



Town of Frederick
Board of Trustees Agenda
Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, October 13, 2020

5:30 PM
Work Session

7:00 P.M.
Regular Meeting

In order to promote social distancing and to protect the health and safety of our Board members, staff, and community this meeting will be conducted via Zoom Video Communications or in person. 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 - Work Session, Regular Meeting, Executive Session
Time: Oct 13, 2020 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94732484938?pwd=NG0xdTMlVWhKQlRvdndyZVNmby9Pdz09>

Meeting ID: 947 3248 4938

Passcode: 419730

One tap mobile

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

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Public Comment at a Virtual Meeting Board of Trustee Meeting

Interested parties who would like to address the Board of Trustees during the Public Comment portion of the agenda may address the Board of Trustees virtually or in person. **To address the Board in person, individuals may also appear at Town Hall (401 Locust Street Frederick, CO) and are asked to sign up on the sign-up sheet in the Board Room. Individuals who would like to attend virtually are asked to sign up to speak during public comment by emailing the Town Clerk at mmartinez@frederickco.gov. Individuals are asked to provide the Town Clerk the following information:

1. Name
2. Address
3. Topic for Comment
4. Phone Number or Name that will be utilized in the zoom meeting application
5. Any documents that will be shared in the meeting.

The Town Clerk will verify your attendance prior to the meeting and will test your connection and microphone.

If there are public hearings scheduled for the Board of Trustee meeting, individuals who wish to address the Board of Trustees virtually are asked to contact the Town Clerk via email at mmartinez@frederickco.gov by 5:00 PM on date of the meeting. Individuals are asked to provide the Town Clerk the following information:

1. Name
2. Address
3. Public Hearing Item for Comment
4. Phone Number or Name that will be utilized in the zoom meeting application
5. Any documents that will be shared in the meeting

**Individuals that would like to attend the meeting at Town Hall are asked to sign up on the public comment sheet in the board room.

Any individual who is attending the meeting and wishes to be address the Board of Trustees during Public Comment or a Public Hearing may utilize the “raise your hand” feature in the Zoom Meeting App.

How to raise your hand in Zoom

1. During the meeting, click on the icon labeled “Participants” at the bottom center of your PC or Mac screen
2. At the bottom of the window on the right side of the screen, click on the button labeled “Raise Hand.”



3. Your digital hand is now raised. Lower it by clicking the same button, now labeled “Lower Hand”
4. If you are on a mobile device, simply tap “Raise Hand” at the bottom left corner of the screen. The lower hand icon will turn blue and the text below it will switch to say “Lower Hand” while your hand is raised.

****In the interest of public safety in person attendees will be asked to wear a mask, have their temperature taken by the Frederick PD and sanitize their hands up entry to the building. Town Staff will be on hand to assist attendees****



Town of Frederick
Board of Trustees Agenda
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Tuesday, October 13, 2020

5:30 P.M.
Work Session
Budget

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. September 22, 2020 Minutes – Meghan Martinez, Town Clerk
- D. List of Bills – Jason Leslie, Finance Director
- E. Resolution 20-R-68 Acknowledging Receipt of the FY 2021 Preliminary Budget – Jason Leslie

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- F. Resolution 20-R-69 Canceling the Regular Town Board Meeting on Tuesday, October 27, 2020 – Meghan Martinez, Town Clerk

Action Agenda:

- G. Resolution 20-R-70 Intent to Annex Certain Properties in Weld County, Colorado to the Town of Frederick, said Annexation to be known as the “Dean Annexation” – Maureen Welsh, Planner
- H. Public Hearing Glacier Business Park Amended First Filing Block 1, Lots 1&7 Rezone Request – Ali VanDeutekom

Option 1:

1. Resolution 20-R-71-A Regarding the Request for Amendment of the Official Zoning Map of the Town of Frederick for Glacier Business Park Amended First Filing Block 1 Lots 1 & 7, Adopting Certain Findings of Fact and Conclusions Favorable to the Zoning Amendment
2. Ordinance 1342A Re-zoning Lots 1&7, Glacier Business Park Amended First Filing Block 1, for all Purpose Consistent with the Frederick Land Use Code

Option 2:

3. Resolution 20-R-71-B Regarding the Request for Amendment of the Official Zoning Map of the Town of Frederick for Glacier Business Park Amended First Filing Block 1 Lots 1 & 7, Adopting Certain Findings of Fact and Conclusions Favorable to the Zoning Amendment
4. Ordinance 1342-B Re-zoning Lots 1&7, Glacier Business Park Amended First Filing Block 1, for all Purpose Consistent with the Frederick Land Use Code

Option 3:

5. Resolution 20-R-71-C Regarding the Request for Amendment of the Official Zoning Map of the Town of Frederick for Glacier Business Park Amended First Filing Block 1 Lots 1 & 7, Adopting Certain Findings of Fact and Conclusions Favorable to the Zoning Amendment
6. Ordinance 1342-C Re-zoning Lots 1&7, Glacier Business Park Amended First Filing Block 1, for all Purpose Consistent with the Frederick Land Use Code

Discussion Agenda:

- I. Town Attorney Position – Lauren Mueller

Mayor and Trustee Reports:

Executive Session: For discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; regarding the Town Attorney Annual Evaluation.

Adjournment:

Capital Improvement Fund - 2021 Budget

Department	Project	2021 Cost	Description
Administration			
	Financial Software	\$ 175,000	The current financial software for the Town offers many limitations and implements manual processes for multiple tasks. Moving towards a more robust financial software will provide staff town-wide streamlined processes, more efficient data, and up to the minute information for budgeting, financial analysis, payment collection etc.
	Administration Total	\$ 175,000	
Engineering			
	Countryside	\$ 100,000	The original design for one section of Countryside stormwater conveyance was to allow stormwater to overtop the curb and sidewalk when the inlet capacity is exceeded then run into the pond in a channel between the two lots where the inlet is. This channel does not appear to have been constructed or was filled in at some time in the past and thus the water does not drain adequately. This project will be to install the necessary conveyance measures required to drain the street so that the water level in the street does not exceed the design standards. The minor storm cannot cause overtopping of the curb and the depth of water in the street during a major storm shall not exceed 0.1' at the centerline of the local street.
	Carriage Hills	\$ 20,000	There is a concrete bottomed channel that conveys stormwater to Frederick Way between two lots. The channel walls are very steep and were not adequately stabilized as part of the original construction. During small and large storm events the water exceeds the concrete channel and is causing erosion to the sides where the adjacent property owners, whose land the drainage easement is on, have attempted to stabilize their property with a retaining wall. The Town proposes to install an engineered retaining wall that will stabilize the channel sides and the lots adjacent to the channel.
	30" Central Weld Water Line	\$ 2,000,000	A large waterline, 30", is required to provide adequate water pressure and supply to the water tank that serves the east side of Frederick. This new waterline will go from Colorado Blvd to the tank site off of WCR 17 generally in line with 8 th Street. This line will add the capacity required for the full build out of Hidden Creek and other future developments on the east side of Town. The cost of the Town's obligation for this line is estimated to be \$2M.
	Windy Gap Firming Project	\$ 2,250,000	The 2020 budget for Windy Gap Firming Project costs was \$2.2 million. Due to delays in the project caused by the Federal Court case against the project approval the construction timeline has changed. The cost of the Town's interest in the project has increased to \$2.25 million as costs of the project continue to increase over time. The funds will be for the pre-construction costs and the Town's portion of construction costs will be paid in cash when the Bonds are issued which is planned to happen in 2021. In 2019 the Town paid \$38K and \$46K in 2020.
	Windy Gap Storage	\$ 1,000,000	The Town is pursuing an agreement to firm its 7 units of Windy Gap water. The cost to do so in the Reservoir selected will be \$1M per year. The proposed long-term agreement will provide the Town with about 2,000 AF of storage each year if Windy Gap water can be diverted.
	NISP Payment	\$ 950,000	The design costs and pre-construction costs for 2021 is estimated to be \$950K. The funds will be used for reservoir design, a financing consultant, Northern Water staff costs, Legal Services, ditch company negotiations, and other miscellaneous design costs. A total of \$1.95M was paid towards the project in 2020 and \$585K was paid towards the project in 2019.

Capital Improvement Fund - 2021 Budget

Department	Project	2021 Cost	Description
Engineering	Concrete Alley	\$ 200,000	The Concrete and Alleyway Maintenance Program funds the paving of existing dirt and gravel alleyways in the downtown area. Paving of the alleyways helps improve drainage of water during storm events to prevent flooding and ice build-up. These maintenance improvements are part of a system that will improve alleys, minor roadway drainage, adjacent concrete pedestrian walkways, downtown infrastructure, and general roadway resiliency. The next alleyway two segments scheduled for paving in the 2021 project include those between 2 nd Street and 3 rd Street from Locust Street to Walnut Street and Walnut Street to Maple Street. 2019 Program Cost: \$139,181 (between 2nd and 3rd Street from Elm to Locust Street) and 2020 Program Cost: \$131,856 (between 6th and 7th Street from Elm to Locust Street).
	Pavement Management - Local	\$ 1,000,000	The methods used in pavement maintenance and rehabilitation include crack seal, chip seal, slurry seal, patching, asphalt mill and overlays, reconstruction or other items as identified and required. Areas included in the Town's 2021 program currently include Eagle Valley, Fox Run, Maplewood, Moore Farm, No Name Creek, Rinn Valley Ranch, Savannah, and Bear Industrial Park with patching work throughout Town. 2019 Program Cost: \$602,256 and 2020 Program Cost: \$910,121.
	Pavement Management - Arterial	\$ 500,000	The Transportation Master Plan will deliver multiple projects for the Town to undertake. Even though it is not officially complete, discussions with the consultant expected that intersection of Tipple and Colorado would be the highest identified project. \$500,000 was set aside for improvements and that intersection would be the initial project.
	Concrete Maintenance	\$ 30,000	The Concrete Maintenance fund is in place to address areas around the Town of Frederick where concrete repair and maintenance needs have been identified. Items within this that could be addressed include curb and gutter, sidewalks, handicap ramps, crosspans or the installation of chase drains. Repair and replacement of damaged or installation of new concrete infrastructure can correct drainage issues and alleviate public safety concerns where trip hazards or ADA requirements need to be addressed.
	Streetlights	\$ 30,000	The Town is required to fund the installation of streetlights needed to illuminate the public roads throughout the community. The Town will be installing streetlights as needed to make the intersections throughout Town safer. The first intersection improved with this new program is Tipple Parkway and the East Frontage Road. The next intersection identified to be improved is Aggregate Blvd and Bella Rosa Parkway. The \$30K budgeted allows the Town to install at least two streetlights depending on the location and how much work is needed to run electricity to the light.
	Vehicle Lease Program (2)	\$ 12,288	A lease program, with Enterprise Fleet Leasing, will allow Town departments the ability to update their fleet vehicles at a more rapid and cost effective rate. This will develop a true 5 year fleet replacement program for the organization.
	Engineering Total		\$ 8,092,288

Capital Improvement Fund - 2021 Budget

Department	Project	2021 Cost	Description
Planning	The Following items were recommended for inclusion in the 2021 budget by the Parks, Open Space, and Trails Commission.		
	Open Space Purchase	\$ 2,000,000	This purchase would allow collaboration between Town of Frederick, City of Longmont, and CPW to maintain an old gravel mine as open space. This site includes valuable floodway, potential water storage and water rights, critical wildlife habitat, as well as opportunities for off-road trails to connect communities.
	Centennial Park Improvements	\$ 200,000	Improvements made to Centennial Park to enhance park features and use the rest of the land that has not yet been developed. The Board has identified park improvements as a priority and there is opportunity to improve Centennial Park significantly as identified in the approved master plan.
	Summit View Estates	\$ 135,000	Renovation of existing playground to remove old playground, install new playground, and new poured-in-place surfacing. The playground is nearly 20 years old and is not able to be repaired any further.
	Mendoza Trail	\$ 70,000	Trail on Mendoza property along the West side of Aggregate Boulevard from CR 16.5 South to CR 16 to provide connection to elementary school. Would enable children in Wildflower subdivision to walk to school and begin trail system on Mendoza property.
	Frederick Way Trail	\$ 40,000	Trail project to improve connectivity at Frederick Way and Hwy 52. Currently, there is a gap in the trail from Hwy 52 to an area approximately 200' North. Children walk this area everyday to attend Thunder Valley K-8.
	Planning Total	\$ 2,445,000	
Police			
	Vehicle Lease Program (13)	\$ 338,403	A lease program, with Enterprise Fleet Leasing, will allow the PD, along with all Town departments, to update their fleets at a more rapid and cost effective rate. This will develop a true 5 year fleet replacement program for the organization. The 5-year plan for PD is outlined as follows; 2021 - 13 vehicles, 2022 - 4 vehicles, 2023 - 5 vehicles, 2024 - 7 vehicles, and 2025 - 7 vehicles.
	Police Total	\$ 338,403	
Public Works			
	Vehicle Lease Program (7)	\$ 93,902	A lease program, with Enterprise Fleet Leasing, will allow PW, along with all Town departments, to update their fleets at a more rapid and cost effective rate. This will develop a true 5 year fleet replacement program for the organization. The vehicles identified for replacement in 2021 is the following; Crew Truck (1), Supervisor Trucks (4), Town Hall vehicle (1), One-ton Plow Truck (1).
	Equipment Replacements (11)	\$ 742,100	The equipment replacements identified for 2021 is the following; Skidsteer (1), RTV (2), Backhoe (1), Plow Truck Refurbishments (2), Tractor (2), Light Tower (1), Mower (2).
	AMI Water Meter Read System	\$ 200,000	Replacement of water meter system with AMI System.
	Park Shelters/Shade	\$ 106,000	Replacement of shelter at Crist Park, Replacement of shelter at FRA, additional shelter at FRA, and replacement of No Name Park Sun Shades.
	Centennial Park Utilities	\$ 20,000	Expansion of current Electrical utilities at Centennial Park to support event needs.
	Slice Shed	\$ 195,000	Replacement of current slice shed due to it being exposed to elements and to help contain run off.

Capital Improvement Fund - 2021 Budget

Department	Project	2021 Cost	Description
Public Works	Irrigation Needs	\$ 110,000	New irrigation pumps that will have a 10 year life with regular maintenance, and expansion of irrigation system on Colorado Blvd. from Wind Chimes to Gateway. Also, replacement of the 30 year old Irrigation system at Crist Park.
	Pave Lot	\$ 300,000	Pave the Public Works lot to help with dust control and erosion of lot.
	Gateway Lights	\$ 75,000	Replace current lighting system on Gateway sign to help mitigate failures and current constant repairs
	Public Works Total	\$ 1,842,002	
Golf Course	Vehicle Lease Program (2)	\$ 11,640	A lease program, with Enterprise Fleet Leasing, will allow Town departments the ability to update their fleet vehicles at a more rapid and cost effective rate. This will develop a true 5 year fleet replacement program for the organization. The vehicles identified for 2021 is a replacement of current admin vehicle (1), and replacement of maintenance truck (2).
	Equipment Replacement (3)	\$ 58,000	The equipment replacements identified for 2021 is the following; Blower (1), Greens Mower (1), Utility Cart (1).
	Maintenance Facility	\$ 400,000	Demolition and replacement of the current maintenance facility.
	Cart Path Concrete	\$ 485,000	Concrete current dirt path along course. Will generate revenue as currently can get muddy and limits rental of golf carts.
	Irrigation Needs	\$ 45,000	Complete irrigation analysis, and start phase 1. Future phase and needs in unfunded section for complete irrigation overhaul.
	On Course Shelter	\$ 80,000	Establish an on course shelter and restrooms on the opposite end of clubhouse. This will aid in golfers finding shelter for inclement weather and remove the port-a-lets currently along the course.
	Tables and Chairs	\$ 15,000	Replacement of tables and chairs for restaurant.
	Beam Maintenance	\$ 10,000	Maintenace for the wood beams on the exterior of the clubhouse.
	HVAC / Water Heater	\$ 23,000	Replacement of current HVAC / Water Heater. Current is past life cycle and is costly to maintain.
	Parking Lot	\$ 10,000	Crack Seal / Striping of current lot.
	Golf Course Total	\$ 1,137,640	
2021 Proposed Capital Project Total		\$ 14,030,333	

Capital Improvement Fund - 2021 Budget

Department	Project	2021 Cost	Description
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UNFUNDED PROJECTS IDENTIFIED

Police	New Public Safety / Court Facility	47,065 SF building to handle not only current growth but future growth over the next 20 years based on study completed 2019 by D2C Architects.	
Public Works	Dog Park Improvements	\$ 25,000	Renovation / Improvements to FRA Dog Park
	Replace Christmas Tree	\$ 60,000	Replace Crist Park Christmas Tree
	Splash Pad	\$ 400,000	New installation of Splash Pad at Centennial Park
	Round-a-bout Landscaping	\$ 60,000	Improvements to the landscaping at Round-a-bout and median on Colorado Blvd.
	Concrete Bunkers	\$ 50,000	Installing new concrete bunkers for materials at Public Works.
	Crist Park Gazebo Lights	\$ 10,000	Replace lights at Crist Park will help to add security to the park and also help improve events.
	PW Building Expansion	\$ 170,000	Expansion of the current Public Works building to the North 1 bay for the growing size of the fleet and all equipment used to maintain the town at a high level.
	Wheeled Loader	\$ 250,000	Replacement of current wheel loader which is 12 years old and does not conform to current diesel standards and pose a safety hazard.
	Vac Truck	\$ 560,000	Replacement of current Vac truck that is 17 years old. Used for cleaning storm drains, pot holing valves, and water leaks.
	Turf Sweeper	\$ 66,000	Replacement of current Turf sweeper that is 18 years old.
Golf Course	Golf Shop Upgrades	\$ 22,000	New front counter with improved merchandising space. Add matching fixtures to display apparel items, and more space to increase sales.
	Window Replacement	T.B.D.	Replacement of windows at clubhouse.
	Kitchen Expansion	T.B.D.	Expansion of kitchen at restaurant.
	Irrigation Replacement Phase 2	\$ 150,000	Complete replacement of current irrigation system.
	Exterior Paint	\$ 15,000	Exterior painting of clubhouse.
	Patio Furniture / Awning Addition	T.B.D.	New patio furniture and awning addition for outside of clubhouse and restaurant
	Blower Replacement	T.B.D.	Replacement of blower
	Auxiliary Building	T.B.D.	Wash bays, cart storage, replace current maintenance building #2.
	Restroom Facility on Course	T.B.D.	Add additional restroom on course to remove port-a-lots throughout the course.
Outdoor Permanent Tent Facility	T.B.D.	Explore rental options with clubhouse and restaurants to expand revenues.	
Expand Parking Lot	T.B.D.	Expansion of current parking lot.	



TOWN OF FREDERICK MEMORANDUM

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: October 13, 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):

- October 13, 2020 – Regular Meeting
 - October 20, 2020 – Work Session
 - October 27, 2020 – Meeting Cancelled
 - November 3, 2020 – Work Session
-

Police Department

- *LEAF DUI Grant Funding* – The police department was recently awarded a \$4,350 Law Enforcement Assistance Fund grant to assist in DUI enforcement. LEAF funding runs in sequence with HVZ enforcement funding, allowing the department more opportunity to deploy DUI enforcement officers.
- *Santa Cops Golf Tournament* – The 2020 Santa Cops Golf Tournament was held at Bella Rosa on October 3rd. Proceeds from this event are split between the Carbon Valley area police department's Santa Cops programs. Frederick PD had two teams enter the tournament this year with Commander Egan's team soundly defeating Chief Norris' team. A good time was had by all and funds were raised for a very worthy cause.
- *Law Enforcement Torch Run for Special Olympics* – The Weld County 2020 LETR was held on September 30th. Team Frederick PD (joined by Administrator Ostler and Trustee Padia) began our leg at 4:30 a.m. in front of the PD building. The team covered 17 miles, in relay fashion, to Pass the torch to Johnstown PD and other law enforcement agencies. The run ended in Greeley with a BBQ with some of the Special Olympics athletes.
- *Coffee with a Cop* – On October 7th, the department's annual Coffee with a Cop was held at The Back 9. The event was well attended by members of the community who had the opportunity to meet and speak with Frederick officers. Strong community ties and mutual trust is developed through opportunities like this and the department is honored to participate.

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Public Works

- *Streets* – Street sweeping continues in the Downtown area, Parkview, Maplewood, Coal Ridge, Countryside, Savannah, Angel View, and Carriage Hills. Alleys were regraded and potholes were repaired with asphalt millings added in the 500 block alley between 2nd St and 3rd St; and, the alley between Tipple Pkwy and 2nd St, due to residents' concerns. All school signs along Tipple Pkwy near the high school were reinstalled to prepare for school beginning. Turn lanes and crosswalks near the high school were painted before school began.
- *Parks* – Crews continued to make parks look good. Mowing is beginning to slow down. Crews mowed and cleaned up around the Bullrush Open Space area. The FRA Pump House was cleaned out and reorganized. Biweekly trash checks were done at all parks and around Milavec Lake. Graffiti was removed at the Fox Run playground area and on the sidewalk.
- *Water* – PW responded to a resident's concern about a possible water leak in the house and/or irrigation at 6828 Catalpa St. Nothing was found. At 751 Oak St, crews dug up and repaired a broken water service line from the main line to the meter pit. It was replaced with ¾" copper and was a 40 ft run.
- *Buildings* – The Town's building at 311 5th St is getting closer to being finished. Irrigation at the Wellness House was repaired. At the PD, PW installed cabinets and painted the kitchen area.
- *Open Space* – Crews are doing the final cut in Open Space mowing.
- *Storm Water* – Weed eating and cleaning of summer growth around storm inlets and outlets were completed in various locations in Frederick, getting them cleared for wet and winter weather.
- *Miscellaneous* – PW was busy setting up and tearing down for the 2020 Miner's Day event. PW began removing the excess dirt pile west of the PW shop, taking 80 dump loads to a dump site.
- *Training* – Steve Johnson continues training with John Ober and Steve Smith in PW Fleet Dept. Eight PW employees spent 16 hrs in a CIRSA Locating Class. Tina Rehder, Sarah Troy, and Rusty Ribble had ADA Coordinator training. Five PW employees completed Flagger Certification in Firestone.

Administrative Services:

Admin Services General

- *Building Move* – Work is continuing on moving Communications, Finance, GIS, and HR to the building at 311 5th Street. Move is currently scheduled for late Fall 2020.

Communications and Engagement

- *Events Status:*
 - Community Tour & Talks: The last stop on the 2020 Tour is Wednesday, October 14 at 6 pm. This is a virtual event on Zoom.
 - *Finale Fridays & Frederick Markets* – We wrapped up the market season on September 25. Due to the COVID-19 Farmers Market Guidelines, this season's markets were smaller than normal. Throughout the season, we averaged 11 local vendors per market and raised \$1,225 in revenue. Three market vendors attended every market, making them eligible for a \$75 refund of market fees. The markets averaged 180 people in attendance with total vendor sales averaging around \$2,000.
 - *Miners Day* – The 18th Annual Miners Day celebration was held on September 19. We had 4 food vendors, 30 vendor booths and 72 burro racers. The day included the first Wreath Ceremony at the Memorial Wall which included a speech from Mayor Pro Tem Dan March, followed by a moment of silence to remember why Miners Day is celebrated. We raised \$7,033 in sponsorships and revenue. Bonus – 12 hot air balloons took off from Centennial Park between 7 am to 8 am.

- Coffee with a Cop Day was held on Wednesday, October 7 at The Back 9 at Bella Rosa. Jessica, Chief Norris, Commander Eagan, Sergeant Bedsaul, SRO Fairbanks and CSO Arnspiger were hosts to 10 attendees.
- *Leadership Training*: Angela participated in the Mastering Conflict-5 Behaviors of a Cohesive Team training on September 23.
- Angela participated in the Transportation Mater Plan PAC meeting on September 23.
- Angela joined DTC and Finance Manager interviews. Thank you!
- *Bella Rosa*: Video production featuring Bella Rosa Golf are moving to every other week.
- *Fred Culture Work*: Angela participated in critical leadership meeting on October 7.
- *Community Partnerships*
 - *FHS Education Foundation* – We are supporting the foundation with with promotional assistance and fundraising support.
 - *Carbon Valley Chamber of Commerce* – Participated in the virtual lunch meeting on Thursday, September 17 and the Afterhours event on October 1.
 - *Weld County PIO* – Presented TOF COVID updates on September 17.
 - *Carbon Valley Communities That Care* – Attended coalition meeting on September 21.

Finance Department

- *2021 Budget* – Budget was presented to the board on 10/6/2020, continued review of revenues, expenditures, and capital projects costs are being calculated for the upcoming public hearing on 11/10/2020.
- *Finance Manager* – An offer has been accepted for the Finance Manager position. The top candidate, Kurtis Adams, is scheduled to start on 11/2/2020 and comes with some great experience in municipal finance. He is a Frederick resident and is excited to join our team.

GIS Department

- *GIS Roadshow* – Has been completed with each department. Information gathered is being compiled and the next step is to create and set up a training session ‘GIS 101’ for staff that may not be as familiar with how GIS tools can assist their departments.

Human Resources

- *Recruiting & Hiring* – We have hired the following positions in the last few weeks:
 - Ian Austin – Police Officer – started on 9/28/20
 - Taylor Kittilson – Deputy Town Clerk – started on 9/30/20
 - Scott Bean – Line Cook – started on 10/10/20
 - Shawn Billings – Police Officer – started on 10/12/20
 - Shawna Paintin – Police Officer – started on 10/12/20
 - Kyla Metcalf – Crossing Guard – started on 10/12/20
 - Kurtis Adams – Finance Manager – will start on 11/2/20
- *Benefits Open Enrollment* – Open enrollment for the 2021 benefit plan year will begin on Tuesday, October 20, and will run through November 13. The new benefit plans will take effect on January 1, 2021.

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). Obtaining the final required grant paperwork from the contractor has been challenging. It is holding up final payment for the project and final acceptance from the Town/CDOT. The trail itself has been accepted and is open for public use.
- *Stormwater Master Plan (DOLA Grant)* – A contract was approved to Anderson Consulting Engineers at the June 23rd Town Board meeting for development of a master plan. Staff have

been providing the consultant with copies of existing drainage plans and reports for their evaluation of the existing system. This contract is scheduled 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. An infographic showing the results of our second public survey have been uploaded to the Town website. The consultant has delivered an initial list of projects for consideration and this is being refined and prioritized. The next PAC meeting is scheduled for 10/28.
- *Tipple Pkwy/Frontage Rd Streetlight* – Coordination efforts continue with CDOT and United Power regarding installation of a streetlight at this intersection. The required design and permit documents are complete and United Power is submitting the application to CDOT.
- *Raw Water Change of Use* – The Town, through its water attorney, have communicated to the Lower Boulder Ditch Company that Frederick intends to file a change of use application in water court so that our raw water shares could be used for future town use. The preliminary schedule is to complete the evaluation and file the application by November 25, 2020.
- *Raw Water Metering* – Staff has been upgrading meters and sensors for our raw water delivery system in and around the pump stations at Milavec Lake and the golf course ponds. The SCADA system at the west pump station is now up and running.
- *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. Preliminary recommendations have been provided and staff is evaluating a course of action.
- *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.

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 fifteen projects that have completed the pre-application step. There is currently one neighborhood meeting scheduled. Nine 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.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
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 Replat 1, Block 1, Lot 4, Site Plan (07/06/2020)	Bear Industrial Park	9083 Bruin Boulevard	Site plan for a 10,077 square foot facility with outdoor storage.
Canino Rezone and Subdivision Amendment (9/21/2020)	Canino	3258 Highway 52	sf home with a barn and silo with PUD overlay would like to change to CDOT facility and business
Carrige Hills Filing 1 Replat A	Carriage Hills	Subdivision of a part of a SE ¼ of Sections 31, T2N, R67W of the 6 th P.M.	Minor Subdivision Replat.
Clearview Villages Zoning Amendment, Preliminary Development Plan, Final	Clearview Villages	Generally, at the southwest corner of Silver Birch	Zoning amendment, development plan and

Development Plan, Preliminary Plat and Final Plat (11/18/19)		Boulevard and Godding Hollow Parkway	plat on approximately 102 acres.
Dean Annexation (07/06/2020)	Dean Annexation	Generally, on the west side of Aggregate Boulevard, approximately 1/3 mile south of Tipple Parkway	Annexation of a .34 acre residential property.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
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.
Glacier Business Park Amended First Filing Block 1, Lots 6 and 7 Rezoning (07/06/2020)	Glacier Business Park	3759 Imperial Street	Zoning amendment from Business Light Industrial to Commercial Highway 52.
Glacier West Lot 1, (09/08/2020)	Glacier West	3310 Ideal Drive	Site plan for an automotive repair business.
Hauck Meadows II Preliminary & Final Plat (4/10/2017)	Hauck Meadows	Northeast ¼ of Section 29, Township 2 North, Range 68 west of the 6TH P.M.,	Would like to create 26 residential lots on 42.5 acres.
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.
Nelson Farm Subdivision Conditional Use Permit, Final Plat, Rezone (10/01/2018)	Nelson Farm	Generally northeast of I-25/Hwy 52 intersection	Zoning amendment to divide the parcel into a smaller property.
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.
Old Town Block 17, Lot 11 – 141 5 th Street Site Plan Amendment (04/15/2020)	Old Town	141 5 th Street	Site plan amendment to add approximately 500 square feet.

Nelson Wells Anadarko Special Use Permit (7/15/2019)		Generally sec 35 2N 68W	24 new wells to be drilled.
Old Town Block 21, Lot 6 – 502 Walnut Street Site Plan (08/29/19)	Old Town	Generally, the southeast corner of 5 th Street and Walnut Street	Site plan for an approximately 3,723 square foot mortuary.
Old Town Block 22, Lot 1 – 501 Walnut Street Amended Site Plan (09/08/2020)	Old Town	501 Walnut Street	Site plan to amend existing structure to accommodate additional office space.
Prosperity Final Plat (10/5/2020)	Prosperity	South of Tipple, East of Angel View Estates North of Savannah Sundivision	Site plan provided 206 residential lots. Final plat would include road access and drainage approvals.
Silvers Minor Subdivision Lot 2 Arrowleaf Landscape Site Plan (9/08/2020)	Silvers	10580 Country Rd 7	Site Plan for 4 acres of land for commercial landscaping.
Silverstone Filing 5 Tract A Site Plan (4/20/2020)	Silverstone	Northeast corner of Hwy 52 and William Bailey Ave.	Site plan for 1.77 acres for retail store, car wash and fuel sales.
Tops Business Park Lots 1,2 and 5 Replat (8/6/2018)	Tops Business Park	SE ¼ of section 25, T2N, R68W of the 6 th P.M.	Replat, expansion of storage facility.
Wyndham Hill Filing 2 Replat E (08/17/2020)	Wyndham Hill	Generally, north of Wyndham Hill Parkway and west of Ridgeway Boulevard/CR 7	Plat to adjust property lines.



TOWN OF FREDERICK MEMORANDUM

TO: Honorable Mayor Tracie Crites and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: October 9, 2020

SUBJECT: Town Clerk's Report

- *Liquor Licensing*
 - New Fermented Malt Beverage License Application set for November 10, 2020 Meeting
 - Approved Glacier Liquors Renewal
 - Reviewing 7-Eleven License Renewal
 - Reviewing Rocky J's License Renewal
- *Commissions Updates*
 - Arts Commission
 - A number of carvings have been placed throughout the community.
 - The skatepark art continues to be completed. The artists have a few more pieces to complete and the park will be ready to pen.
 - Scholarship Commission
 - Working on deadlines for next years scholarship.
 - Paperwork will be updated to submit to the schools at the end of 2020.
- *Bella Rosa Golf Course*
 - Clubhouse Improvement Projects:
 - The floor replacement project has been completed. The carpet was removed and laminate flooring was installed. The wood pallet wall has been removed and replaced with stone.
 - Winter Driving Range Tee:
 - The old concrete driving range pads have been removed and replaced with new slab concrete. New rock will be added around the concrete along with plants and hedges.
 - Fall Scramble Event:
 - The tournament is scheduled for Saturday, October 31. The cost is \$45/person and includes breakfast, golf, cart, lunch and prizes. Sign up at bellarosagolf.com

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TOWN OF FREDERICK BOARD OF TRUSTEES
REGULAR VIRTUAL BOARD MEETING MINUTES
FREDERICK TOWN HALL, 401 LOCUST STREET
SEPTEMBER 22, 2020

Call to Order: At 7:00 p.m. Mayor Crites called the meeting to order and requested roll call.

Roll Call: Present were Mayor Crites, Mayor Pro Tem March and Trustees Mahan, Lamach, Brown, O'Neal and Padia. Also present were Town Manager Bryan Ostler, Town Attorney Rick Samson and Town Clerk Meghan Martinez.

Pledge of Allegiance: Mayor Crites invited everyone to join the pledge.

Special Presentations:

Carbon Valley Help Center Community Funding Request: Christina Martinez presented the proposed funding request.

Motion by Trustee Padia and seconded by Trustee O'Neal to give a donation of \$1,500.00 to the Carbon Valley Help Center. Upon roll call vote, motion passed unanimously.

Staff Reports:

Administrative Report: Town Manager Bryan Ostler provided a written report.

Town Clerk's Report: Town Clerk Meghan Martinez provided a written report.

Town Attorney's Report: Town Attorney Rick Samson provided a written report.

Public Comment: Mayor Crites announced that no one had signed up for public comment.

Consent Agenda:

Motion by Trustee Brown and seconded by Trustee Mahan to approve the consent agenda which consisted of the following item:

- September 8, 2020 Minutes
- Resolution 20-R-66 Approving the Compensation Structure for Employees

Action Agenda:

Resolution 20-R-67 Establishing an Economic Development Incentives Policy: Town Manager Bryan Ostler presented the proposed resolution. Motion by Trustee O'Neal and seconded by Trustee Lamach to approve Resolution 20-R-67. Upon roll call vote, motion passed unanimously.

Mayor and Trustees Reports:

Trustee Lamach: The Miners Day event was great. He thanked Mayor Pro Tem March for his speech. He inquired about Halloween guidelines and noted that he has noticed a resident that has a themed skeleton and recommended they be featured by the Town.

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Trustee Mahan: He mentioned the new fitness court at FRA and the app that can be downloaded to help with workouts.

Trustee Padia: She thanked Wyndham Hill for the BBQ event. She was appreciative that the questions were provided beforehand.

Motion by Trustee ONeal and seconded by Trustee Mahan to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e)(1) regarding economic development.

At 7:59 Mayor Crites recessed the meeting of the Board of Trustees to enter into executive session.

At 9:35 Mayor Crites reconvened the meeting of the Board of Trustees.

There being no further business of the Board, Mayor Crites adjourned the meeting at 9:36 PM.

ATTEST:

Approved by the Board of Trustees:

Tracie Crites, Mayor

Meghan C. Martinez, CMC, Town Clerk

Town of Frederick - List of Bills
August 28, 2020 - September 25, 2020

ACE HARDWARE OF FIRESTONE	Maintenance supplies	642.55
ACUSHNET COMPANY	Shop merchandise	1,509.42
ADAMSON POLICE PRODUCTS	Police uniforms	4,222.05
ADIDAS AMERICA INC	Apparel	182.42
AGFINITY	Fertilizer application	2,315.63
AMERICAN EAGLE DISTRIBUTING	Restaurant supplies	430.95
AMERICAN FENCE COMPANY INC	Fence repair	125.00
ASPHALT SPECIALTIES CO INC	Hydrant deposit refund/Maintenance supplies	2,631.95
AXON ENTERPRISE INC	Evidence license	6,021.00
BCCONSULTING INC	Burro Race timing	157.50
BEST WESTERN PLUS & PLAZA CONV. CENTER	Chainsaws & Chuckwagons carver hotel	4,830.00
BLACK HILLS ENERGY	Gas utility	151.19
BREAKTHRU BEVERAGE COLORADO	Restaurant supplies	596.03
BRIAN RAWLINGS	Burro Race 4th place winner	200.00
BUTCHER AND THE BLONDE LLC	Community Tour & Talk catering	1,350.00
CARBON VALLEY CAR WASH LLC	Vehicle maintenance	209.92
CARD SERVICES	Travel & training/Supplies	14,086.86
CAROL VON MICHAELIS	Burro Race last place winner	50.00
CASELLE, INC.	Contract Support & Maintenance	2,142.00
CENTRAL WELD COUNTY WATER DIST	Water purchased	107,685.41
CENTRAL WELD CTY WATER DIST	Water taps	390,000.00
CENTURYLINK COMMUNICATIONS LLC	Phone services	154.42
CES (Colorado Accounts - SW)	Parks maintenance supplies	36.00
CHARLES ABBOTT ASSOCIATES INC	Inspection services	109,246.70
CHARLES LIVENS	Legal and Administrative services	1,920.10
CINTAS CORPORATION	PW uniform service/First Aid supplies	779.41
CIVIL RESOURCES LLC	General Engineering services	540.00
COLORADO BIOLABS INC	Rental deposit refund	3,000.00
COMCAST	Internet and cable services	4,291.70
COMPLETE CONSTRUCTION CORPORATION	Concrete work and Asbestos testing	28,549.00
CONCRETE WORKS OF COLORADO INC	Hydrant Meter Deposit refund	2,200.00
COREN PRINTING INC	Printing services	621.00
CUMMINS ROCKY MOUNTAIN, INC.	Equipment repairs	79.56
CYBERGOLF LLC	Web hosting and email database	600.00
DANA KEPNER CO	Water meter supplies	4,836.80
DBC IRRIGATION SUPPLY	Park irrigation supplies	540.29
ELEMENT WATER CONSULTING INC	Water Engineering services	26,100.00
ELITE SURFACE INFRASTRUCTURE	Pavement Maintenance Program	99,148.68
EMPLOYERS COUNCIL SERVICES INC	Membership dues	1,500.00
ENVIROTECH SERVICES, INC.	Street supplies	15,573.91
EON OFFICE	Supplies	178.42
ERIKS NORTH AMERICA INC	Equipment supplies	60.61
FACTORY MOTOR PARTS CO	Auto parts and supplies	1,515.74
FAIRFIELD AND WOODS PC	Legal services	3,199.75
FEDEX	Mailing services	51.01
FERGUSON & ASSOCIATES CORPORATION	O&G Automation script	1,440.00
FREEDOM MAILING SERVICES LLC	Utility printing and mailing	2,475.26
FUTURELINK INC	Golf shop equipment	501.34

Town of Frederick - List of Bills
August 28, 2020 - September 25, 2020

GENERAL AIR	Shop supplies	17.67
GEORGIA BOYS SMOKEHOUSE	Community Tour & Talk catering	4,884.44
GOLF & SPORT SOLUTIONS LLC	Golf course supplies	1,019.11
GREEN MILL SPORTMAN'S CLUB	Training	300.00
GREEN MOUNTAIN PROMOTIONS	Police logo items	542.64
HALL-IRWIN CORPORATION	Hydrant Meter Deposit refund	2,200.00
HIGH COUNTRY BEVERAGE	Restaurant supplies	477.15
HIGHER GROUND CONSULTING INC	Leadership Training/Coaching	3,375.00
HOME DEPOT CREDIT SERVICES	Building supplies	1,516.54
HYDROLOGIK LLC	Milavec Flume Measurement Device	3,416.93
IAN ALBERT	Reimbursement for training expenses	58.00
INTERSTATE FORD	Engine repair	466.93
JARED BAKES	Reimbursement for training expenses	54.91
JC GOLF ACCESSORIES	Shop merchandise	417.94
JEFF CAHN INC	Judge services	1,200.00
JOSEPH SCOTT POLONSKY	Burro Race 2nd place winner	400.00
KELSEA HARMEIER	Refund overpayment	762.00
KINSCO LLC	PD uniform supplies	661.50
KORBY LANDSCAPING LLC	Fitness Court sod and irrigation install	18,885.00
KRISTIN NORDECK BROWN PC	Prosecutor services	1,568.00
L.L. JOHNSON DISTRIBUTING COMPANY	Irrigation supplies	1,500.00
LEONARD MEDOFF PHD	Pre-Employment Psychological Evaluation	300.00
LONGMONT HUMANE SOCIETY	Animal impound fees	1,052.25
LYONS GADDIS TRUST ACCOUNT	Deposit for Lower Boulder Catlin proceedings	40,000.00
MAC EQUIPMENT INC	Park supplies	44.00
MARK LAMACH	Reimbursement for equipment	139.98
MARVIN SANDOVAL	Burro Race 1st place winner	500.00
MILE HIGH GOLF CARS	Golf cart rental for Miners Day	50.00
MOSES WITTEMYER HARRISON & WOODRUFF	Legal services	10,507.15
MOUNTAIN SALES & SERVICE	Restaurant equipment lease	200.00
MSI LLC FOR MELODY HOMES	Hydrant Meter Deposit refund	2,200.00
MULTICOPTER WAREHOUSE LLC	Drone	5,990.99
NACM	Court Membership dues	135.00
NEXT STEP COMMUNICATIONS LLC	Court room speaker repairs	210.00
NORTHERN CO. WATER CONSERVANCY DIST	2021 Assessment 3929 CBT units	208,452.20
NORTHERN ENGINEERING SERVICES	Outlot B - Village at Frederick Survey	739.40
ONE CALL NOW	Delinquent Call Notification Subscription	186.30
O'REILLY AUTOMOTIVE INC	Auto parts and supplies	402.78
PATRICIA COCHRAN	Reimbursement for supplies	27.97
PATRICIA K BLOCK	Burro Race Oldest place winner	50.00
PERFORMANCE RECREATION	Coalridge Playground Renovation	159,858.00
PILAR PRODUCTS	Drug Terminator	4,200.00
PING INC	Golf club purchase	604.07
PRINT EXPERTS	Printing services	82.71
PRO GOLF REPAIR LLC	Pro Golf services	1,700.50
PROJECT NOLA	Building cameras	16,500.00
PSI-DIGITAL IMAGING SOLUTIONS	Plotter printer supplies	257.79
R & R PRODUCTS	Equipment repair	1,188.73

Town of Frederick - List of Bills
August 28, 2020 - September 25, 2020

RACO MANUFACTURING & ENGINEERING CO	Raw Water SCADA	1,080.00
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services Distribution & Collection Systems	100.00
REDI SERVICES LLC	Porta-john service	592.50
REIF & HUNSAKER PC	Consulting services	204.00
RESOURCE CENTRAL	Slow the Flow Audits	453.75
ROBIN DRAKE	Court fine overpayment	35.00
ROCKY MOUNTAIN CIDER CO	Beverage order for restaurant	230.45
ROLAND BRODEUR	Burro Race 3rd place winner	300.00
ROUTE 66 RESTAURANT EQUIPMENT	Freezer	850.00
SAFEWAY	Supplies	17.07
SAM'S CLUB / GEGRB	Supplies	1,048.08
SAMSON LAW FIRM	Legal services	14,000.00
SHRED-IT USA	Document shredding	190.15
STAPLES ADVANTAGE	Office supplies	942.87
STEADFAST TATTOO COMPANY LLC	Skatepark Mural and Centerpiece artwork	6,800.00
STEVE L SMITH	Reimbursement for supplies	45.71
STONE AND CONCRETE INC	Concrete Alleyway Project	61,830.51
STRIGLOS COMPANIES, INC.	Computer equipment and supplies	9,162.89
SUMMIT STRATEGIES	Economic Development Consulting	5,000.00
SYSCO DENVER	Restaurant food order	6,801.54
TEAM PAIN ENTERPRISES INC	Construction services for Skate Park	183,421.25
TELOS ONLINE INC	Wi-Fi services	75.00
TIMBERLAN	IT Support	9,180.75
TOSHIBA BUSINESS SOLUTIONS USA	PW copier/Printer maintenance	131.18
TOWN OF FREDERICK	Supplies	130.00
TRACY LOUGHLIN	Burro Race 5th place winner	100.00
TRANSWEST TRUCK	Repair parts and supplies	1,525.71
TRUDILIGENCE	Third party collection fees - drug screens	20.00
TWIN PEAKS GARAGE DOORS LLC	Building enclosure	8,476.00
UNDERWATER RECOVERY SPECIALIST INC	Milavec Lake maint./Centennial aerator	10,265.00
UNIFIRST CORPORATION	Mat services for Town Hall and PD	297.10
UNITED POWER	Electric utility	24,001.49
UPPER CASE PRINTING, INK.	Newsletter printing	1,111.75
UTILITY NOTIFICATION CENTER OF COLORADO	Utility locate transmissions	566.20
VANCE BROTHERS INC	Crack seal project	18,932.13
VERIZON WIRELESS	Wireless and phone services	5,234.03
VORTEX COLORADO INC	Building maintenance	331.00
W.L. CONTRACTORS, INC.	Monthly maintenance fee	157.50
WARD ELECTRIC COMPANY INC	Electrical work	1,895.04
WASTE CONNECTIONS INC	Trash service	57,147.23
WELD COUNTY DEPARTMENT OF PUBLIC	Miners Day temp event fee	50.00
WELD COUNTY GOVERNMENT	SH-52 PEL and ACP Funding Commitment	28,000.00
WEX BANK	Fuel	7,562.08
WTC-WICKHAM TRACTOR CO	Equipment maintenance supplies	67.56
YAMAHA MOTOR FINANCE CORP USA	Golf cart fleet lease payment	3,307.75
	Total:	<u>1,819,653.43</u>



TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tracie Crites, Mayor

Dan March, Mayor Pro Tem
Rusty O'Neal, Trustee
Windi Padia, Trustee

Adam Mahan, Trustee
Kevin Brown, Trustee
Mark Lamach, Trustee

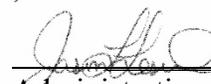
A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, ACKNOWLEDGING RECEIPT OF THE FY 2021 PRELIMINARY BUDGET

Agenda Date: Town Board Meeting - October 13, 2020

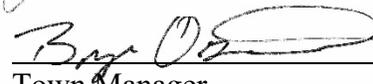
Attachments: a. Resolution 20-R-68

Finance Review: 

Administrative Services Officer

Submitted by: 

Administrative Services Officer

Approved for Presentation: 

Town Manager

Quasi-Judicial

Legislative

Administrative

Summary Statement:

The resolution provided verifies that the Town Board received a preliminary budget on October 6, 2020 in compliance with State Statute.

Detail of Issue/Request:

To be in compliance with CRS 29-1-105, the Town Board must receive a preliminary budget for the upcoming fiscal year not later than October 15 of each year. The resolution provided verifies that the Town Board received the preliminary budget on October 6th and has met this statutory requirement.

Legal Comments:

The resolution was drafted by the Town Attorney.

Alternatives/Options:

Built on What Matters.

Not Applicable.

Financial Considerations:

Not Applicable

Staff Recommendation:

Staff recommends approval of the resolution as presented.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-68**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
ACKNOWLEDGING RECEIPT OF THE FY 2021 PRELIMINARY BUDGET**

WHEREAS, the preliminary budget for FY 2021 was presented to the Board on October 6, 2020 during a budget work session.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, WELD COUNTY, COLORADO THAT;

Section 1. That the preliminary budget for 2021 was presented to the Board of Trustees at a work session on October 6, 2020.

Section 2. **Effective Date.** This resolution shall be 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 13th DAY OF OCTOBER 2020.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC, Town Clerk

By _____
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 O'Neal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

Resolution Canceling the October 27, 2020 Meeting

Agenda Date: Town Board Meeting - October 13, 2020

Attachments: a. Resolution

Finance Review:

Finance Director

Submitted by:

Meghan C. Martin

Town Clerk

Approved for Presentation:

Bob O'Neal

Town Manager

Quasi-Judicial

Legislative

Administrative

Summary Statement:

The attached resolution would cancel the regular meeting scheduled for October 27, 2020.

Detail of Issue/Request:

The Board of Trustees requested that staff bring forward a resolution canceling the regular meeting scheduled on October 27, 2020. Adoption of this resolution would cancel that meeting.

Legal Comments:

The resolution was drafted by the Town Attorney.

Alternatives/Options:

The Board may choose not to cancel the meeting.

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Financial Considerations:

Not applicable.

Staff Recommendation:

Staff takes no position on the cancelation as this is strictly a decision by the governing body.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-69**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
CANCELING THE REGULAR TOWN BOARD MEETING ON
TUESDAY, OCTOBER 27, 2020**

WHEREAS, the Board of Trustees of the Town of Frederick wishes to cancel the last regular Board Meeting in October.

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

Section 1. The regularly scheduled Town Board meeting on October 27, 2020 is canceled.

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 SIGNED 13th DAY OF OCTOBER, 2020.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC, Town Clerk

By _____
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 O'Neal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

To Consider a Resolution of Intent for the Dean Annexation

Agenda Date: Town Board Meeting - October 13, 2020

Attachments:

- a. Applicant's Letter of Intent
- b. Annexation Map
- c. Petition for Annexation
- d. Resolution 20-R-70

Finance Review: _____
Finance Director

Submitted by: Maureen Welsh
Planner I

Approved for Presentation: 
Town Manager

Quasi-Judicial Legislative Administrative

Summary Statement:

The Dean Annexation has been reviewed by referral agencies and been found sufficient to move forward with hearings on annexation and zoning. The following hearing dates will meet State Statute requirements for public hearings:

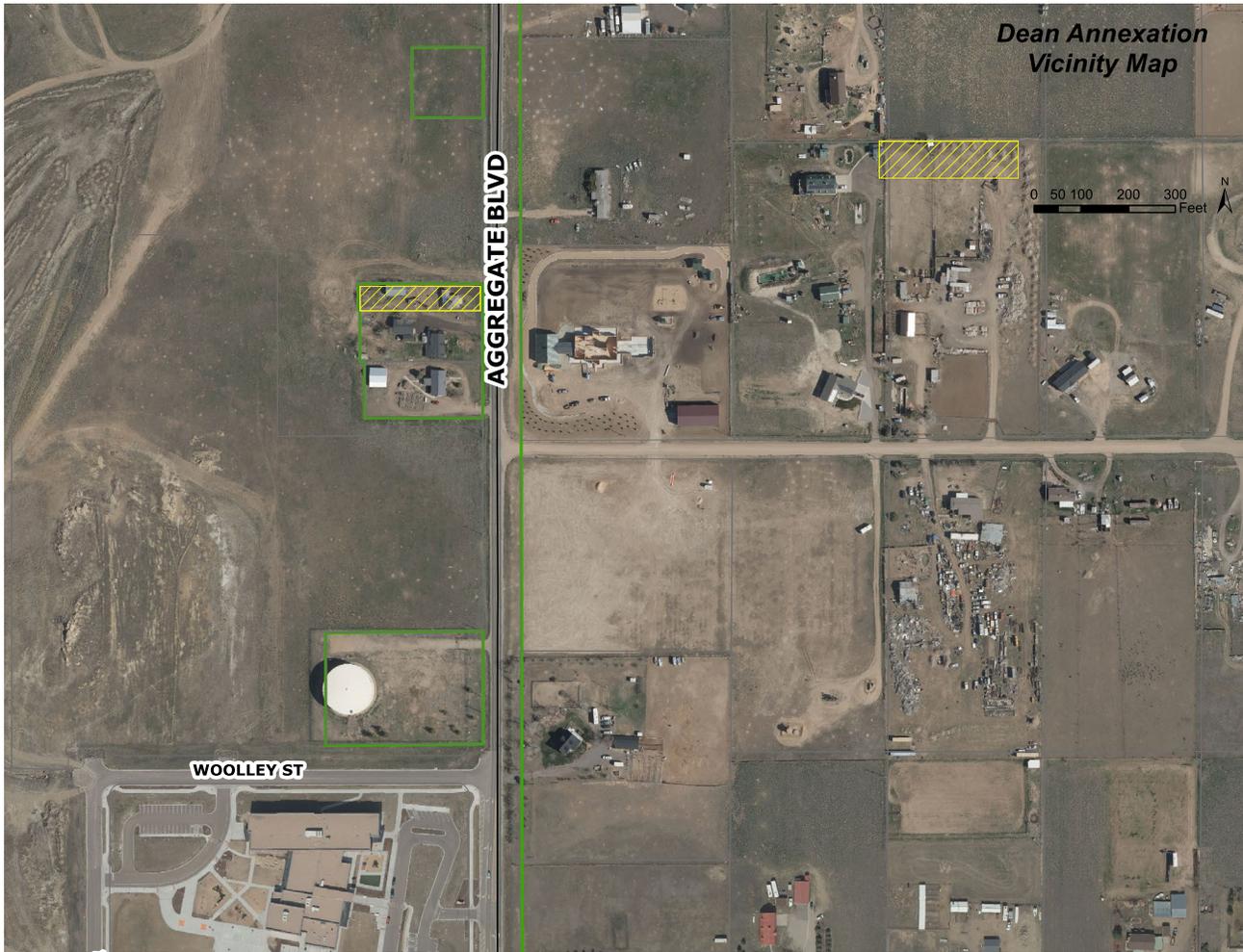
- Planning Commission, November 19, 2020, 6:00 p.m.
- Board of Trustees, December 8, 2020, 7:00 p.m.

Detail of Issue/Request:

Mr. and Mrs. Dean have requested annexation of their property. The property is located at 6827 Aggregate Boulevard, approximately 1/3 mile north of State Highway 52. The property is approximately

Built on What Matters.

0.34 acres in size. The property is contiguous to existing Town boundaries on the west, north and east sides.



The application is in substantial compliance with the applicable requirements and eligible for annexation. Therefore, in accordance with Article 13.5.1.a of the Land Use Code, the Board of Trustees may, by the adoption of the resolution of intent to annex, set the annexation and zoning for public hearing on a specified date, time and place, not less than thirty days nor more than sixty days from the effective date of the resolution, subject to compliance with Section 31-12-108, C.R.S.

Legal Comments:

Eligibility for annexation shall be determined by conformity with the requirements of Sections 31-12-104 and 31-12-105, C.R.S., as amended and as determined by the Board of Trustees in its sole discretion. Furthermore, in accordance with the provisions of the Land Use Code, the Board of Trustees may annex the land by ordinance without election.

Authorization to proceed in scheduling public hearings for the proposed annexation and zoning does not obligate the Town to annex the site or vest any particular use. This authorization establishes the review schedule and determines the public hearing dates for the proposed annexation.

There are specific public notice requirements for annexations that will be met in accordance with the recommended hearing schedule. The annexation and zoning of the site is subject to review and approval through the applicable process as outlined in the Town's Land Use Code and governed by State law.

The resolution has been approved by the Town Attorney.

Alternatives/Options:

The Board may authorize the request, deny the request, or make modifications based on any new information to further the intent of the Code and accommodate the unique features and circumstances of the site.

The proposed hearing dates comply with the public notice provisions of the Land Use Code.

Financial Considerations:

Not applicable.

Staff Recommendation:

Staff recommends approval of the attached Resolution setting the hearing dates as follows:

- Planning Commission, November 19, 2020, 6:00 p.m.
- Board of Trustees, December 8, 2020, 7:00 p.m.

Letter of Intent
6827 Aggregate Blvd. Annexation

June 4, 2020

Ali Van Deutekom
Frederick Planning Department
401 Locust St.
Frederick, CO 80530

Dear Ali,

We are pleased to submit these applications for annexation and zoning for project: 6827 Aggregate Blvd. Annexation.

The property is located along the west side of Aggregate Blvd, just north of Holly St. The property is approximately 1/3 acres. The zoning and location meet the Town of Frederick Comprehensive Plan annexation boundary and requirements.

We are requesting zoning R-1 zoning for our property which currently consists of one, approximately 900 square foot, 2 BR residential home and one 1,000 square foot metal barn. The historical home was built in 1899 and is in the process of being completely renovated (Weld County Permit #RSA200157). Once completed, the home will have new: roof, siding, insulation, drywall, electrical, plumbing, HVAC, furnace, exterior drainage, kitchen and bathroom fixtures, and flooring. Estimated completion date is August of 2020.

We are also in the process of hooking up to Lefthand Water District (approved tap permit – construction to be completed mid-June, 2020). The home has recently added a new natural gas line through Black Hills Energy and we have removed an old propane tank from the property. The home currently has a septic system which passed inspection through Sullivan Septic in January of 2020.

We would like to annex this property into the Town of Frederick as it fits well with the Town's future expansion plans and we deem the services offered by the Town beneficial to this particular plot of land.

Thank you Ali, Jennifer Simmons, and all who have helped us understand this annexation and navigate this process.

Please feel free to contact us if you have any questions regarding our application.

We look forward to working with you.

Sincerely,



Jeffrey Dean, Applicant

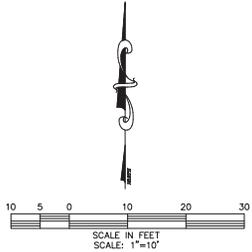
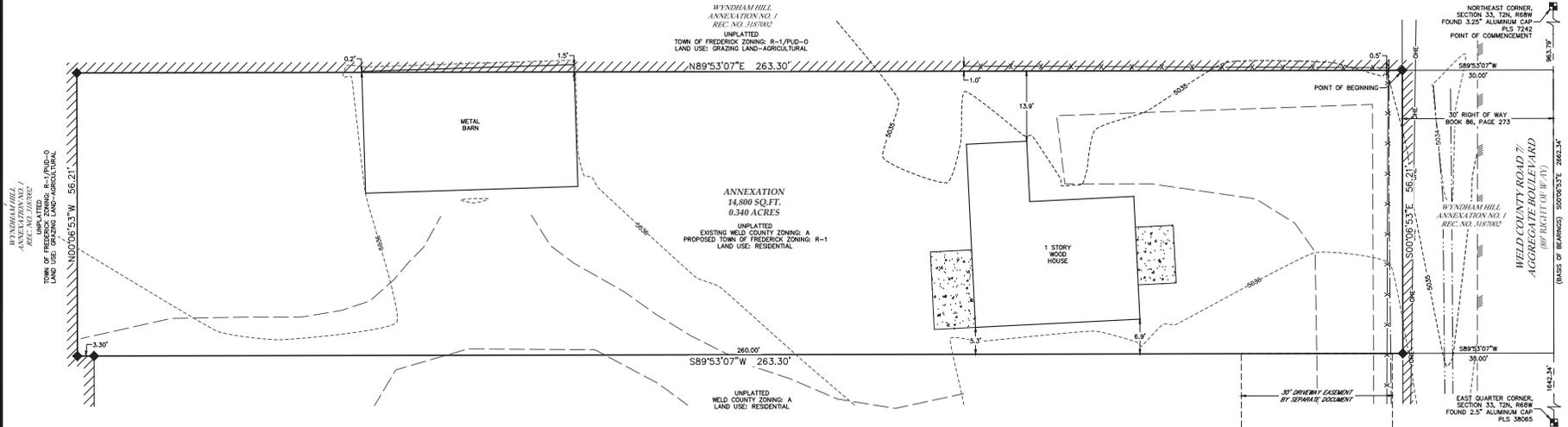


Anne Dean, Applicant

SITE ANALYSIS

DEAN ANNEXATION AND ZONING

Of a Parcel of Land,
Situate in the Northeast Quarter of Section 33, Township 2 North, Range 68 West of the 6th P.M.,
County of Weld, State of Colorado



LEGEND

	EDGE OF ASPHALT
	EDGE OF GRAVEL ROAD
	OVERHEAD POWER LINE
	ONE FOOT CONTOUR
	5 FOOT CONTOUR
	TOE OF BANK
	TOP OF BANK
	SECTION LINE
	RIGHT OF WAY LINE
	BOUNDARY LINE
	FOUND ALIQUOT CORNER AS DESCRIBED
	FOUND #4 REBAR WITH RED PLASTIC CAP PLS. 38105

DATE: 6/23/2020
 FILE NAME: 20200205ANX
 SCALE: 1"=10'
 DRAWN BY: CSK
 CHECKED BY: CAD

KING SURVEYORS
 650 E. Garden Drive | Windsor, Colorado 80550
 phone: (970) 686-5011 | email: contact@KingsSurveyors.com



REVISIONS:	DATE:

SITE ANALYSIS
 DEAN ANNEXATION AND ZONING
 FOR
 ANNE DEAN
 1147 TWIN PEAKS CIRCLE, LONGMONT, CO 80503

PROJECT # 20200205

6827 Aggregate Blvd. Annexation
PETITION FOR ANNEXATION TO THE TOWN OF FREDERICK

DATE: June 4, 2020

TO: THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO.

I, Anne Mickey Dean and Jeffrey Alan Dean, the undersigned landowner, in accordance with Colorado law, hereby petition the Town of Frederick and its Board of Trustees for annexation to the Town of Frederick of the following described unincorporated territory located in the County of Weld and State of Colorado, to-wit:

See Exhibit A

As part of this petition, your petitioner further states to the Board of Trustees of Frederick, Colorado, that:

1. It is desirable and necessary that the territory described in Exhibit A be annexed to the Town of Frederick.
2. The requirements of C.R.S. sections 31-12-104 and 31-12-105, as amended, exist or have been met in that:
 - a. Not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous with the Town of Frederick or will be contiguous with the Town of Frederick within such time as required by 31-12-104.
 - b. A community of interest exists between the area proposed to be annexed and the Town of Frederick.
 - c. The area proposed to be annexed is urban or will be urbanized in the near future.
 - d. The area proposed to be annexed is integrated with or is capable of being integrated with the Town of Frederick.
 - e. No land within the boundary of the territory proposed to be annexed which is held in identical ownership, whether consisting of one tract or parcel of real estate or two or more contiguous tracts or parcels of real estate, has been divided into separate parts or parcels without the written consent of the landowner or landowners thereof, unless such tracts or parcels were separated by a

dedicated street, road or other public way.

- f. No land within the boundary of the area proposed to be annexed which is held in identical ownership, comprises twenty acres or more, and which, together with the buildings and improvements situated thereon has an assessed value in excess of two hundred thousand dollars (\$200,000.00) for ad valorem tax purposes for the year next preceding the annexation, has been included within the area proposed to be annexed without the written consent of the landowner or landowners.
 - g. No annexation proceedings have been commenced for any portion of the territory proposed to be annexed for the annexation of such territory to another municipality.
 - h. The annexation of the territory proposed to be annexed will not result in the detachment of area from any school district.
 - i. The annexation of the territory proposed to be annexed will not have the effect of extending the boundary of the Town of Frederick more than three miles in any direction from any point of the boundary of the Town of Frederick in any one year.
 - j. Prior to completion of the annexation of the territory proposed to be annexed, the Town of Frederick will have in place a plan for that area, which generally describes the proposed: Location, character, and extent of streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks, aviation fields, other public ways, grounds, open spaces, public utilities, and terminals for water, light, sanitation, transportation, and power to be provided by the Town of Frederick; and the proposed land uses for the area; such plan to be updated at least once annually.
 - k. In establishing the boundary of the territory proposed to be annexed, if a portion of a platted street or alley is to be annexed, the entire width of the street or alley has been included within the territory to be annexed. The Town of Frederick will not deny reasonable access to any landowners, owners of any easement, or the owners of any franchise adjoining any platted street or alley which is to be annexed to the Town of Frederick but is not bounded on both sides by the Town of Frederick.
3. The owners of more than fifty percent of the area proposed to be annexed, exclusive of dedicated streets and alleys, have signed this

petition and hereby petition for annexation of such territory.

4. Accompanying this petition are four copies of an annexation map containing the following information:
 - a. A written legal description of the boundaries of the area proposed to be annexed;
 - b. A map showing the boundary of the area proposed to be annexed, said map prepared and containing the seal of a registered engineer;
 - c. Within the annexation boundary map, a showing of the location of each ownership tract in unplatted land and, if part or all of the area is platted, the boundaries and the plat numbers of plots or of lots and blocks;
 - d. Next to the boundary of the area proposed to be annexed, a drawing of the contiguous boundary of the Town of Frederick and the contiguous boundary of any other municipality abutting the area proposed to be annexed, and a showing of the dimensions of such contiguous boundaries.
5. Upon the Annexation Ordinance becoming effective, all lands within the area proposed to be annexed will become subject to all ordinances, rules and regulations of the Town of Frederick, except for general property taxes of the Town of Frederick which shall become effective as the January 1 next ensuing.
6. The zoning classification requested for the area proposed to be annexed is R1 Residential.

WHEREFORE, the following petitioner respectfully requests that the Town of Frederick, acting through its Board of Trustees, approve the annexation of the area proposed to be annexed. By this acknowledgement, the undersigned hereby certify that the above information is complete and true.

Anne Mickey Dean
Owner: Anne Mickey Dean

6/4/2020
Date

Jeffrey Alan Dean
Owner: Jeffrey Alan Dean

6/4/2020
Date

STATE OF COLORADO)

)ss.

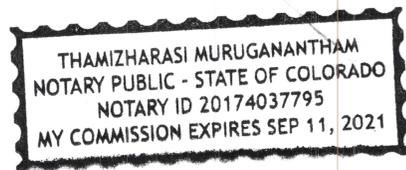
COUNTY OF Boulder

The foregoing instrument was acknowledged before me this 4th day of June, 2020 by ANNE DEAN AND JEFFREY DEAN

My commission expires: Sept - 11, 2021

Witness My Hand and Official Seal.

Thamizharasi Muruganatham
Notary Public



RECORD OF LAND OWNERSHIP

Landowner/Petitioner: Anne Mickey Dean and Jeffrey Alan Dean

Mailing Address: 1147 Twin Peaks Cir., Longmont, CO 80503

Date: June 4, 2020

Legal Description of Land Owned:

See Exhibit A

AFFIDAVIT OF CIRCULATOR

STATE OF COLORADO)

)ss.

COUNTY OF Boulder)

Anne Dean, being first duly sworn upon oath, deposes and says that she was the circulator of this Petition for Annexation of lands to the Town of Frederick, Colorado, consisting of seven (7) pages including this page and that each signature hereon was witnessed by your affiant and is the signature of the person whose name is purports to be.

Anne Mickey Dean

Circulator

STATE OF COLORADO)

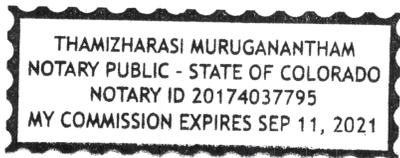
)ss.

COUNTY OF Boulder)

The foregoing instrument was acknowledged before me this 4th day of June, 2020 by ANNE MICKY DEAN

My commission expires: Sept. 11, 2021

Witness My Hand and Official Seal.



TM

Notary Public

6827 Aggregate Blvd. Annexation

EXHIBIT A

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE1/4) OF SECTION 33, TOWNSHIP 2 NORTH, RANGE 68 WEST OF THE 6TH P.M. DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 33, THENCE SOUTH 00°00' 00" WEST, 963.79 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE TRUE POINT OF BEGINNING; THENCE NORTH 90° 00' 00" WEST, 293.30 FEET; THENCE SOUTH 00° 00' 00" WEST, 56.21 FEET TO THE NORTH LINE EXTENDED WESTERLY OF THAT TRACT OF LAND CONVEYED TO NICK HARKALIS AND KATHERINE MAUL AS TO JOINT TENANTS AS DESCRIBED IN WARRANTY DEED RECORDED JUNE 5, 1958 IN BOOK 1504 AT PAGE 514 AS RECEPTION NO. 1279675, WELD COUNTY RECORDS; THENCE SOUTH 90° 00' 00" EAST, 293.30 FEET ALONG THE NORTH LINE EXTENDED WESTERLY AND ALONG THE NORTH LINE OF THAT TRACT OF LAND AS DESCRIBED AT SAID RECEPTION NO. 1279675 TO THE EAST LINE OF THE NE1/4 OF SAID SECTION 33; THENCE NORTH 00° 00' 00" EAST, 56.21 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE TRUE POINT OF BEGINNING.

COUNTY OF WELD, STATE OF COLORADO.

RESOLUTION NO. 20-R-70

A RESOLUTION OF INTENT TO ANNEX CERTAIN PROPERTIES IN WELD COUNTY, COLORADO TO THE TOWN OF FREDERICK, SAID ANNEXATION TO BE KNOWN AS THE “DEAN ANNEXATION”

WHEREAS, a petition for annexation of certain properties has been filed with the Board of Trustees of the Town of Frederick by Jeffrey Dean and Anne Dean; and

WHEREAS, the Board of Trustees has reviewed the petition; and

WHEREAS, the Board of Trustees wishes to permit consideration of the property for annexation and zoning, as requested in the petition; and

WHEREAS, the Board of Trustees has reviewed the petition and desires to adopt by Resolution its findings in regard to the petition;

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

Section 1. The petition, whose legal description is attached hereto as Exhibit A and incorporated by reference herein, is in substantial compliance with the applicable laws of the State of Colorado.

Section 2. No election is required under C.R.S. §31-12-107(2).

Section 3. No additional terms and conditions are to be imposed except those provided for in the petition.

Section 4. The Board of Trustees will hold a public hearing for the purpose of determining if the proposed annexation complies with C.R.S. §31-12-104, and with C.R.S. §31-12-105, and will hold a public hearing to determine the appropriate zoning of the subject property as requested in the petition, at the Frederick Town Hall, 401 Locust, Frederick, Colorado 80530, at the following time and date:

7:00 P.M., December 8, 2020

Section 5. Any person may appear at such hearing and present evidence relative to the proposed annexation or the proposed zoning.

Section 6. Upon completion of the hearing, the Board of Trustees shall set forth, by resolution, its findings and conclusions with reference to the eligibility of the proposed annexation, and whether the statutory requirements for the proposed annexation have been met, and further, will determine the appropriate zoning of the subject property if requested in the petition.

Section 7. If the Board of Trustees concludes, by resolution, that all statutory requirements have been met and that the proposed annexation is proper under the laws of the State of Colorado, the Board of Trustees shall pass one or more ordinances annexing the subject property into the Town of Frederick, and shall pass one or more ordinances zoning the subject property if requested in the petition.

INTRODUCED, READ, PASSED, AND SIGNED THIS 13TH DAY OF OCTOBER 2020.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC, Town Clerk

By _____
Tracie Crites, Mayor

EXHIBIT A

Legal Description of the Dean Annexation

A TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER (NE1/4) OF SECTION 33, TOWNSHIP 2 NORTH, RANGE 68 WEST OF THE 6TH P.M. DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 33, THENCE SOUTH 00°00' 00" WEST, 963.79 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE TRUE POINT OF BEGINNING; THENCE NORTH 90° 00' 00" WEST, 293.30 FEET; THENCE SOUTH 00° 00' 00" WEST, 56.21 FEET TO THE NORTH LINE EXTENDED WESTERLY OF THAT TRACT OF LAND CONVEYED TO NICK HARKALIS AND KATHERINE MAUL AS TO JOINT TENANTS AS DESCRIBED IN WARRANTY DEED RECORDED JUNE 5, 1958 IN BOOK 1504 AT PAGE 514 AS RECEPTION NO. 1279675, WELD COUNTY RECORDS; THENCE SOUTH 90° 00' 00" EAST, 293.30 FEET ALONG THE NORTH LINE EXTENDED WESTERLY AND ALONG THE NORTH LINE OF THAT TRACT OF LAND AS DESCRIBED AT SAID RECEPTION NO. 1279675 TO THE EAST LINE OF THE NE1/4 OF SAID SECTION 33; THENCE NORTH 00° 00' 00" EAST, 56.21 FEET ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 33 TO THE TRUE POINT OF BEGINNING.

COUNTY OF WELD, STATE OF COLORADO.



TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tracie Crites, Mayor

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

Rusty O'Neal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

Consideration of the Glacier Business Park Amended First Filing Block 1 Lots 1 & 7 Rezone

Agenda Date: Town Board Meeting - October 13, 2020

Attachments:

- a. Zoning Map
- b. E-mail from neighbor
- c. PCR-10-20C
- d. Planning Commission Minutes
- e. Resolution 20-R-71-A
- f. Resolution 20-R-71-B
- g. Resolution 20-R-71-C
- h. Ordinance 1342A
- i. Ordinance 1342B
- j. Ordinance 1342C

Finance Review: _____
Finance Director

Submitted by: _____
Ali van Deutekom

Approved for Presentation: 
Town Manager

Quasi-Judicial Legislative Administrative

Summary Statement: This is a proposal to consider a rezone request for an existing self-storage facility from BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52 Commercial).

Detail of Issue/Request:

Applicant: dcb Construction, Inc., Stephanie Fernandez

Built on What Matters.

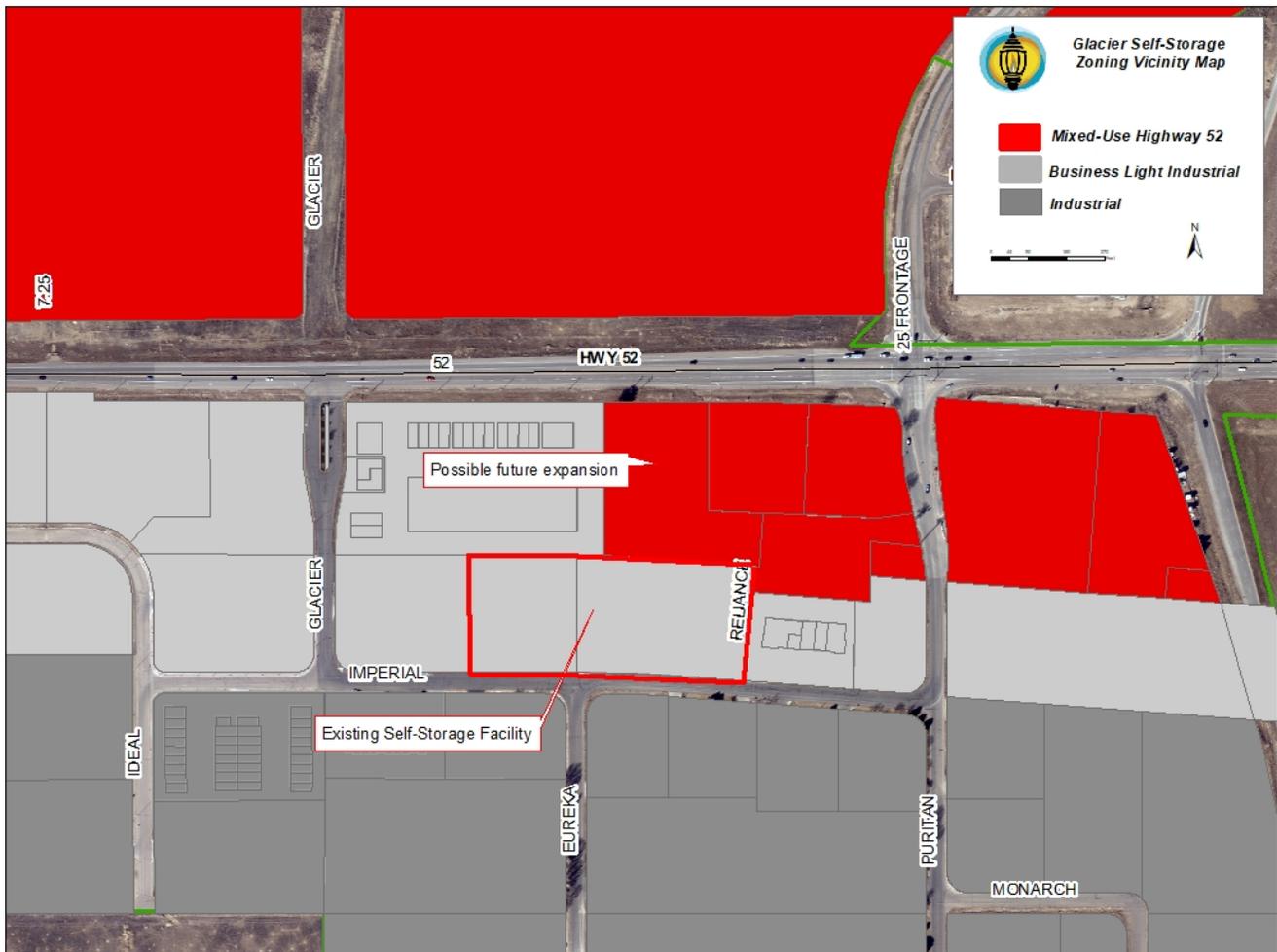
Owner: Dom and Ana Kickbush

Location and Zoning: The project site is located at 3759 Imperial Street, south of Highway 52 between Glacier Way and Puritan Way. The property is currently zoned BLI.



Surrounding Land Uses and Zoning:

- North Land use: platted and undeveloped and light industrial multi-tenant buildings
Zoning: C-H52 and BLI
- South Land use: multiple industrial businesses
Zoning: I (Industrial)
- West Land use: manufacturing businesses
Zoning: BLI
- East Land use: multi-tenant light industrial building, and a platted vacant lot
Zoning: BLI and C-H52



Background Information:

The Glacier Park Storage conditional use was originally approved in 2007. The site included 15 storage buildings, an office and residence for the site manager. On November 9, 2006, The Board of Trustees adopted an ordinance to restrict storage facilities to 1 per a 3-mile radius within the Town of Frederick or in another jurisdiction. Because of this restriction the Town is basically “built-out” with storage facilities. The only opportunity for an existing facility to gain more square footage is to expand vertically or onto an abutting lot.

Glacier Park Storage owns a vacant lot to the north of its existing facility. The property owner made an application that was presented to the Board of Trustees on August 13th, 2019 with the request to rezone the vacant lot (Elmore and Spelts Filing 1 First Amendment, Lot 6A) to the north of the existing facility from C-H52 to BLI. This request was approved. The applicant also presented a conditional use proposal for the expansion of the self-storage facility, this request was denied. Because the storage facility use was denied the applicant came back to the Board and requested the Board withdraw the rezone request. The Board granted this request and the lot reverted back to C-H52 zoning. Staff was concerned with the original request because the lot fronting on Highway 52 has a high potential for business/commercial/retail development and self-storage facilities are reserved for areas with low potential for development.

The applicant has worked extremely hard to mitigate the concerns the Board and staff had with the first proposal. They have prepared a preliminary proposal to construct a mixed-use building on the vacant lot (Elmore and & Spelts Filing 1 First Amendment, Lot 6A). The building would have approximately 7,500 square feet of flexible office/retail space, climate controlled self-storage units and potentially one dwelling unit. This proposal would allow the less desirable side of the lot (on the south and west) to be the enclosed self-storage and the more desirable part of the lot (on the north and east) a flexible office/retail. There will also be the opportunity for a possible live/work situation. The first step in making the new mixed-use building a possibility is to rezone the existing lots to match the zoning of Elmore and & Spelts Filing 1 First Amendment, Lot 6A lot.

Request:

This is a request for a rezone on the existing facility from BLI zoning to C-H52 zoning. If the rezone is approved, a subdivision amendment will need to be done to remove the lot line separating the lots.

The applicant is considering a mixed-use building and a mixed-use dwelling unit both containing self-storage. What they choose will determine the approval process. A mixed-use building containing self-storage would require a conditional use approval. A mixed-use dwelling unit containing self-storage would be a permitted use.

The applicant has suggested they are prepared to move forward with a subdivision amendment and corresponding site plan and/or conditional use applications. The site plan and subdivision amendment are administrative processes which can be approved if the request to rezone is approved. A conditional use would need to come back to the Board of Trustees for approval.

Review Criteria:

The Town of Frederick Land Use Code sets forth the following review criteria for each of the proposed planning actions. Staff has provided comments for each set of criteria.

Zoning Review Criteria Analysis

The assignment of zoning is subject to review against the following criteria. Only one of the following criteria must be met for the proposed zoning to be approved:

- (1) To correct a manifest error in an ordinance establishing the zoning for a specific property;
- (2) To rezone an area or extend the boundary of an existing district because of changed or changing conditions in a particular area or in the Town generally;
- (3) The land to be rezoned was zoned in error and as presently zoned is inconsistent with the policies and goals of the Comprehensive Plan;
- (4) The proposed rezoning is necessary to provide land for a community-related use that was not anticipated at the time of the adoption of the Comprehensive Plan, and the rezoning will be consistent with the policies and goals of the Comprehensive Plan;
- (5) The area requested for rezoning has changed or is changing to such a degree that it is in the public interest to encourage development or redevelopment of the area; or

(6) A rezoning to Planned Unit Development overlay district is requested to encourage innovative and creative design and to promote a mix of land uses in the development.

Staff Comment: Criteria #2 is being met. Because of the Land Use Code requirement that restricts mini-storage warehouses to 1 per a 3-mile radius, an existing facility's only option for horizontal expansion is to expand onto an abutting lot. The only opportunity for the Glacier Self Storage Facility to expand is to extend its boundary north, to a vacant lot abutting Highway 52. Glacier Business Park has a strong retail presence along the Highway 52 frontage. Staff believes the Mixed-Use Highway 52 zoning matches the established conditions within the business park.

Public Notice: This project was properly noticed according to the requirements of Section 4.5 of the Frederick Land Use Code.

Staff did receive one e-mail of opposition which is included in the packet.

Planning Commission: The virtual and in-person Planning Commission meeting was held September 15th, 2020. At the meeting, the Planning Commission recommended approval of the rezone with conditions by approving PCR 2020-10C with a vote of 6-0. The Commission added the condition: The applicant must provide at least 7,500 square feet of flexible office or retail space in the proposed mixed-use building.

Legal Comments: The application has been reviewed by the Town Attorney, whose comments have been incorporated accordingly.

Alternatives/Options:

The Board may approve the request, deny the request, or approve the request with conditions.

Financial Considerations:

Not Applicable.

Staff Recommendation:

Staff recommends approval of the request with the condition the owner provides 7,500 square feet of flexible office or retail space in the proposed mixed-use building.

Ali van Deutekom

From: Andrew Ghadimi <andrew@emeraldmanagement.net>
Sent: Monday, July 6, 2020 2:12 PM
To: Ali van Deutekom
Cc: Jennifer Simmons; Maureen Welsh
Subject: 3630 Hwy 52

Dear Ali,

I am writing to oppose the rezoning of 3630 Hwy 52 to allow for storage. Hwy 52 is a commercial corridor with retail, light industrial and office use. The area is transforming into a vibrant commercial corridor that services the local residents, and storage would diminish the area's business activity. There is already significant storage in the area and utilizing this land will diminish the lively commercial activity within the street and steer away potential tenants.

Thank You,
Andrew



Andrew Ghadimi
Emerald Management

 303-444-4552
 andrew@emeraldmanagement.net
 www.emeraldmanagement.net
 4949 N. Broadway Suite 105, Boulder, CO, 80304

1
2
3 **PCR-2020-10C**

4 **A Resolution of the Planning Commission**

5 **Recommending Conditional Approval of the Glacier Business Park Amended First Filing**
6 **Block 1 Lots 1 & 7 Rezone**
7

8 Be it resolved by the Planning Commission of the Town of Frederick, Colorado:

9
10 Section 1. The Frederick Planning Commission finds that:

11 1.1 An application for the Glacier Business Park Amended First Filing Block 1 Lots 1
12 & 7 Rezone has been submitted.

13 1.2 Said application was found to be complete through the review process.

14 1.3 Said application was considered during a public meeting held September 15,
15 2020.

16 1.4 Proper notice was given according to Section 4.5 of the Frederick Land Use Code.

17 1.5 Said application conforms with the applicable requirements of Section 4.7.2 of the
18 Frederick Land Use Code.

19 Section 2. This resolution constitutes the written report, findings and decision of the Town
20 of Frederick Planning Commission.

21 Section 3. On the basis of the above, the Town of Frederick Planning Commission
22 recommends approval of the application with the following conditions:

- 23 1. The applicant must provide at least 7,500 square feet of flexible office or retail space in the proposed
24 mixed-use building.
25 2.

26 This resolution approved this 15th day of September, 2020 by a vote of 6 to 0.

27
28 

29 _____
30 Tracy Moe, Chairperson, Planning Commission



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

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

WWW.FREDERICKCO.GOV

MINUTES
TOWN OF FREDERICK
PLANNING COMMISSION
VIRTUAL MEETING CONDUCTED VIA ZOOM
September 15, 2020
6:30 PM

CALL TO ORDER: At 6:37 p.m. Chairperson Moe called the meeting to order and requested roll call.

ROLL CALL:

- Present: Chairperson Moe, Vice Chair teVelde, Commissioners Conroy and Scott, Alternate Commissioners Blair and Mahoney
- Staff: Planning Director Jennifer Simmons, Planner Ali van Deutekom, Town Attorney Rick Samson
- Absent: Commissioner Stark

APPROVAL OF AGENDA: There were no changes to the agenda as presented.

APPROVAL OF AUGUST 18TH, 2020 MINUTES: Motion by Commissioner Scott and seconded by Commissioner Conroy to approve the August 18th, 2020 Minutes. Upon roll call vote, motion passed unanimously.

CONSIDERATION OF THE GLACIER BUSINESS PARK AMENDED FIRST FILING BLOCK 1 LOTS 1 & 7 REZONE:

Planner Ali van Deutekom presented the proposed Glacier Business Park Amended First Filing Block 1 Lots 1 & 7 Rezone –The applicant, Mark Delgado with dcb Construction, Inc., was present and addressed the commission.

Chairperson Moe opened the public hearing at 6:45. There were no participants in the public hearing. Chairperson Moe closed the public hearing at 6:46.

Motion by Commissioner Conroy and seconded by Commissioner Scott to approve PCR-2020-10C with conditions that the applicant provide 7,500 square feet of flexible office or retail space. Upon roll call vote, motion passed unanimously 6-0.

CONSIDERATION OF THE CLEARVIEW VILLAGES ZONING AMENDMENT, PRELIMINARY AND FINAL DEVELOPMENT PLAN AND PRELIMINARY AND FINAL PLAT:

Planner Ali van Deutekom presented the proposed Clearview Villages Zoning Amendment, Preliminary/Final Development Plan, Preliminary/Final Plat –The applicant, Ken Puncerelli with LAI Design Group., was present and addressed the commission.

Chairperson Moe opened the public hearing at 8:13. There were no participants in the public hearing. Chairperson Moe closed the public hearing at 8:13.

Built on What Matters.

Motion by Commissioner Blair and seconded by Commissioner Mahoney to approve PCR-2020-11 A. Upon roll call vote, motion passed unanimously 6-0.

Motion by Commissioner Blair and seconded by Commissioner Scott to approve PCR-2020-12 A. Upon roll call vote, motion passed unanimously 6-0.

Motion by Commissioner Blair and seconded by Commissioner Scott to approve PCR-2020-13 A. Upon roll call vote, motion passed unanimously 6-0.

OTHER BUSINESS:

Planning Director Simmons indicated the Planning Commission will meet on October 1, 2020 at 6:00pm.

There being no further business of the Planning Commission, Chairperson Moe adjourned the meeting at 8:20 PM.

Approved by the Planning Commission:

Tracy Moe, Chairperson

ATTEST:

Meghan Martinez, Town Clerk

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-71-A**

A RESOLUTION REGARDING THE REQUEST FOR AMENDMENT OF THE OFFICIAL ZONING MAP OF THE TOWN OF FREDERICK FOR GLACIER BUSINESS PARK AMENDED FIRST FILING BLOCK 1 LOTS 1 & 7, ADOPTING CERTAIN FINDINGS OF FACT AND CONCLUSIONS FAVORABLE TO THE ZONING AMENDMENT.

WHEREAS, the Board of Trustees of the Town of Frederick, Colorado, on October 13, 2020, reviewed the application of dcb Construction, Inc on behalf of owners Dom and Ana Kickbush, for a zoning amendment to the Official Zoning Map of the Town of Frederick from the current zoning district of BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52) to zoning district for the following real property; to wit:

Glacier Business Park Amended First Filing Block 1 Lots 1 & 7.

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

Section 1. Findings of Fact. The following findings are made by the Board of Trustees of the Town of Frederick, after due consideration of the presentations made, testimony given during the public hearing conducted by the Board on October 13, 2020:

- a. The Planning Commission recommended approval of the requested zoning change at its meeting on September 15, 2020.
- b. The applicant's application and supporting documents are in substantial compliance with "Section 4.6" of the *Frederick Land Use Code*.
- c. The amendment meets the second of the six criteria of the *Frederick Land Use Code* in "Section 4.7.2.d.," which is "To rezone an area or extend the boundary of an existing district because of changed or changing conditions in a particular area or in the Town generally";
- d. The amendment to the Official Zoning Map of the Town of Frederick as proposed preserves the health, safety, welfare and interest of the citizens of the Town of Frederick, Colorado.

Section 2. Conclusions and Order Approving an Amendment to the Official Zoning Map of the Town of Frederick for Glacier Business Park Amended First Filing Block 1 Lots 1 & 7.

- a. Based on the presentations made, the testimony given and the Findings of Fact above, the proposed amendment of the Official Zoning Map from current zoning district of BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52) complies with section 4.7. 2.d of the *Frederick Land Use Code*.

b. The proposed amendment of the Official Zoning Map for the subject property should be approved.

INTRODUCED, READ, PASSED, AND SIGNED THIS 13TH DAY OCTOBER 2020.

ATTEST:

TOWN OF FREDERICK

Meghan C. Martinez, CMC, Town Clerk

By _____
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-71-B**

A RESOLUTION REGARDING THE REQUEST FOR AMENDMENT OF THE OFFICIAL ZONING MAP OF THE TOWN OF FREDERICK FOR GLACIER BUSINESS PARK AMENDED FIRST FILING BLOCK 1 LOTS 1 & 7, ADOPTING CERTAIN FINDINGS OF FACT AND CONCLUSIONS FAVORABLE TO THE ZONING AMENDMENT.

WHEREAS, the Board of Trustees of the Town of Frederick, Colorado, on October 13, 2020, reviewed the application of dc Construction, Inc on behalf of owners Dom and Ana Kickbush, for a zoning amendment to the Official Zoning Map of the Town of Frederick from the current zoning district of BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52) to zoning district for the following real property; to wit:

Glacier Business Park Amended First Filing Block 1 Lots 1 & 7.

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

Section 1. Findings of Fact. The following findings are made by the Board of Trustees of the Town of Frederick, after due consideration of the presentations made, testimony given during the public hearing conducted by the Board on October 13, 2020:

- a. The Planning Commission recommended approval of the requested zoning change at its meeting on September 15, 2020.
- b. The applicant's application and supporting documents are in substantial compliance with "Section 4.6" of the *Frederick Land Use Code*.
- c. The amendment fails to meet the second of the six criteria of the *Frederick Land Use Code* in "Section 4.7.2.d.," because the existing district has not changed;
- d. The amendment to the Official Zoning Map of the Town of Frederick as proposed does not preserve the health, safety, welfare and interest of the citizens of the Town of Frederick, Colorado.

Section 2. Conclusions and Order Approving an Amendment to the Official Zoning Map of the Town of Frederick for Glacier Business Park Amended First Filing Block 1 Lots 1 & 7.

- a. Based on the presentations made, the testimony given and the Findings of Fact above, the proposed amendment of the Official Zoning Map from current zoning district of BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52) does not comply with section 4.7. 2.d of the *Frederick Land Use Code*.
- b. The proposed amendment of the Official Zoning Map for the subject property should be

denied.

INTRODUCED, READ, PASSED, AND SIGNED THIS 13TH DAY OCTOBER 2020.

ATTEST:

TOWN OF FREDERICK

Meghan C. Martinez, CMC, Town Clerk

By _____
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 20-R-71-C**

A RESOLUTION REGARDING THE REQUEST FOR AMENDMENT OF THE OFFICIAL ZONING MAP OF THE TOWN OF FREDERICK FOR GLACIER BUSINESS PARK AMENDED FIRST FILING BLOCK 1 LOTS 1 & 7 ADOPTING CERTAIN FINDINGS OF FACT AND CONCLUSIONS FAVORABLE TO THE ZONING AMENDMENT.

WHEREAS, the Board of Trustees of the Town of Frederick, Colorado, on October 13, 2020, reviewed the application of dcb Construction, Inc on behalf of owners Dom and Ana Kickbush, for a zoning amendment to the Official Zoning Map of the Town of Frederick from the current zoning district of BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52) to zoning district for the following real property; to wit:

Glacier Business Park Amended First Filing Block 1 Lots 1 & 7.

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

Section 1. Findings of Fact. The following findings are made by the Board of Trustees of the Town of Frederick, after due consideration of the presentations made, testimony given during the public hearing conducted by the Board on October 13, 2020:

- a. The Planning Commission recommended approval of the requested zoning change at its meeting on September 15, 2020.
- b. The applicant's application and supporting documents are in substantial compliance with "Section 4.6" of the *Frederick Land Use Code*.
- c. The amendment meets the second of the six criteria of the *Frederick Land Use Code* in "Section 4.7.2.d.," which is "To rezone an area or extend the boundary of an existing district because of changed or changing conditions in a particular area or in the Town generally";
- d. The amendment to the Official Zoning Map of the Town of Frederick as proposed preserves the health, safety, welfare and interest of the citizens of the Town of Frederick, Colorado.

Section 2. Conclusions and Order Approving an Amendment to the Official Zoning Map of the Town of Frederick for Glacier Business Park Amended First Filing Block 1 Lots 1 & 7.

- a. Based on the presentations made, the testimony given and the Findings of Fact above, the proposed amendment of the Official Zoning Map from current zoning district of BLI

(Business Light Industrial) to C-H52 (Mixed Use Highway 52) complies with section 4.7. 2.d of the *Frederick Land Use Code*, subject to the following conditions:

- 1)
 - 2)
- b. The proposed amendment of the Official Zoning Map for the subject property should be approved.

INTRODUCED, READ, PASSED, AND SIGNED THIS 13TH DAY OCTOBER 2020.

ATTEST:

TOWN OF FREDERICK

Meghan C. Martinez, CMC, Town Clerk

By _____
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO
ORDINANCE NO. 1342-A**

**AN ORDINANCE RE-ZONING LOTS 1 & 7, GLACIER BUSINESS PARK
AMENDED FIRST FILING BLOCK 1, FOR ALL PURPOSES
CONSISTENT WITH THE FREDERICK LAND USE CODE.**

WHEREAS, a request for re-zoning has been filed dcb Construction, Inc on behalf of owners Dom and Ana Kickbush, for a zoning amendment to the Official Zoning Map of the Town of Frederick from the current zoning district of BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52) to zoning district; and

WHEREAS, the Town of Frederick Planning Commission reviewed said request for re-zoning of the property on September 15, 2020; and

WHEREAS, it is the opinion of the Board of Trustees that it is desirable and necessary to rezone the described real property for uses in accordance with *Article 3, Zoning* of the *Frederick Land Use Code*.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE TOWN OF FREDERICK, WELD COUNTY, COLORADO; THAT;**

Section 1. Lots 1 & 7 of the Glacier Business Park Amended First Filing Block 1 are currently zoned BLI (Business Light Industrial) is re-zoned to C-H52 (Mixed Use Highway 52) District for all uses consistent with the *Frederick Land Use Code*. All activities conducted on the site shall be in conformance with Article 3, Zoning, of the *Frederick Land Use Code*, as though the same were set forth fully herein.

Section 2. The official Zoning District Map entitled “Zoning District Map, Town of Frederick” as adopted by Article 3, Zoning, of the *Frederick Land Use Code*, and as subsequently amended, shall be amended as described above.

Section 3. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 4. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the ordinance. The Town Board hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more parts, sections, subsections, sentence, clauses or phrases be declared invalid.

Section 5. Repealer. All ordinances or resolutions and motions of the Board of Trustees of the Town of Frederick or parts thereof, in conflict with this ordinance are to the extent of such

conflict hereby superseded and repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance, resolution or motion, nor revive any ordinance, resolution or motion thereby.

**INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED
THIS 13TH DAY OF OCTOBER 2020.**

ATTEST:

TOWN OF FREDERICK

By _____
Megan C. Martinez, CMC, Town Clerk

By _____
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO
ORDINANCE NO. 1342-C**

**AN ORDINANCE RE-ZONING LOTS 1 & 7, GLACIER BUSINESS PARK
AMENDED FIRST FILING BLOCK 1, FOR ALL PURPOSES
CONSISTENT WITH THE FREDERICK LAND USE CODE.**

WHEREAS, a request for re-zoning has been filed by dc Construction, Inc on behalf of owners Dom and Ana Kickbush, for a zoning amendment to the Official Zoning Map of the Town of Frederick from the current zoning district of BLI (Business Light Industrial) to C-H52 (Mixed Use Highway 52) to zoning district; and

WHEREAS, the Town of Frederick Planning Commission reviewed said request for re-zoning of the property on September 15, 2020; and

WHEREAS, it is the opinion of the Board of Trustees that it is desirable and necessary to rezone the described real property for uses in accordance with *Article 3, Zoning* of the *Frederick Land Use Code*.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE TOWN OF FREDERICK, WELD COUNTY, COLORADO; THAT;**

Section 1. Lots 1 & 7 of the Glacier Business Park Amended First Filing Block 1 are currently zoned BLI (Business Light Industrial) is re-zoned to C-H52 (Mixed Use Highway 52) District for all uses consistent with the *Frederick Land Use Code* subject to the following conditions:

- a.
- b.

All activities conducted on the site shall be in conformance with this Ordinance and Article 3, Zoning, of the *Frederick Land Use Code*, as though the same were set forth fully herein.

Section 2. The official Zoning District Map entitled “Zoning District Map, Town of Frederick” as adopted by Article 3, Zoning, of the *Frederick Land Use Code*, and as subsequently amended, shall be amended as described above.

Section 3. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 4. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the ordinance. The Town Board hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof,

irrespective of the fact that one or more parts, sections, subsections, sentence, clauses or phrases be declared invalid.

Section 5. Repealer. All ordinances or resolutions and motions of the Board of Trustees of the Town of Frederick or parts thereof, in conflict with this ordinance are to the extent of such conflict hereby superseded and repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance, resolution or motion, nor revive any ordinance, resolution or motion thereby.

**INTRODUCED, READ, PASSED, ADOPTED AND ORDERED PUBLISHED
THIS 13TH DAY OF OCTOBER 2020.**

ATTEST:

TOWN OF FREDERICK

By _____
Megan C. Martinez, CMC, Town Clerk

By _____
Tracie Crites, Mayor