



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, April 26, 2022

6:30 PM

Please note that the zoom meeting application is provided for the convenience of parties interested in watching the proceedings of the Board of Trustees Meetings. Individuals who would like to provide public comments must do so in person or provide a written statement to the Town Clerk by 6:00 P.M. the day of the meeting.

For questions regarding public comment policies, please reach out to the Town Clerk's Office. If you require a special accommodation please contact the Clerk's Office. The Town Clerk may be reached at mmartinez@frederickco.gov

Join the Zoom Meeting

<https://us06web.zoom.us/j/88175164960>

Meeting ID: 881 7516 4960

One tap mobile

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Meeting ID: 881 7516 4960

Find your local number: <https://us06web.zoom.us/j/88175164960>

Built on What Matters.



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, April 26, 2022

6:30 P.M.

Work Session

7:00 P.M.

Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

Frederick High School Musical Theater Program Community Funding Request – Program Students

Public Comment:

Staff Reports:

- A. Administrative Report – Bryan Ostler, Town Manager
- B. Town Clerk’s Report – Meghan Martinez, Town Clerk

Consent Agenda:

- C. List of Bills – Jason Leslie, Administrative Services Officer
- D. Resolution 22-R-36 Cancelling the Regular Board Meeting Scheduled for May 10, 2022
– Meghan Martinez, Town Clerk
- E. Ordinance 1376 Amending Chapter 2, Article III of the Frederick Municipal Code
Concerning Commissions and Committees – Jason Meyers, Town Attorney

Built on What Matters.

Mayor and Trustee Reports:

Seating of the New Board:

Consent Agenda:

F. Appointment of Officers – Meghan C. Martinez, Town Clerk

1. Resolution 22-R-37 Appointing a Town Attorney
2. Resolution 22-R-38 Appointing a Town Clerk
3. Resolution 22-R-39 Appointing a Town Treasurer
4. Resolution 22-R-40 Appointing a Town Manager

Mayor and Trustee Reports:

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 Carriage Hills.

ORGANIZATION SUMMARY

Organization Name: FHS Musical Theatre Program

Mailing Address: 5690 Tipple Pkwy, Frederick, CO 80504

Contact Person:

Kevin Brown

Name

Teacher

Title

303-833-3533

Phone Number

Fax Number

brown.kevin@svvsd.org

Email Address

Federal Tax ID: _____ State Tax ID: _____

Please describe your project and the reason for your request:

FHS has had a thriving program for the last 15 years. We have always been able to raise enough money to fund our program, and be able to start the next show. With COVID and the inflated cost of building materials, we have run short on our budget to finish this years program and be able to start next year. We have not needed help since 2005, but are asking for assistance this year.

Amount Requested: \$ 2000.00

Number of Town of Frederick Residents and/or visitors that will participate and/or benefit from the program you are proposing: 60 Students, and approx 500 Audience members

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 FHS Musical has been a great way to entertain, engage, and incorporate community in a unifying experience.

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

How much did you receive? \$ 1000.00

How was the grant money used?

To purchase building materials for our sets and costumes.

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

No, it did allow us to save enough money for the rights to the next show.

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

local businesses, private donations, and our school district

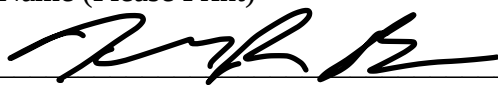
Please include the following attachments:

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:

Kevin R. Brown
Name (Please Print)

303-873-3537
Telephone Number


Signature

04/21/2022
Date

PROGRAM / PROJECT BUDGET

Program Name: FHS Music Theatre Program

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

Amount:

See Attached
Budget sheet

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Cost (A):

\$ 24,873.44

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

Corporations:

\$ 1000.00

Foundations:

\$ —

Individuals:

\$ 2000.00

Government:

\$ —

Other: School

\$ 7500.00

Total Funds Available (B)

\$ 10500.00

Balance Required (A minus B)

\$ 14,373.44

Amount Requested:

\$ 2000.00

REQUEST FOR ADDITIONAL FUNDING

(COMPLETE ONLY IF REQUESTING FUNDS EXCEEDING \$500.00)

Funds Requested: 2000.00

Please explain why your organization has requested additional funding: _____

Our Request is to cover the unexpected cost of materials for construction of The Set due to inflation and covid shortage. Without our normal shows for the past 2 years, we do not have the typical income from ticket sales. This amount will supplement our door sales this year, and allow us to have the funding to move forward with next years show in the fall of 2022. Thank you for your consideration!

THE MUSIC MAN, Production Budget

Production costs

Royalties (legal permissions to perform)	\$5,075
Scripts, music, and other materials	\$2,290
Promotional t-shirts	\$1,427
Posters and programs	\$163.80
Programs	\$98.59
Concessions and merchandise	\$319.22

Personnel

Musicians	\$3,500
Choreography	\$1,000
Marketing and Media	\$1,800

Tech

Lumber and other building materials	\$2,810.86
Tool consumables (drill bits, sandpaper, etc)	\$117.76
Hardware (nuts, screws, nails, etc)	\$819.89
Paint and painting supplies	\$683.21
Set decoration	\$377.81
Props (items held by actors)	\$811.94

Costume construction and repair	\$179.09
Costume rental	\$100.00
Costume purchases	\$808.88
Makeup	\$1,555.85
Wigs and hair	\$66.85

Lighting equipment	\$434.00
Audio equipment	\$374.85
Fog and special effects	\$0
Tape	\$22.15
Batteries	\$36.69

TOTAL	\$24,873.44
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Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: April 26, 2022

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- May 3rd – Work Session-State Family Medical Leave Act
 - May 10th – Regular Meeting- Cancelled
 - May 17th – FURA and Work Session-Snow Removal Discussion
 - May 24th – Regular Meeting
 - May 31st – No Meeting – 5th Tuesday
-

Communications and Engagement

Communications:

- Angela and Jessica meeting with new Dacono Communications Specialist for Carbon Valley PIO mentoring.
- Angela and Jessica participated in the ESPIOC training on April 14 – Lessons from Marshall Fire.
- Angela and Jessica – Plain Language Writing workshop on April 14.
- Attended Carbon Valley Chamber ribbon cutting for website business spotlight.
- Roadwork updates on all channels including CodeRED “Community Notification”
- The C&E summer intern will start on Monday, May 2. Welcome Violet!

Events:

- Local businesses are committing to event sponsorships. We have \$58,150.00 in pledges to date. Our 2022 goal is \$125,000.00.
- Volunteers have handed out almost 500 landfill vouchers. Residents can pick up their free landfill voucher March 28 – April 29. Vouchers valid April 1 – 30.

Built on What Matters.

- We'll be celebrating Arbor Day in the elementary schools on Thursday, April 28. Celebrations include a talk from a forester and a poster contest.

Design:

- FRED flower design for committees/meetings.
- Roadwork video in progress
- Police Annual Report delivered.

Planning Department

Development Application:

- The development review process has a few steps land use applications go through prior to submitting an application such as a pre-application meeting and neighborhood meeting. There are eleven projects that have completed the pre-application step. There are currently two neighborhood meetings scheduled. Fourteen projects have completed the neighborhood meeting, allowing them to submit an application. The following applications have been accepted for review and are now quasi-judicial.

<i>New Applications Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
<i>On Going Projects Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Bear Industrial Park, Block 1, Lot 8 4210 Bruin Site Plan (02/16/2021)	Bear Industrial Park	4210 Bruin	Site plan for 15,000 sf office and warehouse building for crane company.
Bear Industrial Park Replat 5, Block 1 Lot 2 (10/18/2021)	Bear Industrial Park	4021 Kodiak	Plan for a 1,000 sq. ft. facility with outdoor storage.
Brunemeier Annexation- Wheatlands (4/4/2022)		Southwest corner of County Road 16 and County Road 17	Proposed single family attached and detached homes.
Colorado Blvd & Godding Hollow 7-11 Zoning and Final Plat (5/3/2021)		Southwest corner of Colorado Blvd and Godding Hollow	Zone 5.35-acre parcel and plat to create two lots. Northern lot will have a site plan processed for 7- 11.
Colorado Blvd & Godding Hollow Conditional Use Site Plan (5/3/2021)		Southwest corner of Colorado Blvd and Godding Hollow	Development of southern parcel of land. Users not yet determined.
Eagle Business Park Filing 3 Lot 1B (1/18/2022)	Eagle Business Park	4881 Eagle	Proposed 4,800 sq. ft single story building with outdoor storage.
Eagle Business Park Lot 1 Agilent	Eagle Business Park	7400 Eagle	Temporary lot for construction trailers for

(2/07/2022)			Agilent. Also updating grading and drainage.
Frederick Town Amendment B Lot 1-501 Walnut (9/8/2021)	Downtown	501 Walnut	Redevelop existing building into co-working office space.
Meadowlark Business Park Replat A (5/17/2021)	Meadowlark Business Park	5660 Iris Parkway	Request to divide the lot into 2 lots and a new 14,000 sq. ft. office building on the south lot.
Miners Park Town Center Filing 2 Block 1 (1/11/2022)		North of hwy 52 between Colorado Blvd and Maple Street	Proposed changes to zoning boundaries with keeping the current zoning.
Nelson Farms (1/3/2022)		Southwest corner of Silver Birch Blvd and Tipple Blvd	Proposed residential development on 236 acres
No Name Creek West Block 4 (12/6/2021)	No Name Creek West	9050 Harlequin Circle	Subdividing Lots.
<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Prairie Greens II (12/7/2020)	Prairie Greens	6460 Frederick Way	Request for vacation of easement and preliminary design for phase 4.
Raspberry Hill Business Park Lot 13	Raspberry Hill	8274 Raspberry Way	Proposed office building and sales of pickup trucks.
Raspberry Hill Business Park Lot 2 & 3 Truck Ranch (8/13/2021)	Raspberry Hill	8273 Raspberry Way	Site plan to build pickup truck dealership.
Raspberry Hill Business Park -Lots 4 &5 Phasing Plan	Raspberry Hill Business Park	8515 and 8517 Raspberry Way	Proposed vacant building for future unknown tenant.
Sanitation District Annexation No. 1 Subdivision Amendment (8/16/2021)		8500 Colorado Blvd.	Subdivision amendment to subdivide existing lot into 2 separate lots.
Silverstone Filing 7 (1/18/2021)	Silverstone		Development of 581 residential homes.
Wyndham Hill Filing 10 Final Plat and Final Development Plan (11/16/2020)	Wyndham Hill	Generally west of WCR7, between WCR 14.5 and WCR 16.	Approximately 139 acres to be developed into 495 single family homes.
Wyndham Hill Filing 6 Replat A FFFPD Station 5 Site Plan (6/7/2021)	Wyndham Hill	Generally, north of Highway 52, West of I- 25 on Glacier Way.	Proposed fire station to include 3 bays.

Public Works Department

Streets:

- Grading of county roads 14 & 15 5, 16 ½
- Resurface and grade west side of skate park
- Continuous filling in and smoothing road sides and radins.
- Replacing damaged signs from high winds throughout town.
- Start of summer street sweeping schedule, Countryside, Westview, Savannah, Angel View, Carriage Hills
- Completed painting of curb & gutter down town area
- Check and repair order parts for cross walk signs @ Ridgeway and Bella Rosa
- Assist Engineering with milling projects - stockpiled millings @ Public Works yard

Water:

- Repair and raise fire hydrant @ 4030 Bruin Blvd.
- Cleared out debris
- Repair fire hydrant on Grand Mesa & Eldorado – Johnson Farm
- Monthly water reads and shut off – scheduled

Buildings:

- Crews working on final touches for camera in skate park for security

Storm Water:

- Rip rap drainage behind Rec Center drainage
- Clean out and re-landscaped drainage end of E Conservation Dr. in No Name Creek subdivision

Miscellaneous:

- Hauling of debris from back of Public Works shop to dump site in Ft Lupton
- Cleaned out and washed – removed sanders from all plow trucks
- Removal of carvings for arts commission
- Helping with Town Hall and Kids Touch-A-Truck for 3rd graders from Legacy Elementary

Training:

- Rusty Ribble and Gage Robertson attended APWA Spring Conference in Grand Junction.

Parks and Open Space Department

POST Commission:

- Discussed park planning at FRA, Centennial and Crist Parks and the Commission made a recommendation for Staff to move forward. Staff is prepared to discuss at an upcoming Work Session
- Tim Griffon resigned from the POST Commission as he moved to Arizona. He attended the last meeting and spoke to his appreciation for being part of the POST Team for the past several years.

Parks:

- Rocked new landscape beds at Confluence and Creekway Park bus stops and entrance signs as well as at the 5th Street Bridge coming west out of Downtown.
- Mulched landscape beds at FRA, Crist, Countryside, 5th Street
- Re-freshed playground mulch at Rinn Valley and Savannah Parks.
- Re-seeded all of Rinn Valley Park, half of No-Name West Park and spots of others
- Re-built rock stairs at FRA with a volunteer group from NESCO
- Facilities began installing security cameras at Skate Park
- Charged up irrigation systems on both potable and non-potable systems and have been working through a plethora of issues
- Prepared equipment for spring fertilization and pesticide applications

- Hired Divers to repair underwater structures on the golf course and FRA raw water systems as well as upgrade and install aerators on all ponds

Golf:

- Began re-seeding areas from winterkill and irrigation issues from 2021
- Charged irrigation system and finalized repair on the north pumphouse, which has been down since late summer 2022
- Hosted the first Junior Golf Programs over Spring Break and began the Saturday Series
- Opening Day Scramble was sold out with 18 teams for the 4-man scramble with several on a waiting list
- Master Plan concepts have been received and staff are preparing to Report at an upcoming Work Session



Town of Frederick Memorandum

TO: Honorable Mayor Tracie Crites and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: April 22, 2022

SUBJECT: Town Clerk's Report

- *Commission/Committee Updates*
 - Scholarship Committee
 - The committee received a records number of applications this year and will be meeting to determine top candidates.
 - Historic Committee
 - Nancy Bergen conducted school tours of the museum.
 - Arts Committee
 - Working on interactive art to be placed along Town trails.
- *Municipal Court*
 - The Municipal Judge RFP has been posted. Proposals are due by May 11, 2022 to the Clerk's Office.
 - The Assistant Town Clerk – Municipal Court recruitment is ongoing.
- *Third Grade Tours*
 - Staff conducted tours for Legacy Elementary Third Grade classes. The students visited the Fire Station, Police Department, Museum, and Town Hall and met with Public Works. Thank you to Mayor Crites and Trustee Lamach for their assistance with the mock board meetings.
- *AV Transition*
 - Our vendor has replaced equipment and tested the system to make sure it is operational. We are working on the transition to Zoom Webinar.

Built on What Matters.

Town of Frederick - List of Bills
February 25, 2022 - March 31, 2022

Vendor Name	Description (Item)	Amount
4 RIVERS EQUIPMENT LLC	Equipment repair parts / rental	433.00
AAA PEST PROS LLC	Pest control	125.00
AARDVARK EXCAVATING	Hydrant meter deposit refund	2,200.00
AARON HERBERT	Employee reimbursement	128.46
ACE HARDWARE OF FIRESTONE	Supplies	877.65
ACUSHNET COMPANY	Merchandise	2,091.88
ADAMSON POLICE PRODUCTS	PD uniforms	2,437.10
AGFINITY	Fuel	16,416.29
ALAN ISAAC	Boot reimbursement	100.00
ALL COPY PRODUCTS INC	Postage meter ink	234.95
AMERICAN EAGLE DISTRIBUTING	Beverage order for restaurant	134.70
ANDY FAIRBANKS	Reimbursement for supplies	75.48
AXE WOMEN LOGGERS OF MAINE	Chainsaws & Chuckwagons axe show - deposit	1,400.00
BARGREEN ELLINGSON	Restaurant supplies	151.02
BASE LINE LAND & RESERVOIR COMPANY	Stock assessment	133.25
BERMUDA SANDS APPAREL LLC	Uniforms	870.47
BETTER BUSINESS CLEANING	Monthly cleaning services - February	5,025.00
BK TIRE, INC.	Tire replacement	595.99
BLACK HILLS ENERGY	Public Works	9,438.58
BRYCE SHIRLEY	CDL fee reimbursement	35.31
CAPITAL BUSINESS SYSTEMS INC	Town copier lease	601.42
CARBON VALLEY CHAMBER OF COMM.	Sponsorship fpr Annual Dinner	3,000.00
CARD SERVICES	Monthly Purchasing Card Expenses	19,767.90
CASELLE, INC.	Contract Support & Maintenance	2,142.00
CENTRAL WELD CTY WATER DIST	CWWD Capital Improvement fees	200,000.00
CENTURA HEALTH	Blood tests	117.09
CENTURYLINK COMMUNICATIONS LLC	Town Hall landline/fax	132.88
CERTIFIED BALANCE SERVICE INC	Balance scale service	109.00
CINTAS CORPORATION	Uniforms and mat service	787.76
CITY OF WESTMINSTER	2022 NATA dues	720.00
CLAYSTONE CONSTRUCTION INC	Hydrant meter deposit refund	2,200.00
CODE PUBLISHING INC	Municipal code web update	313.75
COLORADO BARRICADE CO	Stop sign restock	3,155.00
COLORADO CUSTOM WELDING	Retirement gift - L Glantz	375.00
COLORADO DEPARTMENT OF AGRICULTURE	Supplies	152.00
COLORADO MESA UNIVERSITY	Scholarship award	2,000.00
COLORADO STATE UNIVERSITY	Scholarship award	2,000.00
COLORADO TREE COALITION	Tree sale	7,280.00
COMCAST	Town wide internet and phone service	4,159.08
COMMUNITY COUNSELOR INC	Counseling services	625.00
COMPLETE CONSTRUCTION CORPORATION	Police Department renovation	17,278.00
CORNWELL TOOLS	Tool allowance	148.64
CREDIT SERVICE COMPANY INC	Court fee collection	71.10
CUSTOM TRUCK ONE SOURCE LP	Bucket truck repairs	3,226.70
DANA KEPNER CO	Water meter supplies	8.40
DBC IRRIGATION SUPPLY	BFP replacement	1,277.16
DENVER REGIONAL COUNCIL OF GOVERNMENTS	DRAPP LOI	2,000.00
DOOLEY ENTERPRISES INC	Ammo	7,059.74
DOSSIER SYSTEMS INC	Fleet management software	1,122.00
DREAM WEAVER HOLDINGS	Developer Improvement Guarantee release	22,651.87
E-470 PUBLIC HIGHWAY AUTHORITY	Toll charges	44.70
EDEN K9 CONSULTING & TRAINING CORP	KATS membership	174.00
ELEMENT WATER CONSULTING INC	Water Engineering Services	12,555.00
ELEVATED CLOUD SERVICES LLC	Hosting - ESRI & GIS	1,106.50
ENTERPRISE FM TRUST	Vehicle lease program	25,542.39
EON OFFICE	Supplies	220.74
EWING IRRIGATION PRODUCTS INC	Landscaping supplies	1,550.16
EXCEL DRIVER SERVICES	CDL pretrip instruction class	3,150.00
FACTORY MOTOR PARTS CO	Supplies - Credit	-72.80
FAIRFIELD AND WOODS PC	Legal services	10,224.50
FEDEX	Delivery charges	234.00
FREDERICK FIRESTONE FIRE PROTECTION DIST	CPR/AED/Basic first aid	345.00
FREEDOM MAILING SERVICES LLC	Postage	3,962.89
G & G EQUIPMENT INC	Shop supplies	11.30
GENERAL AIR	Shop tools	18.26

Town of Frederick - List of Bills
February 25, 2022 - March 31, 2022

Vendor Name	Description (Item)	Amount
GREEN MILL SPORTMAN'S CLUB	Range use	300.00
GREEN MOUNTAIN PROMOTIONS	Logo Products	1,129.98
HAMILTON LINEN	Linen service	725.35
HARDLINE EQUIPMENT	Sweeper supplies	3,702.00
HIGH COUNTRY BEVERAGE	Beverage order for restaurant	296.83
HIGHER GROUND CONSULTING INC	Coaching and workshops	38,100.00
HOME DEPOT CREDIT SERVICES	Jan/Feb/Mar charges	8,614.88
IAN AUSTIN	Reimbursement for training expenses	53.77
INNOVATE! INC	GIS support	5,378.87
INSIGHT AUTO GLASS LLC	Windshield replacement	683.34
INTELICA VALUATION SERVICES LLC	Property appraisal report and valuation	2,300.00
INTERSTATE FORD	Repair parts	124.68
JC GOLF ACCESSORIES	Merchandise	587.83
JJ KELLER & ASSOCIATES INC	Training	1,088.17
JUSTON MARR	Boot reimbursement	100.00
KANSAS GOLF AND TURF INC	Golf course equipment	119.33
KIM STRONG	Restaurant supplies	20.54
KING CHEVROLET	Catalytic converter	1,616.00
KINSCO LLC	PD uniforms	146.31
KLEIBER INVESTIGATIONS AND TRAINING	Firearms training	1,900.00
KP & ASSOCIATES	Retail consulting services	2,400.00
KRISTIN NORDECK BROWN PC	Prosecution services	2,960.00
KTK GENERAL CONTRACTING LTD	Hydrant meter deposit refund	2,200.00
L.L. JOHNSON DISTRIBUTING COMPANY	Mower purchase	72,873.03
LAND ONE ENGINEERING LLC	Planning deposit refund - Bear Industrial Park	1,171.00
LELAND GORDON	Reimbursement for restaurant supplies	53.94
LONGMONT HUMANE SOCIETY	Impound fees	1,052.25
LONGMONT UNITED HOSPITAL	Community Garden donation	1,000.00
LONGS PEAK HOSPITAL	Emergency sane exam	1,059.44
LORI HILL	Valentines Day treats	266.00
LUMIN8 TRANSPORTATION TECHNOLOGIES LLC	Monthly fee and extra work	1,113.00
MAC EQUIPMENT INC	Equipment parts	34.93
MALLORY MILLER	Reimbursement for employee supplies	30.00
MAMMOTH CREATIVE	Vehicle graphics	393.28
MARSH LAW PC	Legal Services	3,246.00
MARSHALL INFORMATION SERVICE LLC	Consulting services	156.25
MATTHEW MYERS	Reimbursement for training expenses	27.29
MICHOW COX & MCASKIN LLP	Legal counsel related to Clearview Villages	2,652.22
MILE HIGH SHOOTING ACCESSORIES LLC	Handheld thermal imager	442.64
MIRROR IMAGE BREWING COMPANY	Beverage order for restaurant	275.00
MITEL	Phone service for town buildings	2,931.46
MONSIDO INC	Web & accessibility compliance	2,249.00
MOSES WITTEMYER HARRISON & WOODRUFF PC	Legal services	10,802.00
MOTOROLA SOLUTIONS INC	Police radios and programming	19,268.56
MOUNTAIN SALES & SERVICE	Equipment lease	200.00
MOUNTAIN STATES LIGHTING	Banner mounting devise	597.00
NEW CONSOLIDATED LOWER BOULDER RESERVOIR	Capital Stock assessments	19,329.79
NOCO SEPTIC INC	Exterior grease trap cleaning	525.00
NORMA VERONICA PELAYES	Spanish interpreting services	150.00
NORTHERN CO. WATER CONSERVANCY DISTRICT	2022 Windy Gap annual billing	47,637.30
NORTHERN COLORADO CRIME STOPPERS	Yearly support	400.00
NORTHERN COLORADO TRAINING INSTITUTE INC	CRP certification card - S Coonrod	7.00
NORTHERN ENGINEERING SERVICES	Shrek Subdivision Property Descriptions	1,860.00
O.J. WATSON COMPANY INC	Park equipment	9,438.00
OCCUPATIONAL HEALTH CENTERS	Pre employment physicals	1,012.50
ONSOLVE LLC	CodeRED Standard renewal	7,166.88
O'REILLY AUTOMOTIVE INC	Shop supplies	198.03
PAUL C BENEDETTI	Legal services - FURA	3,960.00
PET PICK-UPS	Dog waste bags	2,989.61
PIRTEK NOCO	Hydraulic hose repair	507.18
POLICE AND SHERIFFS PRESS INC	Photo ID cards	386.73
PRAIRIE MOUNTAIN MEDIA	Publishing costs	1,463.73
PRE ACTION FIRE INC	Fire sprinkler system repairs	425.00
PRINT EXPERTS	Printing services	452.65
PRO GOLF REPAIR LLC	Pro Golf services	1,148.00

Town of Frederick - List of Bills
February 25, 2022 - March 31, 2022

Vendor Name	Description (Item)	Amount
R & R PRODUCTS	Equipment parts	2,269.23
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services Distribution & Collection Systems	290.00
REDI SERVICES LLC	Porta john services	592.50
RESOURCE CENTRAL	2022 garden in a box program & audits	1,540.00
RMD CONCEPTS INC	Equipment repairs	139.85
ROCKY MOUNTAIN BOTTLED WATER LLC	Water delivery service	79.00
ROCKY MOUNTAIN INTEGRATORS INC	Admin security door repairs	470.00
ROCKY MTN PLAYGROUND SERVICES LTD	Playground equipment repairs - Crist Park	5,093.46
SAFEBUILT COLORADO LLC	Inspesction services	3,000.00
SAFEWAY	Supplies	993.62
SAM'S CLUB / GECRB	Supplies	751.03
SI PRODUCTS LLC	Merchandise	1,157.22
SIGNARAMA	Banners	1,175.00
SIMPLOT PARTNERS	Golf Course supplies	1,230.00
SRIXON CLEVELAND GOLF XXIO	Golf merchandise	3,134.70
STAPLES ADVANTAGE	Office Supplies	1,984.02
STERICYCLE INC	Document shredding	512.81
STEVE JOHNSON	Tool allowance	121.50
STEVE L SMITH	Boot and tool reimbursement	285.81
STRIGLOS COMPANIES, INC.	VMwafre support and subscription	2,735.50
SUMMIT DATA PROTECTION LLC	Disaster recovery & remote back up	4,100.00
SUMMIT STRATEGIES	Economic Development consulting	5,000.00
SUNSHINE CLEANERS	Uniform cleaning	155.25
SWIRE COCA-COLA USA	Beverage supplies for restaurant	434.44
TAYLOR MADE GOLF COMPANY	Merchandise	445.16
TELOS ONLINE INC	Back up link	75.00
THE HOME DEPOT PRO	Trash liners parks	765.00
THINK TANK STUDIO	Programming	8,487.50
TIER ONE NETWORKING LLC	Computer Equipment	1,895.99
TIMBERLAN INC	Monthly maintenance services	6,766.66
TLO LLC	Investigation fees	220.00
TOWN OF FREDERICK	Petty Cash Replenish	146.37
TRACTOR SUPPLY CREDIT PLAN	Flooring	1,295.97
TRANSWEST TRUCK	Supplies	2,389.14
TRAVISMATHEW LLC	Merchandise	820.89
TRT CONSTRUCTION	PW new office build - Final	2,900.00
TWIN PEAKS GARAGE DOORS LLC	Garage door repairs	5,176.00
TYLER TECHNOLOGIES	Software implementation	91,865.00
UNITED POWER	Electrical Service Town	33,621.85
UNIVERSITY AUTO PARTS INC	Supplies	94.38
UPPER CASE PRINTING, INK.	Monthly newsletter printing	2,811.50
US FOODS INC	Restaurant supplies	11,332.18
US KIDS GOLF LLC	Golf equipment	1,443.73
UTILITY NOTIFICATION CENTER OF COLORADO	Utility locate transmissions	296.40
VAN DIEST SUPPLY COMPANY	Pesticides and fertilizer	1,874.60
VERIZON WIRELESS	Town Cell Phones and MDTs	8,371.35
VETTER CLEANING & MAINTENANCE LLC	Hydrant water meter refund	2,200.00
VIA MOBILITY SERVICES	Transportation	4,560.00
VORTEX COLORADO INC	Hollow metal door repairs	351.00
WASTE CONNECTIONS OF COLO INC	Town trash collection and service	67,986.52
WELD COUNTY CLERK & RECORDER	Recording fees	600.00
WELD COUNTY SHERIFF	Golf tournament fundraiser	400.00
WESTERN STATES FIRE PROTECTION CO	Kitchen and hood inspection for restaurant	440.00
WEX BANK	Fuel	1,350.91
WTC-WICKHAM TRACTOR CO	Equipment maintenance	115.76
		1,000,295.63



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Tracie Crites, Mayor

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

Rusty ONeal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

Resolution Canceling the May 10, 2022 Meeting

Agenda Date: Town Board Meeting – February 23, 2021

Attachments: a. Resolution

Finance Review:

Finance Director

Submitted by:

Michaele C. Martin

Town Clerk

Approved for Presentation:

Bray O'Neal

Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

The attached resolution would cancel the regular meeting scheduled for May 10, 2022

Detail of Issue/Request:

The Board of Trustees requested cancellation of the May 10, 2022 Board meeting. There are no items scheduled for this agenda at this time.

Legal Comments:

None.

Alternatives/Options:

The Board may choose not to cancel the meeting.

Built on What Matters.

Financial Considerations:

Not applicable.

Staff Recommendation:

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

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 22-R-36**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
CANCELING THE REGULAR TOWN BOARD MEETING ON
TUESDAY, MAY 10, 2022**

WHEREAS, the Board of Trustees of the Town of Frederick wishes to cancel the first regular meeting in May.

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

Section 1. The regularly scheduled Town Board meeting on May 10, 2022 is canceled.

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

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND SIGNED 26th DAY OF APRIL, 2022.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, MMC, Town Clerk

By _____
Tracie Crites, Mayor



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

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

Tracie Crites, Mayor

Rusty ONeal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

Consideration of an Ordinance amending portions of the Municipal Code concerning commissions and committees

Agenda Date: Town Board Meeting - April 26, 2022

Attachments: a. Ordinance 1376

Finance Review: _____
Administrative Services

Submitted by: **Jason Meyers** _____
Town Attorney

Approved for Presentation:  _____
Town Manager

☐ Quasi-Judicial

☒ Legislative

☐ Administrative

Strategic Plan Alignment:

- Effective, Efficient & Strategic Government Operations
- Dynamic, Inclusive & Connected Community

This request aligns with the Town's ongoing commitment to increase efficiency by modernizing portions of the Municipal Code in regards to the operation of various Commissions, Boards, and Committees of the Town as well as provide clarity and opportunity for citizens to participate in advisory groups.

Summary Statement:

The Town Board has meet in two work sessions to provide information and direction to staff to prepare an update to the Frederick Municipal Code as it relates to Commissions and Committees of the Town. The draft ordinance is designed to simplify the municipal code, restructure some current advisory bodies, and provide direction to develop additional bylaws when appropriate.

Built on What Matters.

Detail of Issue/Request:

The Town Board has expressed a desire to ensure Town Citizens have an opportunity to participate in the democratic process by revamping and formalizing the process for citizens to participate on various advisory commissions, committees, and boards. As a part of that process, the ordinances detailing the various advisory groups needed to be updated, simplified, and standardize where possible.

To begin, the reference to advisory groups was located and referenced in various sections and chapters of the code. This resulted in needing to look at several different places to find relevant information. Effort has been taken to consolidate all of the advisory groups into a single section of the code and make appropriate references to other sections of the code when needed. This assist the reader to find all relevant information when researching the code.

Further, staff identified portions of the code that conflicted and/or were unclear. The portions of the code will be restructured and simplified to be easier to understand and implement. Further, the code change will remove language that would be better suited in bylaws for the various advisory groups so that extraneous information is not codified in the municipal code.

Throughout the drafting process it was discovered that portions of the code that referred to ethics standards referenced sections of code that had since been repealed or replaced. As such, the ethics language for advisory groups is included into the ordinance presented.

Overall the intent of the ordinance is to provide flexibility to the Board moving forward to create, reorganize, or discontinue advisory groups as needed without the complications of gratuitously amending the municipal code.

Legal Comments:

The attached ordinance was drafted by the Town Attorney in connection with the feedback provided by the Board and staff.

Alternatives/Options:

The Board has the option of passing the ordinance as written, passing the ordinance with amendments, tabling the item and directing staff to provide additional information, or not passing the ordinance.

Financial Considerations:

Not Applicable

Staff Recommendation:

Staff recommends approval of the Ordinance.

ORDINANCE NO. 1376

**AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO, AMENDING
SECTIONS OF CHAPTER 2 ARTICLE III OF THE FREDERICK MUNICIPAL
CODE CONCERNING COMMISSIONS AND COMMITTEES.**

WHEREAS, the Town of Frederick utilizes various commissions, boards, and committees to assist in the advisement of the Board of Trustees and Town staff on various matters of community interest; and,

WHEREAS, the Town of Frederick desires to simplify the Frederick Municipal Code and provide additional updates to sections concerning commissions, boards, and committees; and,

WHEREAS, a change to the Town of Frederick Municipal Code is required to make these adjustments clear; and,

WHEREAS, it is intended that the commissions, boards, and committees that are currently in existence continue to operate with their appointees holding their positions through the term to which they were appointed.

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

Section 1. Chapter 2 Articles IX through XVI, of the Frederick Municipal Code, are hereby repealed in their entirety and replaced as follows:

Chapter 2 Article IX Commissions, Boards, and Committees

Sec. 2-9-10 Creation, Appointment, and Termination

- a) The Town Board, by resolution, may establish commissions, board, and committees as the Town Board deems fit. Unless otherwise specified in the enacting resolution or this Article, appointments and removals shall be made by the Town Board according to the membership and terms determined by the Town Board in the enacting resolution. Upon its own determination or by recommendation of the Town Manager, the Town Board may dissolve commissions, boards, and committees by resolution.
- b) In recommending, selecting and appointing such members and alternates, the Town Board may in their reasonable discretion conduct such interviews and adopt such selection guidelines and procedures as are reasonably necessary or appropriate, so as to properly evaluate the qualifications of prospective candidates, and accomplish quality appointments.

- c) All members of commissions, boards, and committees (with the exception of staff appointments made by the Board of Trustees) shall serve without compensation.

Sec. 2-9-20 Bylaws

Commissions, boards, and committees shall create and recommend bylaws and subsequent amendments for approval by the Town Board after review by the Town Attorney. The Town Clerk shall retain a copy of each commission, board, or committee's bylaws and make them available for public inspection.

Sec. 2-9-30 Ethics

- a) Commission, board, and committee members shall not have any personal or property interest, or any other kind of interest which may conflict or interfere with, influence or be perceived by the public as influencing the member's conduct.
- b) In the event a commission, board, or committee member may have a conflict of interest they shall recuse themselves from the matter or disclose the nature of the conflict, or potential conflict, on the record prior to proceeding on the matter.
- c) If disclosed without recusal, the remaining members of the commission, board, or committee shall establish by a majority vote whether the interest does in fact constitute a conflict of interest. In deciding whether there is a conflict of interest, it shall consider, among other criteria, the following:
 - 1) Whether the conflict of interest impedes independence of judgment;
 - 2) The effect of the member's participation on the public confidence in the integrity of the governing body;
 - 3) Whether the member's participation is likely to have any significant effect on the ultimate disposition of the matter; and
 - 4) The member's fiduciary obligations to the Town.
- d) If the majority concludes that there is no conflict, then the member may perform the official act involved. However, the member shall state for the record the nature of the interest at the time of performing the act.
- e) If the majority concludes there is a conflict, the member shall be disqualified from acting or voting on the matter or any related business. In addition, the disqualified member shall refrain from attempting to influence the decisions or voting on the matter, and refrain from participating in any manner in the deliberations.

Sec. 2-9-40 Removal

- a) Unless otherwise provided herein commissions, boards, or committees shall determine, through their bylaws, the attendance requirements for the respective commission, board, or committee. Failure of any member to meet the attendance requirements shall be grounds for removal.
- b) Any commission, board, or committee member may be removed by a majority vote of the Town Board.

Division 1 - Planning Commission

Sec. 2-9-110 Appointment; authority.

The Planning Commission is hereby authorized for appointment under Part 2, Article 23, Title 31, C.R.S., and shall operate in accordance with said statutes and with applicable provisions of this Code and ordinances of the Town.

Sec. 2-9-120. Membership.

- a) The Planning Commission shall consist of five (5) Town residents appointed by the Board of Trustees. The Mayor and members of the Board of Trustees shall not serve as members of the Planning Commission. Planning Commission members shall not serve on any other commission, board, or committee of the Town. The term of each member shall be three (3) years. Members shall be limited to two (2) consecutive terms, and shall be eligible for re-appointment after a break of at least one full term. Vacancies on the Planning Commission shall be filled by appointment by the Board of Trustees. Such appointments shall be for the remainder of the term vacated and shall not be calculated for purposes of term limits. The Planning Commission shall annually elect a chair, and vice chair.
- b) There shall be appointed to the Planning Commission by the Board of Trustees additional citizen alternate members, to be designated as Alternate A, B and so forth.
 - (1) Alternates shall be designated by their seniority and serve as the voting alternate in when a regular member is absent in order of their seniority. In no instance shall more than two alternates serve as a voting alternate on a decision before the Planning Commission.
 - (2) The alternate members may sit with the Commission in all meetings and public hearings and may participate in all discussions as though regular members.
 - (3) An alternate member will be seated as a voting member on the Commission in the absence of a regular member who is absent from the meeting for any reason.

- c) Three (3) consecutive unexcused absences from meetings by regular members or alternates will result in automatic removal from the commission.

Sec. 2-9-130 Meetings.

The Planning Commission shall hold at least one (1) regular meeting per month. The Town Clerk or designee shall be appointed as Secretary to the Planning Commission who shall be responsible for taking minutes of all meetings, handling Commission correspondence, providing notice of meetings and other general staff support. The Secretary shall keep minutes and records of all meetings and file the same with the Town Clerk for inclusion in the Town's permanent records.

Sec. 2-9-140 Comprehensive Plan; Three-Mile Plan.

The Planning Commission shall be charged with the responsibility of developing a Comprehensive Plan, by making careful and comprehensive surveys and studies of present conditions and future growth of the Town. The Plan shall be made with the general purpose of guiding and accomplishing a coordinated, controlled and harmonious development of the Town. A component of the Plan shall be a Three-Mile Plan to be maintained and annually updated by the Planning Commission.

Sec. 2-9-150 Final authority.

The Planning Commission shall act as an advisory counsel to the Board of Trustees, which Board of Trustees shall have final authority in the adoption of plans, legislation, zoning, subdivisions and related matters.

Division 2 - Building Appeals Board

Sec. 2-9-200 Purpose

To hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the Frederick Building Code as more fully set forth in Chapter 18, Article I of this Code.

Sec. 2-9-210 Membership

The Building Appeals Board shall be comprised of at least one (1) member of the Board of Trustees and two (2) members of the community appointed by the Board of Trustees. Community members that are appointed shall not serve on any other commission, board, or committee of the Town and shall be appointed for three (3) year terms, with no term limits. The Building Appeals Board render all decisions and findings in writing to the appellant, with a duplicate copy to the building official.

Sec. 2-9-220 Appeals

- a) Any person or persons, firm or corporation, jointly or severally who wishes to appeal a determination made by the Building Official shall file an application with the Town Manager or designee. The appeal application shall be filed

within 20 days after the notice or order was served on a form obtained from the building official.

- b) An appeal from an action, decision, ruling, judgment, or order of the Building Board of Appeals may be made by any person or persons, firm or corporation, jointly or severally, who have been aggrieved thereby to the District Court, as provided for by Colorado Statutes.

Division 3 – Commissions

Sec. 2-9-300 – Purpose

To act in an advisory capacity to the Board of Trustees on regular ongoing matters of public interest as determined by the Board of Trustees.

Sec. 2-9-310 – Membership

- a) Unless provided by the Town Board in the enacting resolution, commissions shall consist of:
 - 1) Seven (7) voting members who are residents of the Town of Frederick,
 - 2) A Town Board Trustee to serve as a non-voting liaison to the commission,
 - 3) A staff representative to serve as a non-voting liaison to the commission, who may also serve as secretary to the commission.

Sec. 2-9-320 - Terms

Commissioners shall serve three (3) year terms. Terms shall be staggered to prevent a majority of the membership being renewed at one time. There will be no limit to the number of terms a commissioner may serve. Commissioners appointed due to a resignation shall fulfill the term of the seat to which they are appointed.

Division 4 – Other Committees

Sec. 2-9-400 – Purpose

To act in an advisory capacity to Town Staff on regular ongoing matters of public interest or event planning as determined by the Town Board.

Sec. 2-9-410 – Membership

- b) Unless provided by the Town Board in the enacting resolution, commissions shall consist of:
 - 1) Seven (7) voting members who are residents of the Town of Frederick,
 - 2) A Town Board Trustee to serve as a non-voting liaison to the committee,
 - 3) A staff representative to serve as a non-voting liaison to the committee, who may also serve as secretary to the committee.
 - 4) With the exception of the Trustee liaison, members shall be appointed by the staff representative, subject to removal by the staff representative or the Board of Trustees as contemplated by 2-9-40(b) of this code.

Sec. 2-9-420 - Terms

Committee members shall serve three (3) year terms. Terms shall be staggered to prevent a majority of the membership being renewed at one time. There will be no limit to the number of terms a committee member may serve. Committee members appointed due to a resignation shall fulfill the term of the seat to which they are appointed.

Division 5 – Scholarship Committee

Sec. 2-9-500 Purpose

(a) The Board of Trustees hereby establishes a Scholarship Committee to provide annual recommendations to the Board of Trustees in the administration of a scholarship program for residents of Frederick who have graduated from:

- (1) A St. Vrain Valley School District high school.
- (2) An accredited high school in Colorado.
- (3) An accredited home school program.
- (4) A high school that is part of the Frederick feeder system.

(b) The Board of Trustees shall, from time to time, adopt by resolution the scholarship eligibility requirements, award amounts, and conditions for the awarding of scholarships.

Sec. 2-9-510 Membership

The Scholarship Committee shall consist of the Mayor, and additional community members as determined by the Mayor. The Town Clerk or designee shall act as the secretary to the committee and may, at the discretion of the Mayor, be a voting member of the committee. There shall be an odd number of members and all members shall have equal voting rights. In the event that a child of one of the committee members is a scholarship applicant, that member shall be replaced for that application period.

Sec. 2-9-520 Terms

Committee members shall serve one year terms at the discretion of the Mayor. There will be no limit to the number of terms a committee member may serve.

Sec. 2-9-530 Payment and Source of Funds

- a) Payment of scholarship awards will be made directly to the school, college or university annually.
- b) The scholarship program shall be funded from interest earned annually from the Oil Royalty Trust Fund pursuant to Section 4-59 of this code.

Division 6 – Arts Committee

Sec. 2-9-600 Purpose

To advise and provide recommendations to the Board of Trustees on acquisitions of works of public art and their placement within the Town and administer the Art in Public Places Program in accordance with Chapter 3 Article I of this Code.

Sec. 2-9-610 – Membership

Members of the Arts Committee shall be appointed by the Board of Trustees and shall consist of:

- 1) Seven (7) voting members who are residents of the Town of Frederick,
- 2) A Town Board Trustee to serve as a non-voting liaison to the committee,
- 3) The Town Clerk or designee to serve as a non-voting liaison to the committee, who also serves as secretary to the commission.

Sec. 2-9-620 - Terms

Committee members shall serve three (3) year terms. Terms shall be staggered to prevent a majority of the membership being renewed at one time. There will be no limit to the number of terms a committee member may serve. Committee members appointed due to a resignation shall fulfill the term of the seat to which they are appointed.

Division 7 – Ad Hoc Committees

Sec. 2-9-700 – Purpose

To act in an advisory capacity to the Mayor, Town Board, and/or Town staff on specific matters of public interest as determined by the Mayor or Town Board.

Sec. 2-9-710 – Membership

- a) Unless provided by the Town Board in the enacting resolution, ad hoc committees shall consist of:
 - 1) Members designated by the Mayor,
 - 2) The Mayor, or Trustee selected by the Mayor, to serve as a liaison to the committee,
 - 3) Staff representative(s) to serve in an advisor to the committee, who may also serve as secretary to the committee.

Sec. 2-9-720 - Terms

Ad Hoc committee members shall serve for the duration of the specific need or project. Additional ad hoc committee members may be appointed due to resignation, vacancy, or need determined by the Mayor.

Sec. 2-9-730 – By Laws

Unless provided by the Town Board in the enacting resolution, ad hoc committees shall not be required to create or maintain bylaws.

Section 2. Chapter 3 Article I is hereby amended as follows with strikethrough language being deleted and underlined language being added:

3-2 (2) *Commission* means the Frederick Arts ~~Commission by Ordinance 521~~ Committee created in Section 2-9-600 of this code.

Section 3. Chapter 4 Article 4 Section 4-55 (c) is hereby amended as follows with strikethrough language being deleted:

(c) The Board of Trustees ~~acting on the recommendation of the Historic Preservation Commission~~ shall authorize expenditures from the fund consistent with the purpose of historic preservation projects and such other related projects as may be deemed appropriate.

Section 4. Chapter 4 Article VIII, of the Frederick Municipal Code, entitled “Frederick Scholarship Program.” is hereby deleted in its entirety and reserved for future codification.

Section 5. The current commissions, boards, and committees that are in existence at the effective date of this article shall remain in place with their respective appointees. To the extent that the terms of office for appointees has changed pursuant to this ordinance; the effected commission, board, or committee shall determine by drawing lots how to restructure the remaining terms to provide for overlapping expiration of terms in compliance with the term requirements of this ordinance. Future appointments and creation of commissions, boards, and committees shall follow the requirements of this ordinance.

Section 6. The current commissions, boards, and committees are hereby categorized below and are directed (with the exception of ad-hoc committees) to create bylaws for their respective commission, board, or committee for approval by the Board of Trustees.

Commissions: Planning Commission
Parks Open Space and Trails Commission

Committees: Arts Committee
Historic Preservation Committee
Scholarship Committee

Boards: Building Appeals Board

Ad Hoc Committees: Downtown Beatification Committee
Water Committee
Minors Day Committee

Section 7. Severance Clause. If an article, section, paragraph, 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, irrespective of the fact that any one part or parts may be declared invalid or unconstitutional.

Section 8. Repeal. All other ordinances, or parts of any ordinances or other Code provisions in conflict herewith are hereby repealed.

Section 9. Effective Date. This ordinance shall take effect on _____, 2022.

**INTRODUCED, PASSED, ADOPTED AND ORDERED PUBLISHED IN FULL BY
THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK THIS 26th DAY OF
APRIL, 2022**

TOWN OF FREDERICK, a Colorado municipal
corporation

By: _____
Tracie Crites, Mayor

ATTEST:

By: _____
Meghan Martinez, MMC, Town Clerk



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Dan March, Trustee
Mark Lamach, Trustee
Adam Mahan, Trustee

Tracie Crites, Mayor

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

Various Resolutions for Appointment of Officers in Conformance with C.R.S. Section 31-4-304 and the Frederick Municipal Code

Agenda Date: Town Board Meeting - April 28, 2020

Attachments:

- a. Resolution 22-R-37 Appointment of the Town Attorney
- b. Resolution 22-R-38 Appointment of the Town Clerk
- c. Resolution 22-R-39 Appointment of the Town Treasurer
- d. Resolution 22-R-40 Appointment of the Town Manager

Finance Review:

Finance Director

Submitted by:

Meghan C. Martin
Town Clerk

Approved for Presentation:

Ray O'Sullivan
Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Various resolutions are attached for the purposes of making various appointments as permitted by the Colorado Revised Statute section 31-4-304.

Detail of Issue/Request:

Enclosed for your consideration are appointments of various officers which are outlined in state statute. Section 31-4-304 Appointment of officers - compensation states the following;

The Board of Trustees shall appoint a Clerk, Treasurer and Town Attorney or shall provide by ordinance for the election such officers and may appoint such other officers including a Town

Built on What Matters.

Administrator that deems necessary for the good government of the corporation and it shall prescribe by ordinance their duties when the same are not defined by law...

As the state statute mentions it is required to appoint the Town Attorney, Town Clerk, and Town Treasurer but not required to appoint a Town Administrator (Town Manager).

Town Attorney – Jason Meyers
Town Clerk - Meghan Martinez
Town Treasurer – Jason Leslie

The following appointment is suggested and at the discretion of the Town Board;

Town Manager – Bryan Ostler

Legal Comments:

The resolutions were reviewed by the Town Attorney.

Alternatives/Options:

The following appointments are suggestions due to the fact that these appointments are solely the decision of the Board of Trustees.

Financial Considerations:

These appointments have been included in the fiscal year 2022 budget.

Staff Recommendation:

The resolutions and corresponding appointments are recommended and suggested as prescribed by state statute and the Frederick Municipal Code. Complete discretion resides with the Board of Trustees.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 22-R-37**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, APPOINTING
A TOWN ATTORNEY**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-73 of the *Frederick Municipal Code*, shall appoint a Town Attorney not later than thirty (30) days after compliance with Section 31-4-401 C.R.S. by members of the succeeding Board of Trustees, to serve a term not to exceed two (2) years. At the discretion of the Board of Trustees, the Town Attorney may be appointed to successive terms.

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

Section 1. Appointment. Jason Meyers is hereby appointed as Town Attorney.

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

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 26th DAY OF APRIL, 2022.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, MMC
Town Clerk

By _____
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 22-R-38**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, APPOINTING
THE TOWN CLERK**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-52 of the *Frederick Municipal Code*, shall appoint a Town Clerk, to a term not to exceed two (2) years. At the discretion of the Board of Trustees, the Town Clerk may be appointed to successive terms.

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

Section 1. Appointment. Meghan C. Martinez is hereby appointed as Town Clerk for the Town of Frederick.

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

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 26th DAY OF APRIL, 2022.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, MMC
Town Clerk

By _____
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 22-R-39**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, APPOINTING
A TOWN TREASURER**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-56 of the *Frederick Municipal Code*, shall appoint a Town Treasurer, to a term not to exceed two (2) years. At the discretion of the Board of Trustees, the Town Treasurer may be appointed to successive terms.

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

Section 1. Appointment. Jason Leslie is hereby appointed as Town Treasurer.

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

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 26th DAY OF APRIL, 2022.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan Martinez, MMC
Town Clerk

By _____
Tracie Crites, Mayor

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 22-R-40**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO, APPOINTING
A TOWN MANAGER**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-76, of the *Frederick Municipal Code*, shall appoint a Town Manager for an indefinite term as provided by contract.

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

Section 1. Appointment. Bryan Ostler is hereby appointed as Town Manager.

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

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 26th DAY OF APRIL, 2022.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, MMC
Town Clerk

By _____
Tracie Crites, Mayor