



Built On What Matters

Town of Frederick Board of Trustees Agenda

Frederick Town Hall

Board Chambers

401 Locust Street

Tuesday, February 11, 2025

4:30 PM

Work Session

Agenda

Regular Meeting 4:30 PM

Call to Order – Roll Call

Pledge of Allegiance

Approval of Agenda

Special Presentations

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

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.

- A. Approval of November 12, 2024, December 10, 2024 and January 14, 2025 Minutes

Action Agenda

- B. Resolution 25-Arts-01 Resolution Approving updates to the Arts Committee Bylaws. -
Emily Nitcher, Deputy Town Clerk

- C. Resolution 25-Arts-02 A Resolution for changing the location of public art pieces -
Emily Nitcher, Deputy Town Clerk

Discussion Items

- D. Budget and Grants Discussion -
- E. Update for Ordinance and Change to Municipal Code regarding public art definition. -
- F. Events Update -

Commissioner Reports

Other Business

Adjournment



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Minutes

Town of Frederick

Arts Committee

Meeting Conducted in Person

November 12, 2024

4:30 PM

Call to order: At 4:30 pm, Chairperson Lewis called the meeting to order and requested roll call.

Roll Call:

- Present: Chairperson Lewis, Committee Member Ginther, Committee Member Church, Committee Member Maxwell. Committee Member Jacobs.
- Not Present: Committee Member Wild
- Also Present: Mayor Pro Tem Brown, and Deputy Town Clerk Emily Nitcher.

Approval of Agenda:

Consent Agenda:

September 25, 2024 Minutes

October 15, 2024 Minutes

Motion by Chairperson Lewis and seconded by Committee Member Maxwell to approve the consent agenda.

Upon roll call vote, motion passed unanimously.

Action Agenda:

Discussion Items:

Arts Committee Project for 2025:

The Arts Committee discussed what they would like to do in 2025.

Deputy Town Clerk Emily Nitcher presented about changing the Bylaws, so they could be brought to the Board of Trustees with an Ordinance to change the Code to allow the Arts Committee to spend Art Funds on a broader range of arts, other than just visual arts.



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The Commissioners mentioned that they would like to expand on the youth art project at the Chainsaws and Chuckwagon event that they were the judges of in 2024.

The Commissioners also inquired about adding art into the roundabout that was just installed on Colorado Boulevard.

The Arts Committee asked to have some staff members attend the next meeting and provide their expertise regarding the downtown, parks, and Town Events.

The Committee members also discussed commissioning a mural for the downtown.

The Committee also asked about painting the utility boxes, would like to inquire with United Power about restarting that program.

Commissioner Reports:

Other Business:

Upcoming meeting Tuesday December 10, 2024.

Adjournment: There being no further business of the Arts Committee Chairperson Lewis adjourned the meeting at 5:18 pm.



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Minutes

Town of Frederick

Arts Committee

Meeting Conducted in Person

December 10, 2024

4:30 PM

Call to order: At 4:35 pm, Chairperson Lewis called the meeting to order and requested roll call.

Roll Call:

- Present: Chairperson Lewis, Vice Chair Jacobs, Committee Member Ginther, Committee Member Church, Committee Member Wild, Committee Member Maxwell and Committee Member Clark
- Not Present:
- Also Present: Mayor Pro Tem Brown, Deputy Town Clerk Emily Nitcher, Parks and Open Space Director Colby Johnson, Senior Communications and Engagement Specialist Jessica Hill, and Redevelopment Advisor Sierra Fedder.

Approval of Agenda:

Consent Agenda:

Action Agenda:

Discussion Items:

Parks Discussion:

Parks and Open Space Director Colby Johnson Presented.

Events Discussion:

Senior Communications and Engagement Specialist Jessica Hill Presented.

Downtown Discussion:

Redevelopment Administrator Sierra Fedder Presented.

Commissioner Reports:

Other Business:



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Upcoming Meetings:

Upcoming meeting Tuesday January 14, 2025.

Adjournment: There being no further business of the Arts Committee Chairperson Lewis adjourned the meeting at 5:45 pm.



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Minutes

Town of Frederick

Arts Committee

Meeting Conducted in Person

January 14, 2025

4:30 PM

Call to order: At 4:37 pm, Vice Chair Jacobs called the meeting to order and requested roll call.

Roll Call:

- Present: Vice Chair Jacobs, Committee Member Ginther, Committee Member Church, Committee Member Wild, Committee Member Maxwell.
- Not Present: Chairperson Lewis.
- Also Present: Mayor Pro Ten Brown, Deputy Town Clerk Emily Nitcher

Approval of Agenda:

Consent Agenda:

Action Agenda:

Discussion Items:

Discussion if Town of Frederick Arts Committee participation at Town Events with a Market Vendor Booth:

Deputy Town Clerk Emily Nitcher presented.

Discussion of Bylaws:

Deputy Town Clerk Emily Nitcher presented.

Discussion of Dual Meetings with other Committees and Commissions:

Deputy Town Clerk Emily Nitcher Presented.

Commissioner Reports:

Other Business:

Upcoming Meetings:

Upcoming meeting Tuesday February 11, 2025.



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Adjournment: There being no further business of the Arts Committee Vice Chair Jacobs adjourned the meeting at 5:30 pm.



Built On What Matters

TOWN OF FREDERICK

Arts Committee

Staff Report

Annabel Lewis, Chairperson

Jim R. Jacobs, Vice Chair
Bonnie Ginther, Committee Member
Judy Church, Committee Member

Richard Maxwell, Committee Member
Jodee Wild, Committee Member

Resolution 25-Arts-01 Resolution Approving updates to the Arts Committee Bylaws.

Agenda Date: February 11, 2025 Arts Committee Meeting

Attachments: 1. Reso Adopting the Arts Committee Bylaws

Reviewed By: 2. Bylaws

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.

1.1 Develop and implement a strategy for delivering a parks, streets and downtown "win" including assessing available political capital.

1.2 Complete an update to the Municipal Code in connection with 2.5 below.

Summary Statement:

The Frederick Arts Committee needs to update their bylaws.

Detail of Issue/Request:

The Frederick Arts Committee voted to approve their bylaws on October 15, 2024. Since the approval of the Bylaws, the Committee has directed staff to bring an Ordinance to the Board of Trustees to expand the types of art the Committee is able to acquire.

The bylaws needed to be updated to fit with the proposed Municipal Code Updates.

Legal Comments:

Not Applicable

Alternatives/Options

The Arts Committee could choose not to update their Bylaws.

Financial Considerations

Not Applicable

Staff Recommendation

Staff recommends approval of 25-Arts-01 to approve updates to the Bylaws.

Community Impact

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 25-ACR-01**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO’S ARTS
COMMITTEE, TO ADOPT UPDATES TO THE TOWN OF FREDERICK ARTS
COMMITTEE BYLAWS**

WHEREAS, the Town of Frederick requires its various Boards, Commissions and Committees to adopt Bylaws; and

WHEREAS, on October 15, 2024, the Frederick Arts Committee (“Committee”) met and voted to adopt the Town of Frederick Arts Committee Bylaws.

WHEREAS, the Arts Committee made updates to the Bylaws, on February 11, 2025, the Frederick Arts Committee (“Committee”) met and voted to adopt updates to the Town of Frederick Arts Committee Bylaws.

NOW THEREFORE BE IT RESOLVED BY THE ARTS COMMITTEE OF THE TOWN OF FREDERICK, COLORADO, AS FOLLOWS:

1. The Town of Frederick Arts Committee Bylaws will be adopted pending Approval from the Board of Trustees.

INTRODUCED, READ, PASSED, AND SIGNED THIS 11TH DAY OF FEBRUARY 2025.

TOWN OF FREDERICK

By: _____
Annabel Lewis, Chairperson

ATTEST:

By: _____
Emily Nitcher, Deputy Town Clerk

Bylaws of the Town of Frederick Arts Committee
Town of Frederick, Colorado

Article 1. **Name**

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

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

Mission Statement: The Arts Committee on behalf of the Frederick Town Board of Trustees is responsible for the acquisitions, conservation, and exhibition of public art in Frederick. We are committed to celebrating the traditions of Frederick, while soliciting feedback from the community, board members, Youth commission and artists, to ensure a strong inclusive cultural presence that is built on what matters.

Purpose: To establish rules and procedures necessary to carry out the duties of the Committee in creating a public art legacy.

Article 3. **Membership**

Membership selection:

The current Board of Trustees with the support of will select Committee members using an application and interview process.

Eligibility:

Is as referred to in the Municipal Code.

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

Article 4: **Leadership and Structure**

The Committee shall consist of the following positions:

- Chairperson
- Vice Chairperson
- Secretary
- Board of Trustees 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.

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

- C. Secretary: Shall assure that all records of the Committee are as part of the permanent record. The Secretary will also transmit records to the Committee members as necessary. Non-voting Member.
- D. Board of Trustees Liaison: Non-voting member.

Terms: Appointed/ Selected by the Board of Trustees.

Article 5: Meetings

Regular meetings: The Arts committee will hold regular meetings monthly. Meetings will be held on the second Tuesday of each month at 4:30pm 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 no less than 24 hours in advance.

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.

Quorum: A quorum for all committee meetings shall consist of a majority of the current 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 by the secretary 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. Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Board/Commission/Committee.

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.

Article 6: **Commitment to the Public**

Inclusivity: 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. Discrimination 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.

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 compiled message has been sent to the entire Committee. Any further discussions will be made and announced at the next posted public meeting.



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TOWN OF FREDERICK

Arts Committee

Staff Report

Annabel Lewis, Chairperson

Jim R. Jacobs, Vice Chair
Bonnie Ginther, Committee Member
Judy Church, Committee Member

Richard Maxwell, Committee Member
Jodee Wild, Committee Member

Resolution 25-Arts-02 A Resolution for changing the location of public art pieces

Agenda Date: February 11, 2025 Arts Committee Meeting

Attachments: 1. Resolution 25-Arts-02

Reviewed By:

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:



COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.

2.1 Create a funding strategy to facilitate the implementation of the Frederick Recreation Area Master Plan.

2.2 Continue implementing our retail attraction strategy to target regional and destination opportunities, traditional and non-traditional retailers, hospitality, and sit-down eating establishments.

2.3 Begin implementation of revitalization strategies for the downtown with "gazelle like" energy to include short-term, mid-term, and long-term projects.

2.4 Complete the Downtown Plan by mid 2025.

2.5 Continue work on updating the Land Use Code in connection with 1.2 above.

Summary Statement:

Art Pieces "Good Wine, Good Memories" located outside of the Engineering building at 323 Fifth Street and "Voices in the Forrest" statue located inside of the Engineering building at 323 Fifth Street, need action from the Committee regarding their location.

Detail of Issue/Request:

"Good Wine, Good Memories" - Will need to be moved permanently or temporarily for parking lot discussion.

- Item tabled to a later date at the September 10, 2024, meeting.



"Voices in the Forrest" - The engineering building is now open to the public as the Economic Development Department has relocated to the building.

- The committee needs to decide on leaving the piece where it is, or moving it to another location.

Legal Comments:

Not Applicable

Alternatives/Options

The Arts Committee could decide not to take action on the location of these artworks.

Financial Considerations

Not Applicable

Staff Recommendation

The staff has no recommendation at this time, as locations of art is a decision of the Arts Committee.

Community Impact

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 25-ACR-02**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO'S ARTS
COMMITTEE, TO DETERMINE THE LOCATION OF PUBLIC ARTS PIECES**

WHEREAS, the Town of Frederick Arts Committee determines where to display public art throughout the Town of Frederick; and

WHEREAS, two artworks need their locations to be decided by the Arts Committee. February 11, , the Frederick Arts Committee ("Committee") met and voted to determine the location of two pieces of artworks.

NOW THEREFORE BE IT RESOLVED BY THE ARTS COMMITTEE OF THE TOWN OF FREDERICK, COLORADO, AS FOLLOWS:

1. The following artworks will be located:
 - "Good Wine, Good Memories" located
 - "Voices in the Forrest" located

INTRODUCED, READ, PASSED, AND SIGNED THIS 11TH DAY OF FEBRUARY 2025.

TOWN OF FREDERICK

By: _____
Annabel Lewis, Chairperson

ATTEST:

By: _____
Emily Nitcher, Deputy Town Clerk