Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Wednesday, July 1, 2026

7:00 PM

Work Session 6:30 PM

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

Special Presentations

A. Carbon Valley Chapter - Daughters of the American Revolution -

B. Cerus Fitness - Wellness Summer Camp -

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the Board of Trustees. Please sign in and you will be called. 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

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 of Trustees 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. Approval of Minutes

Action Agenda

D. Ordinance No. 1418 An Ordinance of the Town of Frederick, Colorado, Implementing a Voter-Approved Change in the Town's Regular Election Date, Establishing the new Regular Election Date for the Town, Setting a New Swearing-in Date for Elected Officials, and Amending Municipal Code to

Reflect Such Changes -
Emily Nitcher, Deputy Town Clerk

E. Resolution No. 26-R-33 A Resolution of the Town of Frederick, Colorado for the approval of the Town of Frederick Grant Administrator's Quarterly Report -
Robert Bedsaul, Sergeant - Special Operations
Dave Egan, Commander
Traci Garcia Castells, Grants Administrator

F. Ordinance No. 1419 An Ordinance of the Town of Frederick, Colorado to Amend the 2026 Budget to Ensure that Appropriations Accurately Reflect Current Financial Activity, Operational Needs, Project Costs, Grant Activity, Transfers, and Other Expenditures That Were not Fully Anticipated at the Time the Original Budget was Adopted. -
Anthony Bixby, Interim Finance Director

Discussion Agenda

Mayor and Trustee Reports

Executive Session

G. Executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(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 Municipal Judge Check In. -

Adjournment

Proclamation America 250 - Colorado 150

WHEREAS, the year 2026 marks the 250th anniversary of the signing of the Declaration of Independence and the nation's founding; and

WHEREAS, August 1, 2026, marks the 150th anniversary of Colorado's admission to the Union as the 38th state, earning its title as the "Centennial State"; and

WHEREAS, this unique intersection of anniversaries—the "250-150"—offers a once-in-a-lifetime opportunity to reflect on our shared history, honor the heritage of Colorado's Indigenous peoples, and celebrate the diverse communities that shape our future; and

WHEREAS, the America 250 - Colorado 150 Commission was established to foster community efforts, educational opportunities, and commemorative events that recognize the full spectrum of our shared past; and

WHEREAS, Colorado is committed to celebrating the spirit of the West, the resilience of its people, and the preservation of its natural beauty, striving for a "more perfect union" that is inclusive and forward-looking;

NOW, THEREFORE, I, Tracie Crites, Mayor of the Town of Frederick, Colorado, do hereby proclaim the year 2026 as

AMERICA 250 - COLORADO 150 YEAR In the Town of Frederick, Colorado and encourage all residents to celebrate this historic milestone through local events, education, and community reflection.

Signed this __________ day of ______________________, 2026.

____

[Signature]

Print

Community Grant Application - Submission #55609

Date Submitted: 6/19/2026

Town of Frederick Community Grant

Organization Name*

Cerus Fitness

Address1*

3771 Monarch Street

Address2

Unit F&G

City*

Frederick

State

CO

Zip

80516

Contact First Name*

Brooke

Contact Last Name*

Brinkman

Contact Phone Number*

8152980773

Contact Email Address*

brooke@cerusfitness.com

Federal/State Tax ID*

82-1604149

Please describe your project and the reason for your request.*

Cerus Fitness, a performance-focused gym located in Frederick, Colorado, is requesting funding to launch a Youth Health & Wellness Summer Camp serving Frederick youth ages 8–14. The camp will be hosted on-site at our facility at 3771 Monarch St and is designed to provide Frederick families with accessible, locally available, and comprehensive youth wellness programming.

The program centers on two core pillars: structured sports and athletic activities that build movement fundamentals, coordination, and teamwork; and age-appropriate nutrition education that teaches kids how to fuel their bodies and build lifelong healthy habits. All programming will be led by Cerus Fitness certified coaches with existing youth programming experience.

Funding is requested to offset operational costs including staffing, nutrition education materials, and participant welcome packages, enabling us to expand enrollment capacity and reduce financial barriers for Frederick families, with a priority on outreach to underserved households in the community. This camp is built to launch in July 2026 and is designed to grow into a recurring annual program that Frederick residents can count on.

Amount Requested*

$27,000

Number of Frederick residents and/or visitors will participate and/or benefit from the program/project:*

180

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

The Youth Health & Wellness Summer Camp directly strengthens the Town of Frederick's image as a community that invests in its residents' futures. By partnering with a locally rooted business to deliver structured, high-quality programming for children, the Town signals a proactive commitment to youth development, family wellness, and community health.

From an informal education standpoint, the camp introduces children to foundational concepts in physical literacy and nutrition in a hands-on, engaging environment outside the classroom. Kids leave with practical knowledge about how to move well, fuel their bodies, and build healthy habits. These lessons can extend well beyond the camp itself and into daily life at home and school.

The camp also serves as a natural community-building vehicle. Bringing Frederick youth together in a shared, active experience creates peer connections across neighborhoods and age groups, fosters a sense of local pride, and gives families a common touchpoint within their own town. Parents who drop off and pick up their children become more familiar with local businesses and community offerings, deepening their connection to Frederick as a whole.

Finally, the program provides meaningful family entertainment value during the summer months as a structured, enriching option that keeps kids engaged, active, and off screens while giving parents confidence that their children are in a safe, professional environment. For a growing town like Frederick, a program like this adds to the quality of life that makes the community an attractive and vibrant place to live.

Have you requested support from other sources? Please provide a list of organizations that you have solicited or will be soliciting:*

No. Cerus Fitness has not requested funding or financial support from any other sources for this program.

Has your organization applied for a grant from the Town of Frederick before?*

- [ ] Yes
- [x] No

If you were awarding funding in the past, how much did you receive?

NA

If you received funding in the past, how did you use the funds?

NA

If you received funding in the past, were there funds leftover? If so, how were the funds utilized?

NA

Program/Project Budget

Program/Project Name*

Youth Health & Wellness Camp

Total Project Budget:

Please provide a complete project budget list including personnel, promotion, supplies, services etc. The budget can be itemized below.

Item/Amount*

$27,000 — Full sponsorship: 180 campers enrolled at no cost to families ($150/camper)

Item/Amount

Item/Amount

$22,500 — 75% sponsorship: $125 subsidy per camper, families pay $25/camper

Item/Amount

Item/Amount

$18,000 — 67% sponsorship: $100 subsidy per camper, families pay $50/camper

Item/Amount

Item/Amount

$13,500 — 50% sponsorship: $75 subsidy per camper, families pay $75/camper

Item/Amount

Item/Amount

Item/Amount

Total Project/Program Budget:*

$27,000

Please List Any Sources of Funding Secured*

NA
Please note that the line items above do not represent separate budget categories. Each line reflects a proposed funding tier, representing the percentage of total enrollment costs the Town of Frederick could choose to sponsor. The full program budget is $27,000, covering enrollment for 180 campers at $150/camper. Any funding level received will be applied directly to reducing or eliminating the enrollment cost for Frederick youth participants

To include any gifts and/or grants pledged or paid. If none received please enter N/A

Request for Additional Funding

If the request is for funds exceeding $500.00 please explain why your organization has requested funding beyond the $500.00 grant award.

Please including the following attachments for inclusion in your application.

Board of Directors and Key Staff noting any paid staff.*

Cerus_Board_and.pdf

IRS Determination Letter indicating Tax-Exempt Status of the Organization*

Cerus_Tax_Status.pdf

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

Brooke Brinkman

Signature

Date*

6/19/2026

CERUS FITNESS

Board of Directors & Key Staff

BOARD OF DIRECTORS

Chris Johnson

President & Founder | Chief Executive Officer

Founder and unpaid CEO of Cerus Fitness. Chris leads the organization's strategic vision, culture, and long-term growth. His commitment to community-driven fitness is the foundation upon which Cerus Fitness was built.

Rich Leeper

Secretary

Serves as Board Secretary, supporting governance, documentation, and organizational operations at the board level.

Harold Lozinski

Treasurer

Serves as Board Treasurer, overseeing financial oversight and fiscal responsibility for the organization.

Steve Gaborik

Board Member | Investor

Business professional and investor in Cerus Fitness. Brings entrepreneurial experience and business development perspective to the board.

David Longden

Board Member | Investor

Business professional and investor in Cerus Fitness. Contributes strategic business acumen and investor-level accountability to organizational decision-making.

KEY STAFF

Brooke Brinkman

General Manager

Oversees day-to-day operations, program development, financial reporting, and community partnerships at Cerus Fitness. Serves as the primary point of contact and project lead for the Youth Health & Wellness Summer Camp initiative.

CERUS FITNESS

3771 Monarch St, Units F & G | Frederick, CO 80516 | cerusfitness.com

June 19, 2026

RE: Statement of Tax Status — Cerus Fitness, Inc.

To Whom It May Concern,

This letter is submitted in response to the request for an IRS Determination Letter indicating tax-exempt status. Cerus Fitness, Inc. is a for-profit corporation and has not applied for or been granted tax-exempt status under Section 501(c)(3) or any other provision of the Internal Revenue Code. Accordingly, no IRS Determination Letter exists.

Cerus Fitness, Inc. is a legally registered C-Corporation in the State of Colorado, operating in good standing. The organization files taxes as a for-profit entity and complies with all applicable federal, state, and local tax obligations.

We are committed to the success of the Youth Health & Wellness Summer Camp and to serving the Frederick community in a transparent and accountable manner. We are happy to provide any additional documentation regarding our organizational or tax status upon request.

Organization Name:	Cerus Fitness, Inc.
Entity Type:	C-Corporation
State of Incorporation:	Colorado
Federal EIN:	82-1604149
Tax-Exempt Status:	Not applicable — for-profit entity

Sincerely,

Chris Johnson
President & Founder | Cerus Fitness, Inc.
3771 Monarch St, Units F & G, Frederick, CO 80516

Town of Frederick Board of Trustees

Meeting Minutes
June 17, 2026

Work Session 5:30 PM

A. Parks, Open Space and Trails Design Standards Discussion - Sara Barnard, Parks Planning and Development Coordinator

B. Roads and Routes Initiative Update -

Call to Order – Roll Call

At 7:00 PM Mayor Crites called the meeting to order and requested roll call. Present were Mayor Crites, Mayor Pro Tem Padia, and Trustees Lamach, Antonio, Hickman, and Brown. Also present were Town Manager Bryan Ostler, Assistant Town Manager Ryan Johnson, Town Attorney Jason Meyers, Deputy Town Attorney Christine Francescani, and Town Clerk Tricia David.

Pledge of Allegiance

Approval of Agenda

The agenda was approved as submitted.

Special Presentations

There were no special presentations.

Public Comment

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There was no one signed in for public comment related to the regular meeting.

Staff Reports

C. Administrative Report -

Mr. Ostler provided a brief update on the Roads and Routes initiative and then introduced Special Projects Administrative Assistant Wally Hollimon who presented on the One Town One Zip Code project.

Consent Agenda

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A motion was made by Mayor Pro Tem Padia and seconded by Trustee Lamach to approve the Consent Agenda. Upon roll call vote, the motion passed unanimously.

D. Approval of Minutes

Action Agenda

E. Public Hearing to Consider Ordinance No. 1415 regarding the 320 Maple Street (Lot 1, Maplewood Subdivision Filing No. Two Amendment A) PUD Zoning Document

- Open Public Hearing
- Staff Presentation
- Applicant Presentation
- Public Comment
- Board of Trustees Discussion and Questions
- Close the Public Hearing

Board of Trustees Action on Ordinance No. 1415. -
Audem Gonzales, Senior Planner

At 7:21 PM, Mayor Crites opened the public hearing.
Senior Planner Audem Gonzales presented, and provided the Board with additional public comments that were sent in after the publication of the packet.
Applicant Joshua Huene of JJ Investments and Megan Easton of Easton Homes presented.
Mayor Crites called for public comment and the following community members spoke: Patrick Berrend, Jill Firkins, Keri Aasmundstad, Florence Dufour, Cory Merritt, Rhonda Swetnam, Broc Swetnam, Ron Jagodinski, Matt McDonald, Carl Randolph, Tonie Wenger, Cassandra Koger, and Eric White.
At 8:55 PM, Mayor Crites closed public comment, and the Board took a recess from 9:22 PM to 9:35 PM.
Community member Keri Aasmunstad was permitted by the Board to make an additional comment.
At 9:54 PM, Mayor Crites closed the public hearing.
Ms. Francescani acknowledged Trustee Mahan's absence and noted that his written comment was submitted for the record. All additional comments will be added to the approved minutes and published in an upcoming Board of Trustees meeting packet.
Following discussion, a motion was made by Mayor Pro Tem Padia and seconded by Trustee Brown to approve Ordinance No. 1415 for the 320 Maple Street PUD Zoning Document with conditions and direct staff to draft an Ordinance of approval with the following conditions : 1) Minimum front setback of fifteen feet, 2) Provide regulations requiring consistent architectural style, material, roofline massing and color consistent with the character of the surrounding neighborhood, 3) Limit to one story and not to exceed twenty feet in height, 4) Provide screening at a minimum of one tree per fifteen linear feet and work with the neighbors on landscape screening on the east side, 5) The east side buffer shall be a minimum of twenty feet measuring from the property line, 6) The developer shall increase the open space to twenty percent, 7) Due to the unique circumstances of the surrounding neighborhood in the application, the site plan must come back to the Planning Commission and to the Board of Trustees to ensure that the intent of the PUD is met. Upon roll call vote, the motion passed 4-1.

Discussion Agenda

No discussion items

Mayor and Trustee Reports

Concerns were raised regarding e-bike safety with an emphasis on the need to prioritize the issue. It was noted that enforcement requires additional clarity, which the Police Department is working on and further discussion will be scheduled.
Youth Day will not move forward this year. There was discussion that included identifying future opportunities to support youth engagement, such as naming a street or having the Youth Commission present ideas to the Board plus opportunities to participate in Town events.
Sergeant Fairbanks' Police Academy was well received.
Volunteer opportunities are available, and staff will provide Board members with volunteer portal information.
Happening next week: the Annual CML Conference and Frederick in Flight.
Staff members and Mayor Crites attended a recent St. Vrain Valley School District meeting regarding the Frederick gymnasium and adjacent land, noting that an offer and counteroffer have been exchanged.

Executive Session

There was no Executve Session.

Adjournment

There being no further business of the Board of Trustees, Mayor Crites adjourned the meeting at 10:18 PM.

Approved by the Board of Trustees:

ATTEST:

____
Tracie Crites, Mayor

____
Tricia David, Town Clerk

Jason Meyers

From: Adam Mahan
Sent: Tuesday, June 16, 2026 7:00 PM
To: Jason Meyers
Cc: Bryan Ostler
Subject: June 17th Meeting

Jason,

I had an opportunity come up with my son and will not be present at the June 17th Board of Trustees meeting. Knowing that we already pushed item E from our agenda tomorrow from a previous meeting, I wanted to pass along my thoughts regarding the item but figured they needed to come to you since this is Quasi-Judicial.

After reading and reviewing the prepared presentations, packet, and community feedback, I support approval of Ordinance No. 1415 regarding the 320 Maple Street PUD Zoning Document.

If there are conditions outside of what has already been implemented from the Planning Commission, I'll leave that to the rest of the Board.

I understand that there are many in the neighborhood that have voiced concerns with this update and subsequently the 4 duplexes that will result from an approval. However, something will be going onto this property, and the proposed project and zoning are more restrictive than potential other options that would require no approval or Board action under the current Public zoning when it comes to Max Height and required Setbacks. 8 residences on 1.2 acres will not result in any more traffic than would come from an office building or other potential use of the land.

We cannot as a Board voice our desire for more attainable housing options for our current and future residents, then turn around and deny even a small development of duplexes that would help add to the diversity of housing options in the town. We have also had community members voice their support for this project for this very reason.

Thank you for sharing this for me in my absence.

Adam Mahan

Get Outlook for Mac

From:	Ronald Jagodinski
To:	Ronald Jagodinski; Kevin Kenney; Audem Gonzales
Date:	Sunday, June 14, 2026 3:35:59 PM

Caution! This message was sent from outside your organization. Allow sender | Block sender

Ronald H. Jagodinski
301 Linden Street

Frederick, CO 80530

jagrafx@att

June 15th, 2026

Town of Frederick Planning Commission / Board of Trustees
c/o Planning Department
401 Locust Street
Frederick, CO 80530

RE: Public Comment Objecting to PUD Application for 320 Maple Street (Resolution 26-PCR-03)

Dear Commissioners and Board Trustees,

I am writing as a resident of Frederick to formally register my strong objection to the proposed Planned Unit Development (PUD) overlay and development application for the current open space located at 320 Maple Street. The investors' request to bypass existing R-4 zoning parameters in favor of an 8-unit duplex project—with design details left "to be determined"—is a misapplication of the PUD process that undermines our Town's Land Use Code.

The Planning Commission and Board of Trustees should deny this application based on the following specific review criteria:

1. Subversion of Established R-4 Zoning Parameters
The PUD mechanism is intended to facilitate creative design that provides public benefits, not to serve as a tool to circumvent established density caps. By replacing standard R-4 parameters with a custom, developer-defined zoning district, this application effectively erodes the predictable land-use patterns that current residents rely on. Granting a PUD simply to accommodate an increase in density sets a dangerous regulatory precedent for the neighborhood.

2. Premature Approval Without Definite Design Standards
The applicants have put the metaphoric cart before the horse by requesting a PUD designation while stating that the project's design definition is "to be determined." The Town of Frederick should not grant broad zoning flexibility without locked-in, binding architectural and site design guidelines embedded in the text. Granting this PUD now removes the Town's leverage and leaves the community vulnerable to out-of-scale development.

3. Negative Impact on Neighborhood Compatibility and Open Space
The parcel at 320 Maple Street currently serves as vital open space. Replacing it with four multi-family buildings (eight total units) alters the historic character and scale of the surrounding single-family residential properties. Furthermore, the applicant has not adequately demonstrated how this project will offset the permanent loss of this open space, nor how it fulfills Frederick's requirement for high-quality, functional common open space within residential PUDs.

4. Unaddressed Infrastructure and Traffic Demands
An 8-unit multi-family development will significantly increase traffic, parking congestion, and utility demands on Maple Street. Until comprehensive, independent traffic and infrastructure impact studies are made available to the public, increasing the allowed density on this parcel is highly premature.

For these reasons, I urge the Planning Commission to recommend denial, and the Board of Trustees to reject this PUD application. Developers must be held to the existing rules of our Land Use Code rather than being granted custom zoning that compromises the integrity of our neighborhood.

Thank you for your time, consideration, and continued service to the Town of Frederick.

Sincerely,

Original signed by

[RONALD H. JAGODINSKI]

From: Mark Novak
To: Planner On Duty
Subject: BOT hearing on 320 Maple
Date: Wednesday, June 17, 2026 8:05:24 AM

Caution! This message was sent from outside your organization. Allow sender | Block sender

My name is Mark Novak and I have lived in my house in the Maplewood neighborhood for 24 years and I am opposed to the development of 320 Maple. Please enter these comments into the public record.

4500 housing units are proposed in projects like The Shores on Plum Creek, Silverstone, Miner's Park, Wheatland and others, rendering the proposed units at 320 Maple unnecessary. This development only helps JJ Investments and Easton homes, not this neighborhood or Frederick. In the **context of the surrounding neighborhoods,** the planned duplexes are high density not medium density.

The applicant has estimated a construction timeline up to 15 months, creating prolonged noise, increased hazards to the many kids walking to school, dust and the disruption for the Maplewood families as well as the nearby schools. There are plenty of proposed construction plans that will not impact existing neighborhoods, again showing nothing positive from this project.

The only way to keep the lot free of development is to right the wrong of 30 years ago when Maplewood Subdivision Filing No.One, as well as the "Certificate of Ownership", clearly stated that: **"...Have by these presents laid out, and surveyed as Maplewood Subdivision Filing No. One, and do hereby dedicate and convey to the town for Public use forever hereafter the**

street, alleys, public walkways, parks and open spaces as are laid out and

designated on this Plat, and do also reserve perpetual easements for the

installation and maintenance of utilities and for irrigation and drainage

facilities are as laid out and designated on this Plat.."

Mistakes were made back then by a variety of agencies and people and it was not an issue until the land ended up in the hands of JJ Investments who now wants to build there. The only equitable solution for the neighborhood and JJ Investments is for Frederick make an offer to JJ Investments to purchase this property and if that is refused, the town has the right to use the eminent domain law.

"In Colorado, eminent domain gives the government the power to take your property, even if you don't want to sell. But under the Fifth Amendment, eminent domain must be for a "public use,". Meanwhile, the government must pay the owners "just compensation" for their property."

This power is codified in the Fifth Amendment of the U.S. Constitution and can be exercised by federal, state, and local governments.,

According to the town's website, **Total projected fund balance across all funds at the end of 2026 is**

$158,510,594. If Frederick paid JJ Investment $750,000 – which is considerably more than it is worth – that would only be **0.473** percent of the fund balance. Is that too much to pay for keeping the integrity of the neighborhood and proving that "Built on What Matters" is actually the towns philosophy and not just a cute slogan? If this project, that will drastically change this area, was proposed in the neighborhoods of anyone involved with this, it would be opposed for all the reasons that have been consistently presented at every meeting regarding this property.

I am hoping that you will do the right thing, whatever it takes, to resolve this issue and purchase this land so our neighborhood remains as is.

Please make your priority the citizens of Frederick, not the interests of developers

May 13, 2026

To the Board of Trustees,

It is deeply disappointing that land originally intended for public use and to serve the Frederick community was ultimately sold into private hands, and even more disappointing that the governing bodies entrusted with protecting the interests of residents appear unwilling to right that wrong. This situation has become a prime example of developers and financial interests winning out over the voices, concerns, and long-term well-being of the people who actually live here.

The proposed developer, Mr. Heune, does not live in Frederick. He has no personal stake in this community, no long-term investment in the character of our neighborhoods, and no accountability to the residents who will live with the consequences of these decisions long after construction is complete. Likewise, the proposed builder, Easton Homes, has failed to provide the level of transparency and due diligence that residents deserve. They have not completed critical survey reports, nor have they provided neighbors with a true, detailed site plan. Instead, residents are effectively being asked to simply "trust" the developer and builder.

Approving a Planned Unit Development without clear, enforceable, and highly specific parameters opens a Pandora's Box that could prove far more damaging to the surrounding neighborhood than the previously proposed R-2 rezone — a rezone that was already deemed inappropriate and inconsistent with both the character of the neighborhood and Frederick's long-term Comprehensive Plan.

A general or loosely written PUD leaves neighboring residents vulnerable to ambiguity, future amendments, and incremental changes that could drastically alter the development over time with little meaningful public recourse. If this Board is even willing to consider approval of a PUD, then it must include strict and explicit standards that are codified and enforceable from the outset.

At a minimum, the PUD should mandate:

- Single-story homes only, with a maximum roof height of 20 feet, as recommended by the Planning Commission.
- A minimum 30-foot setback from the Lindenwood neighbors' fences, with no structures permitted within that buffer zone.
- Significant landscaping buffers, including mature tree installations, to preserve privacy and neighborhood character.

- Directional lighting standards requiring full-shielded fixtures and warm-colored LED lighting under 1000 lumens to minimize light pollution and prevent unnecessary upward or outward light spill.
- A clearly defined property maintenance plan identifying responsibility for landscaping, irrigation, snow removal, trash management, and general upkeep, particularly given that these are now proposed rental units.

Beyond these examples, there remains a lengthy list of critical standards that must be specifically addressed within the PUD itself. Without these protections, neighboring residents are left exposed to the risks and uncertainty that accompany a vague development agreement.

These standards should include, but are not limited to:

- Roof pitch standards
- Building height and massing limits
- Exterior material requirements
- Garage placement standards
- Front porch requirements
- Window orientation standards to protect privacy
- Minimum facade articulation requirements
- Building footprint limitations
- Minimum tree size requirements at installation
- Irrigation requirements
- Mandatory replacement of dead or failed landscaping
- Drainage and water detention requirements
- Noise mitigation controls
- Construction parking regulations
- Construction hour limitations
- Protections preventing structures within the 30-foot setback adjacent to Linden Street neighbors
- A formal public amendment process for any future changes to the PUD to preserve transparency, protect the voice of residents, and prevent unilateral developer-driven modifications that are inconsistent with the surrounding neighborhood

The residents living adjacent to this property should not be expected to absorb the risks created by vague language, undefined development standards, or future discretionary changes. If this Board intends to move forward with a PUD, then the responsibility falls on you to ensure every meaningful protection is written directly into the agreement before approval is granted — not promised later.

There has already been a profound injustice in the transfer of this land into private developer control despite the significant and lasting impacts it will have on the surrounding community. At this point, the least that can be done is to ensure that any approval of this PUD is accompanied by clear, enforceable, and carefully defined protections for the residents who will live with the consequences long after this process is over.

I respectfully ask that you exercise the due diligence this decision deserves by requiring specific and binding parameters to be written into the PUD before any approval is granted. General concepts, verbal assurances, and future promises are not sufficient protections for neighboring homeowners. Critical issues such as density, building height, setbacks, buffering, drainage, parking, traffic impacts, architectural compatibility, tree preservation, and long-term maintenance obligations should all be explicitly defined in writing and made enforceable as part of the approved development plan.

Once this PUD is approved, the community will have very limited ability to influence future changes. That is precisely why these standards must be established now — not deferred until later stages of development.

With all of these considerations in mind, I strongly encourage you to take the time truly necessary to evaluate the full long-term impacts of this proposal and to table any decision on this PUD until these specifics are thoroughly addressed, clearly documented, and made legally binding. The residents of this neighborhood deserve a transparent process and meaningful protections, not vague commitments that may later be altered or overlooked.

Thank you for your time and consideration.

Regards,

Keri Aasmundstad, 305 Linden St.

TOWN OF FREDERICK
Board of Trustees
Staff Report

Tracie Crites, Mayor

Windi Padia, Mayor Pro Tem
Matt Hickman, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee
Kevin Brown, Trustee
Ryan Antonio, Trustee

Ordinance No. 1418 An Ordinance of the Town of Frederick, Colorado, Implementing a Voter-Approved Change in the Town's Regular Election Date, Establishing the new Regular Election Date for the Town, Setting a New Swearing-in Date for Elected Officials, and Amending Municipal Code to Reflect Such Changes

Agenda Date: Board of Trustees July 1, 2026

Attachments:
1. Ordinance 1418 Amending Election Schedule
2. April to November Presentation - Updated

Reviewed By: Brittany Dvorak, Director of People and Culture

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

Strategic Priority 1: Transparent & Strategic Governance
Frederick will lead with transparency, accountability, and strategic decision-making to ensure municipal services exceed community expectations and exemplify that Frederick is Built on What Matters.

Summary Statement:

On January 21, 2026, the Board of Trustees of the Town of Frederick, Colorado (the “Town”) adopted Resolution No. 26-R-03 to present a ballot question to the eligible electors of the Town to move the Town’s regular election from April to November in even numbered years. At the April 7, 2026, regular election, a majority of the Town's voters approved the ballot text and title fixed in Resolution No. 26-R-03 authorizing the Town to move its regular election from the first Tuesday in April of each even-numbered year to the Tuesday on which the statewide general election is held in November in each even-numbered year. This ordinance formally establishes the Town’s new regular election date, consistent with the voter-approved ballot measure. This change aligns with the Board of Trustees’ intent to increase voter turnout and reduce administrative costs, and improve election efficiencies. Upon adoption of this ordinance, the Town will coordinate with Weld County on the administration and scheduling of future regular elections under the new November cycle.

Detail of Issue/Request:

Resolution No. 26-R-03 provides that the Town Board shall adopt an implementing ordinance consistent with the ballot title and text established therein. At the Town's regular election held on April 7, 2026, a majority of the Town's electors approved the ballot measure authorized by Resolution No. 26-R-03, thereby approving a change to the Town's regular election date from the first Tuesday in April of each even-numbered year to the Tuesday on which the statewide general election is held in November of each even-numbered year.

Pursuant to voter approval, the Town's regular municipal election shall be held on the same Tuesday as the statewide general election in November of each even-numbered year. All municipal elections shall be conducted in accordance with the Colorado Municipal Election Code of 1965. The Town may, by ordinance or resolution, elect to follow all or part of the provisions of the Uniform Election Code for any election.

Because the change in election date shifts the regular municipal election from April to November, the election cycle is extended by approximately seven months. As a result, the terms of Board of Trustee members whose terms would otherwise expire in April 2028 and April 2030 will be extended to the second meeting in January following the election to ensure continuity in office and to align future elections with the newly established election schedule. The swearing-in date for elected officials will take place on the Second Meeting of January immediately following an election. Beginning with the 2028 Regular Municipal Election, Board of Trustee terms shall expire in January 2029.

Board of Trustee Member Term Expirations:
Mayor Crites — January 2029
Trustee Lamach — January 2029
Trustee Brown — January 2029
Trustee Mahan — January 2029
Mayor Pro Tem Padia — January 2031
Trustee Antonio — January 2031
Trustee Hickman — January 2031

Legal Comments:

The Town Attorney's Office has reviewed and approved this ordinance as drafted.

Alternatives/Options

Approval: The Board of Trustees can approve Ordinance No. 1418 which implements a voter-approved change in the Town's regular election date and establishes the new regular election date for the Town of Frederick and sets a new swearing-in date for Elected Officials.

Approval with Conditions: The Board of Trustees can approve Ordinance No. 1418 which implements a voter-approved change in the Town's regular election date and establishes the new regular election date for the Town of Frederick, and sets a new swearing-in date for Elected Officials, with the following conditions.

Denial: The Board of Trustees can deny Ordinance No. 1418 and not implement a voter-approved change in the Town's regular election date or establish a new regular election date for the Town of Frederick and not set a new swearing-in date for Elected Officials.

Financial Considerations

Recent elections show that coordinating with the County costs significantly less than running a Town election on our own. A coordinated election in 2023 cost about $15,400, compared to about $35,000 for the town’s independent 2024 election, largely due to ballot printing and vote-counting equipment. While costs can vary, coordinating with the County could save the Town an estimated $15,000–$20,000 per election.

Staff Recommendation

Staff recommend approving Ordinance No. 1418 as presented.

Community Impact

Implementing the voter-approved change to move regular elections to November of even numbered years may increase community involvement in local elections, reduce administrative costs, and improve election efficiency.

ORDINANCE NO. 1418

AN ORDINANCE OF THE TOWN OF FREDERICK COLORADO, IMPLEMENTING A VOTER-APPROVED CHANGE IN THE TOWN'S REGULAR ELECTION DATE, ESTABLISHING THE NEW REGULAR ELECTION DATE FOR THE TOWN, SETTING A NEW SWEARING-IN DATE FOR ELECTED OFFICIALS, AND AMENDING MUNICIPAL CODE TO REFLECT SUCH CHANGES

WHEREAS, on January 21, 2026, the Board of Trustees of the Town of Frederick, Colorado (the "Town") adopted Resolution No. 26-R-03 to present a ballot question to the eligible electors of the Town to move the Town's regular election from April to November in even numbered years; and

WHEREAS, Resolution No. 26-R-03 provides that the Town Board shall enact an implementing ordinance consistent with the terms and conditions in the text and title of the ballot issue fixed therein, pursuant to C.R.S. §§ 31-101-109 and 31-11-111(2); and

WHEREAS, at the April 7, 2026, regular election, a majority of the Town's voters approved the ballot text and title fixed in Resolution No. 26-R-03, pursuant to C.R.S. §§ 31-10-109(1)(a) and 31-11-111(2); and

WHEREAS, the Town Board desires to implement the will of the Town's voters by establishing the Town's new regular election date and to ensure that the swearing-in date for elected officials is in accord with the new election schedule; and

WHEREAS, section 2-4 of the Town of Frederick Municipal Code, "Conduct of elections," requires amendment to reflect coordinated elections with the County.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO:

Section 1. **Date of regular election and conduct of all elections.** The regular election of the Town shall be held on Tuesday, on which the general statewide election is held in November of each even-numbered year. All elections shall be held and conducted in accordance with the Uniform Election Code and Colorado Municipal Election Code, as applicable.

Section 2. **Extension of Board of Trustee Terms.** Notwithstanding any other provision of the Frederick Municipal Code to the contrary, and to effectuate the will of the electors voting in favor of a change in the Town's regular election date, the terms of the Board Members will be extended from ending in April 2028 to ending in the month of January beginning in January 2029.

Section 3. **New Swearing in Date for Elected Officials.** The swearing-in date for elected officials will take place on the second meeting of January immediately following an election.

Section 4. **Adoption of Amended Code.** The Town of Frederick Board of Trustees hereby adopts the following amendments to the Town of Frederick Municipal Code.

Section 5. Section 2-4, Conduct of elections, of the Town of Frederick Municipal Code, is hereby repealed and replaced in full as follows:

Sec. 2-4. Coordinated elections; and non-coordinated special elections

(a) *Coordinated elections.* For November regular or special elections, the Town shall coordinate its election with the county.

(1) *Uniform Election Code.* When regular or special municipal elections are coordinated with the county clerk, pursuant to C.R.S. §§ 1-1-102 and 31-10-102.7, the Uniform Election Code shall be followed for the purpose of participating in coordinated elections.

(2) *Designated election official.* For the purposes of coordinating regular or special municipal elections with the county, the Town Clerk shall be appointed as the designated election official for the purposes of performing acts required or permitted by law in connection with the election.

(b) *Non-coordinated special elections.* A special election that is not coordinated with the county pursuant to subsection (a) of this section shall be subject to the following:

(1) The election shall be conducted as a mail ballot election in accordance with the Colorado Municipal Election Code;

(2) The use of voting machines and electronic voting systems is authorized in accordance with the Colorado Municipal Election Code.

Section 6. **Codification Amendments.** The codifier of the Frederick Municipal Code is hereby authorized to make such numerical and formatting changes as may be necessary to incorporate the provisions of this ordinance into the Town of Frederick Municipal Code.

Section 7. **Effective Date.** This ordinance shall be published and become effective as provided by law.

Section 8. **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 Board of Trustees 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 are declared invalid.

Section 9. **Repealer.** All ordinances or resolutions and motions of the Board of Trustees 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 ON JULY 1, 2026.

TOWN OF FREDERICK

____
Tracie Crites, Mayor

ATTEST:

____
Tricia David, Town Clerk

Town of Frederick Election Schedule

Emily Nitcher – Deputy Town Clerk

BUILT ON WHAT MATTERS

FREDERICK
COLORADO

Item Overview

- Strategic Plan Alignment
- January 7, 2026, Work Session
- Resolution 26-R-03 passed at January 21, 2026, BOT Meeting
- Ballot Language
- April 7, 2026, Election
- Ordinance to Implement Voter-Approved Change of Election Date.
- Board of Trustees Extended Terms Beginning in 2029

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Strategic Plan Alignment

<u>Strategic Priority 1: Transparent & Strategic Governance</u>

Frederick will lead with transparency, accountability, and strategic decision-making to ensure municipal services exceed community expectations and exemplify that Frederick is Built on What Matters.

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Resolution 26-R-03

- This resolution formally enacted the ballot question language necessary to refer a question to the voters to change the Town's regular Municipal Election date from April to the November Coordinated Election.
- The ballot question was placed on the April 7, 2026, regular election ballot.

Ballot Question Election Results, April 7, 2026

SHALL THE TOWN OF FREDERICK'S REGULAR ELECTION DATE BE MOVED FROM THE FIRST TUESDAY IN APRIL OF EACH EVEN-NUMBERED YEAR TO THE TUESDAY ON WHICH THE GENERAL STATEWIDE ELECTION IS HELD IN NOVEMBER OF EACH EVEN NUMBERED YEAR TO INCREASE VOTER PARTICIPATION, TO ALLOW THE TOWN TO SAVE ELECTION COSTS AND TO PARTICIPATE IN ELECTIONS COORDINATED BY THE COUNTY?

YES: 1,403

NO: 109

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New Regular Election Date

- As approved by the voters, the Town's regular municipal election shall be held on the same Tuesday as the statewide general election in November of each even-numbered year.

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New Swearing-in Date

- The swearing-in date for elected officials will take place on the Second Meeting of January immediately following an election.

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Elected Official Terms

- The terms of Board of Trustee members whose terms would otherwise expire in April 2028, and April 2030 will be extended to the second Meeting in January following the election.

- Board of Trustee Member Term Expirations:
  Mayor Crites — January 2029
  Trustee Lamach — January 2029
  Trustee Brown — January 2029
  Trustee Mahan — January 2029
  Mayor Pro Tem Padia — January 2031
  Trustee Antonio — January 2031
  Trustee Hickman — January 2031

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Questions?

Built on What Matters.

Recommended Motions

Approval:
I move to approve Ordinance No. 1418 which implements a voter-approved change in the Town's regular election date, establishes the new regular election date for the Town of Frederick, and sets a new swearing-in date for Elected Officials.

Approval with Conditions:
I move to approve Ordinance No. 1418 which implements a voter-approved change in the Town's regular election date, establishes the new regular election date for the Town of Frederick, and sets a new swearing-in date for Elected Officials, with the following conditions:

Denial:
I move to deny Ordinance No. 1418 and not implement a voter-approved change in the Town's regular election date or establish a new regular election date for the Town of Frederick and not set a new swearing-in date for Elected Officials.

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Next Steps

- Board of Trustees Extended Terms Beginning in 2029
- Coordinated Elections with Weld County

Built on What Matters.

TOWN OF FREDERICK
Board of Trustees
Staff Report

Tracie Crites, Mayor

Windi Padia, Mayor Pro Tem
Matt Hickman, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee
Kevin Brown, Trustee
Ryan Antonio, Trustee

Resolution No. 26-R-33 A Resolution of the Town of Frederick, Colorado for the approval of the Town of Frederick Grant Administrator's Quarterly Report

Agenda Date: Board of Trustees July 1, 2026

Attachments:
1. Reso 26-R-33 Grant Admin Report Resolution 2nd Quarter Final (1)
2. 2026 Grant Administrator Report 2nd quarter Final

Reviewed By: Brittany Dvorak, Director of People and Culture

Action Type

2) Administrative: Actions of routine nature that implement policies/directions or effectuate the functioning of government; such as contract approvals/granting of licenses and permits/etc.

Strategic Plan Alignment:

Strategic Priority 3: Safe & Resilient Community
– Frederick will ensure a safe, prepared, and resilient community through strong public safety partnerships, proactive planning, and programs that support community well-being.

Strategic Priority 1: Transparent & Strategic Governance
Frederick will lead with transparency, accountability, and strategic decision-

making to ensure municipal services exceed community expectations and exemplify that Frederick is Built on What Matters.

Summary Statement:

The Finance Department continues to actively pursue and manage grant opportunities to support the Town's projects and alleviate the burden on the general fund. This quarter's highlights include a significant award for long-term planning and continued interdepartmental collaboration on public safety funding.

For the 2nd quarter, the Frederick Planning Department received a notice of award for the Colorado Department of Local Affairs (DOLA) housing funding in the amount of $90,000.00 to develop a Housing Action Plan. Additionally, the department worked with the Frederick Police to develop three grant applications for public safety. For the administration of grant funds, the yearly ARPA funds report was submitted to the Treasury Department.

Detail of Issue/Request:

During the 2nd quarter of 2026, the Frederick Police Department identified three grants to support the essential elements to meet the town's strategic plan for a safe and secure community. The Town submitted a Rural Law Enforcement Violent Crime Reduction Initiative grant to proactively address the rising complexities of a growing community; the department must formalize its analytical and communication functions through the establishment of a full-time Crime Analyst/Public Information Officer position. The grant is for three years to support the salary and benefits for the position. The total grant request is for $386,815.00.

The second submission is for the Frederick Police Department. The department must maintain a reliable, high-fidelity recording infrastructure to ensure strict compliance with C.R.S. § 16-3-601 and C.R.S. § 19-2.5-203. Current legacy equipment vulnerabilities place the agency at risk of statutory violations, which could result in mandatory cautionary jury instructions or the suppression of critical evidence in major felony and juvenile investigations. Replacing the near-obsolete system with the IR2CA standard is an essential safeguard for the agency's legal and investigative integrity. The total grant request is $40,000.00

The last submission is for the continuation of funding for the Carbon Valley Mead Victim Assistance. The submission supports partial salary and fringe benefits for the program. In addition to the grant, the program is supported by the reimbursements from the towns of Dacono, Firestone, Frederick, and Mead. In 2025, the program served 289 clients, with a majority of domestic violence clients seen. The total grant request is $89,086.00.

In addition to the submission, the Town was notified in May 2026 about the awarding of the Colorado Department of Local Affairs Housing Plan grant in the amount of $90,000.00. The project will focus on developing a Housing Action Plan that complies with SB24-174 with a new comprehensive plan water supply element that complies with SB24-174.

These grant submissions and awards fortify the Town's commitment to a safe and secure community and the improvement of infrastructure to improve community vitality.

Legal Comments:

The Town Attorney's Office has reviewed and approved the proposed resolution.

Alternatives/Options

Approval: I move to approve Resolution No. 26-R-33, which approves the Town of Frederick Grant Administrator's Quarterly Report.
Approval with Conditions: I move to approve resolution No. 26-R-33, which approves the Town of Frederick Grant Administrator's Quarterly Report with the conditions of the following items:
Denial: I move to deny Resolution No. 26-R-33.

Financial Considerations

Two of the pending public safety submissions represent a combined **three positions** (maintaining two existing Victim Assistance roles and establishing one new Crime Analyst/PIO role). If awards are not secured, future operational adjustments or alternative funding requests may be required to maintain these program levels.

Staff Recommendation

Approval: I move to approve Resolution No. 26-R-33, which approves the Town of Frederick Grant Administrator's Quarterly Report.

Community Impact

The collaborative development of **three public safety grant applications** with the Frederick Police Department demonstrates deep respect for residents' right to peace of mind. By seeking external funding for public safety, the Town actively listens to community desires for a secure environment, striving to ensure every resident feels valued, protected, and treated with dignity.

TOWN OF FREDERICK, COLORADO

RESOLUTION NO. 26-R-33

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO, APPROVING GRANT SUBMISSIONS FOR ADDITIONAL FUNDING

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

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

WHEREAS, the Town of Frederick Grant Administrator's Office for the 2nd quarter of 2026 submitted grants on behalf of the Frederick Police Department; and,

WHEREAS, these grants will allow the purchasing of interview room technology upgrade, support a Crime Analyst/Public Information Officer (PIO) position to support data-driven violent crime reduction efforts through intelligence analysis, victim support, community outreach, increased reporting, and violence prevention strategies, and support the continuation of Carbon Valley Mead Victim Assistance Program; and,

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

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

Section 1. **Execution.** The Mayor is hereby authorized to execute necessary documents and agreements to effectuate Grant Awards, if funded, after review by the Town Attorney, as applicable, for the following grants:

Applications:

DOJ Small Rural Grant Initiative: $386,815.00
Colorado State JAG: $42,000.00
19th Judicial District Victim Assistance Law Enforcement (VALE): $89,086.00
Total Submissions: $428,815.00

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

Section 3. **Certification.** The Town Clerk shall certify 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 _____ DAY OF _____________, 2026.

ATTEST:	**TOWN OF FREDERICK**
By ________________________________	By ________________________________
Tricia David, Town Clerk	Tracie Crites, Mayor

Grant Administrator's Report

Traci Garcia Castells l Grant Administrator

Strategic Alignment

Strategic Priority 1: Transparent & Strategic Governance

Frederick will lead with transparency, accountability, and strategic decision-making to ensure municipal services exceed community expectations and exemplify that Frederick is Built on What Matters.

Strategic Priority 3: Safe & Resilient Community

Frederick will ensure a safe, prepared, and resilient community through strong public safety partnerships, proactive planning, and programs that support community well-being.

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2^{nd} Quarter Report

Active Grants: Administering 12 grants totaling $4,192,275

New Submissions: 3 submissions totaling $486,815

Notice of Award: DOLA Housing Plan - $90,000 with 25% local match

Reporting: Submitted ARPA annual report for the AMI Water Meter Project and Colorado Blvd resurfacing project. The last report will be submitted in April 2027

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Public Safety

3 Grants Pursued | $428,815 Potential Funding

DOJ Small & Rural Violent Crime Initiative – $386,815

- Crime Analyst / PIO Position
- Data-driven crime reduction
- 3-year award

19th Judicial District Victim Assistance Law Enforcement (VALE) – $89,086

- Continuation funding with increase of $15,000
- 289 clients served in 2025
- Regional partnership with reimbursements from Dacono, Firestone, and Mead

Colorado State JAG Technology Improvement – $42,000

- Interview room technology upgrade
- Enhanced evidence collection

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Questions

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Action Options:

Approval: I move to approve Resolution No. 26-R-33, which approves the Town of Frederick Grant Administrator's Quarterly Report

Approval with Conditions: I move to approve resolution No. 26-R-33, which approves the Town of Frederick Grant Administrator's Quarterly Report with the conditions of the following items:

Denial: I move to deny Resolution No. 26-R-33

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Staff Recommendation:

Approval: I move to approve Resolution No. 26-R-33, which approves the Town of Frederick Grant Administrator's Quarterly Report

Built on What Matters.

TOWN OF FREDERICK
Board of Trustees
Staff Report

Built On What Matters

Tracie Crites, Mayor

Windi Padia, Mayor Pro Tem
Matt Hickman, Trustee
Mark Lamach, Trustee

Adam Mahan, Trustee
Kevin Brown, Trustee
Ryan Antonio, Trustee

Ordinance No. 1419 An Ordinance of the Town of Frederick, Colorado to Amend the 2026 Budget to Ensure that Appropriations Accurately Reflect Current Financial Activity, Operational Needs, Project Costs, Grant Activity, Transfers, and Other Expenditures That Were not Fully Anticipated at the Time the Original Budget was Adopted.

Agenda Date: Board of Trustees July 1, 2026

Attachments:
1. Ordinance No. 1419 Budget Amendment
2. Budget Amendment (1)

Reviewed By: Brittany Dvorak, Director of People and Culture

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

Strategic Priority 1: Transparent & Strategic Governance
Frederick will lead with transparency, accountability, and strategic decision-making to ensure municipal services exceed community expectations and exemplify that Frederick is Built on What Matters.

Strategic Priority 2: Exceptional Resident Experience & Engagement

- Frederick will deliver modern and accessible services while creating welcoming engagement opportunities that connect residents of all ages and abilities to their local government.

Strategic Priority 3: Safe & Resilient Community

– Frederick will ensure a safe, prepared, and resilient community through strong public safety partnerships, proactive planning, and programs that support community well-being.

Strategic Priority 4: Responsible Growth and Community Vitality

– Frederick will guide responsible growth through thoughtful planning and balanced development that strengthens economic vitality, while preserving the community character that residents value.

Strategic Priority 5: Reliable & Sustainable Infrastructure

– Frederick will invest in and maintain reliable infrastructure that supports a growing community, protects public resources, and ensures high-quality service for residents today and in the future.

Summary Statement:

Town Staff are requesting approval of a Ordinance No. 1419 amending the Town's 2026 budget to appropriate funding for projects, programs, grants, and operational needs that have arisen since the adoption of the original budget. The proposed amendment ensures that the Town's budget accurately reflects current financial activity and provides the necessary spending authority to carry out approved initiatives in accordance with Colorado budget requirements.

Detail of Issue/Request:

The purpose of this request is to amend the Town’s 2026 Budget to ensure that appropriations accurately reflect current financial activity, operational needs, project costs, grant activity, transfers, and other expenditures that were not fully anticipated at the time the original budget was adopted.

Budget amendments are a normal part of municipal financial management and are necessary when actual or projected activity changes after adoption of the annual budget. This may include new revenues, grant awards, project carryforwards, changes in project scope or timing, transfers between funds, or expenditures that require formal appropriation before funds may be spent.

Approval of this resolution allows the Town to maintain compliance with Colorado budget requirements by ensuring expenditures are properly appropriated before they occur. It also improves transparency by bringing these adjustments before the Board of Trustees for review and approval rather than allowing budgetary changes to occur informally.

This request matters to the community because it supports responsible financial stewardship and ensures that Town services, projects, and obligations can continue without interruption. By amending the budget, the Town is aligning available resources with current needs while maintaining public accountability over how taxpayer dollars, fees, grants, and other public funds are used.

Legal Comments:

The proposed budget amendment is being presented in accordance with Colorado Local Government Budget Law and the Town's established budgeting practices. Approval of the amendment will provide the necessary appropriation authority for expenditures included in the amended budget.

Alternatives/Options

Approval: I move to approve Ordinance No. 1419, amending the Town's 2026 Budget to ensure that appropriations accurately reflect current financial activity, operational needs, project costs, grant activity, transfers, and other expenditures that were not fully anticipated at the time the original budget was adopted.

Approval with Conditions: I move to approve Ordinance No. 1419, amending the Town's 2026 Budget to ensure that appropriations accurately reflect current financial activity, operational needs, project costs, grant activity, transfers, and other expenditures that were not fully anticipated at the time the original budget was adopted, with the following conditions:

Denial: I move to approve deny Ordinance No. 1419 and maintain the currently adopted 2026 Budget without the proposed amendments.

Financial Considerations

The proposed budget amendment adjusts appropriations to reflect current financial activity, including expenditures, grants, capital projects, and other funding sources that were not fully anticipated during the annual budget adoption process. The amendment does not authorize spending beyond available resources but rather aligns the Town's budget with actual and projected financial activity for the remainder of the fiscal year.

- **Frederick Housing Action Plan – $120,000**
    - Funded through a combination of **$90,000 in grant funding** and a **$30,000 Town match**.

    - The grant funding offsets 75% of the total project cost, minimizing the impact on the General Fund while advancing the Town's housing goals.
- **Conversion of an On-Call Inspector to a Full-Time Building Inspector – $102,200**
    - Funded through the **General Fund** to support increased development activity and inspection demands.
    - This position is expected to offset a portion of the Town's current expenditures on contracted inspection services by increasing internal capacity and reducing reliance on third-party inspectors, ensuring a consistent level of customer service delivery. At its worst, this reliance approached $30,000 in one fiscal year (i.e. 2023 following the hail storm).
    - This conversion is additionally offset by increased revenue received via specific large scale projects that will take the next few years of continuous review and inspections.
    - The expansion of this full-time position further allows for the cross-training of staff to be able to conduct inspections, plan review and permit technician services.
- **ArcGIS Server Upgrade – $30,000**
    - Funded through the **General Fund**.
    - This investment maintains the Town's GIS infrastructure and supports planning, engineering, public works, and asset management functions across the organization.
- **OpenGov Implementation – $271,322**
    - Funded through the **General Fund**.
    - Includes $80,861 for software and $190,461 for professional services and implementation.
    - This investment replaces the Town's existing Enterprise Resource Planning (ERP) system with a modern, cloud-based platform that will improve reliability, reduce manual processes, and provide greater functionality to support the Town's financial and operational needs.
    - The replacement addresses limitations of the current ERP environment, including manual processes, disconnected workflows, spreadsheet-based tracking, and limited public accessibility to financial information.
    - OpenGov is expected to generate operational efficiencies through automation, improve financial reporting and utility billing processes, strengthen long-term planning, and significantly enhance public transparency through an interactive online budget book and public financial dashboards.
- **Litigation and Oil & Gas Review – $110,000**
    - Funded through the **General Fund**.
    - Expenditures associated with oil and gas matters are anticipated to be partially or fully offset through reimbursements from responsible parties where applicable.
    - Additionally, certain litigation-related costs may also be recoverable depending on the nature and outcome of the proceedings, reducing the potential net financial impact to the Town.
- **Emergency Facility Repairs – $43,000**
    - Funded through the **General Fund**.

    - Includes repairs to Town Hall (**$32,800**), the Police Department (**$8,800**), and miscellaneous facilities (**$1,200**).
    - These repairs address immediate facility needs and help avoid larger maintenance costs in the future.
- **Town Facilities Space Planning and Architectural Services – $43,000**
    - Funded through the **General Fund**.
    - The project will develop as-built drawings for Town Hall and evaluate future space utilization opportunities across Town facilities, allowing the Town to make informed decisions regarding office space needs and long-term facility planning.
    - Final costs are still being determined and will be incorporated prior to adoption of the Ordinance.
- **Professional Services for Asset Management Program Development – $18,000**
    - Funded through the **General Fund**, with the potential to offset a portion of the cost through existing professional services appropriations.
    - This investment supports the transition from reactive maintenance practices to a proactive, data-driven asset management program and complements the Town's broader technology and infrastructure management initiatives.
- **Fleet Management Software – $30,000**
    - Funded through the **General Fund**.
    - The software will improve fleet tracking, maintenance scheduling, lifecycle planning, and long-term replacement forecasting, helping the Town better manage vehicle and equipment replacement costs.
- **Overall Financial Impact**
    - The proposed budget amendment is supported through a combination of General Fund appropriations, grant funding, anticipated reimbursements, and other legally available funding sources.
    - The amendment does not authorize spending beyond available resources but ensures that appropriations accurately reflect the Town's current operational, capital, and strategic priorities for the remainder of the fiscal year.

Staff Recommendation

Approval: I move to approve Ordinance No. 1419, amending the Town's 2026 Budget to ensure that appropriations accurately reflect current financial activity, operational needs, project costs, grant activity, transfers, and other expenditures that were not fully anticipated at the time the original budget was adopted.

Community Impact

This amendment demonstrates Respect for taxpayers by maintaining accountability and oversight of public funds. It reflects Dedication to providing high-quality municipal services by ensuring the Town has the financial authority necessary to carry out approved projects, maintain infrastructure, and deliver essential services. The amendment also promotes Empowerment through transparent financial reporting and informed decision-making, giving both the Board of Trustees and the public confidence that resources are being allocated thoughtfully and strategically.

ORDINANCE NO. 1419
AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO, APPROVING AN AMENDMENT TO THE 2026 FISCAL YEAR BUDGET AND MAKING SUPPLEMENTAL APPROPRIATIONS FOR THE 2026 FISCAL YEAR

WHEREAS, on December 3, 2025, the Town of Frederick Board of Trustees approved Resolution No. 25-R-69 adopting the annual budget and approving the amounts specified therein as expenditures for fiscal year 2026 ("Fiscal Year 2026 Budget); and,

WHEREAS, section 4-11 of the Town's Municipal Code provides for annual budget adoption in accordance with Colorado Revised Statutes § 29-1-101, *et seq*.; and,

WHEREAS, Colorado Revised Statutes § 29-1-109 provides for amendments to local government budgets; and,

WHEREAS, since the adoption of the Fiscal Year 2026 Budget, changes in operational needs, project costs, grant activity, staffing requirements, capital projects, and other financial activities have occurred or are anticipated to occur, making it necessary to amend the Budget to accurately reflect current financial conditions and appropriations.

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

Section 1. Budget Amendment. The Fiscal Year 2026 Budget is amended as follows:

Fund	Department	Purpose	Revenue Source / Offset	Appropriation
General Fund	Planning	Frederick Housing Action Plan	\$90,000 Grant / \$30,000 Town Match	\$120,000
General Fund	Building	Conversion of an On-Call Inspector to a Full-Time Building Inspector	General Fund / Reduced reliance on contracted inspection services	\$102,200
General Fund	Information Technology	ArcGIS Server Upgrade	General Fund	\$30,000
General Fund	Finance	OpenGov Implementation	General Fund	\$271,322
General Fund	Attorney's Office	Litigation and Oil & Gas Review	General Fund / Potential reimbursements	\$110,000
Facilities Fund	Public Works	Emergency Facility Repairs	General Fund	\$43,000

Facilities Fund	Public Works	Town Facilities Space Planning & Architectural Services	General Fund	$43,000
General Fund	Public Works	Professional Services for Asset Management Program Development	General Fund	$18,000
Fleet Fund	Public Works	Fleet Management Software	General Fund	$30,000

Section 2. Compliance. The amendment to the Fiscal Year 2026 Budget is in compliance with applicable Town Code and state statute and total authorized expenditures do not exceed the total estimated revenues available for appropriation.

Section 3. Severability. If any part, section, subsection, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees of the Town of Frederick, Colorado hereby declares that it would have passed this Ordinance and each part or parts thereof, regardless of the fact that any one part or parts may be declared invalid or unconstitutional.

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

Section 5. Effective date. This Ordinance shall take effect according to law.

Section 6. Certification. The Town Clerk shall certify the passage of this Ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, PASSED, ADOPTED, AND ORDERED PUBLISHED IN FULL BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK THIS _____ DAY OF __________________, 2026.

ATTEST	**TOWN OF FREDERICK**
By ______________________________	By______________________________
Tricia David, Town Clerk	Tracie Crites, Mayor

Budget Amendments

Anthony Bixby I Interim Finance Director

BUILT ON WHAT MATTERS

FREDERICK COLORADO

Budget Amendment

Strategic Priority 1: Transparent & Strategic Governance

Frederick will lead with transparency, accountability, and strategic decision-making to ensure municipal services exceed community expectations and exemplify that Frederick is Built on What Matters.

Strategic Priority 2: Exceptional Resident Experience & Engagement

Frederick will deliver modern and accessible services while creating welcoming engagement opportunities that connect residents of all ages and abilities to their local government.

Strategic Priority 3: Safe & Resilient Community

Frederick will ensure a safe, prepared, and resilient community through strong public safety partnerships, proactive planning, and programs that support community well-being.

Strategic Priority 4: Responsible Growth and Community Vitality

Frederick will guide responsible growth through thoughtful planning and balanced development that strengthens economic vitality, while preserving the community character that residents value.

Strategic Priority 5: Reliable & Sustainable Infrastructure

Frederick will invest in and maintain reliable infrastructure that supports a growing community, protects public resources, and ensures high-quality service for residents today and in the future.

BUILT ON WHAT MATTERS

Budget Amendment

Purpose:

- Present proposed amendments to the 2026 Budget
- Align appropriations with current operational and strategic needs
- Recognize grants, staffing changes, technology investments, and facility improvements
- Request approval of the Budget Amendment Ordinance

BUILT ON WHAT MATTERS

Proposed Budget Amendments

Department	Amendment	Amount
Planning	Frederick Housing Action Plan	$120,000
Building	Conversion of an On-Call Inspector to a Full-Time Building Inspector	$102,200
Information Technology	ArcGIS Server Upgrade	$30,000
Finance	OpenGov Implementation	$271,322
Attorney's Office	Litigation and Oil & Gas Review	$110,000
Public Works	Emergency Facility Repairs	$43,000
Public Works	Town Facilities Space Planning and Architectural Services	$43,000
Public Works	Professional Services for Asset Management Program Development	$18,000
Public Works	Fleet Management Software	$30,000

Proposed Budget Amendments

Frederick Housing Action Plan – $120,000

- Funded through a combination of **$90,000 in grant funding** and a **$30,000 Town match**.
- The grant funding offsets 75% of the total project cost, minimizing the impact on the General Fund while advancing the Town's housing goals.

Proposed Budget Amendments

Conversion of an On-Call Inspector to a Full-Time Building Inspector – $102,200

- Funded through the **General Fund** to support increased development activity and inspection demands.
- This position is expected to offset a portion of the Town's current expenditures on contracted inspection services by increasing internal capacity and reducing reliance on third-party inspectors.

Proposed Budget Amendments

ArcGIS Server Upgrade – $30,000

- Funded through the **General Fund**.
- This investment maintains the Town's GIS infrastructure and supports planning, engineering, public works, and asset management functions across the organization.

Proposed Budget Amendments

OpenGov Implementation – $271,322

- Funded through the **General Fund**.
- Includes $80,861 for software and $190,461 for professional services and implementation.
- This investment replaces the Town's existing Enterprise Resource Planning (ERP) system with a modern, cloud-based platform that will improve reliability, reduce manual processes, and provide greater functionality to support the Town's financial and operational needs.
- The replacement addresses limitations of the current ERP environment, including manual processes, disconnected workflows, spreadsheet-based tracking, and limited public accessibility to financial information.
- OpenGov is expected to generate operational efficiencies through automation, improve financial reporting and utility billing processes, strengthen long-term planning, and significantly enhance public transparency through an interactive online budget book and public financial dashboards.

Proposed Budget Amendments

Litigation and Oil & Gas Review – $110,000

- Funded through the **General Fund**.
- Expenditures associated with oil and gas matters are anticipated to be partially or fully offset through reimbursements from responsible parties where applicable.
- Additionally, certain litigation-related costs may also be recoverable depending on the nature and outcome of the proceedings, reducing the potential net financial impact to the Town.

Proposed Budget Amendments

Emergency Facility Repairs – $43,000

- Funded through the **General Fund**.
- Includes repairs to Town Hall (**$32,800**), the Police Department (**$8,800**), and miscellaneous facilities (**$1,200**).
- These repairs address immediate facility needs and help avoid larger maintenance costs in the future.

BUILT ON WHAT MATTERS

Proposed Budget Amendments

Town Facilities Space Planning and Architectural Services – $43,000

- Funded through the **General Fund**.
- The project will develop as-built drawings for Town Hall and evaluate future space utilization opportunities across Town facilities, allowing the Town to make informed decisions regarding office space needs and long-term facility planning.

Proposed Budget Amendments

Professional Services for Asset Management Program Development – $18,000

- Funded through the **General Fund**, with the potential to offset a portion of the cost through existing professional services appropriations.
- This investment supports the transition from reactive maintenance practices to a proactive, data-driven asset management program and complements the Town's broader technology and infrastructure management initiatives.

Proposed Budget Amendments

Fleet Management Software – $30,000

- Funded through the **General Fund**.
- The software will improve fleet tracking, maintenance scheduling, lifecycle planning, and long-term replacement forecasting, helping the Town better manage vehicle and equipment replacement costs.

BUILT ON WHAT MATTERS

Questions?

OpenGov Implementation

Investment:

Component	Amount
Software	$80,861
Professional Services	$190,461
Total Investment	**$271,322**

Included Modules:

- Financial Management
- Budgeting & Performance
- Utility Billing
- Grants Management
- Asset Management

BUILT ON WHAT MATTERS

OpenGov Return on Investment

Current State:
- Financial information spread across reports and spreadsheets
- Budget books published as static PDFs
- Limited public visibility into spending
- Multiple disconnected systems

Future State:
- Interactive public financial portal
- Dynamic online budget book with searchable data
- Real-time transparency into revenues, expenditures, and capital projects
- One integrated platform serving staff, leadership, and residents

OpenGov Key Outcomes

Operational Improvements:

- Streamlined financial and utility billing processes
- Centralized grant management and reporting
- Scalable systems to support Frederick's future growth
- **30–40+ Finance staff hours recovered per week**

OpenGov Key Outcomes

Public Transparency:

- Residents can access budget, actual expenditures, and financial trends anytime
- Interactive budget book that is easier to understand than traditional PDFs
- Public dashboards tied to Frederick's Strategic Priorities and performance measures
- Greater accountability by making financial information accessible and understandable

Questions?

BUILT ON WHAT MATTERS

Action Options

Approval: I move to approve Ordinance No. 1419, amending the Town's 2026 Budget to ensure that appropriations accurately reflect current financial activity, operational needs, project costs, grant activity, transfers, and other expenditures that were not fully anticipated at the time the original budget was adopted.

Approval with Conditions: I move to approve Ordinance No. 1419, amending the Town's 2026 Budget to ensure that appropriations accurately reflect current financial activity, operational needs, project costs, grant activity, transfers, and other expenditures that were not fully anticipated at the time the original budget was adopted, with the following conditions:

Denial: I move to approve deny Ordinance No. 1419 and maintain the currently adopted 2026 Budget without the proposed amendments.

Staff Recommendation

Approval: I move to approve Ordinance No. 1419, amending the Town's 2026 Budget to ensure that appropriations accurately reflect current financial activity, operational needs, project costs, grant activity, transfers, and other expenditures that were not fully anticipated at the time the original budget was adopted.