Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Wednesday, December 17, 2025

Built On What Matters

7:00 PM

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

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.

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.

A. Approval of Minutes

Mayor and Trustee Reports

Executive Session

B. 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 Town Manager Review.

Adjournment

Frederick Urban Renewal Authority Meeting: 5:30 PM For Details See FURA Agenda Packet

Frederick Metro District Meeting: 5:45 PM For Details See FMD Agenda Packet

Work Session 6:00 PM

A. Water Planning and Revenues

Call to Order – Roll Call

At 7:06 PM, Mayor Pro Tem Brown called the meeting to order and requested a roll call. Present were Mayor Pro Tem Brown and Trustees Lamach, March, Mahan, and Padia. Also present were Town Manager Bryan Ostler, Assistant Town Manager Ryan Johnson, Town Attorney Jason Meyers, Town Clerk Tricia David, and Deputy Town Clerk Emily Nitcher.

Pledge of Allegiance

Approval of Agenda

The agenda was approved as submitted.

Special Presentations

Mr. Ostler indicated there were no special presentations.

Public Comment

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Mr. Johnson indicated that no one signed in for public comment.

Staff Reports

B. Administrative Report -

Mr. Ostler reminded the Board of the upcoming mini-retreat scheduled for next Wednesday, which will include a discussion of the Board's five-year goals. He also noted the upcoming tree-lighting event, parade, and Board float.

Additionally, he reported that an official denial letter from the U.S. Post Office regarding the zip code boundary change request has been received and that the Town will be proceeding with an appeal.

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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.

A motion was made by Trustee Mahan and seconded by Trustee Lamach to approve the Consent Agenda. Upon roll-call vote the motion passed unanimously.

C. Approval of Minutes

D. Consideration of a Resolution Authorizing Mail Ballot Election and Designating an Election Official, and Delegating the Authority to Appoint Election Judges to the Designated Election Official -
Tricia David, Town Clerk

E. NISP Interim Agreement Addendum -
Sarah Watson, Engineer

F. Certify Tax Liens 2025 -
Kurtis Adams, Finance Director

G. Acknowledgment of 2026 Preliminary Town Budget -
Kurtis Adams, Finance Director

Action Agenda

H. Mill Levy Certification 2026 -
Kurtis Adams, Finance Director

Finance Director Kurtis Adams presented. A motion was made by Trustee Padia and seconded by Trustee Mahan to approve Resolution 25-R-67 Mill Levy Certification 2026. Upon roll-call vote the motion passed unanimously.

I. Fee Schedule Adoption 2026 -
Kurtis Adams, Finance Director

Finance Director Kurtis Adams presented. A motion was made by Trustee Mahan and seconded by Trustee March to approve Resolution 25-R-68 Fee Schedule Adoption 2026. Upon roll-call vote the motion passed unanimously.

J. Town Budget Adoption 2026 - Public Hearing 2 -
Kurtis Adams, Finance Director

Mayor Pro Tem Brown opened the public hearing at 7:13 PM. Finance Director Kurtis Adams presented the item. Mayor Pro Tem Brown called for public comment; with no one signed in to speak, and following comments from the Board, he closed the public hearing at 7:18 PM.

A motion was made by Trustee Mahan, seconded by Trustee March, to approve Resolution 25-R-69, Town Budget Adoption 2026 – Public Hearing 2. Upon roll-call vote the motion passed unanimously.

K. Carriage Hills Metropolitan District Service Plan and Intergovernmental Agreement Amendments -
Christine Francescani, Deputy Town Attorney
Ali van Deutekom, Planning Manager

Mayor Pro Tem Brown opened the public hearing at 7:19 PM. Deputy Town Attorney Christine Francescani presented the item, followed by Jon Wagner, representative of the Carriage Hills Metro District, who also provided a presentation. Mayor Pro Tem Brown called for public comment; with no one signed in to speak, and following comments from the Board, he closed the public hearing at 7:29 PM.
A motion was made by Trustee March and seconded by Trustee Lamach to approve the Carriage Hills Metropolitan District Service Plan and Intergovernmental Agreement Amendments. Upon roll-call vote the motion passed unanimously.

Discussion Item

L. Building Code Updates -
Mike Theisen, Chief Building Official

Chief Building Official Mike Theisen presented the item. He was accompanied by Hope Medina of Shums Coda Associates, who also addressed the Board.

Mayor and Trustee Reports

Trustee Padia noted that she will be unable to attend the Festival of Lights due to a scheduling conflict.

Mr. Ostler reminded the Board that additional information regarding the parade and float will be provided tomorrow.

Trustee March will be welcoming attendees to the event in his final year of service on the Board.

Mayor Pro Tem Brown acknowledged the attendance of several Frederick High School AP Government students and encouraged them to attend the upcoming Youth Commission meeting. He also emphasized the importance of their participation in providing input for the event planned by the Youth Commission in 2026.

Adjournment

There being no further business of the Board of Trustees, Mayor Pro Tem Brown adjourned the meeting at 7:57 PM.

Approved by the Board of Trustees:

ATTEST:

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Tracie Crites, Mayor

____
Tricia David, Town Clerk