/Options:

Per the agreement with the State, by accepting the grant funds, the Town has the obligation of completing the project within the terms and guidelines of the grant agreement. Not advancing with the project would negatively impact future DOLA funding opportunities as well as future partnering opportunities with Dacono.

Financial Considerations:

The project budget submitted to DOLA in the grant application totaled $769,100 with the following cost breakdown:
Frederick - $460,000.
Dacono - $309,100.

The DOLA Grant has a 50% match requirement. The Frederick Stormwater Fund has $230,000 budgeted funds for this project and would allocate them to this project. The selected consultant (Anderson Consulting Engineers) contracted with the Frederick and will invoice Frederick for services provided. Frederick will then invoice Dacono for their portion per the IGA.

Staff Recommendation:

Staff recommends that the Board approve the attached Resolution.

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE TOWN OF FREDERICK AND THE CITY OF THE DACONO

THIS AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2020, by and between the Town of Frederick ("Frederick"), a municipal corporation in the State of Colorado, and the City of Dacono ("Dacono"), a municipal corporation in the State of Colorado. Frederick and Dacono, when referring to both, are also referred to herein as the "Parties" or "municipalities." Either Party hereto may also be referred to as a "municipality" or "Party."

WHEREAS, units of local government are authorized by Article 14, Section 18 of the Colorado Constitution and C.R.S. § 29-1-203 to enter into intergovernmental agreements among themselves; and

WHEREAS, Frederick and Dacono have jointly submitted for and received Department of Local Affairs ("DOLA") Energy and Mineral Impact Assistance grant ("Grant") for the preparation of a joint Outfall Systems Plan (the "Project"); and

WHEREAS, the Parties desire to enter into this Agreement to confirm their intent to undertake the Project; to identify the allocation of the costs for the Project and application of Grant funds; to establish the process by which such application and allocation will be accomplished; and, to set forth the role of the Frederick as the lead agency; and

WHEREAS, Frederick and Dacono have authorized the execution of this Agreement as an exercise of their intergovernmental cooperation authority under C.R.S. 29-20-105; and

NOW, THEREFORE, in consideration of the mutual promises, covenants, and obligations contained herein and the recitals hereinabove set forth, the sufficiency of which are hereby acknowledged, it is hereby mutually agreed by and between Frederick and Dacono as follows:

Section 1. DOLA has approved a joint Grant application by Frederick and Dacono in the amount of $384,550 for the preparation of a joint Outfall Systems Plan.

Section 2. DOLA has requested that the Grant be administered by a single entity and Frederick has agreed to be that entity and administer the Grant.

Section 3. The parties are collectively responsible for total Project cost (Grant plus any additional required funds) of $769,100 and have agreed to share this cost as follows:

Frederick: $460,000
Dacono: $309,100

Section 4. Frederick will be responsible for advancing progress payments to the consultant for the Project costs and will invoice Dacono for its proportionate share.

Section 5. Dacono agrees to reimburse Frederick within fifteen (15) business days of receiving an invoice.

Section 6. In the event there is a cost overrun on any portion of the Project cost, each jurisdiction will be responsible for that portion of the overrun that is directly related to basins within its respective municipal limits. Frederick will be responsible for advancing the cost overruns, will invoice Dacono for its proportionate share, and Dacono will pay the invoices within fifteen (15) business days. Prior written approval from both Frederick and Dacono will be required for any cost overruns beyond the originally proposed Project costs, on a per-jurisdiction basis.

Section 7. Responsibilities of Frederick.

(a) Frederick will oversee the agreement with DOLA, and shall be responsible for all contracting, supervisory and administrative matters related to completion of the Project; provided that, Frederick shall consider and reasonably incorporate Dacono's input on the Project.

(b) Frederick shall require all consultants or contractors performing work on the Project to defend, indemnify, and hold harmless Dacono and Frederick, to the fullest extent permitted by law, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with preparation of the Project. Frederick shall further require all contractors performing work on the Project to add Dacono and Frederick as additional insureds under such contractors' general liability and automobile liability insurance policies.

(c) Frederick and Dacono shall agree on the timeline for the Project, and Frederick shall provide Dacono (i) copies of all plans and other materials prepared by the consultant for the Project, (ii) a copy of the Frederick's agreement(s) with any consultant(s) or contractor(s) engaged to perform work on the Project, and (iii) updates of progress on the Project upon request.

Section 8. Cooperation and Project Representation. In the performance of this Agreement, the Parties each agree that they will act in good faith and will promptly provide any information, approval, or document necessary for implementation of this Agreement. Dacono designates Gary Odehnal and Jon Rabas as its managers for the Project. Frederick designates Kevin Ash and Sarah Watson as managers for the Project. Regular project update meetings will be held that will include Frederick and Dacono project managers as well as the selected consultant's project manager or designee.

Section 9. General. This Agreement is intended to describe rights and responsibilities only as between the named Parties hereto.

Section 10. Costs. Each Party is responsible for the cost and expenses incurred in administering this Agreement. Payments to Gary Odehnal for consulting services are not contemplated in this Agreement, and Dacono will pay Gary Odehnal separately for such services.

Section 11. **No Third Party Beneficiaries.** The Parties to this Agreement do not intend to benefit any person not a party to this Agreement. No person or entity, other than the Parties to this Agreement, shall have any right, legal or equitable, to enforce any provision of this Agreement.

Section 12. **Authority**. The Parties acknowledge that each Party's obligations are subject to applicable law and public policy. Dacono and Frederick will not and cannot adopt any regulation by resolution or ordinance that is in conflict with applicable agency, state or federal law, rule or regulation.

Section 13. **Amendment**. This Agreement may only be amended in writing, signed by both Parties. It is mutually agreed that neither Frederick nor Dacono shall either directly or indirectly seek any modification or rescission of this Agreement through court action, and that this Agreement shall remain in full force and effect until amended by a mutual written agreement approved by the respective corporate authorities of both Parties.

Section 14. **Term and Termination**. This Agreement shall be valid and binding and in full force and effect in perpetuity from the date first above written for a _____ (__) month term; except that, either Party upon thirty (30) days' prior written notice may terminate this Agreement with or without cause. It may be extended for successive six (6) month periods thorough mutual written agreement by the Parties.

Section 15. **Severability.** If any provision of this Agreement shall be declared invalid or unenforceable for any reason by a court of competent jurisdiction as to either Party or as to both Parties, such invalidation shall not affect any other provisions of this Agreement which can be given effect without the invalid provision (except that if a requirement or limitation in such provision is declared invalid as to one Party, any corresponding requirement or limitation shall be deemed invalid as to the other Party), and to this end the provisions of this Agreement are to be severable.

Section 16. **Enforcement and Governing Law.** Subject to Section 21 hereof, the provisions of this Agreement may be enforced by either Party against the other in any court of competent jurisdiction by means of either injunction or specific performance. This Agreement shall be construed in accordance with the laws of the State of Colorado. Jurisdiction and venue shall be proper and exclusive in the District Court for Weld County, Colorado.

Section 17. **No Joint Venture or Partnership.** Nothing contained in this Agreement is intended to create a partnership or joint venture between Frederick and Dacono with respect to construction of the project, and any implication to the contrary is hereby expressly disavowed. It is understood and agreed that this Agreement does not provide for the joint exercise by the parties of any activity, function or service, nor does it create a joint enterprise, nor does it authorize any party hereto to act as an agent of the other party hereto for any purpose whatsoever.

Section 18. **Notices.** Notices shall be provided to the respective Party by first-class mail, postage prepaid, as follows:

Town of Frederick
Attention: Town Manager
P.O. Box 435
Frederick, CO 80530

City of Dacono
Attention: City Manager
512 Cherry Ave.
Dacono, CO 80514

Section 19. Assignment. This Agreement shall not be assigned or delegated by either Party, and any assignment or delegation shall be void.

Section 20. Insurance. The Parties agree, at all times during the term of this Agreement, to maintain such liability insurance as is necessary to meet their liabilities under the Colorado Governmental Immunity Act, ("Act") C.R.S. § 24-10-101, et seq. as may be amended, and nothing herein shall be deemed a waiver of the protections, limitations and immunities afforded to the Parties under the Act.

Section 21. Default and Right to Cure. In the event that either Party shall be in default of this Agreement, the non-defaulting Party shall provide notice to the defaulting Party specifically describing the default. The Party allegedly in default shall have 30 days from the date of such notice to cure the default. If such default is not so cured then, at the election of the non-defaulting Party, the non-defaulting Party may pursue enforcement action pursuant to Section 16, hereof.

Section 22. Integration. This Agreement represents the entire agreement between the Parties and there are no oral or collateral agreements or understandings.

Section 23. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and each of which shall constitute the same instrument.

Section 24. Non-Appropriation. Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of either Party within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. All financial obligations of the Parties under this Agreement beyond 2020 are subject to annual budgeting and appropriation by the Parties' respective governing bodies, in their sole discretion. Notwithstanding anything in this Agreement to the contrary, in the event of a non-appropriation by either Party's governing body, this Agreement shall terminate effective December 31 of the then-current fiscal year.

Section 25. Responsibility for Legal Proceedings. Each Party shall be responsible for defending itself, its officers, employees, agents, and contractors in any civil action brought against such Party, its officers, employees, agents, and contractors by any person claiming injury and damages as a result of the performance of this Agreement. Dacono its officers, and employees shall

not be deemed to assume any liability for intentional or negligent acts, errors, or omissions of Frederick, or any officer, employee, agent, or contractor thereof, arising out of the performance of this Agreement. Frederick, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts, errors, or omissions of Dacono, or any officer or employee thereof, arising out of the performance of this Agreement.

Section 26. **Authority to Bind.** Each of the persons signing below on behalf of either Party hereby represents and warrants that such person is signing with full and complete authority to bind the Party on whose behalf of whom such person is signing, to each and every term of this Agreement.

IN WITNESS WHEREOF, the above Parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF DACONO

Attest:

_____
Joe Baker
Mayor, City of Dacono

_____
Valerie Taylor, CMC
City Clerk, City of Dacono

TOWN OF FREDERICK

Attest:

_____
Tracie Crites
Mayor, Town of Frederick

_____
Meghan C. Martinez, CMC
Town Clerk, Town of Frederick

TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-54

A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO AUTHORIZING THE MAYOR TO EXECUTE THE DACONO-FREDERICK INTERGOVRNMENTAL AGREEMENT FOR DEVELOPMENT OF AN OUTFALL SYSTEMS PLAN

WHEREAS, the Town and the City of Dacono submitted a joint application to the Colorado Department of Local Affairs (DOLA) for the design and development of a joint outfall systems plan; and

WHEREAS, the joint application was approved by DOLA; and

WHEREAS, the Intergovernmental Agreement sets for the responsibilities and obligations of both the Town and the City of Dacono and its required by DOLA.

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

Section 1. The Mayor is authorized to execute the Intergovernmental Agreement with the City of Dacono.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 28TH DAY OF JULY 2020.

ATTEST: **TOWN OF FREDERICK**

By _____ By _____
Meghan Martinez, CMC, Town Clerk Tracie Crites, Mayor

TOWN OF FREDERICK
Board of Trustees
Action Memorandum

Tracie Crites, Mayor

Dan March, Mayor Pro Tem
Mark Lamach, Trustee
Adam Mahan, Trustee

Rusty ONeal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

CONSIDERATION OF AN APPOINTMENT TO THE PLANNING COMMISSION

Agenda Date: Town Board Meeting – July 28, 2020

Attachments:
a. Application from William Mahoney
b. Questionnaire from William Mahoney

Finance Review: _____
Finance Director

Submitted by: Jennifer Simmons
Planning Director

Approved for Presentation: _____
Town Manager

☐ Quasi-Judicial ☐ Legislative ☒ Administrative

Summary Statement:

Commissioners on the Planning Commission serve six-year terms. There is currently an opening for one alternate commissioner.

Detail of Issue/Request:

The Planning Commission is comprised of five regular (voting) members and two (non-voting) alternates. There are currently two vacancies on the Commission; one regular member and one alternate member.

Mr. Mahoney submitted the attached application and corresponding questionnaire. He has been recommended to be appointed by Mayor Crites.

The applicant's information is presented for your consideration for the available position.

Note: If proposing a change to a Frederick Municipal Code, Town Policy, the Frederick Land Use Code, etc., always include a copy of the respective page(s).

Legal Comments:

Not applicable.

Alternatives/Options:

The Board of Trustees may choose whether or not to appoint the applicant to serve on the Planning Commission.

Financial Considerations:

Not applicable.

Staff Recommendation:

Staff recommends appointing Mr. Mahoney to the Planning Commission.

401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

PHONE: (720) 382-5500 • FAX: (720) 382-5520

WWW.FREDERICKCO.GOV

BOARD, COMMITTEE AND COMMISSION APPLICATION

Application for Appointment to: Planning Commission
(Name of Board, Committee or Commission)

Name: William C. Mahoney

Home Address: 3520 Cottonwood Circle, Frederick, CO 80504

Mailing Address: 3520 Cottonwood Circle, Frederick, CO 80504

Email Address: wcmahoney@msn.com

Occupation: Chief Information Security Officer Employer: Denovo Ventures, LLC

Phone #: (305) 804-0681 Work Phone #: (303) 827-2705

Education Years Completed: 16 College(s): Military, Vocational & College

Degree(s): MCSE: Security, MCSA: Security, CCNA, Security+

Qualifications for Serving: I have served on numerous volunteer municipal and private boards, including the City of Longmont, Board of Adjustments & Appeals and the Longmont Emergency Unit Board of Directors. I presently serve on the Rinn Valley Ranch HOA Board and previously worked in the mortage banking and collateral valuation industries providing a background in property values. Additionally, in my current career, a substantial portion of my responsibilities are regulatory compliance and analysis.

Why do you desire this appointment: I strongly believe in volunteering to serve and support my community and specifically, owing to my previous experience with the City of Longmont and collateral valuations industry as well as my role in regulatory compliance, I feel that I can positively contribute to the Town of Frederick's stated goals and future growth planning.

How much time are you able to devote?: I am available for all scheduled evening meetings.

Do you presently serve on a Board or Commission?: No

If yes, please list: _____

Where did you hear of this vacancy: Town of Frederick website.

Town of Frederick
Board/Committee/Commission Applicants
Conflict of Interest Disclosure

Several state laws and municipal ordinances prohibit conflicts of interest on the part of Town Boards and Commission members. A member of a Board/Committee/Commission shall not perform an official ac that may have an economic benefit on a business or other undertaking (whether or not for profit) in which the member has a direct or substantial financial interest. Board/Committee/Commission members must not be interested in any contract made in their official capacities; or make by any other body, agency or board of which they are members or employees.

ALL BOARD/COMMITTEE/COMMISSION APPLICANTS:

Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the Board/Committee/Commission for which you have applied? NO

If yes, please describe that interest in the space immediately below (if you need additional space, please attach additional sheets) _____

_____

_____

_____

If desired, please submit a letter of application or resume with this application.

This application is subject to the Colorado Open Records Act and should not be considered confidential.

Applicant Signature: _____

Date: February 21st, 2020

401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

PHONE: (720) 382-5500 • FAX: (720) 382-5520

WWW.FREDERICKCO.GOV

PLANNING COMMISSION APPLICATION QUESTIONNAIRE

The purpose of the Planning Commission as set out in the Frederick Municipal Code is to act as an advisory counsel to the Board of Trustees, which Board of Trustees shall have final authority in the adoption of plans, legislation, zoning, subdivisions and related matters.

1. Have you served on a Board/Commission before? If so what was your experience? Yes
   Specific to municipal government, while residing in Longmont, I served on Longmont's Board of Adjustments & Appeals. This was the equivalent to the Frederick Building Appeals Board while serving a community of 90,000 people. Additionally, I served on the Board of Directors of the Longmont Emergency Unit while also volunteering as an Emergency Rescue Diver.

2. Do you have experience in any of the following categories?

   - ☐ Municipal Planning
   - ☐ Civil Engineering
   - ☐ Landscaping/Landscape Architecture
   - ☐ Architecture
   - ☑ Commercial/Mortgage Banking
   - ☐ Related Legal Fields
   - ☐ Development/Development Finance
   - ☑ Construction
   - ☑ Real Estate/Real Estate Appraisal
   - ☐ Urban Renewal
   - ☐ Metro Districts
   - ☐ Business Improvement Districts

3. Please provide a brief description of your experience and why you are interested in serving as a Planning Commissioner.
   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 Chief Information Security Officer includes significant portion of my day working 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 errors of neighboring Longmont.

4. Have you read the Land Use Code, Comprehensive Plan, Downtown Development Plan, or the Parks, Open Space, and Trails Master Plan? Yes. I began studying these documents and topics as well as inquiring with current residents upon moving to the town of Frederick last year.

5. Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the Board/Commission for which you have applied? NO

Applicant Signature

February 21st, 2020
Date

TOWN OF FREDERICK
Board of Trustees
Action Memorandum

Tracie Crites, Mayor

Dan March, Mayor Pro Tem
Mark Lamach, Trustee
Adam Mahan, Trustee

Rusty ONeal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

Appointing Chad teVelde to the Frederick Urban Renewal Authority

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Agenda Date: Town Board Meeting - July 28, 2020

Attachments: a. Resolution

Finance Review: _____
Finance Director

Submitted by: Meghan C. Martinez
Town Clerk

Approved for Presentation: _____
Town Manager

☐ Quasi-Judicial ☐ Legislative ☐ Administrative

Summary Statement:

The Frederick Urban Renewal Authority has had a vacancy since 2018 for the Mayoral Appointee position. Approval of this vacancy would enable to Authority to operate at full capacity.

Detail of Issue/Request:

The Frederick Urban Renewal Authority is comprised of the Board of Trustees, a representative from the School District, a representative from the Special Districts, a representative from the Weld County Commissioners, and one member appointed by Mayor and ratified by the Board of Trustees. The Frederick Urban Renewal Authority has had a vacancy since 2018 since former appointee Tracie Crites was elected to the Board of Trustees and was seated on the Authority as a Trustee Member. This appointment is a Mayoral Appointment that is ratified by the Board of Trustees.

The Mayor directed Town Clerk Martinez to reach out to Mr. teVelde following the Trustee vacancy interviews to see if he would be interested in serving on the Authority. Mr. teVelde has expressed

interest and is fully qualified to serve on the Authority. Mayor Crites has recommended Mr. teVelde for appointment and that appointment requires ratification by the governing body.

Legal Comments:

The resolution was drafted by the Town Attorney.

Alternatives/Options:

The Board may choose to appoint Mr. teVelde or not.

Financial Considerations:

N/A

Staff Recommendation:

Staff takes no position on this appointment as it is strictly a decision of the Mayor and the governing body.

TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-55

A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, APPOINTING CHAD TEVELDE TO THE FREDERICK URBAN RENEWAL AUTHORITY

WHEREAS, the Board of Trustees, as required by C.R.S 31-25-104, on the recommendation of the Mayor, shall appoint a member to the Frederick Urban Renewal Authority, to a term of five (5) years.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Frederick, Weld County, Colorado, that:

Section 1. **Appointment.** Chad teVelde has been recommended by the Mayor and is hereby appointed to the Frederick Urban Renewal Authority Commission to fill the unexpired term of Tracie Crites.

Section 2. **Effective Date**. This resolution shall become effective immediately upon adoption.

Section 3. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. **Certification**. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 28h DAY OF JULY 2020.

ATTEST:	**TOWN OF FREDERICK**
By _____	By _____
Meghan C. Martinez, CMC, Town Clerk	Tracie Crites, Mayor

TOWN OF FREDERICK
Board of Trustees
Action Memorandum

Tracie Crites, Mayor

Dan March, Mayor Pro Tem
Kevin Brown, Trustee
Adam Mahan, Trustee

Rusty ONeal, Trustee
Mark Lamach, Trustee
Windi Padia, Trustee

Request to Award the 2020 Frederick Scholarship

Agenda Date: Town Board Meeting – July 28, 2020

Attachments: a. Resolution

Finance Review: _____
Finance Director

Submitted by: _____
Town Clerk

Approved for Presentation: _____
Town Manager

☐ Quasi-Judicial ☐ Legislative ☒ Administrative

Summary Statement:

Each year the Board of Trustees on the recommendation of the Scholarship Commission awards scholarships for the first four years of college eligibility to graduating residents of Frederick.

Detail of Issue/Request:

The deadline this year for the Frederick Scholarship was April 10, 2020. Seven applications were received and reviewed by the Scholarship Commission.

Students are required to submit an application, transcripts, one letter of recommendation or community nomination and an essay for consideration by the scholarship committee. The student must attend an accredited college, university, trade school, community college, junior college or other qualifying program. This year the scholarship commission conducted interviews with the applicants via Zoom due to COVID-19.

The Scholarship Commission is recommending the Board of Trustees award the scholarship to the following individuals:

Blake Lavanchy
Hakan Boyce
Nicole Woods
Riley Dufour

Legal/Political Considerations:

The resolution was drafted by the Town Attorney.

Alternatives/Options:

The Board may choose to approve the awards or not.

Financial Considerations:

The 2020 Adopted Budget's Oil Royalty Fund includes funds for this annual scholarship program.

Staff Recommendation:

The Commission recommends approving the attached resolution awarding the 2020 scholarships.

TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-56

A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, GRANTING THE 2020 FREDERICK HIGH SCHOOL SCHOLARSHIP PROGRAM AWARDS BASED ON THE RECOMMENDATIONS OF THE SCHOLARSHIP COMMISSION

WHEREAS, the Town created an academic scholarship program for graduating seniors from the Town of Frederick attending an accredited high school or accredited home schooling program in Colorado under Ordinance 1127, administered through recommendations of the Scholarship Commission and annual awards made by the Board of Trustees; and

WHEREAS, the Town wishes to grant awards to the high school students nominated by the Scholarship Commission.

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

Section 1. The Board of Trustees hereby accepts the nominations of the Scholarship Commission and authorizes the Mayor and the Town Clerk to issue scholarship award funds to the institutions attended by the following students.

Student	*University/College Attending*
Blake LaVanchy	
Hakan Boyce	Brigham Young University - Idaho
Nicole Woods	University of Colorado Boulder
Riley Dufour	Trinidad State Junior College

Section 2. Pursuant to Sec. 4-166, Frederick Municipal Codes the students above must meet certain eligibility requirements in order to remain qualified to receive scholarship awards in subsequent academic years under the Town scholarship program, including maintaining a minimum university/college GPA of 3.0.

Section 3. **Effective Date.** This resolution shall be become effective immediately upon adoption.

Section 4. **Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 5. **Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 28th DAY OF JULY, 2020.

ATTEST:	**TOWN OF FREDERICK**
By _____	By _____
Meghan C. Martinez, CMC, Town Clerk	Tracie Crites, Mayor