



**Town of Frederick**  
**Board of Trustees Agenda**  
Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, January 18, 2022

**5:30 P.M.**  
**Special Meeting**

Topic: Board of Trustee Meeting - Special Meeting, Executive Session  
Time: Jan 18, 2022 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting  
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Meeting ID: 940 8380 8933  
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Find your local number: <https://zoom.us/u/adLCIumsSa>

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**Town of Frederick**  
**Board of Trustees Agenda**  
Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, January 18, 2022

**5:30 P.M.**  
**Special Meeting**

**Call to Order – Roll Call:**

**Pledge of Allegiance:**

**Approval of Agenda:**

**Discussion Agenda:**

A. Boards and Commissions – Meghan Martinez, Town Clerk

**Executive Session:**

For discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; regarding the Town Clerks's Annual Evaluation

**Mayor and Trustee Reports:**

**Adjournment:**



# TOWN OF FREDERICK BOARD OF TRUSTEES INFORMATION MEMORANDUM

Tracie Crites, Mayor

Rusty O'Neal, Trustee  
Mark Lamach, Trustee  
Adam Mahan, Trustee

Dan March, Trustee  
Kevin Brown, Trustee  
Windi Padia, Trustee

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## Boards and Commissions

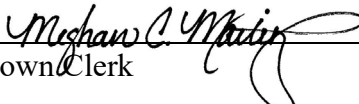
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**Agenda Date:** Town Board Meeting - January 18, 2022

**Attachments:**

- a. Commission Application
- b. Commissioner List

**Submitted by:**

  
Town Clerk

**Approved for Presentation:**

  
Town Manager

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### **Detail of Issue/Request:**

Staff is seeking direction from the Board on the purpose and projects codified in the Frederick Municipal Code related to commissions. The following are the regulations, membership, and responsibilities of the groups generally as well as the specific tasks as outlined by the Frederick municipal code. Staff has omitted the Planning Commission from this discussion related to purpose and projects as those are set by state statute.

### **Community Advisory Groups:**

#### *Section 2-242*

- (a) Advise, assist and report to the Board of Trustees.
- (b) Members shall be residents, business or property owners in the Town, or others with a demonstrated interest in the Town who may serve with approval by the Board.
- (c) Members are appointed by the Board of Trustees.
- (d) Every candidate, to be a member of a commission to which they wish to be appointed, shall attend two (2) commission meetings prior to consideration of their application for appointment.

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(e) *Membership.*

(1) Commissions, with the exception of the Planning Commission, shall be comprised of seven (7) members. The membership shall consist of seven (7) Town residents designated by the Mayor and approved by the Board of Trustees. Each commission shall elect a chair and vice chair and shall adopt rules and procedures as needed.

(2) There shall be appointed to each commission by the Board of Trustees two (2) citizen alternate members, to be designated as Alternate A and Alternate B.

a. Alternate A shall be the senior alternate and shall be designated as the voting alternate in all instances, except when two (2) regular members are absent and both alternates shall be entitled to vote, or in the absence of Alternate A, in which event Alternate B shall be the voting alternate.

b. The alternate members may sit with the commission in all meetings and public hearings and may participate in all discussions as though regular members.

c. 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 except for a conflict of interest on a specific agenda item.

d. If a regular member must absent himself or herself due to illness, conflict of interest or any other reason during the course of the meeting, an alternate member may be seated in order to maintain a quorum of the commission for the conduct of business.

(f) The following commissions shall serve as standing bodies:

- (1) Arts Commission;
- (2) Historic Preservation Commission;
- (3) Parks, Open Space and Trails Commission (POST);
- (4) Planning Commission;
- (5) Scholarship Commission.

All commissions except the Planning Commission shall serve three year terms and they shall be staggered to prevent a majority of commissioners being renewed at one time. Staff representatives shall be determined by the Town Manager unless directed by the Board.

Duties of the membership:

*Section 2-248 Duties of the Membership.*

(a) The Board, at its discretion, shall appoint the chair.

(b) The chair shall be the first line of communication with the Board and will be responsible for ensuring the commission meets the goals and quarterly or other reporting requirements as may be set by the Board.

(c) The chair shall set the agenda.

(d) The vice chair shall fulfill the duties of the chair if the chair is unable to do so.

(e) The chair or vice chair shall do an orientation session with incoming members.

(f) The commission shall pursue outside funding (grants, sponsorships, etc.) as appropriate for

their activities.

(g) Members shall adhere to the conflict of interest standards as set by state statute and municipal code.

(h) Three (3) unexcused absences from meetings by regular members or alternates will result in automatic removal from a commission.

#### Duties of the Board:

##### *Section 2-253 Board.*

(a) The Board shall set reporting requirements for the commissions.

(b) The Board may, at its discretion, set goals for the commissions.

(c) The Board may, at its discretion, set minimum qualifications or desirable attributes for membership in each commission, to be outlined in applications tailored for each commission.

(d) The Board shall approve major projects undertaken by the commissions, as well as expenditures of funds under its purview.

#### Frederick Arts Commission:

##### *Section 2-271 Purpose*

(a) To advise the Board on acquisitions of works of public art and their placement.

##### *Section 2-272 Responsibilities*

(a) To administer the Art in Public Places Program and make recommendations to the Board on expenditures from the Art Fund;

(b) The Commission shall adopt guidelines to:

(1) Identify suitable art objects;

(2) Facilitate the preservation of art objects and artifacts that may be displayed in public places;

(3) Create guidelines for competitive selection of art objects for display;

(4) Create guidelines for the selection, acquisition and display of art in public places; and

(c) In performing its duties with respect to art in public places, the Commission shall give special attention to the following matters:

(1) Conceptual compatibility of the design with the immediate environment of the site;

(2) Appropriateness of the design to the function of the site;

(3) Compatibility of the design and location with a unified design character or historical character of the site;

(4) Creation of an internal sense of order and a desirable environment for the general community by the design and location of the work of art;

(5) Preservation and integration of natural features for the project;

(6) Appropriateness of the materials, textures, colors and design concept; and

- (7) Representation of a broad variety of tastes within the community and the provision of a balanced inventory of art in public places to ensure a variety of style, design and media throughout the community. (Ord. 1251 §2, 2017)

#### Parks, Open Space, and Trails Commission:

##### *Section 2-261 Purpose*

- (a) To review and recommend to the Board of Trustees in all matters concerning the acquisition, development and maintenance of municipally owned parks, open space, and trails.

##### *Section 2-262 Responsibilities*

- (a) Attend monthly meetings.
- (b) Attend other meetings or public events as needed.
- (c) To recommend to the Board of Trustees as to all matters concerning the acquisition, care, use, management, control and planning of all Town park and open space properties and trails.
- (d) To prepare, revise and continually update the Parks, Open Space and Trails Master Plan for the acquisition, development and maintenance of parks, open space and trails.
- (e) Provide input on the parks, open space, and trails budget requests.
- (f) Work with public and private agencies on matters related to park, open space, and trails matters.
- (g) Evaluate parks at regular intervals and report the findings to the Board of Trustees, making recommendations on how to make improvements.
- (h) To research all available grant opportunities for park, open space or trail related programs and to report their findings to the Board of Trustees.
- (i) To devise and execute a rating system for the level of service and visitor experience ("star rating") for each park, open space and trail and advise the Board on how those ratings can be continuously improved.
- (j) Work with Planning Department to review large scale development park plans and on-street or off-street trails, at Planning Director discretion.
- (k) Serve as the Tree Board and fulfill the requirements of Tree City USA.

#### Historic Preservation Commission.

##### *Section 2-281 Purpose.*

- (a) To advise the Board of Trustees on the preservation of the history of the Town of Frederick.

##### *Section 2-282 Responsibilities.*

- (a) To research and maintain a record of the history of the Town's social, religious, economic, political matters and other matters, including the unfolding events of the present (separate from the governmental and statutory record of the Town created and maintained by the Town Clerk's office).
- (b) To create and maintain an inventory of historical assets within the Town of Frederick.
- (c) To organize and coordinate the Town's museum and maintain its contents.
- (d) To advise the Board of objects, structures or other features in the Town with historic significance that may be in danger of being lost or damaged.
- (e) To assess the community for key community places, buildings and historic resources and develop an historic preservation policy that will enable the Town to designate historic structures.
- (f) Publicize and disseminate the history of the Town through educational programming, publication, social media, etc., working in coordination and collaboration with other commissions and local organizations.
- (g) Produce an annual report/summary of the Town's events and occurrences (a year in review).

#### Scholarship Commission.

##### *Section 2-291*

- (a) To annually select the recipients of the Town's Scholarship Program as more fully set forth in Chapter.

##### *Section 4-162.*

A Scholarship Commission is established to act in an advisory capacity to the Board of Trustees and make recommendations in accordance with the provisions of this Article. The Scholarship Commission shall consist of the Mayor, a representative from the St. Vrain Valley School District Frederick feeder system, one (1) local business or community leader and one (1) citizen of the Town. The membership of the Commission shall be designated by the Mayor.

#### Building Appeals Board:

##### *Section 2-301 Purpose.*

- (a) 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.

##### *Section 18-170 (96)*

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. The Board shall adopt rules and procedure for conducting its business and shall render all decisions and findings in writing to the appellant, with a duplicate copy to the building official.

#### Staff Request:

The commissions and commission structure has not been reviewed by this board and was last updated in 2017. Staff is requesting feedback from the Board on the commissions purpose and responsibilities.

In addition, staff has included the current commission applications and we are seeking feedback from the Board on the application process generally. Currently, applications are accepted at any time during the year and are taken as they are received. Applicants are required to attend two meetings prior to consideration by the Board of Trustees. If a current commissioner's term is up, they are asked if they would like to request re-appointment and those have been handled quickly and calendared with the Clerk's office for consideration by the Board.

Staff has gathered information from other communities to see how they handle commission applications. There are a variety of ways that these are handled.

1. Applications are accepted during a specific time of the year to fill vacancies and an interview panel with a mix of Board members, staff, and commission members are tasked with making appointment recommendations to the Board.
2. Bi-annual recruitment with interviews with the Board of Trustees for appointment.
3. Applications are handled as they are received by the applicants for appointment.
4. Vacancy deadlines are set as needed and advertised to the community as vacancies are available and are appointed by the Board.
5. Vacancies are filled at the end of the year and are appointed by the Board.

Staff understands that this may be a multi-meeting conversation especially since the Planning Commission was not included in this discussion. Staff is requesting that the Board continue all appointments that may expire if the Board wishes to make modifications to any of the commission membership, responsibilities, application processes, etc. This would allow commissions to continue to operate and meet quorum requirements. Staff would also request that all applications be paused until the proper changes can be codified in the municipal code.

#### **Legal Comments:**

If the Board wishes to make amendments to the process, staff would work with the Town Attorney to codify the changes in the municipal code.

#### **Financial Considerations:**

None.

#### **Staff Recommendation:**

Staff would recommend the Board provide additional direction and framework on the application process and extend any expiring or expired terms until the board can adopt the new framework. In addition, staff would recommend the Board pause any new applications until the application process framework can be completed.

Staff takes no position on the purpose and responsibilities of the commissions outlined in this memo and current Municipal Code and would request an additional work session on the Planning Commission since it has more stringent rules and is governed by state statute.



401 LOCUST STREET • P.O. BOX 435 • FREDERICK, CO 80530-0435

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BOARD, COMMITTEE AND COMMISSION APPLICATION

Application for Appointment to: \_\_\_\_\_  
(Name of Board, Committee or Commission)

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Education Years Completed: \_\_\_\_\_ College(s): \_\_\_\_\_

Degree(s): \_\_\_\_\_

Qualifications for Serving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why do you desire this appointment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How much time are you able to devote?: \_\_\_\_\_

Do you presently serve on a Board or Commission?: \_\_\_\_\_

If yes, please list: \_\_\_\_\_

Where did you hear of this vacancy: \_\_\_\_\_

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Town of Frederick  
Board/Committee/Commission Applicants  
Conflict of Interest Disclosure

Several state laws and municipal ordinances prohibit conflicts of interest on the part of Town Boards and Commission members. A member of a Board/Committee/Commission shall not perform an official act that may have an economic benefit on a business or other undertaking (whether or not for profit) in which the member has a direct or substantial financial interest. Board/Committee/Commission members must not be interested in any contract made in their official capacities; or made by any other body, agency or board of which they are members or employees.

ALL BOARD/COMMITTEE/COMMISSION APPLICANTS:

Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the Board/Committee/Commission for which you have applied? \_\_\_\_\_

If yes, please describe that interest in the space immediately below (if you need additional space, please attach additional sheets) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If desired, please submit a letter of application or resume with this application.

This application is subject to the Colorado Open Records Act and should not be considered confidential.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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BUILDING APPEALS BOARD APPLICATION QUESTIONNAIRE

1. Have you served on a Board/Commission before? If so what was your experience? \_\_\_\_\_

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2. What experience do you have with the following?

- ☐ Construction  
☐ Building Regulations

3. Please provide a brief description of your experience and why you are interested in serving as a member of the Building Appeals Board.

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4. Have you read or are you familiar with the Frederick Municipal Code and/or International Building Code? \_\_\_\_\_

5. Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the Board/Commission for which you have applied? \_\_\_\_\_

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Applicant Signature

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Date



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FREDERICK ARTS COMMISSION APPLICATION QUESTIONNAIRE

The purpose of the Arts Commission as set out in the Frederick Municipal Code is to advise the Board on acquisitions of works of public art and their placement.

1. Have you served on a Board/Commission before? If so what was your experience? \_\_\_\_\_

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2. What experience do you have with the following? Please provide a brief description of your experience/involvement with each and how you consider that it will shape your involvement with the Frederick Arts Commission.

- ☐ Art Collections
- ☐ Exhibits/Art Curating
- ☐ Grant Writing
- ☐ Public Art (Traditional and Non-Traditional)
- ☐ Art Maintenance
- ☐ Art Education and Programming

3. Please provide a brief description of your experience and why you are interested in serving as an Arts Commissioner.

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4. Have you read the Frederick Municipal Code related to Public Art and the Art in Public Places Program? \_\_\_\_\_

5. Are you familiar with the Town of Frederick Art Collection? \_\_\_\_\_

6. What interest/experience do you have with the staging/execution of temporary art exhibits?

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7. What, if any, background do you have in the arts? \_\_\_\_\_

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8. What, if any, affiliations do you have with art communities/organizations? \_\_\_\_\_

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9. What interest/experience do you have in children's interactive art pieces? \_\_\_\_\_

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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### HISTORIC PRESERVATION COMMISSION APPLICATION QUESTIONNAIRE

The purpose of the Historic Preservation Commission as set out in the Frederick Municipal Code is to advise the Board on the preservation of history in the Town.

1. Have you served on a Board/Commission before? If so what was your experience? \_\_\_\_\_

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2. What experience do you have with the following? Please provide a brief description of your experience/involvement with each and how you consider that it will shape your involvement with the Historic Preservation Commission.

- ☐ Museum Collections
- ☐ Museum Exhibits
- ☐ Grant Writing
- ☐ Walking Tours
- ☐ Document Preservation
- ☐ History Education and Programming

3. Please provide a brief description of your experience and why you are interested in serving as a Historic Preservation Commissioner.

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4. What, if any, background do you have in historic preservation? \_\_\_\_\_

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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PARKS, OPEN SPACE, AND TRAILS COMMISSION APPLICATION QUESTIONNAIRE

The purpose of the POST Commission as set forth in the Frederick Municipal Code is to review and recommend to the Board of Trustees in all matters concerning the acquisition, development and maintenance of municipally owned parks, open space, and trails.

1. Have you served on a Board/Commission before? If so what was your experience? \_\_\_\_\_

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2. What experience do you have with the following?

- ☐ Landscape/Landscaping
- ☐ Forestry
- ☐ Horticulture
- ☐ Land Preservation and Conservation
- ☐ Wildlife Habitat
- ☐ Trail Connections
- ☐ Construction relating to parks, trails, and landscaping
- ☐ Environmental Education
- ☐ Arbor Day/Tree City USA

3. Please provide a brief description of your experience and why you are interested in serving as a Parks, Open Space, and Trails Commissioner.

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4. Have you read the POST Master plan? \_\_\_\_\_

5. Do you have any direct or indirect financial or economic interest in any business or other undertaking (whether or not for profit) that may have business coming before the Board/Commission for which you have applied? \_\_\_\_\_

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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## BUILDING APPEALS BOARD - 3 YEAR TERM

| Name        | Position             | Appointed  | Term Expires |
|-------------|----------------------|------------|--------------|
| Rusty Oneal | Trustee              | April 2018 | April 2022   |
| VACANT      |                      |            |              |
| VACANT      |                      |            |              |
| Kevin Ash   | Staff Representative | N/A        | N/A          |

## FREDERICK ARTS COMMISSION - 3 YEAR TERM

| Name             | Position             | Appointed                                 | Term Expires  |
|------------------|----------------------|-------------------------------------------|---------------|
| Adam Mahan       | Trustee              | April 2020                                | April 2024    |
| Taylor Kittilson | Staff Representative | N/A                                       | N/A           |
| Meghan Martinez  | Staff Representative | N/A                                       | N/A           |
| Nancy Bergen     | Chair                | January 2021                              | January 2024  |
| Carin Carasco    | Commissioner         | Terms adjusted<br>due to ordinance change | January 2021  |
| Sue Chestek      | Commissioner         | January 2021                              | January 2024  |
| Bonnie Ginther   | Commissioner         | October 2021                              | October 2024  |
| Sheri Goldstein  | Commissioner         | February 2021                             | February 2024 |
| Beth Wright      | Commissioner         | Terms adjusted<br>due to ordinance change | January 2020  |

|        |  |  |  |
|--------|--|--|--|
| VACANT |  |  |  |
|--------|--|--|--|

| HISTORIC PRESERVATION ADVISORY COMMISSION -<br>3 YEAR TERM |                         |             |                |
|------------------------------------------------------------|-------------------------|-------------|----------------|
| Name                                                       | Position                | Appointed   | Term Expires   |
| Mark Lamach                                                | Trustee                 | April 2020  | April 2024     |
| Meghan Martinez                                            | Staff<br>Representitive | N/A         | N/A            |
| Taylor Kittilson                                           | Staff Representative    | N/A         | N/A            |
| Nancy Bergen                                               | Commissioner            | April 2017  | September 2020 |
| Sue Chestek                                                | Commissioner            | August 2018 | August 2021    |
| VACANT                                                     |                         |             |                |
| VACANT                                                     |                         |             |                |
| VACANT                                                     |                         |             |                |
| VACANT                                                     |                         |             |                |
| VACANT                                                     |                         |             |                |

| PARKS, OPEN SPACE, AND TRAILS COMMISSION - 3<br>YEAR TERM |          |           |              |
|-----------------------------------------------------------|----------|-----------|--------------|
| Name                                                      | Position | Appointed | Term Expires |

|               |                      |              |              |
|---------------|----------------------|--------------|--------------|
| Adam Mahan    | Trustee              | April 20202  | April 2024   |
| Kent VanDyne  | Staff Representative | N/A          | N/A          |
| Chuck Beehler | Chair                | January 2021 | January 2024 |
| Allan Gill    | Commissioner         | January 2021 | January 2024 |
| Erin Fosdick  | Commissioner         | January 2021 | January 2024 |
| Kristen Davis | Commissioner         | January 2021 | January 2024 |
| Lee Schlais   | Commissioner         | June 2016    | June 2020    |
| Susan Pilon   | Commissioner         | January 2021 | January 2024 |
| Tim Griffon   | Commissioner         | January 2021 | January 2024 |

| PLANNING COMMISSION - 6 YEAR TERM |                      |               |               |
|-----------------------------------|----------------------|---------------|---------------|
| Name                              | Position             | Appointed     | Term Expires  |
| Ali van Deutekom                  | Staff Representative | N/A           | N/A           |
| Tracy Moe                         | Chair                | October 2018  | October 2024  |
| Chad teVelde                      | Vice Chair           | February 2016 | February 2022 |
| Dennis Stark                      | Commissioner         | December 2016 | December 2022 |
| Kristie Conroy                    | Commissioner         | May 2018      | May 2024      |
| Nathan Scott                      | Commissioner         | October 2019  | October 2025  |

|                 |             |               |               |
|-----------------|-------------|---------------|---------------|
| Alan Blair      | Alternate A | February 2019 | February 2025 |
| William Mahoney | Alternate B | May 2020      | May 2026      |

| SCHOLARSHIP COMMISSION - 3 YEAR TERM |                      |            |              |
|--------------------------------------|----------------------|------------|--------------|
| Name                                 | Position             | Appointed  | Term Expires |
| Meghan Martinez                      | Staff Representative | N/A        | N/A          |
| Tracie Crites                        | Chair                | April 2020 | April 2024   |
| Brion Stapp                          | Commissioner         | April 2020 | April 2023   |
| Sean Corey                           | Commissioner         | April 2020 | April 2023   |
| VACANT<br>Resident Position          | Commissioner         |            |              |