Town of Frederick Historic Preservation Committee Agenda

Frederick Museum
Tuesday, January 14, 2025

3:00 PM

Call to Order – Roll Call

Consent Agenda

A. December 10th, 2024 Minutes -

Discussion Items

B. Review of Draft Committee Bylaws- Deputy Town Attorney Christine Francescani -

C. Delegate Miner's Museum Open Hours- Planning Manager- Ali van Deutekom -

Other Business

D. Next meeting February 11th, 2025 at 3:00 pm - Board Chambers, Town Hall -

Adjournment

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MINUTES
TOWN OF FREDERICK
HISTORIC PRESERVATION COMMITTEE
REGULAR MEETING HELD IN PERSON
December 10th, 2024
3:00 PM

CALL TO ORDER: At 3:05 PM, Planning Manager van Deutekom called the meeting to order.

ROLL CALL:
- Present: Commissioners Cave, Barnhardt, Simek, Smith, Grubb, Trustee March, Youth Commissioner Dukart
- Staff: Planning Manager Ali van Deutekom, Town Clerk Tricia David
- Absent: Youth Commissioner Robbins

APPROVAL OF MINUTES:
Motion to approve 12/10/24 Minutes - Commissioner Simek; Second - Commissioner Smith. Minutes approved unanimously.

DISCUSSION ITEMS:
- **Committee Bylaws** –Reviewed examples of bylaws. Deputy Town Attorney, Christine Francescani attended the meeting and offered guidance on the process of the Committee forming its own bylaws. The Committee will review example bylaws and discuss them at a future meeting. The Committee will also decide whether staff should create new bylaws. The goal is to approve the bylaws by February 2025. Once completed, the Committee will present them the Board of Trustees to review.

- **Committee Chair, Vice Chair, Change Champions:** Designate at a future meeting

- **Work Plan** – a copy will be shared and discussed again at a future meeting.

- **Frederick Museum** – Discussed opening the Museum in March on a Friday. Commissioner Grubb and Trustee March expressed interest and availability. Planning Manager van Deutekom will create a schedule for 2025 for Museum Open Hours for a two-hour shift one time per month.

- **History Colorado** – Training to begin soon

- **Colorado Preservation Incorporated** – Discussed attendance of one or two Commissioners at 2025 conference and camp – all commissioners showed interest. Newsletter and more information to come.

- **Interviews with Town residents** – Commissioner Cave has started a list of potential residents to interview.

OTHER BUSINESS:
- Next meeting, January 14th, 2025 – Board Chambers, Town Hall

Meeting adjourned 3:49 PM

Approved by the Historic Preservation Commission:

_____

ATTEST:

_____
Tricia David
Secretary to the Historic Preservation Commission

Bylaws of the Historic Preservation Committee

Town of Frederick, Colorado

Article 1. **Name**

The organization shall be referred to as the “Town of Frederick Historic Preservation Committee .”

Article 2. **Mission Statement and Purpose:**

Mission Statement: The Historic Preservation Committee on behalf of the Frederick Town Board of Trustees is responsible to:

Create and maintain an inventory of historical assets within the Town of Frederick.

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.

Assess the community for key community places, buildings, and historic resources and develop a historic preservation policy that will enable the Town to designate historic structures.

Publicize and disseminate the history of the Town through educational programming, publication, social media, etc. working in coordination and collaboration with other committees and local organizations.

Purpose: To create a reasonable balance between private property rights and the public interest in preserving the Town's unique historic character through the nomination of Buildings, Structures, Sites, Objects, and Historic Districts for preservation.

Article 3**. Membership**

Membership selection:

The current Board of Trustees with the support of staff to the Town of Frederick Historic Preservation Committee will select Committee members using an application and interview process.

Eligibility:

Members must be residents of Frederick and be a minimum 18 years of age.

Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Committee.

Article 4**: Leadership and Structure**

The Committee shall elect a Chair, Vice-Chairperson, and Secretary from the membership.

- Chairperson

- Vice-Chairperson
- Secretary
- Liaison

A. Chairperson: The Chair shall be responsible for presiding over all meetings of the Committee, calling special meetings, and work sessions as needed.
B. Vice-Chair: Shall assume all duties of the chair during their absence. The Vice-Chair will lead periodic review of the bylaws with the membership when deemed necessary.
C. Secretary: Shall assure that all records of the Committee are kept and shall transmit to the appropriate records of the Town Clerk to become part of the permanent record. The Secretary will also transmit records to the Committee members as necessary.

Terms: Each office shall serve one-year following the election or until a successor is elected.

Article 5: **Meetings**

Regular meetings: The Committee will hold regular meetings monthly. Meetings will be held on the second Tuesday of each month at 3:00 pm, unless otherwise communicated in advance by the Chairperson or a designated representative.

Special meetings: Special meetings may be called by the Chairperson or upon written request of 3 committee members. The purpose of the meeting shall be communicated to all members at least 7 days in advance.

Quorum: A quorum for all committee meetings shall consist of a majority of the total membership. Business may be conducted only when a quorum is present. If a quorum is not met, the meeting may proceed as an informational session, but no official actions or decisions requiring a vote can be taken.

Agenda: An agenda shall be prepared for each meeting and distributed to all Committee members at least 3 days prior to the meeting. Members may request items to be included on the agenda.

Meeting Procedures: Meetings shall be conducted according to general parliamentary procedures. The Chairperson shall preside over meetings, maintain order, and ensure adherence to the agenda.

Voting: Decisions shall be made by a simple majority vote of the members present, unless otherwise specified by the bylaws. In the event of a tie vote, the Board of Trustees representative shall cast the deciding vote.

Minutes: Accurate minutes shall be taken for all meetings, including regular and special meetings. These minutes shall be made available to all Committee members within two weeks after the meeting.

Working Sessions: Work sessions may be called by the Chairperson, a majority of the Committee members, or the Board of Trustees, as deemed necessary. The work sessions will

be posted in the designated public location as soon as possible. Work sessions do not require a quorum and no actions or votes will be taken at the work sessions.

Article 6: **Commitment to the Public**

Inclusivity and Harassment-Free environment: The Committee is committed to fostering an inclusive and diverse environment that respects the dignity and worth of every individual. The Committee shall not discriminate against any person based on race, color, ethnicity, national origin, gender, gender identity, sexual orientation, age, religion, disability, or any other characteristic protected by applicable law. Harassment based on any of the factors mentioned above is strictly prohibited. Any individuals who believe they have experienced or witnessed harassment are encouraged to report such incidents to the proper authority. Any violations by membership may result in disciplinary action up to and including termination from Committee and any related activities.

Public Communication: The Committee shall periodically review and update its policies, bylaws, and procedures to ensure alignment with the principles outlined in this document. All meeting agendas and minutes shall become a permanent record and be posted for public access.

Electronic Communications: Members who communicate with other members on the Committee by email or other electronic methods must adhere to the following protocol to comply with Colorado Open Meetings Law and to ensure that the business of the Committee is not “discussed” by the Committee by electronic means.

A. One member of the Committee may send an email or electronic communication to one other member of the Committee on any one matter.
B. E-mails or other electronic communications intended for more than one member of the Committee shall be sent as an email to the Town Staff Liaison, who shall forward the communication to the entire Committee.
C. All replies to the communication shall be sent to the Liaison, who shall compile all the replies into a single email message and forward the compiled emails to the entire committee.
D. The Liaison shall not edit or delete any of the messages that are forwarded.
E. There shall not be any further electronic replies on this matter once a complied message has been sent to the entire Committee. Any further discussions will be made and announced at the next posted public meeting.