



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, January 19, 2021

5:30 P.M.
Special Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Action Agenda:

- A. Approving a Contract for a Special Area Plan – Jennifer Simmons, Planning Director
- B. Approving Round Two of the Business Relief Program – Bryan Ostler, Town Manager

Work Session:

- 1. Land Use
- 2. Evaluations
- 3. Mayor and Trustee Reports

Join Zoom Meeting

<https://zoom.us/j/91206580164?pwd=UzhUUkFwNm5HQ3ZPcmhGeCtYSdIrQT09>

Meeting ID: 912 0658 0164

Passcode: 596377

One tap mobile

+12532158782,,91206580164# US (Tacoma)

+13462487799,,91206580164# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 912 0658 0164

Find your local number: <https://zoom.us/u/abqnW6g1og>

Built on What Matters.



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Tracie Crites, Mayor

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

Rusty O'Neal, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee


Approval for Round Two of Business Recovery Plan

Agenda Date: Special Town Board Meeting - January 19, 2021

Attachments:

Finance Review: Jason Leslie
Administrative Services Officer

Submitted by: Bryan Ostler, Town Manager

Approved for Presentation: 
Town Manager

Quasi-Judicial

Legislative

Administrative

Summary Statement:

On December 15, 2020, the Board of Trustees authorized the Frederick Business Recovery Plan, a grant program to support brick-and-mortar businesses in the Town of Frederick that were directly affected by COVID-19 restrictions as of the new restrictions dated November 20, 2020. The initial program is running for 60 days, commencing on February 28, 2021. This AM outlines authorization to proceed with an additional 60 days extending through March and April.

Detail of Issue/Request:

The Town has allocated \$200,000 in funds from the Oil Royalty Trust Fund as defined in Municipal Code Section 4-59. After the first round of submittals and awarded funding, the Board would like to authorize an additional 60 days to offer the remaining funds to businesses extending through March and April.

Built on What Matters.

All applicants will be reviewed by the review team and the application does not guarantee a grant award or award amount. Frederick businesses (in existence from January 2, 2020) that employ thirty-five (35) or fewer employees subject to the following:

- Business must have a physical address within Town of Frederick limits
- Business must operate out of brick-and-mortar premises (home-based businesses are not eligible)
- Business must have been in operation since January 1, 2020, or before
- Business must possess an active Town of Frederick business license
- Business must be in good standing with Town permits, licenses, fees, and taxes at the time of an application
- Business must be registered and in good standing with the Colorado Secretary of State
- Business must have experienced and must be able to document a demonstrable hardship from closure, dramatic reduction in operations, or loss of revenue from government restrictions imposed on November 20, 2020, related to the COVID-19 pandemic
- Business can demonstrate how grant funding will support continued operations

All expenses incurred by grantees must have been or will be incurred between January 1, 2021, through February 28, 2021. Additionally, all expenses must be deemed reasonably NECESSARY to relieve impacts from government restrictions imposed on November 20, 2020, related to the COVID-19 pandemic and ensure business viability.

- Commercial lease/mortgage
- Utility payments
- Payroll and employee benefits
- Other expenses demonstrated as a need by the applicant and agreed upon by the Town's grant review panel.

After application review, potential grantees will be required to provide documentation of:

- Verifying commercial lease/mortgage, utility, and payroll payments. Documents may include, but not limited to:
- Banking documents
- Lease/mortgage documents
- Payroll reports
- Reports from Accounting Software
- Payroll Tax Filings
- Utility statements
- Proof of Payment for Expenses
- Documentation that business is registered and in good standing with the Colorado Secretary of State
- Conflict of Interest Disclosure
- Signed award letter certifying business is meeting terms of the program

Legal Comments:

Alternatives/Options:

Financial Considerations: The Oil Royalty Trust Fund has adequate unassigned Fund Balance to support the Board in assisting businesses during the COVID-19 pandemic, without impacting the other programming that this fund supports.

Staff Recommendation: