



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, May 9, 2023

6:30 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

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Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, May 9, 2023

5:30 P.M.

Future Elections

6:30 P.M.

Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Action Agenda:

- A. Resolution 23-R-23 Granting the 2023 Frederick High School Scholarship Program Awards
Base on the Recommendations of the Scholarship Committee – Meghan Martinez, Town Clerk

Recess for Scholarship Award Celebration:

Special Presentations:

Coal Ridge Middle School Community Funding Request – Sue Pilon

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:

- B. Administrative Report – Bryan Ostler, Town Manager

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C. Clerk Report – Meghan Martinez, Town Clerk

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

D. March 28, 2023 Minutes – Meghan Martinez, Town Clerk

Action Agenda:

- E. Consideration of Various Appointments to the Town of Frederick Boards, Commissions, and Committees – Meghan Martinez, Town Clerk

Mayor and Trustee Reports:

Executive Session:

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

Adjournment:



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Tracie Crites, Mayor

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

Chad teVelde, Trustee
Mark Lamach, Trustee
Windi Padia, Trustee

Request to Award the 2023 Frederick Scholarship

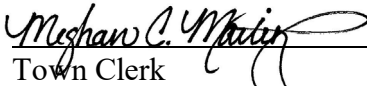
Agenda Date: Town Board Meeting – May 9, 2023

Attachments: a. Resolution

Finance Review:

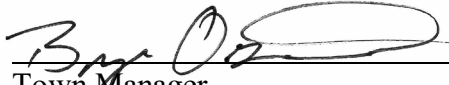
Finance Director

Submitted by:



Town Clerk

Approved for Presentation:



Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Each year the Board of Trustees on the recommendation of the Scholarship Committee awards scholarships for the first four years of college eligibility to graduating high school seniors who are residents of Frederick.

Detail of Issue/Request:

The deadline this year for the Frederick Scholarship was February 28, 2023. Fifteen applications were received and reviewed by the Scholarship Committee.

Students are required to submit an application, transcripts, one letter of recommendation or community nomination and an essay for consideration by the scholarship committee. The student must attend an accredited college, university, trade school, community college, junior college or other qualifying program.

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

Cullen Aasmundstad-Williams
Frances Hudson
Haley Howell

The students will be present at the meeting to introduce themselves and share their future plans.

Legal/Political Considerations:

N/A

Alternatives/Options:

The Board may choose to approve the awards or not.

Financial Considerations:

The 2023 Adopted Budget's Oil Royalty Fund includes funds for this annual scholarship program.

Staff Recommendation:

The Committee recommends approving the attached resolution awarding the 2023 scholarships.

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

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
GRANTING THE 2023 FREDERICK HIGH SCHOOL SCHOLARSHIP
PROGRAM AWARDS BASED ON THE RECOMMENDATIONS OF THE
SCHOLARSHIP COMMITTEE**

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

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

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

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

<i>Student</i>	<i>University/College Attending</i>
Cullen Aasmundstad-Williams	Colorado State University
Haley Howell	Hastings College
Frances Hudson	Weber State

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

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

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

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

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 12th DAY OF MAY,
2023.**

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, MMC, Town Clerk

By _____
Tracie Crites, Mayor

ORGANIZATION SUMMARY

Organization Name: COAL Ridge Middle School

Mailing Address: 6201 Booth Dr. Firestone, Co 80504

Contact Person:

Brittany Green
Name

Registrar
Title

303-833-4176
Phone Number

720-494-3813
Fax Number

green_brittany@SWSD.org
Email Address

Federal Tax ID: 98-02634

State Tax ID: _____

Please describe your project and the reason for your request:

This is the 8th grade semi formal dance
on May 12th for 275 8th grade students.

Pizza, games, music from 6:00-8:00pm.

PROGRAM / PROJECT BUDGET

Program Name: Coal Ridge Middle School - 8th grade Dance

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

Amount:

DJ-	\$ 300
Decorations	\$ 200
Photo Booth	\$ 150
Food	\$ 400
Misc	\$ 50
	\$
	\$
	\$
	\$
	\$

Total Cost (A):

\$ 1100

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

Corporations:	\$
Foundations:	\$
Individuals:	\$
Government:	\$
Other: <u>St. Vrain School Dist.</u>	\$ <u>800</u>

Total Funds Available (B)

\$

Balance Required (A minus B)

\$

Amount Requested:

\$ 300

Amount Requested: \$ 300⁰⁰

Number of Town of Frederick Residents and/or visitors that will participate and/or benefit from the program you are proposing: 120 Students - @ COA Ridge

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:

Town of Fred will show support to
community events

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

How much did you receive? \$ _____

How was the grant money used?

Were there funds left over? If so how those funds utilized by your organization?:

Please provide a list of organizations you have already solicited or will be soliciting)?:

King Soopers Costco
Safeway Blackjack Pizza
Sam's Club Papa John's Pizza

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 ^{Volunteer} ~~Chairperson~~:

SUSAN PILON 3-425-9732
Name (Please Print) Telephone Number

Susan Pilon 5/5/23
Signature Date



ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J
COAL RIDGE MIDDLE SCHOOL
6201 BOOTH DRIVE, FIRESTONE CO. 80504

Connie Syferd

Dean of Students

O'Toole

Principal

Liza Nybo

Principal

Jessica

Assistant

To Whom It May Concern:

We are so excited to help our eighth graders celebrate their middle school years and send them off to high school! We are having an 8th grade semi formal on May 12, 2023 and would be so grateful if you could contribute to our dance by donating anything from food, gift cards etc. Our tax identification number, if needed, is 98-02634.

Thank you,

Brittney Green

Registrar

Coal Ridge Middle School



TOWN OF FREDERICK MEMORANDUM

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: May 5, 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.

- May 16, 2023 – Work Session: FFFPD Update, Strategic Plan Update
- May 23, 2023 – Regular Meeting
- May 30, 2023 – No Meeting
- June 6, 2023 – Work Session: Town App Demo
- June 13, 2023 – Regular Meeting
- June 20, 2023 – Work Session: ARPA, Water Opportunities

Communications and Engagement Department

Dynamic, Inclusive & Connected Community 3.1

- Town Event Preparation
 - Recruitment and Sponsors as of 5/4/2023
 - Sponsor commitments totaling \$40,950
 - 15 chainsaw carver applications - 10 approved carvers from across the country – one international carver from the UK
 - 41 food truck applications
 - 49 market vendor applications
 - Talk and Tour prep completed for May 17, an evening of engagement with community!
 - Carbon Valley Memorial Ceremony prep completed for May 26. Residents will share in community stories of service members, a moment of silence, presentation of Colors by the Guard Post 31 and Taps played on the trumpet.
- Community Partnerships
 - Two Communications and Engagement intern opportunities filled
- Website Updates
 - Create Town App webpage
 - Updated Snow and Ice Control webpage

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- Update Pavement Maintenance and Rehab Project History and Future Planning with interactive map
- Town App
 - Complete tasks to transition from the My Civic Submit-a-Request to the new App Submit-a-Report
 - Complete instructional materials to launch App
- Interdepartmental Collaboration
 - Complete Economic Development Annual Report
 - Communications support on the 2023 Alleyway Project
 - Communications support on the Frederick Forward survey #2
 - Support Bella Rosa Golf Course in communications of golf course transitions
- Board Meeting
 - Attendance at Board meetings to ensure Town communications align with Board's vision and work in progress

Safe and Secure

- Attended four-day Emergency Services Public Information Officers of Colorado Conference

Community Economic Vitality

- Update Economic Development webpage and prep to highlight EcoDev Week
- Collaborate with Economic Development on News Release items.

Public Works

- Streets and Stormwater:
 - Repaired signs in Westview, Countryside, Coal Ridge and on Godding Hollow. (Removed outdated signs along Colorado Blvd.)
 - Street sweeping continues thru The Farm, No Name Creek, Moore Farm, Fox Run, Morningside, Wyndham Hill, Wildflower and Rinn Valley
 - Continue filling and repairing potholes including town-maintained alleyways
 - 57 senior pick ups
 - 40 residents participated in tree limb drop off on 4/29/23
 - Touch a truck event at Crist park for Legacy Elementary 3rd grade class
 - Repaired crosswalk lights along safe routes to school
 - Grading of county road 14 and 17
 - Interviewed candidates for our GIS internship position to help PW map street/storm water and water assets for Cartegraph.
 - 202 residents participated in our electronic drop off on 4/29/23 dropping off 597 items.
 - Checking traffic signal at Colorado Blvd. and Tipple parkway after lightning strike, replaced blown out fuses and led lights, changed out pedestrian crossing fuses as well.
 - Clearing trickle channel during storms for the week of 4/24/23
 - Continued cleaning storm inlets finishing the Savannah subdivision and starting in Carriage Hills area
 - Began mowing and trimming detention ponds and drainage areas on 5/1/23 for summer season.
- Water:
 - 63 Locates completed
 - 13 final reads completed
 - 89 rereads
 - Meter replacements: 4 on 5th Street, 6 in Savannah, 6 in Countryside
 - Hydrant flushing started in Clark Ranch and Countryside
 - Static Pressure testing at 8253 Raspberry Way
 - Heath Sample pulled at 8253 Raspberry Way
 - 8703 Triple Crown – replaced blown out meter

- Assessed backflow requirements related to pocket parks – Prairie Greens identified as an area for backflow installation, working to update
- 5515 Pinto Street – replaced blown out meter

Frederick Police Department:

- The Frederick Police Department now has six fully trained peer support officers who provide critical support to their fellow officers during challenging times. Recently, those officers, and Building Warriors, who is the clinical oversight organization, provided in-service training to all officers on peer support and officer wellness. This training ensures that the department's peer support officers are equipped with the knowledge and tools they need to provide the best possible support to their fellow officers. By investing in the wellness and mental health of its officers, the department is prioritizing the well-being of its staff and promoting a culture of resilience and support within the organization.
- The Frederick Police Department is proud to welcome Madison Bergman as our new Victim Advocate, who joined our team on Monday May 8th. With over five years of experience as a victim advocate, Madison brings a wealth of knowledge and expertise with her. Her role will be critical in providing support and services to victims of crime in our community. We are excited to have Madison on board and look forward to the positive impact she will have on the community.

Engineering Department:

STRATEGIC, RELIABLE & SUSTAINABLE INFRASTRUCTURE – Frederick is dedicated to investing in existing and future transportation, water, storm water, and technology while planning for sustainable growth and development.

Transportation

- DRCOG: A joint grant application between Frederick and Firestone for \$2 million worth of improvements to Bella Rosa/Colorado Blvd intersection was unanimously supported by the SW Weld Subregional Forum. The project was identified as the #2 ranked improvement project in the Town's Transportation Master Plan. The next step is the project goes before the DRCOG Board for final funding approval on May 17th.
- Concrete Alley: A contract for the Town's 2023 Concrete Alley Project was awarded to Jags Enterprises at the March 14th Board Meeting. The project will include two downtown alleyway segments in the area between Tipple Street and 2nd Street from Locust Street to Walnut Street and Walnut Street to Maple Street. Construction has begun and is scheduled to take about 3 weeks. This year's project will complete the concrete alley rehabilitation program.
- Pavement Maintenance Projects: A contract for the Town's 2023 Pavement Maintenance Projects was awarded to Vance Brothers at the March 14th Board Meeting. This includes multiple areas in Town for crackseal, slurry seal, patching, mill and overlay. Work is underway and public notifications are ongoing.
- Colorado Blvd Mill & Overlay Project: With the recent announcement of Silverstone Commercial at the northwest corner of SH52/Colorado Blvd, staff is now recommending that the final stretch of Colorado Blvd rehabilitation from Tipple Parkway– through the 5th Street connection roundabout-down to Highway 52 be delayed a year and combined with the future Colorado Blvd improvements that the development will be providing. This would minimize closure impacts to the public and reduce costs. Future discussion on this topic with the Board at a future meeting.
- Silver Birch/Bella Rosa Intersection: A Contract for design services was awarded to JUB Engineering at the April 25th Town Board meeting. This project continues to follow the guidance of the Transportation Master Plan and will identify improvements needed for the ultimate configuration of the Silver Birch/Bella Rosa intersection. This design will identify the necessary utilities to relocate and the right-of-way to acquire.
- Silver Birch/Godding Hollow Intersection: Design is complete. Staff will be approaching the Board at a future meeting for direction on acquiring right-of-way northeast of the intersection to fully widen the intersection and install a sidewalk to the skate park.
- Neighborhood Speed Control Program: No recent projects to update.

Water

- Municipal Code water dedication requirements: Code updates are being developed and scheduled for the May 23rd Town Board meeting.
- Potable Infrastructure Master Plan: A Contract for design services was awarded to Forsgren Associates Inc. at the October 11th Board Meeting. Design is underway and scheduled to take about a year to complete. Staff has weekly progress meetings with the consultant. The project is on schedule and budget.
- Raw Water Master Plan: A Contract for design services was awarded to Forsgren Associates Inc. at the April 25th Town Board meeting. The project includes an initial phase to improve pumps at Milavec to better serve the community. The overall project is scheduled to complete spring of 2024.
- Water Rate Study: A Contract for design services was awarded to Wildan Financial Services at the April 25th Town Board meeting. The project is scheduled to complete in 2023 so fee adjustments could be identified at the end of the year and implemented for 2024.
- Raw Water Change of Use: The water court case is ongoing. An Amendment to add 4 preferred shares to the application was approved and filed. The process is lengthy but has significant value to the future water supply of the Town. Staff will provide the Board with updates throughout the entirety of the water court case.
- Water Conservation: Kylie Couch and Sarah Watson (along with other Town Staff) will be attending the Growing Smart Workshop for efficient and effective water use. This training will help the Town identify new methods and standards to implement as our Town focuses on water conservation.
- NISP: On December 9th, 2022, the long-awaited Record of Decision was issued by the Army Corps of Engineers for the Northern Integrated Supply Project. A major hurdle was cleared for the Town of Frederick's future water supply.

Stormwater

- Groundwater Study: A contract for design services was awarded to Smith Environmental at the December 13, 2022 Town Board meeting. An Open House was held on 2/23 in the Board Room. About 15 citizens attended and gave some good feedback for our consultants to evaluate. Installation of monitoring wells is complete. Design is expected to extend through 2023.
- Concrete Box Culvert(s) on Colorado Blvd/Bella Rosa: A contract for design services was awarded to AVI at the October 25th, 2022 Town Board meeting. Staff has bi-weekly progress meetings with the consultant. The project is on schedule and budget.
- Countryside Drainage Improvements: Staff has begun design for drainage improvements in the Countryside development. This project continues the Engineering Department's efforts in developing in-house design skills that will ultimately benefit the Town of Frederick.

Golf Course Division:

- Hosted the Opening Day scramble golf tournament. The tournament was a full field of 72 golfers and was a positive showcase to open the 2023 golf season.
- Upcoming events include Ladies Fun Night (May 10), Couples Night Out (May 19) and Family Golf Day (May 20). Information and registration are listed on the events tab of bellarosagolf.com.
- Maintenance staff is addressing turf issues from winter dessication. The first full fertilization of the golf course has been completed. Aerification of greens will be completed on May 15.



TOWN OF FREDERICK MEMORANDUM

TO: Honorable Mayor Tracie Crites and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: May 5, 2023

SUBJECT: **Town Clerk's Report**

- *Boards, Commissions and Committees*
 - Youth Commission: The Youth Commission application has been completed and is on the Town of Frederick website. A new Youth Commission page has also been created. Anthony Bixby has been appointed as the Staff Representative to the commission and is working with communications to get the word out.
- *Boards, Commissions, Committees Recruitment*
 - Completed interviews with applicants for various groups.
 - Working with Trustees Padia and Brown as well as Town staff to determine a date for Youth Commission interviews.
- *Records Requests*
 - The Clerk's Office has responded to 4 Requests for Public Records since the April 25th Board meeting.
- *Recruitment*
 - Conducted interviews with the top candidates. Working to schedule second interviews with Judge Cahn.
- *School Tours*
 - Hosted Legacy Elementary for the annual school tours. Students visited Town Hall, the Fire Department, PD, and museum. They also participated in Touch a Truck with Public Works.
- *Frederick Municipal Court*
 - April Municipal Court Numbers:
 - Early Pay – 39
 - Traffic – 36

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- Criminal – 10
- Animal - 0
- Zoom – 4
- Review - 13
- Total Attending Court – 63
- Total April Cases - 102

- *Liquor Licensing:*

Current Liquor Licenses

<u>Licensee</u>	<u>Expiration Date</u>	<u>Status</u>
Back 9 at Bella Rosa	9/3/2023	Approved
Glacier Liquors	9/4/2023	Approved
Rock Solid	10/18/2023	Approved
Peel Pizzeria	11/2/2023	Approved
Mirror Image Brewing Company	11/4/2023	Approved
Mountain Cowboy Brewing Company	11/5/2023	Approved
Circle K Store 2706787	11/12/2023	Approved
7-Eleven Store 38638A	12/25/2023	Approved
Georgia Boys Smokehouse	1/24/2024	Approved
Frederick Liquor and Store	2/21/2024	Approved
Pete's Place	3/9/2024	Approved
7-Eleven Store 35269B	3/21/2024	Approved
WTF!	6/5/2023	Pending
Frederick Travel Center	6/30/2023	Pending
Gabe's Cafe	9/27/2023	Approved

Enforcement Issues

No current enforcement issues.



Town of Frederick Board of Trustees

Regular Board Meeting Minutes
Frederick Town Hall, 401 Locust Street
March 28, 2023

Call to Order: At 7:00 pm Mayor Pro Tem March called the meeting to order and requested roll call.

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

Pledge of Allegiance:

Approval of Agenda:

Mayor Pro Tem March moved Item H to the beginning of the Action Agenda.

Special Presentations:

Public Comment:

Mayor Pro Tem March announced that no one had signed up for public comment.

Staff Reports:

Administrative Report: Town Manager Bryan Ostler provided a written report. Assistant Town Manager Ryan Johnson gave an update on Senate Bill related to Land Use.

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

Consent Agenda:

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

- Resolution 23-R-15 Approving Additional Settlement Participation Form related to National Multi-District Opioid Litigation

Upon roll call vote, motion passed unanimously.

Action Agenda:

Item H Resolution 23-R-18 Approving an Intergovernmental Agreement for Frederick Firestone Fire Protection District Impact Fees: Town Manager Bryan Ostler and Chief Jeremy Young addressed this item. Motion by Trustee Mahan and seconded by Trustee teVelde to approve Resolution 23-R-18. Upon roll call vote, motion passed unanimously.

Public Hearing 2nd Reading Ordinance 1381 Approving a Franchise Agreement between the Town of Frederick and Black Hills Colorado Gas, Inc: Town Attorney Jason Meyers addressed the ordinance and franchise agreement.

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At 7:26 Mayor Pro Tem March opened the public hearing.

At 7:26 Mayor Pro Tem March closed the public hearing.

Motion by Trustee Padia and seconded by Trustee Mahan to approve Ordinance 1381. Upon roll call vote, motion passed unanimously.

Resolution 23-R-16 Authorizing the Purchase of 40 Units of C-BT Water from the Rocky Mountain Conference of Seventh-Day Adventists: Engineer Sarah Watson presented the proposed resolution. Motion by Trustee Lamach and seconded by Trustee Mahan to approve Resolution 23-R-16. Upon roll call vote, motion passed unanimously.

Public Hearing Ordinance 1386 Amending the Frederick Land Use Code to Update the Land Use Table and Provide Related Definitions and Procedures by Amending Section 1.15, Definitions by Replacing Section 3.4, Matric of Permitted, Conditional, and Special Uses by Zoning District – Use- Specific Standards, and by Amending Article 4, Subdivision, Section 4.11, Specific Requirements and Review Standards for Administrative Applications, and Providing for Repealer and Severability, and Effective Date: Planning Manager Ali van Deutekom and Special Counsel Todd Messenger presented the proposed Ordinance.

At 7:53 Mayor Pro Tem March opened the public hearing.

Rusty ONeal, 310 Tipple Parkway, addressed the Board and expressed concerns about table 3-8 and definitions in the ordinance.

At 8:05 Mayor Pro Tem March closed the public hearing.

Motion by Trustee teVelde and seconded by Trustee Padia to approve Ordinance 1386 with the inclusion of the amendments to table 3-8 and other sections and discussed in the public hearing. Upon roll call vote, motion passed unanimously.

Resolution 23-R-17 Establishing the Frederick Youth Commission: Town Clerk Meghan Martinez presented the updated resolution and noted the proposed changes on the record. Trustees Brown and Padia addressed the creation of the commission and gave the board an update on their work related to recruitment and formation of the group. Motion by Trustee Padia and seconded by Trustee Brown to approve Resolution 23-R-17 with the changes discussed to be incorporated in the resolution. Upon roll call vote, motion passed unanimously.

Mayor and Trustee Reports:

Trustee teVelde: He wanted to express his appreciation for the time the Planning Commission spent going through Ordinance 1386.

Executive Session: Motion by Trustee Padia and seconded by Trustee teVelde 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 Project Olive. Upon roll call vote, motion passed unanimously.

At 8:20 Mayor Pro Tem March recessed the meeting to go into executive session.

At 8:56 Mayor Pro Tem March reconvened the meeting.

Motion by Trustee Padia and seconded by Trustee Lamach to direct staff to execute an amendment to the letter of intent to a time mutually acceptable. Upon roll call vote, motion passed unanimously.

Adjournment:

There being no further business of the Board. Mayor Pro Tem March adjourned the meeting at 8:59 p.m.

Approved by the Board of Trustees:

ATTEST:

Tracie Crites, Mayor

Meghan Martinez, Town Clerk



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

Consideration of Various Appointments to Town of Frederick Boards, Commissions, Committees

Agenda Date: Town Board Meeting – May 9, 2023

Attachments: a.

Finance Review:

Finance Director

Submitted by:

Meghan C. Martin

Town Clerk

Approved for Presentation:

Bray O...

Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Staff is submitting candidates for appointment to the Town of Frederick Boards, Commissions, and Committees.

Detail of Issue/Request:

On April 19th and 26th Trustee Padia, Trustee Brown and various members of staff participated on an interview panel for various vacancies on the Town's Boards, Commissions and Committees.

Following the interviews, it is the recommendation of the panel to make several appointments to the Town Boards, Commissions, and Committees.

The Parks, Open Space, and Trails Commission has two vacancies. The panel is recommending the appointment of Luke Bolinger and Matt Hickman to fill those vacancies.

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The Building Appeals Board has two vacancies. The panel is recommending the appointment of Matt Hickman and Tamara Bowman to fill those vacancies.

The Frederick Urban Renewal Authority has one vacancy. The panel is recommending the appointment of Renata Stemp to the Frederick Urban Renewal Authority to fill the resident position.

The Frederick Arts Committee has four vacancies. The panel is recommending the appointment of Judy Church to the Frederick Arts Committee to fill one of those vacancies. Staff will also be bringing forward one more appointment for consideration to fill a vacancy on this committee at the May 23, 2023 Board Meeting.

Legal/Political Considerations:

None

Alternatives/Options:

The Board may choose to appoint the candidates or request staff continue to advertise the vacancies.

Financial Considerations:

Not applicable.

Proposed Motions:

Staff proposes the following motions if the Board moves forward with the appointments.

Parks, Open Space and Trails Appointments:

I move to appoint Luke Bolinger and Matt Hickman to the Parks, Open Space and Trails Commission.

Building Appeals Board Appointments:

I move to appoint Matt Hickman and Tamara Bowman to the Building Appeals Board.

Frederick Urban Renewal Authority Appointment:

I move to appoint Renata Stemp to the Frederick Urban Renewal Authority.

Frederick Arts Committee Appointment:

I move to appoint Judy Church to the Frederick Arts Committee.

Staff Recommendation:

Staff takes no position on this item.



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

Consideration of Various Appointments to Town of Frederick Boards, Commissions, Committees

Agenda Date: Town Board Meeting – May 9, 2023

Attachments: a.

Finance Review:

Finance Director

Submitted by:

Meghan C. Martin

Town Clerk

Approved for Presentation:

Bray O...

Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

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The Parks, Open Space, and Trails Commission has two vacancies. The panel is recommending the appointment of Luke Bolinger and Matt Hickman to fill those vacancies.

Built on What Matters.

The Building Appeals Board has two vacancies. The panel is recommending the appointment of Matt Hickman and Tamara Bowman to fill those vacancies.

The Frederick Urban Renewal Authority has one vacancy. The panel is recommending the appointment of Renata Stemp to the Frederick Urban Renewal Authority to fill the resident position.

The Frederick Arts Committee has four vacancies. The panel is recommending the appointment of Judy Church to the Frederick Arts Committee to fill one of those vacancies. Staff will also be bringing forward one more appointment for consideration to fill a vacancy on this committee at the May 23, 2023 Board Meeting.

Legal/Political Considerations:

None

Alternatives/Options:

The Board may choose to appoint the candidates or request staff continue to advertise the vacancies.

Financial Considerations:

Not applicable.

Proposed Motions:

Staff proposes the following motions if the Board moves forward with the appointments.

Parks, Open Space and Trails Appointments:

I move to appoint Luke Bolinger and Matt Hickman to the Parks, Open Space and Trails Commission.

Building Appeals Board Appointments:

I move to appoint Matt Hickman and Tamara Bowman to the Building Appeals Board.

Frederick Urban Renewal Authority Appointment:

I move to appoint Renata Stemp to the Frederick Urban Renewal Authority.

Frederick Arts Committee Appointment:

I move to appoint Judy Church to the Frederick Arts Committee.

Staff Recommendation:

Staff takes no position on this item.