



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: May 26, 2020

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- June 2, 2020 – Work Session
 - June 9, 2020 – Regular Meeting
 - June 16, 2020 – Work Session
 - June 23, 2020 – Regular Meeting
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Police Department

- *Memorial Procession* – On May 15, in honor of National Law Enforcement Memorial Week, Sergeant Ian Albert participated in a memorial vehicle procession in honor of Trooper Dan Groves, a CSP Trooper killed in the line-of-duty in Weld County in March 2019. The procession travelled in front of Trooper Groves residence where his family was gathered.
- *Police Officer Hiring* – The department has made job offers to two new police officers. Cory Everhart and Esther Collins will both be starting training within the next two weeks. Cory brings over 12 years of law enforcement patrol experience and Esther has extensive work in detentions and over a year of patrol experience. Welcome Cory and Esther!

Administration

- *Compensation Study* – Human Resources continues to work with our consultant on completion of the Town-wide compensation study. Positions within the police department have been analyzed and the remaining positions within the Town organizational structure will be studied in the coming weeks. We anticipate completion of the study in the next 6 to 8 weeks.
- *Benefits Advisory Committee* – We have created a Benefits Advisory Committee comprised of employees from each town facility location. The Benefits Advisory Committee will be looking at our current benefit plans, as well as researching alternative plans, to ensure that we are providing meaningful, cost effective benefits to our employees. The Committee will be making recommendations for changes to the 2021 budget, if appropriate.
- *Communications and Engagement* – Updates dedicated to COVID-19 resources, information and Town updates are at www.FrederickCO.gov/Covid19. Participating in weekly calls with Weld

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PIO, CCCMA and weekly updates from Carbon Valley Emergency Management. Attending Carbon Valley of Chamber Zoom After Hours and relaying Town updates.

- *We Stand For Seniors* – Yard signs are being delivered to Frederick residents celebrating their graduating seniors.
- *Events Status* – Due to the COVID-19 pandemic, events in June are being evaluated.
 - Finale Friday & Farmers Market: Planning drive through - “Have a Taste of Frederick on Us”
 - Frederick In Flight: Canceled and posted on website, June newsletter and Facebook
 - Chainsaws & Chuckwagons: Carvers are still eager to participate.
 - Miners Day: June meeting is scheduled for Wednesday, June 10 which will be held in Town Hall and/or via Zoom.
- *Website Redesign* – A redesign of the Town’s website is ongoing with the third and final round of revisions for the home page sent. Project is on schedule.
- *Training* – Participating in month long series hosted by CCCMA Leadership: Mission Critical training.
- *Transportation Master Plan Survey* – Posted on Facebook, Frederick Flash and Nextdoor. We received 352 surveys. The PACT meetings are on schedule.
- *Bella Rosa* – Producing weekly Golf Tip video which is posted on the @bellarosagc Facebook page on Fridays.
- *Weekly Construction Updates* – Ongoing with paving and alleyway maintenance projects, SRTS, and the skate park.
- *Social Media Campaigns* - We celebrated Municipal Clerks Week, National Police Week and Public Works week with social media campaigns.

Public Works

- *Streets* – Street Sweeping schedule continues. Repairing of potholes along Colorado Blvd and Silver Birch continues. The road into Frederick Recreation Area (FRA) was graded and more asphalt millings were added. Replacing street signs from accidents and damage. Colorado Blvd and medians were sprayed for weeds.
- *Parks* – Mowing and trimming of parks are on a weekly schedule. Padding for workout area was installed at FRA. Spraying of weeds in all parks is continuous. All parks irrigation is now on and working with repairs being completed, as needed. FRA is being cleaned up around lake and steps. All shrubs around the trail are being cut down and cleaned.
- *Water* – Repaired an abandoned meter pit at 5th & Elm Streets. It was moved into property and added new shutoff with meter pit install out of sidewalk. Water meters are continuously being set for new developments. Repair of a water line ¾ service at 309 Dunmire St, installed new meter pit and fittings.
- *Buildings* – Shelving at the police department was repaired. Looking at replacing the entire unit which has been repaired too many times. Working with Heath Builders on getting “lean-to” buildings enclosed for storage. Continually cleaning and disinfecting Town Hall. Painting of interior and exterior of 318 4th St.
- *Open Space* – Open Space mowing is on a continuous schedule.
- *Storm Water* – Crews are checking storm water drainage for possible problems and cleaned out inlets and outlets.
- *Miscellaneous* – Met with CIRSA about vandalism at FRA. The fence is getting estimates for repairs. The actual start of repairs on May 18. Still working split shifts between crew which are 6:00 a.m. to 12:00 p.m. and 12:00 p.m. to 6:00 p.m. Proof roll of skate park parking lot for paving. Rip rap being set in Milavec Lake overflow. Cleaning the back of shop to place Frederick Fire new location. Graffiti was cleaned off sidewalks in the Fox Run area. Seasonals hired are Gage Robertson and Francisco Villaneuva.
- *Training* – Training classes for public works employees were cancelled. They will be rescheduled when available.

Planning Department

- *Park Development* – Our 2020 park improvements are well underway. Please look at the Town’s construction page for update pictures.

Work at the skate park is progressing nicely. The street course continues to move along and public art will begin to be installed within the next six weeks. The intermediate bowl has been framed and concrete will begin to be poured in this area in the next week. The beginner and professional bowls will follow work in these areas.

The concrete has been poured for the fitness court and flooring will be installed May 7. After that, the equipment can be installed.

Thank you for awarding the bid for the Coalridge Neighborhood Park renovation. The order has been sent to the manufacturer and we anticipate receiving it for installation beginning in late June.

- *Parks, Open Space, and Trails Master Plan Update* – Work has begun on the update to the Parks, Open Space, and Trails Master Plan. MIG, the consultant, has begun collecting background information and has visited the facilities within the Town. We’re excited to have this process underway.
- *Development Applications* – Development interest remains strong. While we had a short period of fewer contacts when the virus first struck, we are now returning to pre-virus levels of interest in development. We continue to observe social distancing practices and are not having in-person meetings for day-to-day activities and required public meetings (neighborhood meetings, Planning Commission, and Board of Trustees).

The development review process has a few steps land use applications go through prior to submitting an application such as a pre-application meeting and neighborhood meeting. There are fourteen projects that have completed the pre-application step. Twelve projects have completed the neighborhood meeting, allowing them to submit an application. The following applications have been accepted for review and are now quasi-judicial.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Bear Industrial Park, Block 1, Lot 10, 4030 Bruin Site Plan Amendment (05/04/2020)	Bear Industrial Park	4030 Bruin Boulevard	Site plan amendment to create an approved outdoor storage area.
Bear Industrial Park Replat 5, Block 1, Lot 1 – 4021 Kodiak Ct. Site Plan (02/18/2020)	Bear Industrial Park	4021 Kodiak Court	Site plan for a 1,000 square foot facility with outdoor storage.
Bear Industrial Park, Block 1, Lot 3 - Guardian Storage Sign Design Program Alternative	Bear Industrial Park	9051 Bruin Boulevard	Request to modify their signs beyond what the Code allows.
Carriage Hills Filing 1 Replat A (03/15/2020)	Carriage Hills	Generally, north of Highway 52, west of Frederick Way	Replat to adjust lot sizes and remove alleyways.
Carriage Hills Marketplace Filing 1, Subdivision Amendment, Conditional Use, and Site Plan (10/07/19)	Carriage Hills Marketplace	6731 Highway 52, Generally, east of 7-11 and Napa on Frederick Way, north of Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi’s Drive Through (624 square feet) and site plan for a 5,000 square foot commercial building.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Clearview Villages Zoning Amendment, Preliminary Development Plan, Final Development Plan, Preliminary Plat and Final Plat (11/18/19)	Clearview Villages	Generally, at the southwest corner of Silver Birch Boulevard and Godding Hollow Parkway	Zoning amendment, development plan and plat on approximately 102 acres.
Del Camino South Replat C Lot 1, SNS Ironworks Amended Site Plan (03/16/2020)	Del Camino South	4250 Salazar Way	Site plan amendment to add structures within the approved outdoor storage area.
Dreamers Ridge II Annexation (12/02/19)	Dreamers Ridge II Annexation	Generally, at the southwest corner of Aggregate Boulevard and Godding Hollow Parkway	Annexation and subdivision of approximately 36.5 acres with a zoning of Residential Estate.
Eagle Business Park Filing 3, Lot 1B – Black Diamond Site Plan (10/21/19)	Eagle Business Park Filing 3	7400 Eagle Boulevard	Site plan for a 11,800 square foot office/warehouse.
Eagle Business Park Filing 4B, Lot 3 – Colorado West Equipment, Inc Conditional Use (10/07/19)	Eagle Business Park Filing 4B	4970 Eagle Place	Conditional use and site plan for a 16,019 square foot office/warehouse.
Frederick West Business Park Filing 3, Block 3, Lot 1 – Wadsworth Site Plan and Subdivision Amendment (01/17/2020)	Frederick West Business Park	7990 Miller Drive	Subdivision amendment and site plan for a 24,616 square foot office and maintenance facility.
Glacier Business Park 4 th Filing Block2, Lot 3, G2 Motor Cars Conditional Use (03/03/2020)	Glacier Business Park	3770 Eureka Way	Conditional use for a used auto sales.
Glacier West Business Park Lot 9B – Ziggi’s West Subdivision Amendment, Conditional Use and Site Plan	Glacier West Business Park	3450 Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi’s Drive Through (624 square feet).
HCT Annexation – McDonald Farms Zoning and Site Plan	HCT Annexation	7440 East I-25 Frontage Road	Zoning of approximately 136.3 acre property and documentation of the existing site.
Hepp Farm – Gooch Zoning Amendment and Subdivision Amendment (03/02/2020)	Hepp Farm	Generally, ¼ mile north of Bella Rosa Parkway and west of Silver Birch Boulevard	Zoning amendment to apply zoning and subdivision amendment to create 2 residential lots.
Hidden Creek Amendment 4 (04/06/2020)	Hidden Creek	Generally, north of Tipple Parkway, east of Ridgeway Boulevard	Subdivision Amendment to revise the location of 35 lots within the subdivision. The net change in the number of lots is 0.

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Meadowlark Business Park Filing 3, Block 1, Lot 3, Malm Site Plan Amendment (05/04/2020)	Meadowlark Business Park	5641 Iris Parkway	Site plan amendment to build an accessory building.
Nelson Lakes Subdivision MOAPI Amendment and Construction Plan Review (10/17/19)	Nelson Lakes	Generally, north of CR 16 ½ and west of CR 3 ¼	Amendment to the existing MOAPI and review of construction plans.
Nelson Wells – Kerr McGee (07/15/19)	Lanson Farm	Generally, south of Tipple Parkway, ½ mile west of Silver Birch Boulevard	Special use permit for 24 new wells
Old Town Block 17, Lot 11 – 141 5 th Street Site Plan Amendment (04/15/2020)	Old Town	141 5 th Street	Site plan amendment to add approximately 500 square feet.
Old Town Block 21, Lot 6 – 502 Walnut Street Site Plan (08/29/19)	Old Town	Generally, the southeast corner of 5 th Street and Walnut Street	Site plan for an approximately 3,723 mortuary.
Prosperity Preliminary Plat (05/06/19)	Prosperity	South of Tipple Parkway/CR 16, ¼ mile east of Ridgeway Boulevard/CR 15	Preliminary plat for 207 single family residential lots.
Raspberry Hill Business Park Lots 4 & 5 Site Plans (10/21/19)	Raspberry Hill Business Park	Generally, north of Godding Hollow Parkway and west of Raspberry Way	Site plans for each lot consisting of 2 buildings approximately 20,250 square feet each.
Raspberry Hill Business Park Replat A, Lot 7A – Stapp Toyota Site Plan Amendment	Raspberry Hill Business Park	8019 Raspberry Way	Amendment to an existing site plan to add covers over parking area
Silverstone Filing 5 Plat and Final Development Plan (02/03/2020)	Silverstone	Generally, north of Highway 52 and east of William Bailey Avenue	Plat to create 3 lots.
Silverstone Filing 5 Tract A, Circle K Site Plan (04/20/2020)	Silverstone	Generally, the northeast corner of William Bailey Avenue and Highway 52	Site plan for a 5,187 square foot convenience store, 2,100 car wash, and gas facility.
Sonic Site Plan (07/05/16)	Halleck	North of Tipple Pkwy/West of Colorado Blvd	Site plan for a 2,478 square foot restaurant with a drive in and drive through.
Tops Business Park Lots 1, 2, and 5 Site Plan (05/16/18)	Tops Business Park	South of Hurt St/West of Colorado Blvd	Site plan for expansion of the existing storage facility.

Finance Department

- 2019 CAFR – Work is started on the MD&A and Statistical Reports. The completed CAFR will be available by June 30. It will be posted on our website.

- *2019 Audit* – The auditors are in the process of completing their reports.
- *2021 Budget* – Budget schedule and staff process is being reviewed to roll out in June.

Engineering Department

- *COVID-19 Engineering* – Engineering staff is working remotely. There has been a greater focus on development review and project administration tasks.
- *COVID-19 Building* – Building Staff continues to process permits and perform inspections on a limited basis. Buildings must be of new construction and unoccupied to get an inspection. Midroof inspections are not required at this time.
- *Building Permits* – Through April 2020, 79 single family building permits, 7 multi-family building permits and two commercial building permits have been issued. Comparatively, through April 2019, 81 single family building permits, zero multi-family building permits and five commercial building permits were issued.
- *Thunder Valley K-8 Multiuse Trail Project (SRTS Grant)* – The Town approved a contract for construction at the January 14 Board meeting with Concrete Works of Colorado (CWC). Current construction trail work is on the eastern side of Ridgeway Blvd along the Savannah Subdivision. The submitted schedule has this project completing construction in early August prior to school starting. Construction has progressed well and the contractor now expects to complete the project in June.
- *Stormwater Master Plan* – Frederick and Dacono jointly submitted a Department of Local Affairs Energy Impact Grant application in December 2019 to develop a stormwater master plan and on April 3, the Town received notification that they were awarded funding! Town staff developed a request for proposal to procure a consultant with expertise in stormwater and this was advertised on May 4. Proposals are due on May 29. A recommendation to award a consultant contract is expected to come to the Board in late June.
- *Transportation Master Plan* – A contract was approved to Felsburg, Holt and Ullevig (FHU) to develop a Town of Frederick Transportation Master Plan. This project continues and the consultant is working with staff to determine alternative ways to engage the public for feedback. A community survey has been posted on Town social media outlets and public response has been high. A Zoom Meeting for the PAC Committee occurred on May 20. Public response to the survey and future directions for the Town’s transportation system were discussed.
- *2020 Asphalt Seal Project (no change)* – This year’s project includes crackseal, slurry seal and chip seal applications for multiple areas around Town. A contract for construction was awarded to Vance Brothers at the April 28 Board meeting. The contractor has provided a start date of May 26 in Countryside as their starting point. Schedule updates will be provided by the contractor and posted on the Town’s social media as the project advances.
- *2020 Pavement Maintenance Project (no change)* – This year’s project includes asphalt patching, mill and overlays and road reconstruction for multiple areas around Town. A contract for construction was awarded to Elite Surface Infrastructure at the April 28 Board meeting. A more detailed construction schedule will be coming in the near future.
- *2020 Concrete Alley Program (no change)* – This year’s project is for construction of a concrete alley between 6th and 7th Streets from Elm to Locust. A contract for construction was awarded to Stone & Concrete at the April 28 Board meeting. A more detailed construction schedule will be coming in the near future.

Golf Course

- *Golf Course and Back 9 Restaurant Re-opening* – Bella Rosa Golf Course and Back 9 Restaurant will re-open on May 22. The golf course will be restricted to walking only and the restaurant will serve take-out meals. Tee times may be made at bellarosagolf.com or by calling 303-678-2940.
- *Summer Junior Golf Program* – The Bella Rosa junior golf academy will consist of beginner sessions, intermediate/advanced sessions and Saturday classes. Online registration is available at bellarosagolf.com.
- *Learn to Golf* – Learn to golf classes are scheduled for June. Online registration is available at bellarosagolf.com.

- *Green renovation project* – The green renovation project (holes #1, #2 and #9) has been completed. All three greens were cored out, new drainage installed, new material added and re-sodded. The greens should be ready for play in early June.

Board Items

- *Street Light at Tipple/Frontage* – Staff has reached out to CDOT and United Power in regards to setting a street light at the corner of Tipple Blvd and Frontage Road. There is an application process that is required, which includes submission of plans, specs and schedule. Once the application is submitted, it will take approximately four weeks to process. Staff has not received information from United Power on when the work can take place. Staff is continuing to move this project forward.



Town of Frederick Memorandum

TO: Honorable Mayor Tony Carey and Board of Trustees

FROM: Meghan Martinez, Town Clerk

DATE: May 22, 2020

SUBJECT: Town Clerk's Report

- *Liquor Licensing*
 - Licensing staff has been reviewing the regulations provided by state liquor enforcement regarding to-go and delivery of alcohol. At this time on-premises consumption of alcohol is prohibited for all on-premises licenses.
- *Commissions Updates*
 - Arts Commission
 - Work continues on the skate park art. Two artists have submitted designs for various pieces in the park, they will be under contract next week.
 - Historic Preservation Commission
 - The commission has not met in the past few months but public works has been working on providing landscaping and flower pots to the exterior of the museum.
 - Planning Commission
 - Working with the Planning Department to issue ipads to each planning commissioner with Town email addresses.
 - Scholarship Commission
 - The commission has provided code changes to the Board for consideration.
 - Ratification of the scholarship winners for 2020 will be brought before the Trustees in June.
- *Records Requests*
 - We continue to see more and more records requests and staff is working to respond to those requests as quickly as possible. Requests have included the following topics:
 - Prior Land Use Code, Property Records, Communications related to Districts

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