



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, September 24, 2024

7:00 PM

Work Session 6:00 PM

Agenda

Regular Meeting 7:00 PM

Work Session 6:00pm

- A. Trash Contract
- B. Staff Introductions

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

Special Presentation

- C. CVPRD Presentation

Public Comment

This portion of the agenda is provided to allow members of the audience to provide comments to the Board of Trustees. Please sign in and you will be called. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Staff Reports

- D. Savvy Award
- E. Administrative Report

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.

F. Approval of Minutes

G. List of Bills -
Kurtis Adams, Finance Director

Action Agenda

H. Ordinance No. 1397 - Updating the Town of Frederick Municipal Code Regarding Parks and Open Space Funds and Golf Course Enterprise -
Colby Johnson, Parks and Open Space Director

I. Ordinance No. 1398 Amending the Municipal Code Regarding Regulation of Weeds and Brush -
Maureen Welsh, Planner II
Christine Francescani, Deputy Town Attorney

Mayor and Trustee Reports

Adjournment



Town of Frederick

Admin Report 9.24.24

Upcoming Board of Trustees Work Sessions:

The following is the schedule for upcoming meetings, though topics are subject to be changed or rescheduled:

- September 24, 2024 – Regular Meeting
 - October 1, 2024 – Work Session (Cancelled)
 - October 8, 2024 – Regular Meeting
 - October 15, 2024 – Work Session (Cancelled)
-



Effective, Efficient & Strategic Government Operations

- Communications & Engagement training:
 - Ongoing I.T. training
 - 3CMA Conference
 - Master PIO FBI-LEEDA Training & Certification



Community and Economic Vitality

- For a list of all active development applications currently under review by the Town's Planning Department, Engineering Department, Legal Counsel, Frederick-Firestone Fire Protection District, and external review agencies, please follow these links to our [“What’s Developing”](#) map and webpage, [“Development Applications Under Review.”](#)



Dynamic, Inclusive & Connected Community

- Communications Monthly Newsletter:
 - Electronic and mailer
- Weekly Flash, featuring four articles weekly
- Daily postings on social media platforms
- Communication and Campaign Planners
- FRED Culture
 - Wellness walks: 1-on-1 interactions

Built on What Matters.

- ADA HB 21-1110 Compliance
 - Accessibility Training Pathway coursework
- Town Event Preparation
 - Sponsor commitments for 2024 totaling \$87,850
 - 24 entries for the Miners Day Parade
 - 43 entries for the Miners Day Burro Race
 - 64 food vendor applications – food vendor spots are full
 - 148 market vendor applications – spots are full for Miners Day
 - Recruitment of sponsors, volunteers, and costume judges for Tiny Terror Town
 - Recruitment of sponsors and volunteers for Festival of Lights
 - Coordination of volunteers and preparation of materials for Cleanup Days
- Preparation for Miners Day on September 21st
 - Recruitment of sponsors and volunteers
 - Burro, food truck, market vendor, entertainment, permits coordination
 - Coordination and preparation of BOT golf carts for MD Parade
 - Meetings regarding lead volunteer slot for Miners Day
 - Planning meeting with Parks, PW, PD, Fire, CVEMA
 - Miners Day Committee meeting on 8/28
- Community Partnerships
 - CVEM – IAP meeting for Miner’s Day
- Website Updates
 - Roadwork/Detour/Project updates
 - Kick-Off Meeting with Civic Plus for Mass Notification module implementation
 - Webpage updates
 - Alt Text photos
 - Launch Civic Ready Platform
- Town App
 - Process CRM submissions
 - Updated Town APP in Apple app developer
- Interdepartmental Collaboration
 - Roadwork updates
 - Stormwater projects
 - Water Conservation campaign
 - Hiring outreach
 - Water Rate Study outreach
 - Weekly VDCI Updates
 - Swag design for Human Resources
 - Collaboration on including businesses in remaining 2024 events
- Board Meetings:
 - Comms attendance at Board meetings to ensure Town communications align with Board’s vision and work in progress
 - Closed captioning on Board meeting recordings



Strategic, Reliable and Sustainable Infrastructure

- Streets and Stormwater crews recently worked with the State of Colorado and a subcontractor to resolve an issue at Aggregate Boulevard and the entrance to Highway 119, where they ground down a section where asphalt connects with the concrete entrance to the highway.
- Streets and Stormwater also recently welcomed a new team member, Douglas Talmadge, on September 9th. Douglas brings with him great Public Works knowledge and experience to the team, and we are excited to have him!
- Road grading has been completed on County Roads 14 and 17, and street sweeping operations are continuing in Wyndham Hill.
- The final round of roadside and detention mowing operations has been completed for the year.
- In addition to their regular duties, Facilities is in the middle of the ongoing Facilities Master Plan and design of the new Public Works facility. They also recently upgraded the bi-directional amplifier (BDA) at the Police Department, which is a specialized device designed to boost radio frequency signals and extend their range.
- The Water Division worked with the HOA board in the Savannah subdivision recently on backflow shutdown curb box locations.
- As part of backflow compliance outreach, staff reached out to three customers with final notices for backflow compliance and hand delivered two more. There is currently a 99% backflow compliance rate.
- For the ongoing King Soopers project, crews collected high and low chlorine samples and bacteria tests from the fire line. They also performed hydrant flow tests at both King Soopers and Agilent.
- Recent leak investigations on Caribou Drive, Maple Drive, and Falcon Drive led to several meter replacements.
- Fleet staff is working on troubleshooting periodic issues experienced with the bucket controls on the bucket truck. When this issue occurs, the bucket is no longer usable and could potentially leave the operator helpless and trapped in the bucket.



Safe and Secure

- Chief Todd Norris and Commander Ian Albert recently attended training focused on the Americans with Disabilities Act. This class highlighted three topics specific to the legislation including discrimination, internal policies, and real-life scenarios. Defining discrimination, particularly in a law enforcement setting, implementing strong policies that foster an inclusive environment while simultaneously protecting identified

individuals and the Town, and practical hands-on training are highly valuable in that they not only reduce liability for the Town but also foster a safer community for our citizens.

- The police department participates jointly in the Longmont SWAT Team providing officers and a commander to the team in order to have access to a SWAT response in the event of a critical incident that surpasses our on-duty capabilities. Recently, the police department held a competitive testing process for members desiring to join the team, specifically the Negotiations Unit. Congratulations to both Officer Cassandra Yuma and Sergeant Sara Flunker on their impressive showing during testing and subsequent acceptance to the assignment! This assignment requires a high level of dedication and skill including active listening, adaptability, rapport building, and a strong level of emotional intelligence, which Sgt. Flunker and Officer Yuma both demonstrate.
- Communications & Engagement:
 - One media inquiry
 - PD recruitment video edits and scheduling of additional video shots



Fiscally Responsible Governance

- The Finance Department's focus continues to be the 2025 Budget process.



Town of Frederick Board of Trustees

Meeting Minutes
September 10, 2024

Work Session 6:00 PM

A. Budget Overview

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

Special Presentations

B. Rocky Mountain Christian Church - Shine Prom -

Rocky Mountain Christian Church presented a 2023 video of the event and a sponsorship program to support the event. Requested \$5,000 from the Board for the Gold Sponsorship.

Board motioned to approve \$3,000

Public Comment

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None

Staff Reports

C. Admin Report -
Bryan Ostler, Town Manager

Homecoming parade is this Friday.

The final tour and talk is coming next week. Miner's day on the 21st.

The 9/24/2024 work session will be about the upcoming trash contract RFP and downtown study.

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. Approval of August 13, 2024 Minutes
- E. Resolution 24-R-50 A Resolution of the Town of Frederick, Colorado, Canceling the November 26, 2024, and December 24, 2024, BOT Meetings - Emily Nitcher, Deputy Town Clerk

Action Agenda

- F. Resolution 24-R-51 A Resolution of the Town of Frederick, Colorado, Approving the Contract and Appointment of the Municipal Judge. - Jason Meyers, Town Attorney

Swearing in of appointment of municipal judge and approval of contract.

- G. Ordinance No. 1396 Landscape Code Adoption - Kylie Couch, Engineer

Ordinance No. 1396

- H. Resolution 24-R-52 a resolution of the Town of Frederick, Colorado, approving the Wheatly Metro District Service Plan and Intergovernmental Agreement Hearing - Christine Francescani, Deputy Town Attorney
Ali van Deutekom, Planning Manager
- I. Resolution 24-R-53 a resolution of the Town of Frederick, Colorado approving the Penrose Metro District Service Plan and Intergovernmental Agreement Hearing - Christine Francescani, Deputy Town Attorney
Ali van Deutekom, Planning Manager
- J. Resolution 24-R-54 a resolution of the Town of Frederick, Colorado, approving the Prosperity MOAPI Agreement - Sarah Watson, Engineer

Motion for no action and go back to discussion with staff and the developer to address the board's concerns about the project.

Mayor and Trustee Reports

Trustee Padia - Not able to be at the decorating party on Friday Night.

Trustee Mahan - Weekend incident - What are our options for future paraglider issues/concerns? Staff to look into options.

Trustee Lamach - What is allowed with signs and decorations for businesses? I.E. Grand Openings (Flags, balloons, etc.)

Pro Tem Brown - Visited Town of Firestone to invite them to a Miner's Day event and provide them with a space to participate. Board compensation for future alignment. Update on Colorado Blvd.

Adjournment

Approved by the Board of Trustees:

ATTEST:

Tracie Crites, Mayor

Tricia David, Town Clerk

Town of Frederick - List of Bills
July 26, 2024 - August 29, 2024

1800DRYCLEAN NORTH METRO DENVER	Uniform cleaning services	277.00
21ST CENTURY EQUIPMENT LLC	Equipment maintenance supplies	419.56
4 RIVERS EQUIPMENT LLC	Supplies	71.10
AAA PEST PROS LLC	Pest Control	355.00
ACE HARDWARE OF FIRESTONE	Supplies	1,532.10
ACUSHNET COMPANY	Golf shop merchandise/Driving range supplies	5,306.00
ADAM MARCOVICH	Dirt hauls	550.00
ADAMSON POLICE PRODUCTS	Police uniforms and supplies	7,987.44
AGFINITY	Fuel for fleet	16,362.24
AIRGAS USA LLC	Forklift fuel	146.80
ALTITUDE AWARDS AND APPAREL	PW uniforms	472.00
AMERICAN ARBORIST SERVICE	Tree removal	350.00
AMERICAN EAGLE DISTRIBUTING	Beverage order for restaurant	350.07
ANDY FAIRBANKS	Reimbursement for boots and training expenses	133.79
ANGELA WILSON	Reimbursement for park reservation/Travel per diem	778.32
ASPHALT SPECIALTIES CO INC	Final Payment - Retainage	20,300.53
AUDEM GONZALES	Travel per diem	394.88
AVI PC	Colorado Blvd & Bella Rosa Drainage Projects	1,040.00
AXIS SURVEYING & LAND SERVIECS LLC	Right of Way Base Mapping	8,750.00
AXON ENTERPRISE INC	Axon Fleet Cameras for vehicles	12,219.36
BARNARD STRUCTURES INC	2024 Milavec West Pump Station Addition/Retainage	53,118.05
BCCONSULTING INC	Miners Day burro race timing	1,200.00
BETTER BUSINESS CLEANING	Monthly cleaning service	6,356.00
BIG M JANITORIAL INC	Frederick Way property maintenance	750.00
BK TIRE, INC.	Tire replacement and repairs	1,022.03
BLACK HILLS ENERGY	Natural gas utility	477.23
BREAKTHRU BEVERAGE COLORADO	Beverage order for restaurant	463.95
BRIGHAM YOUNG UNIVERSITY	2024 Scholarship - Cooper Boyce	2,000.00
BUFFALO BRAND SEED LLC	Grass seed for golf course	637.50
CAPITAL BUSINESS SYSTEMS INC	Town copier lease program	1,515.47
CARBON VALLEY HELP CENTER	Donation - Empty Bowls Fundraiser	3,000.00
CARBON VALLEY PARKS & RECREATION DIST	Q1 & Q2 2024 Revenue Sharing	399.54
CASSANDRA YUMA	Reimbursement for parking permit	65.00
CDPHE	Drinking Water fee	977.00
CENTRAL WELD COUNTY WATER DIST	Water purchased/Water Study	324,499.25
CENTRAL WELD CTY WATER DIST	Plant Investment fee reimbursement	54,000.00
CERVANTES CONCRETE	Trails Maintenance Program	12,000.00
CINTAS CORPORATION	PW Mat service and uniforms	421.83
CIVIC PLUS	Emergency and Mass Notification Platform	1,400.46
COLORADO BARRICADE CO	Street signs and supplies	4,190.00
COLORADO MUNICIPAL CLERKS ASSOC.	Annual Conference	1,550.00
COLORADO STATE UNIVERSITY	2024 Scholarship - Angela Michel	2,000.00
COLORADO TAP MASTER	Valve installation on domestic cold water line	17,417.86
COLORADO TECHNOLOGY CO	Boardroom improvements	2,993.50
COMCAST CABLE	Internet, tv and phone service for Town facilities	1,378.86
COMCAST PHONE	Town wide internet service	2,655.00
COMMUNITY COUNSELOR INC	Counseling services	750.00
COMPLETE TRAILERS LLC	Water service trailer	18,062.00
CONFLUENCE INC	Go Outdoors Frederick 2050	48,116.80
CORE & MAIN LP	Supplies	64.34
CORKAT DATA SOLUTIONS LLC	Adobe Acrobat Pro licensing/Support	3,431.80
COSTAR REALTY INFORMATION INC	Monthly subscription	616.55
CUSTOM ON SITE BUILDERS LLC	Refund for Building Permit fees	15,335.00
DANA KEPNER CO	Water meters and supplies	29,138.81
DATASHIELD CORPORATION	Document shredding	898.00
DCP OPERATING COMPANY LP	Bella Rosa line lowering	60,060.00
DELL MARKETING LP	Computer equipment	13,100.88

Town of Frederick - List of Bills
July 26, 2024 - August 29, 2024

DESIGN CONCEPTS CLA INC	Community Parks Master Plan	9,909.69
DIEDRE WILSON	Arts Committee Poster Contest Winner	250.00
DOS MEDINAS LLC	C&C meal voucher reimbursement	108.50
DUNAKILLY MANAGEMENT GROUP CORP	Owner's representation service	12,972.00
E & G TERMINAL INC	Supplies	404.38
ELDORADO ARTESIAN SPRINGS INC	Water Delivery Service	403.69
ELEMENT WATER CONSULTING INC	Water Engineering Services	19,970.50
ELEVATED FIRE SUPPLY	Vehicle maintenance supplies	1,211.11
ELISABETH TRAPANI	Block party barricade rental deposit refund	100.00
EMBRY RIDDLE AERONAUTICAL UNIVERSITY	2024 Scholarship - Ava Bailey	2,000.00
EMPLOYMENT LAW SOLUTIONS INC	Training services	600.00
EMPLOYMENT MATTERS LLC	Legal services	6,500.00
ENGLAND THIMS & MILLER INC	Esri GIS & OpenGov Cartegraph AM Support	262.50
ENTERPRISE FM TRUST	Vehicle lease program	59,289.42
EXPRESS SERVICES INC	Golf Shop Associate - Temp employee	9,008.40
FACTORY MOTOR PARTS CO	Vehicle maintenance supplies	492.80
FAIRFIELD AND WOODS PC	Legal services - Plan and Code Work	910.00
FARNSWORTH GROUP INC	Architectural Planning Service	265.00
FLASHVOTE	Survey services renewal	5,900.00
FLATIRONS MARKETING & PRINTING SERVICES	Envelope printing	686.97
FLEXX PRODUCTIONS LLC	Event rental damages	610.00
FP MAILING SOLUTIONS	Quarterly payment for meter rental	135.00
FREDERICK FIRESTONE FIRE PROTECTION DIST	Q1 & Q2 2024 Revenue Sharing	392,586.60
FRONTLINE PUBLIC SAFETY SOLUTIONS	FTO Tracker - DOR Software	586.65
FROST SOLUTIONS LLC	Annual subscription	6,000.00
G & G EQUIPMENT INC	Maintenance supplies	74.99
GENERAL AIR	Shop supplies	24.29
GENERATOR SOURCE LLC	Generator maintenance	2,633.03
GEORGIA BOYS SMOKEHOUSE	Community Tour & Talk Catering	1,509.59
GEOTAB USA INC	Membership & support	1,578.50
GOLF & SPORT SOLUTIONS LLC	Golf course sand	1,334.96
GREEN MOUNTAIN PROMOTIONS	Logo tent	1,490.00
GURPREET SINGH	Restitution	17.00
GUS'S GOODIES	Snacks for restaurant	243.00
H2O POWER EQUIPMENT	Equipment purchase	13,819.00
HEADSTRONG COUNSELING LLC	Counseling services	100.00
HELENA AGRI ENTERPRISES LLC	Golf course fertilizer and application	10,230.13
HIGH COUNTRY BEVERAGE	Beverage order for restaurant	1,138.90
HIGH PLAINS LIBRARY DISTRICT	Q1 & Q2 2024 Revenue Sharing	115,791.29
HIGHER GROUND CONSULTING INC	Director and Executive level coaching	1,050.00
HOLIDAY INN EXPRESS & SUITES FIRESTONE-LONGMONT	Hotel accommodations for carvers and pilots	13,695.10
HOME DEPOT CREDIT SERVICES	Supplies	1147.19
HR ADVANTAGE GROUP	HR Professional Services	5,625.00
HYDROLOGIK LLC	Verizon cellular airtime	90.00
IMAGEFIRST HOSPITALITY	Linen service for restaurant	352.35
INDUSTRIAL CLEANING LTD	Equipment maintenance supplies and repairs	754.70
INFOSEND INC	Utility billing statements, notices, newsletter and postage	3987.32
INTERSTATE FORD	Vehicle maintenance supplies	834.10
INTERSTATE RENTAL & SALES, INC.	Generator rental	550.80
ION SOLAR	Building Permit fee refund	400.00
JC GOLF ACCESSORIES	Golf shop merchandise	545.47
JOSE SERRANO	Refund for Building Permit fees	6468.00
JUAN HERRERA	Restitution	400.00
JUB ENGINEERS INC	Silver Birch & Bella Rosa Intersection Design	3,500.70
K9 REC CENTER LLC	Animal impound fees	2,400.00
KAISER PREMIER LLC	Maintenance equipment supplies	772.79
KATY PRESS	Retail Consulting Services	2,400.00

Town of Frederick - List of Bills
July 26, 2024 - August 29, 2024

KENT VANDYNE	Travel per diem	333.00
KINGDOM BUILDING CONSTRUCTION INC	Refund for Building Permit fees	15,335.00
KINSCO LLC	Police uniforms	305.00
KYLE A RICHARDS	Livestream BOT	75.00
L & M ENTERPRISES INC	Property maintenance, landscaping and irrigation control	96,766.72
L.L. JOHNSON DISTRIBUTING COMPANY	Equipment purchase - Trailer	4,142.80
LAMP RYNEARSON & ASSOCIATES INC.	Storm Sewer Maintenance	4,399.00
LANGUAGE LINE SERVICES	Interpreting services	38.10
LIFE STORIES CHILD & FAMILY ADVOCACY	2nd Qtr. Investigative Services	263.00
LINKSOUL	Golf shop merchandise	1,988.68
LOLAS KITCHEN	C&C meal voucher reimbursement	380.10
LONGMONT LOCKSHOP	Building re-key and hardware	4,942.97
LONGMONT POLICE DEPARTMENT	SWAT Member fees	6,000.00
LUCAS JOHNSON	Block party barricade rental deposit refund	100.00
MARONEY CONSULTING SERVICES LLC	Responsible Alcohol beverage vendor training	780.00
MARVS QUALITY TOWING INC	Towing services	330.00
MASEK GOLF CAR COMPANY	Parts for equipment repair	727.92
MATT LIEBING	Reimbursement for CDL physical	85.00
MATTHEW SURA LLC	Oil and Gas legal work	29,200.00
MAX DAFFRON	Reimbursement for mileage	27.50
MCCANDLESS INTL TRUCKS OF COLORADO	Equipment maintenance supplies	543.28
MCGEE COMPANY	Lift inspection	1,011.15
MELISSA MIJARES	Court Volunteer Appreciation supplies	65.00
MILLER MENDEL INC	Background Software	2,176.60
MIRROR IMAGE BREWING COMPANY	Beverage order for restaurant	260.00
MOSES WITTEMYER HARRISON & WOODRUFF PC	Legal services	37,775.25
MOUNTAIN RANGE PLUMBING	Hot water heater replacement	2,573.00
MOUNTAIN TRUCK & EQUIPMENT	Parts for equipment repair	368.89
NARANJO CIVIL CONSTRUCTORS INC	Colo Blvd & Bella Rosa Pkwy - Drainage Improvement	472,484.40
NATIONAL BUSINESS FURNITURE LLC	Office furniture addition	2,292.72
NEOGOV	Government Jobs subscription	100.00
NORTHERN CO. WATER CONSERVANCY DISTRICT	Q1 & Q2 2024 Revenue Sharing/Class B transfer ID1744	38,157.86
OCCUPATIONAL HEALTH CENTERS	Pre-Employment Screening	1,436.00
OPENGOV INC	Integration Toolkit/Cartegraph GIS	35,411.29
P & W GOLF SUPPLY LLC	Golf course supplies	595.41
PAUL C BENEDETTI	Legal Services - FURA	7,710.00
PAUL DIKES GLASS INC	Vehicle glass replacement	1,060.00
PEAK ENVIRONMENTAL	Abandoned line removal	2,333.00
PEEL HANDCRAFTED PIZZA, EDGE GOURMET STREET KITCHEN	Community Tour & Talk Catering	1,070.85
PIONEER DEVELOPMENT COMPANY	Feasibility Analysis	3,800.00
PLUMMER	Water Treatment Feasibility Study	20,418.05
POLICE AND SHERIFFS PRESS INC	Photo IDs	83.25
PRAIRIE MOUNTAIN MEDIA	Publishing costs	1,342.50
PRINT EXPERTS	Yard signs, invitations, and brochures	788.36
R & R PRODUCTS	Parts for equipment repair	1,941.15
RACO MANUFACTURING & ENGINEERING CO	Alarm Agent service renewal	900.00
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services Distribution System	115.56
RANGE SERVANT AMERICA INC	Parts for equipment repair	453.75
RB B ARCHITECTS INC	Public Works Facility Project	163,462.00
REIF & HUNSAKER PC	Legal services - Urban Renewal Plan	168.00
RESOURCE CENTRAL	Water Conservation Programs	4,197.00
RICHARD MAXWELL	Reimbursement to Arts Committee supplies	40.12
RICK ENGINEERING COMPANY - COLORADO	Crist Park Master Plan/Mendoza OS Site Plan	6,330.89
RINGCENTRAL INC	Town phone system	3,876.32
ROCKY MOUNTAIN INFORMATION NETWORK	Membership dues	100.00
RUSSELL MOORE	Block party barricade rental deposit refund	100.00
RUSTY RIBBLE	Travel per diem	333.00

Town of Frederick - List of Bills
July 26, 2024 - August 29, 2024

SAFEBUILT COLORADO LLC	Building Inspection Services	8,400.00
SAFEWAY	Supplies	116.85
SHAWN JORDISON CONSULTING LLC	Accessibility Master Class	7,000.00
SIMPLOT PARTNERS	Golf course maintenance supplies	834.00
SOUTHPAW ELECTRIC	Irrigation repair	1,868.00
SRIXON CLEVELAND GOLF XXIO	Golf shop merchandise	666.74
ST VRAIN SANITATION DISTRICT	Q1 & Q2 2024 Revenue Sharing	15,972.48
ST VRAIN VALLEY SCHOOL DISTRICT	Q1 & Q2 2024 Revenue Sharing	1,235,196.90
STURGEON ELECTRIC COMPANY INC	Speed Radar Project	38,950.00
SWIRE COCA-COLA USA	Beverage supplies for restaurant	984.70
SYSCO DENVER	Restaurant supplies/Dishwasher lease	3,156.00
TELOS ONLINE INC	Back-up link	75.00
THE GEORGE WASHINGTON UNIVERSITY	2024 Scholarship - Nicholas Aasmundstad-Williams	2,000.00
THE SHERWIN-WILLIAMS CO	Supplies	1,001.34
THE WAFFLE LAB	C&C meal voucher reimbursement	275.00
TINA REHDER	Reimbursement for CDL Physical	85.00
TLO LLC	Investigation fees	110.00
TRACTOR SUPPLY CREDIT PLAN	Kennel replacement and supplies	689.97
TRANSWEST TRUCK	Equipment repairs & maintenance supplies	8,813.52
TRI STATE OIL RECLAIMERS INC	Used oil disposal	50.00
TRT CONSTRUCTION	Electrical work	725.00
TRUEPOINT SOLUTIONS LLC	Configuration and Analysis	3,395.50
TYLER TECHNOLOGIES	Thermal printer and signature equipment	5,270.65
U.S. POSTAL SERVICE (CMRS-FP)	Postage meter replenishment	100.00
ULINE INC	Supplies	331.05
UME CUSTOM EMBROIDERY & IMPRINTING LLC	Town embroidered apparel	120.00
UNITED POWER	Electric utility	14,432.94
UNIVERSITY AUTO PARTS INC	Equipment & vehicle maintenance supplies	470.83
UNIVERSITY OF COLO AT BOULDER	2024 Scholarship - Owen Slater	2,000.00
UNIVERSITY OF KENTUCKY	2024 Scholarship - Brianna Wolf	2,000.00
UNIVERSITY OF NORTHERN COLORADO	2024 Scholarship - Haley Howell	2,000.00
UNIVERSITY OF WYOMING	2024 Scholarship - Jaylyn Westenbroek	2,000.00
UTAH STATE UNIVERSITY	2024 Scholarship - Isabel Howell	2,000.00
UTILITY NOTIFICATION CENTER OF COLORADO	Non-Potable and Water locates	624.36
VANCE BROTHERS INC	Final Payment - Retainage	26,805.74
VECTOR DISEASE CONTROL INTERNATIONAL LLC	Mosquito Control	9,140.43
VERIZON WIRELESS	PD MDTs and cell phone service	6,502.07
VIA MOBILITY SERVICES	Transportation	5,940.00
VISTA OUTDOOR SALES LLC	Golf shop merchandise	441.63
VOLVIK	Golf shop merchandise	122.46
WARD ELECTRIC COMPANY INC	Electrical services	695.00
WASTE CONNECTIONS OF COLO INC	Monthly trash & recycle service	711.26
WELD COUNTY DEPARTMENT OF PUBLIC	Water testing	669.50
WELD COUNTY TREASURER	Q1 & Q2 2024 Revenue Sharing	146,770.87
WENDY BALES	Block party barricade rental deposit refund	100.00
WEX BANK	Fuel - Police Department	1,002.82
WILLDAN FINANCIAL SERVICES	Water Rate Study	6,980.25
WILSON WILLIAMS FELLMAN DITTMAN	Legal services	1,861.50
WOOD STREET BUILDERS	Roof replacement project - Deposit	10,901.82
WTC-WICKHAM TRACTOR CO	Equipment purchase - Seeder	20,522.52
WYNDHAM HILL METRO DIST NO.3	Q1 & Q2 2024 Revenue Sharing	6,222.33
YAMAHA MOTOR FINANCE CORP USA	Golf cart fleet and range picker lease	5,387.39
	Total:	4,084,568.17



Built On What Matters

TOWN OF FREDERICK

Board of Trustees

Staff Report

Tracie Crites, Mayor

Kevin Brown, Mayor Pro
Tem
Dan March, Trustee
Mark Lamach, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Ordinance No. 1397 - Updating the Town of Frederick Municipal Code Regarding Parks and Open Space Funds and Golf Course Enterprise

Agenda Date: 09/24/2024 BOT Meeting

Attachments: 1. Funds Ordinance - Final - POST

Reviewed By: Jason Leslie, Deputy Town Manager

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:



FISCALLY RESPONSIBLE GOVERNANCE– This Ordinance continues the Board's strategic goal of financial sustainability and transparency and adheres to financial best management practices.

Summary Statement:

This ordinance amends sections 4-51, 4-53 and 4-58 to 4-70 of the Town of Frederick Municipal Code regarding the Parks and Open Space Funds and Golf Course Enterprise. In summary, the amendment implements the voter approved ballot initiative 2C, passed in fall 2023, combining the existing Park Fund and the Open Space Fund into the Parks and Open Space Fund. Additionally, after consultation and agreement between the Board of Trustees, Town Staff and the third-party Town auditor, this

Ordinance dissolves the Golf Course Enterprise, will all assets to be moved administratively into the General Fund, with a standalone General Fund budget section for fiscal transparency.

Detail of Issue/Request:

Beginning in summer 2023, the Board of Trustees, the Parks, Recreation, Open Space and Trails (PROST) Commission and Town Staff began contemplation and associated community outreach regarding the possible inclusion of maintenance, acquisition, and construction of parks, trails and related amenities to the previously established 0.5% sales tax which funded the same for open spaces. Community feedback was generally positive and the Board of Trustees voted to place Initiative 2C on the November 2023 ballot. Approximately 77% of Frederick voters in that election cast their ballot in approval of that proposed amendment.

On Tuesday, July 21st, 2024, Town Staff presented a Work Session regarding the Parks and Open Space Fund combination to the Board of Trustees and received positive affirmation of bringing that action forward at a future Regular Meeting. This ordinance will dissolve the current Park Fund and differentiated Open Space Fund, into the combined Parks and Open Space Fund with all assets and fund balances transferred to this new Fund.

As a part of that July 21st Work Session, Town Staff also presented the option of dissolving the Golf Course Enterprise and transferring those assets and fund balances into the Town's General Fund.

An Enterprise Fund, by Colorado State Law, is a "government run business" in which the Enterprise cannot receive any more than 10% of its total funding from any governmental source, either through taxes or grants. Bella Rosa Golf Course currently has historically received more than 10% of its total funding, through annual operations and maintenance funds and one-time capital investments. Bella Rosa Golf Course is operated as a recreational amenity for residents and visitors to the Town and also serves as valuable open space within the Frederick community. We strive to provide those recreational amenities in a financially sustainable and transparent manner, and as such, have worked from fiscal year 2021 to 2024 to reduce the operational subsidy by 68%. Moving forward, the Town strives to continue offering recreational opportunities at an affordable cost to users, while prioritizing the balance of user fee revenue versus operational expenses.

If this Ordinance is approved, Town Staff will administratively transfer all Enterprise assets and fund balances into the General Fund. The General Fund will have a separated budget section for only those revenues and expenses related to the Golf Course. This will continue to allow for a high degree of financial transparency, but will bring our financial practices in line with best management practices, as suggested by Town Staff and the third-party Town auditor.

The Board of Trustees, at that July 21st Work Session, provided additional positive affirmation to bring this portion of the Ordinance to them for consideration.

The Parks, Recreation, Open Space and Trails Commission does not generally provide formal support for amendments to the Municipal Code relating to the budget or to the structure of the budget, as that falls outside their general purview set forth in their establishment bylaws. However, they have offered their verbal support of any such administrative or legislative actions that would increase operational efficiencies and financial sustainability and transparency that would directly or indirectly offer additional staff time or resources on maintaining and improving recreational amenities and opportunities in Frederick. That includes this Ordinance, at the discretion of the Town's governing body, the Board of Trustees.

Legal Comments:

The Town Attorney's Office has drafted and reviewed this Ordinance and Action Memorandum.

Alternatives/Options

The Board may approve this Ordinance, as drafted.

The Board may approve this Ordinance, with modifications to be proposed at their discretion.

The Board may reject this Ordinance and provide alternative direction to Town Staff.

Financial Considerations

The Town Treasurer and the third-party Town auditor have reviewed and are in support this Ordinance.

Staff Recommendation

Town Staff recommend approval of this Ordinance.

Community Impact

This Ordinance is, generally speaking, a modification to our Town Budget and the financial instruments utilized to construct and maintain parks, open spaces, trails and related amenities and does not have a direct effect on our neighbors. However, this Ordinance will increase operational efficiencies for both the Finance Department and Parks and Open Space Department regarding financial practices, which will indirectly result in additional time and resources being available for field maintenance and improvements to the Town's outdoor recreation resources.

ORDINANCE NO. 1397

AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO, AMENDING SECTIONS 4-51, 4-53, AND 4-58 – 4-70 OF THE TOWN OF FREDERICK MUNICIPAL CODE REGARDING THE PARK AND OPEN SPACE FUNDS AND GOLF COURSE ENTERPRISE

WHEREAS, on November 7, 2023, Town of Frederick voters said yes to Ballot Question 2C allowing the Town to add, develop, and maintain open spaces, parks, trails and related amenities; and

WHEREAS, this election result requires amendment to Town Municipal Code to correctly reflect the decision of the Town's voters; and

WHEREAS, The Board of Trustees, in agreement with Town Staff and the Town Auditor, concluded that an Enterprise status for the Town's golf course was not a best financial management practice; and

WHEREAS, The Board of Trustees continues to prioritize fiscal sustainability and transparency.

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

Section 1. Strikethrough represents deleted text and underline means added text.

Section 2. Sections 4-51, 4-53, and 4-58 – 4-70, Town of Frederick Municipal Code, are amended as follows:

Section 4-51. Designation and definition of special funds.

(a) Impact fees, also known as land development charges, are one (1) time charges assessed against new development to recover the cost to the Town in providing public facilities to serve the development such as ~~the Park Fund~~, the Capital Facilities Fund, the Parks and Open Space Fund, and the Public Safety Fund. These impact fees do not apply to a lot that is being redeveloped for the same land use when the primary structure has been razed.

Section 4-53. Parks and Open Space Fund established.

(a) The Parks and Open Space Fund is hereby established to provide for the maintenance, restoration, acquisition, construction, and preservation of the Town's parks, open spaces, trails, and related amenities.

(b) There shall be transferred to this fund all money, including investment income from the one-half of one (0.5) cent per dollar open space sales and use tax, effective January 1, 2000, and thereafter.

(c) Such funds shall be expended for the payment of such expenditures and for such purposes that are authorized pursuant to this Section and as authorized by the Board of Trustees.

All activities heretofore or hereafter conducted by the Town for the purpose of supplying the inhabitants of the Town with public parks and recreational opportunities, including but not limited to the purchase and development of land for parks and recreation purposes, the maintenance and operation of public park and recreation facilities and activities, the ownership and operation of the Bella Rosa Golf Course and Milavec Lake, and the ownership and operation of similar existing or future recreational facilities or activities shall be provided by the Park Fund.

~~Section 4-58. Open Space Fund established.~~

~~(a) All activities heretofore or hereafter conducted by the Town for the purpose of the purchase, limited development and maintenance of open space of lands that can be used for purposes, including but not limited to buffers to preserve community identity, natural areas, wildlife habitat and wetlands, allowing continuation of existing visual quarters and offering passive recreational use through the development of the trail system shall be provided by the Open Space Fund.~~

~~(b) There shall be transferred to this fund all money, including investment income from the one-half of one (0.5) cent per dollar open space sales and use tax, effective January 1, 2000, and thereafter.~~

~~(c) Such funds shall be expended for the payment of such expenditures and for such purposes which are authorized pursuant to this Section and as authorized by the Board of Trustees.~~

~~Section 4-58~~59. Oil Royalty Trust Fund.

~~Section 4-60. Golf Course Enterprise.~~

~~(a) *Enterprise Declaration and Creation.* The Board of Trustees hereby finds and determines that it will provide golf course facilities by means of the Town's Golf Course Enterprise in conformity with all applicable Colorado laws. The Board further (1) recognizes and confirms that the Enterprise is an "enterprise" within the meaning as defined in Article X, § 20 of the Colorado Constitution (the Amendment), and (2) declares its intent that the Enterprise be operated and maintained so as to exclude its activities from the application of the Amendment. Therefore, the Board hereby creates the "Bella Rosa Golf Course Enterprise." The Town shall take all actions on behalf of the Enterprise as hereinafter further provided.~~

~~(b) *Governing Board.* The Board of Trustees shall constitute the Governing Board of the Enterprise (the "Governing Board"). The Governing Board shall conduct the business of the Enterprise in the same manner and follow the same procedures as the Board of Trustees.~~

All official business of the Enterprise shall be conducted at regularly scheduled or special meetings of the Board of Trustees. The record of the proceedings of the Governing Board may be incorporated in the minutes of the Town and shall not be required to be recorded separately. No additional oath of office, qualification or procedure shall apply with respect to service as a member of the Governing Board. All business and actions of the Governing Board shall be governed by and made subject to all requirements, privileges, immunities, protections, limitations and other provisions of the law.

~~(c) *Enterprise Powers.* The Enterprise shall exercise the powers of an enterprise under the Amendment, including, without limitation, the power to issue or reissue bonds, notes, or other obligations, payable from the revenues derived or to be derived from its provision of services. The Enterprise shall also be entitled to exercise such powers as are set forth in any applicable Colorado law, including the power to set rates, fees and charges for services provided by the Enterprise which can be done by resolution; provided, however, in no event shall the Enterprise have the authority to levy or collect taxes, whether sales taxes, use taxes or ad valorem taxes, nor shall the Enterprise have the power to direct the Town to exercise its taxing power on behalf of the Enterprise, notwithstanding any charges for sales tax for tangible goods or rental items that require collection of sales tax provided at the golf course.~~

~~(d) *Assets.* Assets to be operated and maintained by the Enterprise shall either remain in the ownership of the Town or be owned by the Enterprise, as the Board determines. The Town hereby assigns the use and management of all assets owned by the Town, whether real or personal, to the Enterprise. The Enterprise shall hold title to assets it owns in the name of the "Town of Frederick acting by and through its golf course Enterprise."~~

~~(e) *Enterprise Fund.* The Golf Course Fund previously established shall now be known as the Golf Course Enterprise Fund to separately account for all revenues and expenditures incurred by the Enterprise.~~

~~(f) *Enterprise Fund Budget.* The Enterprise shall prepare an annual budget which may be included in the budget prepared for the Town. All budgets, reports, audits, and financial operations of the Enterprise shall conform to and be prepared in accordance with generally accepted accounting principles applicable to governmental units and other requirements of law.~~

Section. 4-~~59~~61. Public Safety Impact Fee and Fund established.

Sections 4-~~60~~62-4-70. Reserved.

Section 3. **Codification Amendments.** The codifier of the Frederick Land Use Code is hereby authorized to make such numerical and formatting changes as may be necessary to incorporate the provisions of this ordinance into the Frederick Land Use Code.

Section 4. **Severability.** If any part, section, subsection, 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, regardless of the fact that any one part or parts may be declared invalid or unconstitutional.

Section 5. **Repealer.** All ordinances or resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

Section 6. **Effective date.** This Ordinance shall take effect on according to law.

Section 7. **Certification.** The Town Clerk shall certify the passage of this Ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, PASSED, ADOPTED, AND ORDERED PUBLISHED IN FULL BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK THIS ____ DAY OF ____, 2024.

ATTEST:

TOWN OF FREDERICK

By _____
Tricia David, Town Clerk

By _____
Tracie Crites, Mayor



Built On What Matters

TOWN OF FREDERICK

Board of Trustees

Staff Report

Tracie Crites, Mayor

Kevin Brown, Mayor Pro
Tem
Dan March, Trustee
Mark Lamach, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Ordinance No. 1398 Amending the Municipal Code Regarding Regulation of Weeds and Brush

Agenda Date: 09/24/2024 BOT Meeting

Attachments: 1. Weeds and Brush Ordinance for Hearing

Reviewed By: Jason Leslie, Deputy Town Manager

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:



EFFECTIVE, EFFICIENT & STRATEGIC GOVERNMENT OPERATIONS - As an employer of choice, the Town of Frederick will lead the region in a culture of efficiency, innovation, and strategic partnerships in all municipal services to far exceed the community's expectations and exemplify the fact that Frederick is Built on What Matters, its people.

This request supports this tenet of the strategic plan because it will enable innovation and flexibility in management of open spaces within the Town.

Summary Statement:

This Ordinance will allow for best management practices for open space and prairie landscapes and will facilitate the Town entering into agreements to allow for sustainable and ecological alternative management practices for open space and prairie landscapes.

Detail of Issue/Request:

This Ordinance will allow for best management practices for open space and prairie landscapes.

The Town has received interest from developers in utilizing landscape management techniques and phasing in implementation of these techniques that the Town's Code does not currently allow for.

The Ordinance updates the definition of "weeds" and regulation of noxious weeds, and provides for the Town entering into agreements to allow for sustainable and ecological alternative management practices for open space and prairie landscapes.

The Code does not currently allow for the level of sophistication in landscape management that present day expertise and knowledge of such management allows for. This Ordinance will benefit the Town by allowing implementation of landscape management plans that acknowledge advances in the field, providing for more sustainable management practices.

Legal Comments:

The Town Attorney's Office has assistend in the drafting of the ordinance and approved the final proposed version.

Alternatives/Options

Staff considered leaving the Code as-is, drafting much more detailed landscape planning regulations, or providing for creation of plans by developers and implementation with Town agreement. The staff chose the third action as the most efficient, as it allows for better quality in landscaping and landscaping plans and relies on developers to propose such plans for staff review and approval.

Financial Considerations

Not applicable

Staff Recommendation

The staff recommend that the Board approve this Ordinance.

Community Impact

This Ordinance espouses and supports the tenets of empowerment. The regulation amendments will empower Town staff to work with developers on more detailed and sophisticated landscape management plans than are currently contemplated by Code, providing for higher quality landscaping outcomes.

ORDINANCE NO. 1398

AN ORDINANCE OF THE TOWN OF FREDERICK, COLORADO, AMENDING THE TOWN'S MUNICIPAL CODE REGARDING REGULATION OF WEEDS AND BRUSH

WHEREAS, the Town of Frederick's Municipal Code regulations addressing management of weeds and brush within the Town require amendment to memorialize best management practices for open space and prairie landscapes; and

WHEREAS, this Ordinance will facilitate the Town entering into agreements to allow for sustainable and ecological alternative management practices for open space and prairie landscapes.

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

Section 1. Chapter 7, Article II, "Weeds, Brush, Rubbish," is hereby amended as follows:

Sec. 7-31. Definitions.

(a) For purposes of this Article, *weeds* means ~~volunteer~~ growth of grass and herbaceous and woody plants, including noxious weeds, but does not include plants in a cultivated ~~planned~~ and maintained landscape area or flower or vegetable garden, and shall include all cuttings of weeds.

...

Sec. 7-33. Growth or accumulation of weeds, brush prohibited; exceptions.

...

(d) Weeds classified as noxious shall be maintained on all properties within the Town as required by Section 7-39 of this Code.

(e) (d)—In order to retain certain properties in their historic or natural states, the following areas shall be exempt from the requirements of Subsection (a) above:

- (1) Agricultural fields where a current crop is being grown (not to include fields in fallow rotation);
- (2) Town-owned undeveloped properties and open space;
- (3) Stream and lake beds or banks; and
- (4) Designated and delineated wetlands.

(e) Exceptions to this Section may also be authorized by separate agreement between the property owner and Town. Such agreement may be executed on behalf of the Town by the Town Manager or designee.

Sec. 7-39. Noxious weeds.

(a) It shall be unlawful for any person who is an owner, lessee, or occupant of any real property within the Town to allow the growth of any species or population of weeds designated or recommended for management or eradication pursuant to the Colorado Noxious Weed Act, or by the Commissioner of the Colorado Department of Agriculture; (hereinafter "noxious weeds").

Section 2. **Severability.** If any part, section, subsection, 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, regardless of the fact that any one part or parts may be declared invalid or unconstitutional.

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

Section 4. **Effective date.** This ordinance shall be published and become effective as provided by law.

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

INTRODUCED, PASSED, ADOPTED, AND ORDERED PUBLISHED IN FULL BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK THIS ____ DAY OF ____, 2024.

ATTEST:

TOWN OF FREDERICK

By _____
Tricia David, Town Clerk

By _____
Tracie Crites, Mayor