



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, July 11, 2023

7:00 PM

Livestreaming of the Board of Trustees meetings have been transitioned to the Town of Frederick website. The livestream can be accessed at www.frederickco.gov/civicmedia

Public Comment will only be taken in person unless an accommodation is requested through the Town Clerk's Office. If you require an accommodation or have questions about making public comment please contact the Town Clerk's Office:

Meghan Martinez, Town Clerk
mmartinez@frederickco.gov
720-382-5500

Or

Kelly Green, Deputy Town Clerk
kgreen@frederickco.gov
720-382-5500

Built on What Matters.



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, July 11, 2023

5:30 P.M.

Budget and Strategic Plan Priorities

7:00 P.M.

Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

St Vrain Valley Schools Education Foundation Community Funding Request – Michelle Phelan

Carbon Valley Help Center Empty Bowls Community Funding Request – Robin Monthei

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

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.

B. May 23, 2023 Minutes – Meghan Martinez, Town Clerk

Built on What Matters.

C. June 13, 2023 Minutes- Meghan Martinez, Town Clerk

D. List of Bills – Kurtis Adams, Finance Director

E. Resolution 23-R-26 Amending Membership Requirements of the Frederick Youth Commission – Jason Meyers, Town Attorney

Mayor and Trustee Reports:

Adjournment:

Organization Summary

OrganizationName: St. Vrain Valley Schools Education Foundation

Mailing Address: PO Box 2598, Longmont CO 80502

Contact Person: Michelle Phelan, Community Liaison

Phone Number Fax Number Cell:970-227-1859/Work: 720-652-8208

michelle@stvrainfoundation.org
Email Address

Federal Tax ID: 84-0979954 State Tax ID:09818114

Please describe your project and the reason for your request:

Crayons to Calculators St. Vrain is a school supply distribution program to ensure students with a financial need receive the school supplies needed for the 2023-2024 school year. The students that will be receiving school supplies in backpacks, are determined by the individual schools in St. Vrain Valley School District.

The total amount of backpacks and school supplies that students need are provided to the Foundation from the schools. Students receiving school supplies include preschool through 12th grade and will include 18 Weld County schools in total, with six schools in Frederick and an additional four in close proximity. Approximately 495 backpacks with school supplies will be provided to students in Frederick schools.

School supplies and backpacks are being purchased wholesale and will be sorted and distributed by local volunteers. St. Vrain Valley School District Operations will then deliver to local schools by August 1st. In total, throughout the school district, the Foundation is providing over 4,700 backpacks and school supplies to over 50 schools. To support students in Frederick, we are requesting funds to help pay for the purchase of supplies and backpacks to support the program for the 2023-2024 school year.

Amount Requested: \$ 1,000_____

Number of Town of Frederick Residents and/or visitors that will participate and/or benefit from the program you are proposing: 495 Frederick Students/609 Students in surrounding areas

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:

By supporting this program, the Town of Frederick is supporting students that are in need, school supplies to help them start the academic school year with the tools they need to learn. Support for students in the community is a positive reflection of the Town of Frederick.

Has your organization applied for a grant from the Town of Frederick before? YES XX_ NO ____

How much did you receive? \$1,000

How was the grant money used? To purchase school supplies and backpacks, wholesale, for students and to support the operation of the program.

Were there funds left over? If so how those funds utilized by your organization?: No. ____

Please provide a list of organizations you have already solicited or will be soliciting)?:
Western Disposal, AMD, Centennial Lending, Elevations Credit Union, Ent Credit Union, Scheels, TBK Bank, Western Digital, FCI Constructors, First Baptist Church, Longmont Dairy Farm, Rocky Mountain Christian Church, United Power, Rotaries.

Please include the following attachments:

1. Board of Directors and Key Staff noting any paid staff.
2. Copy of the IRS Determination Letter indicating Tax-Exempt Status of the organization.

Name and Signature of Organization's Project Chairperson:

Name (Please Print)

Telephone Number

Signature

Date

Program / Project Budget

Program Name: Crayons to Calculators, St. Vrain _____

Total Project Budget (Please Itemize): Amount: (Personnel, Promotion, Supplies, Services, etc.)

School Supplies and backpacks from Vendor \$73,978.06

Earbuds and Headsets from Vendor \$2,831.67

Marketing and Printing \$1,800

Misc Costs for Program Support (boxes, Zip Ties, Site) \$2,300

Total Cost (A): \$ __ 80,909.73

Sources of Funding for the Program:
(Gifts and Grants pledged or paid)

Corporations: \$ __ \$70,000 _____

Foundations: \$ __ 5,000 _____

Individuals: \$ __ 2,000 _____

Government: \$ _____ 0 _____

Other: \$ _____ 0 _____

Total Funds Available (B) \$ _____ 77,000 _

Balance Required (A minus B) \$ _____ 3,909.73

Amount Requested: \$ __ 1,000

Request for Additional Funding

(complete only if requesting funds exceeding \$500.00)

Funds Requested: Total funds = \$1,000

Please explain why your organization has requested additional funding:

Due to increased costs of supplies, along with an increase of 400 backpacks and school supplies for students in the school district, we have a greater need for funding. At minimum, if a backpack with school supplies cost \$20 each, \$1,000 would cover at least 50 students. Our Foundation reaches out to many businesses and organizations to collectively support students in the school district.

We appreciate your consideration to support students in the community!

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

- Complete Application including all required attachments.
- A copy of your organization's Certificate of Good Standing from the Secretary of State indicating your non-profit status.
- A copy of the IRS Determination Letter.
- A list of your organization's Board of Directors or other body of officers.

What restrictions are there?

- Donated funds must be used in connection with the request and may not be utilized for administrative costs.
- Requests may not exceed \$500; however, organizations may request additional funding by demonstrating a financial need. If you are requesting funding exceeding \$500 please complete the additional funding form.

What do I need to include in my follow-up report?

- Brief explanation of the event/program and its' impact and benefit to the Town of Frederick including a breakdown of the use of funds provided by the Town of Frederick.

How do I submit my materials?

- Please provide a completed application with any additional page attachments either hard copy or email to mmartinez@frederickco.gov

Organization Summary

Organization Name: Carbon Valley Help Center

Mailing Address: P. O. BOx 508, Firestone, CO 80520

Contact Person: Robin Monthei

Name/ Title: Executive Director

Phone Number: 303.833.6626

Email Address: robinmonthei@carbonvalleyhelpcenter.org

Federal Tax ID: 45-3722048 State Tax ID: 2011528841

Please describe your project and the reason for your request:
The Empty Bowls Project is an event to raise awareness of hunger and homelessness in the Carbon Valley area. This year's fundraiser proceeds will go to the CVHC grant fund, which helps to provide rent/mortgage payments, utility bill payments and sometimes auto repair. Over the last

9 years, we have had more than 1500 people attend this event. Two years ago, our event was virtual, so this year we're very excited to have people attend in person and hope to increase attendance numbers. Providing an empty bowl to each ticket-holder signifies the many Carbon Valley residents who are experiencing food and housing instability.

Amount Requested: \$2,500

Number of Town of Frederick Residents and/or visitors that will participate and/or benefit from the program you are proposing: 400 plus

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:

This program provides knowledge and network opportunities for all who attend and/or participate as volunteers (bowl painting parties, silent auction, servers, etc.). This event brings awareness of the less fortunate.

Has your organization applied for a grant from the Town of Frederick before? YES X NO ____

How much did you receive? \$2,500

How was the grant money used? Funds were used to promote the Empty Bowls event and to help pay for food assistance and financial assistance provided to community residents by CVHC.

Were there funds left over? If so, how were those funds utilized by your organization?: All funds donated last year were used to make financial assistance grants to residents of the Carbon Valley. The goal was to use the funds to help residents pay bills which allowed them to remain in their homes.

Please provide a list of organizations you have already solicited or will be soliciting?: All three towns in the Carbon Valley, United Power, UC Health, Stapp Toyota, Zadel Realty, Firstbank, and many more. Please see the list in our event pamphlet from last year.

Please include the following attachments:

1. Board of Directors and Key Staff noting any paid staff.
2. Copy of the IRS Determination Letter indicating Tax-Exempt Status of the organization.

Name and Signature of Organization's Project Chairperson:

Name: Franki Bertram, Board President Telephone Number: 1.970.744.8011

Franki Bertram inc 6.27.2023
Signature /Date

Program / Project Budget

Program Name: Empty Bowls Project 2023

Total Project Budget (Please Itemize): Amount: (Personnel, Promotion,
Supplies, Services, etc.)

Supplies	\$500.00
Personnel and Venue	\$2,000.00
Promotion	\$500.00
Bank Services and Fees	\$100.00
Bowls	\$2,500.00
Cash for change	\$250.00

Total Cost (A): \$5,850.00

Sources of Funding for the Program:
(Gifts and Grants pledged or paid)

Corporations: \$18,000

Individuals: \$ 2,000 (bowl parties and sponsors)

Government: \$ 4,000

Other: \$3,000 and \$2,700 (silent auction and tickets)

Total Funds Available (B) \$29,700

Balance Required (A minus B) \$23,850

Amount Requested: \$2,500

Request for Additional Funding

(complete only if requesting funds exceeding \$500.00)

Funds Requested: \$2,500

Please explain why your organization has requested additional funding:

Our organization is requesting \$2,500 for support of the Empty Bowls fundraiser. The Carbon Valley Help Center served around 250 Frederick residents in 2022. Those people received around 3,236 pounds of non-perishable food. This year and last year, \$50 gift cards were available to residents from November through May. In addition, 22 Frederick households received \$7,683 in assistance grants in 2022. These programs are all funded by our only fundraiser of the year, Empty Bowls. In order for Carbon Valley Help Center to continue to offer valuable support to the residents of Frederick, please consider funding us again at the highest level.



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: June 30, 2023

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 scheduled for upcoming meetings. These topics may be changed or rescheduled from time to time.

- June 4, 2023 – No Meeting Due to Holiday
- July 11, 2023 – Regular Meeting
- July 18, 2023 – No Meeting
- July 25, 2023 – Regular Meeting
- August 1, 2023 – No Meeting (National Night Out)
- August 8, 2023 – Regular Meeting

Communications and Engagement Department:



Dynamic, Inclusive & Connected Community

- Town Event Preparation
 - Recruitment and Sponsors as of 6/28/2023
 - Sponsor commitments totaling \$59,750.00
 - 15 chainsaw carver applications - 10 approved carvers from across the country – one international carver from the UK
 - 46 food truck applications
 - 61 market vendor applications
 - 12th Annual Frederick in Flight
 - June 23 – static balloon display
 - June 24 – Tethered Balloon rides, Balloon Bash – est. attendance 5,000
 - June 25 – 12 balloons lifted off and one balloon provided more tethered balloon rides
 - Media coverage on all three days
 - Transportation Initiative booth and materials
 - Prep for Chainsaw & Chuckwagons July 19, 20, 21, 22
 - Prep for Telephone Town Hall scheduled Aug. 10

Built on What Matters.

- Community Partnerships
 - Community Tour and Talk was held on June 21 in Prairie Greens – 43 people in attendance
 - Empty Bowls design work
 - Carbon Valley Emergency Management Crisis Communications Planning meeting
 - Volunteer Appreciation dinner - June 2
- Website Updates
 - Engineering website rework started
- Town App
 - Launch new Town APP June 1 – Downloads as of 6/23/2023 - 454
- Interdepartmental Collaboration
 - Frederick Forward
 - Transportation Initiative
 - Community Parks Master Plan website, survey and town park photos updated
 - Youth Commission
 - Water Conservation Programs
 - Attend POST Commission meeting to provide annual Communications and Engagement update
 - Continue work on Strategic Plan Dashboard
- Board Meeting
 - Attendance at Board meetings to ensure Town communications align with Board's vision and work in progress
 - Provide demo of new Town APP to the Board
- Training
 - FBI-Leeda Media Training (Angela)
 - Workplace Violence Training (Department)



Safe and Secure

- National Night Out
 - Coordination with neighborhood leads
 - Explore new options for Town involvement.
- Fireworks Mitigation and Education Campaign

Public Works Department:



Strategic, Reliable and Sustainable Infrastructure

- Streets and Stormwater:
 - Completed round 2 of mowing operations in all town maintained storm water areas as well as roadsides
 - Continuous filling and repairing potholes on arterial and collector streets
 - Sweeping operations continued throughout Raspberry Hill, Eagle Valley, Fox Run, Summit View, The Farm, No Name Creek, Moore Farm, Morningside, Wildflower, Wyndham Hill, Rinn Valley and all the industrial areas.
 - Culvert cleaning on Morningside and Godding Hollow Dr. intersection.
 - Cleaning graffiti in pedestrian tunnel under Aggregate Blvd.
 - PD assist on abatement at 6477 Frederick way and 6540 11th St,
 - Grout and repair damaged curb and gutter in downtown areas.
 - Spraying for weeds along streets and side gutters and cracks in downtown areas

- Digging out storm water ditches in multiple areas including Fox Run, No Name Creek, and began working on drainage issues in Angelview
- Public works crew assisted in preparations for Frederick In Flight and helped throughout the event
- Grading of County road 5 and 16 ½
- GIS interns Bailey Arvizu, Cody Pospisil, and Maegan Tell are making great progress on sign, storm water and water asset collection.
- 25 residents participated in tree limb drop off on 6/24/23
- All public works team participated in “workplace violence and active shooter” training as well as “downed power line” training hosted by United Power
- Management is working on implementing Opengov. (Cartegraph) for asset and work management which has started with in the streets dept.
- Water:
 - 72 locates completed
 - 15 final reads
 - 21 shut offs for nonpayment
 - 50 rereads completed
 - 27 meters replaced in the areas of Raspberry hill, Eagle Valley, Summit, Fox Run, Moore Farms, and No Name Creek subdivisions
 - New meter installs in 5 Hidden Creek, 4 in Silverstone
 - Hydrant flushing operations in Fox Run Blvd, Bobcat Dr., Bobcat Ct, Coyote DR, Lynx St, Bear Lane, Wolf St, Wolf Ct, Badger Lane, Bobcat and Bella Rosa Pkwy, No Name, Capistrano Way, Drake St, Drake Way, Harlequin Cir., Sandpiper Dr., and Raspberry Way. 118 total hydrants flushed and checked out.
 - Cleared vegetation around hydrants on Penrose Blvd. 6 total
 - Replaced meter lid dome at 335 Maple Dr.
 - Water service replaced at 405 3rd St. 60 ft of new copper line from water main to meter pit, replaced old plastic line
 - Brad Hirter water manager recertified for 3 years in backflow devices



Effective, Efficient & Strategic Government Operations

- Facilities
 - Completed 22 work orders; 1 immediate need/emergency, (7) calls for repair/maintenance (13) tasks, (1) scheduled/preventative
 - Garrett Osman started with facilities crew on 6/12/23
- Fleet
 - 23 total services requested:
 - 5 unscheduled (Public Works:2 Police Dept.2 Parks and Open Space: 1) 18 scheduled (Public Works: 10 Police Dept.: 5 Parks and Open Space:3)

Frederick Police Department:



Dynamic, Inclusive & Connected Community

- National Night Out – The department is making preparations for the 2023 National Night Out event being held on August 1st. This is a national event taking place on the first Tuesday of August. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. Gatherings are held in several neighborhoods around the community, giving opportunity to meet or reacquaint with your neighbors. For further information about National Night Out or if you are interested in organizing a local gathering, please contact Commander Glantz at 720-382-5722.



Safe and Secure

- Administrative Executive - After a very competitive selection process, Kristy O'Hayre has been selected to fill the department's newly created Administrative Executive position. Kristy joins our team with several years of related experience with the Broomfield Police Department. Kristy will have several high-level responsibilities including supervision of the front office, records department and evidence, all of which are very important functions for the department. Kristy will also assist the command staff with administrative functions such as crime analysis, CCIC/NCIC coordination and mandatory reporting for State and Federal requirements. Thanks you, Kristy and welcome aboard!
- CASRO SRO Conference -The department's School Resource Officers recently attended the annual Colorado Association of School Resource Officers conference held in Breckenridge. This is an important conference for our SROs as they receive updates and current information on new law and statute, learn of best practices for the position and receive required training. The conference is held during the summer months so our SROs are not pulled away from their daily responsibilities during the school year. This conference also provides an opportunity to network with other professionals in the field and gives a resource for unusual situation that arise that other SROs have encountered in other jurisdictions.

Parks and Open Space Department:



Effective, Efficient & Strategic Government Operations

- The Parks, Open Space and Trails Commission met on June 14th at Town Hall. They received an update from the Communications and Engagement team on their recent successes, as well as updates from the Department on the Cartegraph/asset management implementation and on 2023 POST Annual Action Plan projects. The first round of public engagement for the Community Parks Master Plan was discussed with the Commission providing input on additional outreach opportunities.



Community and Economic Vitality

- The Community Parks Master Plan is in full stride. The first round of public engagement is ongoing and the response of residents has been very supportive so far. Parks Staff engaged almost 250 residents and visitors at Frederick in Flight. Staff have been working with the consultants to complete field surveys, utility locates, wetland delineations and water quality testing.
- Town staff discussed possible scenarios for developing a site plan for Crist Park and surrounding greenways and determined that it should be completed under the Downtown Plan process, rather than a standalone project. That process is already taking high-level input on a vision for that area and will continue that into an actual site plan later this year.
- Bella Rosa staff hosted a beginner junior golf camp June 5th through June 8th and an intermediate/advanced golf camp June 19th through June 22nd. There were 30 total junior golfers in attendance at these two events.
- Bella Rosa staff hosted a GlowBall event on June 10th (re-scheduled from June 3rd, due to rain) with 72 attendees. The Couples Night Out event scheduled for June 9th was cancelled due to rain, but another event is scheduled for July 21st.
- A Golf Update is included with this report showcasing the new grab and go offerings, golf rounds & financial data for May YTD 2023 and prior years as well as pictures from this spring and early summer's events.



Strategic, Reliable and Sustainable Infrastructure

- The Parks, Open Space and Trails maintenance teams have been laser focused on keeping up with vegetative growth from the heavy spring rains. As of June 26th, they have only had to run 1 irrigation cycle in all of the parks. They also turned on the Frederick Gateway Park fountain as well as Crist Park's splash pad for the season.
- A 100 foot section of the FRA Trail, between the tunnel and park entrance, was re-paved in early June. This section was identified in the 2023 POST Action Plan as needing replacement due to severe concrete breakage caused by stormwater undercutting the base soil.
- Parks has started installing the first portions of the new Irrigation Central Control system at Centennial and Crist Parks. For this year, we will install new remote control systems at those parks, as well as at FRA with full implementation at all parks to be requested in the 2024 budget.
- Staff have been coordinating with an architect to gather cost estimates for options to improve the golf course maintenance facility and to improve accessibility, traffic circulation and to reduce staffing needs inside the clubhouse, in preparation for the 2024 budget request.
- The Golf maintenance team has completed spring aeration and has been working to grow-in areas lost to winter desiccation as well as to keep up with turf growth from the spring rains. Seasonal staff have been working to clean up and improve the clubhouse and course landscape beds for the busy summer season.



Fiscally Responsible Governance

- Bella Rosa has been working to implement the grab and go offerings, including hiring seasonal bartenders, testing different food and beverage options and determining the most appropriate staffing days and times. While we are still very early in the process, the financials have been positive so far. The current menu, while subject to change based on use patterns and availability, is included in our attached Golf Update.
- Parks Administration has started working on the 2024 budget request.

Finance Department:



Effective, Efficient & Strategic Government Operations

- Wrapping up the FY2022 Audit: This is the first audit cycle where data is present in two systems, so an audit extension has been granted to ensure accuracy in the replacement software.



Food Service offerings

- Hot dog sell price: \$4.00
- Brat sell price: \$4.00
- Breakfast burrito sell price: \$6.50
- Breakfast sandwich sell price: \$6.50
- Jumbo pretzel sell price: \$4.00

* Food items subject to change based on availability of items.

Beverage offerings

- Canned soda (Coke products) sell price: \$3.00
- Canned domestic beer (Coors, Budweiser, Corona) sell price: \$5.00
- Canned craft beer (Voodoo Ranger, Blue Moon, New Belgium) sell price: \$6.00
- Tap beer domestic (Coors Light) sell price: \$4.75
- Tap beer craft (Rotating Mirror Image) sell price: \$5.50
- Cocktails well sell price - \$7.00
- Cocktails call sell price - \$8.00
- Frozen cocktails (Pina Colada, Margarita, Rum Runner) sell price - \$7.00

Snack offerings – price range from \$2.00 to \$6.00

- Beef jerky
- Nuts
- Candy bars
- Chips
- Pretzels

Historical Rounds Played Summary

	2018	2019	2020	2021	2022	2023	Notes
January	71	145	260	368	0	0	Snow cover
February	40	95	82	287	0	7	Snow cover
March	234	319	191	628	1108	1047	
April	687	942	0	1384	1754	2180	2020 - 0 rounds due to COVID closure
May	763	1021	431	1579	2198	2619	
June	819	1152	1248	2189	2801		
July	943	1450	1977	2519	3353		
August	1054	1497	1795	2251	3289		
September	1172	1334	1603	1860	2607		
October	914	1098	1135	1743	2093		
November	683	706	1053	1291	477		
December	124	247	491	891	273		
Total Rounds	7504	10006	10266	16990	19953	5853	

Playable Golf Days

Entire Season			May YTD	
2020	2021	2022	2023	
295	290	276	82	

* A playable golf day is defined when temperature is between 47-98, precipitation of less than .2" and wind speed less than 42 miles per hour.

Tee Time Occupancy Rate

2018	2019	2020	2021	2022	2023
15%	24%	24%	30%	42%	45%
Entire Calendar Year					May YTD

* 100% tee time occupancy would mean every single tee time every day is reserved

May YTD Revenue vs Prior Year

	2022	2023
Golf fees	\$ 70,030.00	\$ 77,190.00
Annual pass	\$ 21,598.00	\$ 29,485.00
Merchandise	\$ 37,273.00	\$ 41,592.00
Golf cart rental	\$ 21,773.00	\$ 28,412.00
Golf club rental	\$ -	
Food & Beverage	\$ 93,799.00	\$ 95,282.00
Room rental	\$ 2,304.00	\$ 1,584.00
Total May MTD	\$ 246,777.00	\$ 273,545.00

* \$26,769 revenue increase

* 69 non-playable golf days

* 82 no-cart days due to wet conditions



There is a considerable amount of time attending local golf shows to view and pre-book merchandise to stock our golf shop with quality items. Items include: men's and women's golf apparel, shoes, golf equipment, golf balls and a wide range of golf accessories. Price points, trends, historical sales and customer input all drive buying decisions.



The Spring Break junior golf class was well attended and the weather was good!



The early season Saturday junior classes were also well attended. After numerous weeks of weather cancellations, we endured 6 weeks of classes!



Early season drainage pipe repair project. The Parks staff assisted in digging & repairing a 12 inch drain pipe.



A Salsco greens roller was added to our maintenance fleet to provide better putting surfaces for guests.



The Opening Day Scramble tournament was a success with a sold out field of 72 participants.



Weather has been a considerable factor in the number of playable golf days. Wet conditions and the lack of cart paths led to many no-cart days that negatively impacted golf revenues.





Family Golf Day was well attended. This event brings families out for a day of fun, free hot dogs & an introduction to Bella Rosa programs.



Neuworks Mechanical Company annual golf tournament. Neuworks is based in Fort Collins and chose Bella Rosa as the host of their annual event.



First beginner junior golf class. There were 24 attendees that learned the fundamentals of golf and had some fun along the way. Many of the juniors have signed up for other junior related events.



Intermediate/Advanced junior golf class was well attended with 12 juniors. Kids learned advanced golf techniques and spent lots of time playing the game and learning strategies.



The largest turtle in Bella Rosa history found on the 2nd hole!



Town of Frederick Board of Trustees

Regular Board Meeting Minutes
Frederick Town Hall, 401 Locust Street
May 23, 2023

Call to Order: At 7:01 p.m. Mayor Crites called the meeting to order and requested roll call.

Roll Call: Present were Mayor Crites, Mayor Pro Tem March, Trustee Lamach, Trustee teVelde, Trustee Brown, Trustee Padia, and Trustee Mahan. Also present were Town Manager Bryan Ostler, Town Attorney Jason Meyers, and Town Clerk Meghan Martinez

Pledge of Allegiance:

Approval of Agenda:

There were no changes to the agenda.

Public Comment:

Gil and Shirl Garcia, 4805 Kingbird Drive asked questions about mosquito spraying. They also requested the Town look into an ADA All Inclusive Playground. She requested a community grant for an upcoming Eagle Valley event.

Staff Reports:

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

Consent Agenda:

Motion by Mayor Pro Tem March and seconded by Trustee Brown to approve the consent agenda which contained the following items:

- List of Bills
- Resolution 23-R-24 Adopting the Carbon Valley Comprehensive Emergency Management Plan

Upon roll call vote, motion passed unanimously.

Action Agenda:

Consideration of the Appointment of Annabel Lewis to the Frederick Arts Committee: Town Clerk Meghan Martinez introduced Annabel Lewis who addressed the Board. Motion by Trustee Padia and seconded by Trustee Brown to appoint Annabel Lewis to the Frederick Arts Committee. Upon roll call vote, motion passed unanimously.

Discussion Agenda:

Municipal Code Chapter 13 Division 2 Water Dedication and Capital Improvement Fees Update: Engineer Sarah Watson and Town Attorney Jason Meyers discussed the proposed municipal code updates.

Built on What Matters.

Mayor and Trustee Reports:

Mayor Pro Tem March: He discussed the condition of Highway 52.

Trustee TeVelde: He inquired about the 4th of July parade.

Mayor Crites: She discussed the 4th at Firestone and asked about introducing a new event. There will be a tent at Frederick in Flight to connect with the community on the infrastructure work. She also discussed cancelling the work sessions during the summer.

Executive Session: Motion by Trustee Mahan and seconded by Trustee Brown 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 property acquisition.

At 8:28 p.m. Mayor Crites recessed the meeting to go into executive session.

At 9:22 p.m. Mayor Crites reconvened the meeting.

Motion by Mayor Pro Tem March and seconded by Trustee Padia to authorize staff to move forward as discussed in executive session. Upon roll call vote, motion passed unanimously.

Adjournment:

There being no further business of the Board. Mayor Crites adjourned the meeting at 9:26 p.m.

Approved by the Board of Trustees:

ATTEST:

Tracie Crites, Mayor

Meghan Martinez, Town Clerk



Town of Frederick Board of Trustees

Regular Board Meeting Minutes
Frederick Town Hall, 401 Locust Street
June 13, 2023

Call to Order: At 7:22 p.m. Mayor Crites called the meeting to order and requested roll call.

Roll Call: Present were Mayor Crites, Trustee Lamach, Trustee teVelde, Trustee Brown, Trustee Padia, and Trustee Mahan. Mayor Pro Tem March was not present. Also present were Town Manager Bryan Ostler, Town Attorney Jason Meyers, and Town Clerk Meghan Martinez

Pledge of Allegiance:

Public Comment:

Mayor Crites indicated that no one had signed up for public comment.

Staff Reports:

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

Consent Agenda:

Motion by Trustee Mahan and seconded by Trustee Lamach to approve the consent agenda which contained the following items:

- April 18, 2023 Minutes
- April 25, 2023 Minutes
- May 9, 2023 Minutes

Upon roll call vote, motion passed unanimously.

Action Agenda:

Resolution 23-R-25 Approving Support for Accepting Grant Funds from the Colorado Water Conservation Board: Tracie Garcia- Castells and Kylie Couch presented the proposed support for grant funding. Motion by Trustee Mahan and seconded by Trustee Padia to approve Resolution 23-R-25. Upon roll call vote, motion passed unanimously.

Ordinance 1386 Updating the Frederick Municipal Code for Water Dedication: Town Attorney Jason Meyers presented the proposed ordinance. Motion by Trustee Mahan and seconded by Trustee Brown to approve Ordinance 1386 with an effective date of August 1, 2023. Upon roll call vote, motion passed unanimously.

Public Hearing Consideration of the Prosperity Subdivision Landscape Waiver:

Mayor Crites opened the public hearing at 8:00 PM.

Applicant Rick Jablonski addressed the Board and requested the item be tabled.

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At 8:02 Mayor Crites called for a brief recess.

At 8:08 Mayor Crites reconvened the meeting.

Motion by Trustee Padia and seconded by Trustee Mahan to continue the Public Hearing to August 8th and a renote of the hearing. Upon roll call vote, motion passed unanimously.

Consideration of Appointments to the Frederick Youth Commission: Town Clerk Meghan Martinez presented the proposed applications. Trustee Brown and Padia addressed the interviews and discussed the applicant requirements. The Board requested that the Youth Commission requirements be expanded to the Carbon Valley Community with a vested interest in the Town of Frederick.

Motion by Trustee Brown and seconded by Trustee Padia to appoint Peyton Siders and Brianna Wolf to the Frederick Youth Commission. Upon roll call vote, motion passed unanimously.

Adjournment:

There being no further business of the Board. Mayor Crites adjourned the meeting at 8:26 p.m.

Approved by the Board of Trustees:

ATTEST:

Tracie Crites, Mayor

Meghan Martinez, Town Clerk

Town of Frederick - List of Bills
April 29, 2023 - May 25, 2023

1800DRYCLEAN NORTH METRO DENVER	Uniform cleaning services	287.20
3CMA	Associate membership	845.00
4 RIVERS EQUIPMENT LLC	Supplies	4,512.36
AAA PEST PROS LLC	Pest control	210.00
ACE HARDWARE OF FIRESTONE	Supplies	828.47
ACUSHNET COMPANY	Golf shop merchandise	1,113.24
ADAMSON POLICE PRODUCTS	Police uniforms	2,609.94
AGFINITY	Fuel Tanks	11,776.01
AIRGAS USA LLC	Forklift propane	100.67
ALI VANDEUTEKOM	Training reimbursement	67.50
ALLIANCE SAFETY INC	Safety supplies and clothing	967.00
ALTITUDE AWARDS AND APPAREL	CSO uniforms	80.00
ANTON OLSON	Tuition & travel reimbursement	2,521.62
AVI PC	Colorado Blvd & Bella Rosa Drainage Project	18,704.00
AXON ENTERPRISE INC	ProLicense Bundle & equipment	3,308.00
BAKER BUILDERS LLC	Hydrant Meter deposit refund	2,200.00
BETTER BUSINESS CLEANING	Monthly cleaning service	5,027.00
BK TIRE, INC.	PD Tire stock	441.75
BLACK HILLS ENERGY	Natural gas utility	4,667.80
BLUE STAR RECYCLERS	Electronic recycling services	7,913.57
BRYCE SHIRLEY	Boot reimbursement	100.00
BUFFALO BRAND SEED LLC	Seed for golf course	5,180.00
BUTCHER AND THE BLONDE LLC	Community Tour & Talk catering	1,982.40
CALLAWAY GOLF	Golf shop merchandise	245.58
CAPITAL BUSINESS SYSTEMS INC	Copier lease program	1,491.89
CARBON VALLEY HEATING AND AIR	HVAC repair	2,272.26
CARD SERVICES	Travel, training and supplies	30,283.70
CASELLE, INC.	Contract Support & Maintenance	2,207.00
CENTRAL WELD COUNTY WATER DIST	Windy Gap & monthly water purchased	986,806.03
CERUS FITNESS	Special Event Permit deposit refund	500.00
CERVANTES CONCRETE	Concrete work	3,500.00
CINTAS CORPORATION	Uniforms, mat service and first aid kit	741.98
COAL RIDGE MIDDLE SCHOOL	Donation	500.00
CODE PUBLISHING INC	Annual Web fees & document hosting	1,225.00
COLORADO ASPHALT SERVICES LLC	Cold patch	1,200.00
COLORADO GOLF & TURF	Maintenance equipment	5,150.00
COLORADO STATE UNIVERSITY	Drone Flight School tuition	1,950.00
COLORADO WATER WELL	Repairs to raw water pump stations	1,290.00
COLT FENCE AND LANDSCAPE LLC	Fence repair	5,510.00
COMCAST CABLE	Internet, tv and phone service	1,160.77
COMCAST PHONE	Town wide internet service	2,655.00
COMMUNITY COUNSELOR INC	Counseling services	125.00
COMPLETE TRAILERS LLC	New trailer accessory installation	2,085.96
CORKAT DATA SOLUTIONS LLC	Monthly IT support & computer equipment	76,706.12
COSTAR REALTY INFORMATION INC	Monthly subscription	590.00
COUNTY SHERIFFS OF COLORADO	Internal Affairs Class	395.00
DANA KEPNER CO	Storm water & meter supplies	2,596.75
DBC IRRIGATION SUPPLY	Irrigation Central Control & repairs	19,974.57
DESIGN CONCEPTS CLA INC	Community Parks Master Plan	6,518.03
DISSCO	Parks pavement preservation	1,590.75
DNI HEATING AC REFRIGERATION	HVAC repair	440.00
E & G TERMINAL INC	Shop supplies	61.85
EASY PICKER GOLF PRODUCTS INC	Technical support for software transfer	74.95
ELDORADO ARTESIAN SPRINGS INC	Water delivery service	89.50
ELEMENT WATER CONSULTING INC	Water Engineering Services	28,676.25
ELEVATED CLOUD SERVICES LLC	Hosting - ESRI & GIS	575.00
ELEVATED PUBLIC SAFETY	Strobe light install	134.27

Town of Frederick - List of Bills
April 29, 2023 - May 25, 2023

ENTENMANN-ROVIN CO	Dome police badge	262.00
ENTERPRISE FM TRUST	Vehicle lease program	43,071.96
ESTES PARK POLICE DEPARTMENT	Chiefs Golf Tournament	135.00
FACTORY MOTOR PARTS CO	Vehicle & shop supplies	1,275.42
FAIRFIELD AND WOODS PC	Legal services	11,670.00
FERGUSON ENTERPRISES LLC	Hydrant flow test equipment	290.08
FORSGREN ASSOCIATES INC	Potable Water Infrastructure Master Plan	15,895.50
FP MAILING SOLUTIONS	Quarterly payment for meter rental	135.00
FREEDOM MAILING SERVICES LLC	Postage	3,077.58
FRONT RANGE LANDFILL	Landfill voucher program	18,574.71
FRONTIER PRECISION INC	Catalyst equipment	2,086.00
G & G EQUIPMENT INC	Stormwater supplies	545.73
GAGE ROBERTSON	Boot & fuel reimbursement	148.74
GENERAL AIR	Shop supplies	21.12
GEORGIA BOYS SMOKEHOUSE	Community Tour & Talk catering	2,557.57
GLENDALE PARADE STORE LLC	Honor guard supplies	1,323.05
GODDING HOLLOW METROPOLITAN DISTRICT	Remaining surety balance - Eagle Bus Park	31,042.25
GOLF & SPORT SOLUTIONS LLC	Sand for golf course aeration	904.94
GRAINGER TECH	Irrigation repair and supplies	747.26
GREEN MILL SPORTMAN'S CLUB	Range use	300.00
HELENA AGRI ENTERPRISES LLC	Turf fertilizer	10,084.60
HIGH COUNTRY BEVERAGE	Beverage order for restaurant	1,343.75
HOME DEPOT CREDIT SERVICES	Handicap stencil	1,469.61
HUSKY SIGNS & GRAPHICS INC	Equipment repair	283.75
HYDROLOGIK LLC	Verizon Cellular airtime	90.00
IMAGEFIRST HOSPITALITY	Linen service for restaurant	462.88
INTERSTATE FORD	Vehicle repair parts & supplies	531.48
ISIAH FERNANDEZ	Boot reimbursement	100.00
JC GOLF ACCESSORIES	Promotional items & merchandise	844.47
JOHN CUTLER & ASSOCIATES	Partial billing for audit year 2022	7,000.00
JUAN HERRERA	Restitution payment	200.00
KEGAN AUDAS	Boot reimbursement	100.00
KIM STRONG	Reimbursement for restaurant supplies	27.46
KING CHEVROLET	Window switch repair	58.33
KINSCO LLC	Police uniforms	268.00
KP & ASSOCIATES	Retail Consulting Services	2,400.00
KYLE A RICHARDS	BOT meeting recordings	150.00
L & M ENTERPRISES INC	Irrigation repairs	5,112.00
LANGUAGE LINE SERVICES	Interpreting services	25.61
LEFT HAND WATER DISTRICT	Irrigation water - Rinn Valley	212.30
LEIGHTRONIX INC	VieBit VOD service renewal	2,988.00
LIFE STORIES CHILD & FAMILY ADVOCACY	1st Qtr. billing	219.00
LIGHTING, ACCESSORY & WARNING SYSTEMS LL	Vehicle equipment installation	644.65
LONGMONT HUMANE SOCIETY	Animal impound fees	1,052.25
LONGMONT TIMES-CALL	Digital access subscription	179.92
LONGS PEAK HOSPITAL	Blood draw	177.63
LUMIN8 TRANSPORTATION TECHNOLOGIES LLC	Traffic signal service and maintenance	414.75
LUXOTTICA USA LLC	Golf shop merchandise	3,062.64
MAC EQUIPMENT INC	Equipment	13,643.52
MARIE GRUBB	Cupcakes	90.00
MARINI DIESEL INC	Fuel leak repair	63.39
MARSH LAW PC	Legal services	525.00
MASEK GOLF CAR COMPANY	Lease payment and tournament rental	4,219.31
MAUREEN WELSH	Training reimbursement	95.00
MAX DAFFRON	Mileage reimbursement	77.50
MIRROR IMAGE BREWING COMPANY	Beverage order for restaurant	180.00
MITEL	Phone service for town buildings	3,549.06

Town of Frederick - List of Bills
April 29, 2023 - May 25, 2023

MOSES WITTEMYER HARRISON & WOODRUFF PC	Legal services	11,643.65
MY GUY HEATING AND AIR	HVAC repair	312.50
NATIONAL ASSOCIATION OF SCHOOL	Advanced SRO training	400.00
NATIONAL BUSINESS FURNITURE LLC	Office furniture	2,024.99
NEW COAL RIDGE DITCH COMPANY	2023 Assessment - 8 shares	320.00
NORTHERN CO. WATER CONSERVANCY DISTRICT	Temp use contract	500.00
NORTHERN COLORADO TRAINING INSTITUTE INC	Basic Life Support training	352.50
NORTHERN ENGINEERING SERVICES	Parkview Estates	3,900.00
OCCUPATIONAL HEALTH CENTERS	Pre-Employment drug screening	355.50
O'KEEFE PUBLISHING INC	Advertising in divot magazine	300.00
O'REILLY AUTOMOTIVE INC	Vehicle parts and supplies	349.52
PAR WEST TURF SERVICES INC	Golf course supplies	295.47
PAUL C BENEDETTI	Legal Services - FURA	3,240.00
PEAK PERFORMANCE IMAGING SOLUTIONS	Laserfiche Professional Hours	11,475.00
PIONEER DEVELOPMENT COMPANY	Eagle Business Park Phase II - Impact Report	2,500.00
POLICE AND SHERIFFS PRESS INC	Photo IDs	32.60
POTESTIO BROTHERS EQUIPMENT INC	Capital equipment	16,083.81
PRAIRIE MOUNTAIN MEDIA	Publishing costs	5,274.38
PRINT EXPERTS	Event brochures	206.04
PRO GOLF REPAIR LLC	Pro Golf services	5,075.00
PROFORCE LAW ENFORCEMENT	Police equipment	1,343.42
PSYCHOLOGICAL DIMENSIONS	Pre-Employment evaluations	800.00
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services	108.00
REDI SERVICES LLC	Porta john service	592.50
REIF & HUNSAKER PC	Legal services	308.00
REPUBLIC NATIONAL DISTRIBUTING CO LLC	Restaurant supplies	383.00
RINGCENTRAL INC	TCR Registration	85.73
ROADWAY ASSET SERVICES LLC	Pavement analysis and consulting services	3,137.70
RYAN JOHNSON	Reimbursement for gift card purchase	105.95
SAFEWAY	Gift cards and supplies	640.44
SAM'S CLUB / GEGRB	Supplies	273.46
SHRED VAULT COLORADO LLC	Document shredding	465.00
SIERRA FEDDER	Mileage reimbursement	37.75
SIGNARAMA	Event signage	327.20
SIMPLOT PARTNERS	Golf course maintenance supplies	55.00
SMITH ENVIRONMENTAL & ENGINEERING	Environmental & GW Impacts Survey	27,555.72
SRIXON CLEVELAND GOLF XXIO	Golf shop merchandise	407.88
STAPLES ADVANTAGE	Office supplies	394.26
STEVE JOHNSON	Travel per diem - training	767.00
STEVE L SMITH	DOT physical reimbursement	85.00
SWIRE COCA-COLA USA	Beverage supplies for restaurant	872.13
SYSCO DENVER	Restaurant supplies	7,285.67
TAYLOR MADE GOLF COMPANY	Golf shop merchandise	1,290.79
TELOS ONLINE INC	Back up link	75.00
THE SHERWIN-WILLIAMS CO	Parks pavement preservation	375.00
TRANSWEST TRUCK	Equipment install and supplies	1,071.48
TRAVISMATHEW LLC	Golf shop merchandise	242.57
TRI-TECH FORENSICS INC	Advanced Crime Scene Photography tuition	599.00
TRUEPOINT SOLUTIONS LLC	Configuration Analysis & Prototypes System	3,086.97
TWIN PEAKS GARAGE DOORS LLC	Garage door repair	1,957.00
UMB BANK, NA	Frederick Sales & Use Tax Bond Interest Payment	34,300.00
UME CUSTOM EMBROIDERY & IMPRINTING LLC	Logo apparel and embroidery	897.48
UNDERWATER RECOVERY SPECIALIST INC	Pond aeration repair	1,035.00
UNITED POWER	Electric utility	7,308.12
UNIVERSITY AUTO PARTS INC	Vehicle parts and supplies	1,144.53
UPPER CASE PRINTING, INK.	Newsletter printing	1,226.37
US FOODS INC	Dishwasher machine lease	381.25

Town of Frederick - List of Bills
April 29, 2023 - May 25, 2023

UTILITY NOTIFICATION CENTER OF COLORADO	Utility locates	318.63
VANCE BROTHERS INC	Seal project	308,633.67
VECTOR DISEASE CONTROL INTERNATIONAL LLC	Mosquito Control	8,917.50
VERIZON WIRELESS	Wireless phone service	12,291.26
VIA MOBILITY SERVICES	Transportation	4,800.00
WASTE CONNECTIONS OF COLO INC	Monthly trash & recycle service	298.03
WELD COUNTY HEALTH DEPT	Water testing	504.00
WEX BANK	Fuel	920.02
WIGHT & COMPANY	Public Policy & Engagement Services	<u>27,879.95</u>
		1,991,001.90



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

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

Tracie Crites, Mayor

Chad teVelde, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

Adjusting Membership Requirements for the Frederick Youth Commission

Agenda Date: Town Board Meeting – July 11, 2023

Attachments:

Finance Review:

Finance Director

Submitted by:

Jason Leslie
Town Attorney

Approved for Presentation:

Bryan Ostler
Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

At the request of the Board of Trustees, staff is submitting a resolution for adjusting the membership requirements for the Frederick Youth Commission. This item aligns with the Frederick Strategic Plan by contributing to the Dynamic, Inclusive and Connected Community that is Frederick.

Detail of Issue/Request:

At the June 13, 2023 Board Meeting, Trustees Brown and Padia reported on the recruitment efforts for the Frederick Youth Commission. In brief, while the application had been open for some time, the Town only received two applications for twenty open seats. During the interview process, the youth commission candidates indicated that some of their peers have an interest in joining the commission, but do not meet the residency requirements.

At the direction of the Board, staff has prepared a resolution that will expand the residency requirements to be within the greater carbon valley area with a vested interest in the Town of Frederick. Staff was also directed to adjust the application to add a question about the applicant's ties to Frederick. The Board will

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still have the ability to vet candidates and make the determinations of which youth members are appointed. The Board also has the option to adjust the requirements in the future as needed.

Legal/Political Considerations:

The resolution was drafted by the Town Attorney.

Alternatives/Options:

The Board may choose to approve the resolution as presented, provide additional modifications to the residency requirements, or deny the resolution.

Financial Considerations:

None.

Staff Recommendation:

Staff recommends approval of the Resolution in efforts to provide engagement opportunities to the youth.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 23-R-26**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO
AMENDING MEMBERSHIP REQUIREMENTS OF THE FREDERICK
YOUTH COMMISSION**

WHEREAS, the Board of Trustees of the Town of Frederick, Colorado, pursuant to Colorado statute, is vested with the authority of administering the affairs of Frederick, Colorado; and,

WHEREAS, the Town of Frederick Municipal Code Section 2-9-10(a) provides that the Town Board, by resolution, may establish commissions, boards, and committees as the Town Board deems fit; and,

WHEREAS, the Town previously established the Frederick Youth Commission; and,

WHEREAS, the Town Board would like to broaden membership opportunities for the Frederick Youth Commission.

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

- 1) The Town of Frederick Youth Commission membership requirements are hereby amended to read as follows:

Membership:

The Frederick Youth Commission shall consist of at least 7 but not more than 20 individuals from grades 8-12 who reside within the greater Carbon Valley Area with a vested interest in the Town of Frederick, with no more than 5 commissioners being 8th graders. Commission members shall be appointed by the Board of Trustees and shall maintain good academic standing with their educational program.

The Commission shall also include the following non-voting members:

1 Town Staff member appointed by the Town Manager, who shall act as the Youth Commission Liaison and who shall be responsible for ensuring the Youth Commission activities are in accordance with all Town policies, procedures, Commission bylaws, and other applicable laws, rules and regulations.

1 Member of the Board of Trustees appointed annually by the Board of Trustees

1 Educator who resides or works in the Town of Frederick appointed annually by the Board of Trustees

1 Town Clerk or designee

1 School Resource Officer from the Frederick Police Department assigned by the Chief of Police

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 28th DAY OF MARCH,
2023.**

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, CMC, Town Clerk

By _____
Tracie Crites, Mayor