



Town of Frederick  
Board of Trustees Agenda  
Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, July 25, 2023

**7:00 PM**

Livestreaming of the Board of Trustees regular meetings have been transitioned to the Town of Frederick website. Work Sessions are not livestreamed. The livestream for the regular meeting can be accessed at [www.frederickco.gov/civicmedia](http://www.frederickco.gov/civicmedia)

Public Comment will only be taken in person unless an accommodation is requested through the Town Clerk's Office. If you require an accommodation or have questions about making public comment please contact the Town Clerk's Office:

Meghan Martinez, Town Clerk  
[mmartinez@frederickco.gov](mailto:mmartinez@frederickco.gov)  
720-382-5500

Or

Kelly Green, Deputy Town Clerk  
[kgreen@frederickco.gov](mailto:kgreen@frederickco.gov)  
720-382-5500

**Built on What Matters.**



Town of Frederick  
Board of Trustees Agenda  
Frederick Town Hall  
Board Chambers  
401 Locust Street  
Tuesday, July 25, 2023

**5:30 P.M.**

Political Strategy

**7:00 P.M.**

**Regular Meeting**

**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 Town Board. Please sign in and the Mayor will call you. 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. List of Bills – Kurtis Adams, Finance Director

**Action Agenda:**

B. Consideration of Appointments to the Frederick Youth Commission – Meghan Martinez, Town Clerk

**Built on What Matters.**

- C. Resolution 23-R-27 Continuing the Public Meeting on Consideration of the Silverstone Marketplace Final Development Plan and Preliminary/Final Plat – Audem Gonzales, Senior Planner
  
- D. Resolution 23-R-28 Authorizing the Town Clerk to Reserve Space on the November Weld County Coordinated Election Ballot – Meghan Martinez, Town Clerk and Bryan Ostler, Town Manager

**Mayor and Trustee Reports:**

**Adjournment:**

Town of Frederick - List of Bills  
May 26, 2023 - June 29, 2023

1800DRYCLEAN NORTH METRO DENVER	Uniform cleaning services	437.90
4 RIVERS EQUIPMENT LLC	Maintenance supplies & gravel road treatment	2,474.96
5280 STORM TEAM	Building permit fee refund	324.25
AAA PEST PROS LLC	Pest control	210.00
ACE HARDWARE OF FIRESTONE	Supplies	1,215.08
ACUSHNET COMPANY	Golf shop merchandise	1,505.76
ADAMSON POLICE PRODUCTS	Police uniforms	3,163.86
ADVANCED DIRECT MARKETING INC	Roads postcard mailer	2,854.53
AGFINITY	Fuel for fleet	17,108.29
AH ARCHITECTURE PC	Architectural services	500.00
AIRGAS USA LLC	Shop supplies	176.28
ALL COPY PRODUCTS INC	Postage meter supplies	288.95
ALL IN ONE PROFESSIONAL SERVICES LLC	Interpreting services	289.83
ALLIANCE SAFETY INC	Safety supplies	650.00
ALTITUDE AWARDS AND APPAREL	Uniforms	2,255.20
AMERICAN ARBORIST SERVICE	Tree removal	400.00
AMERICAN EAGLE DISTRIBUTING	Beverage order for restaurant	735.35
AMERICAN PUBLIC WORKS ASSOCIATION	Membership dues	955.00
ANDY FAIRBANKS	Reimbursement for youth academy supplies	37.99
APPLIED SOFTWARE TECHNOLOGY LLC	New user & subscription	3,750.00
ASCAP	Music license fee adjustment	12.50
B & L REPAIR	Turf equipment tire replacement	599.00
BACKFLOW CONSULTING AND TRAINING	Training course	500.00
BCCONSULTING INC	Burro race timing deposit	300.00
BETTER BUSINESS CLEANING	Monthly cleaning service	5,102.00
BK TIRE, INC.	Tire disposal	40.00
BLACK HILLS ENERGY	Natural gas utility	2,646.26
BMI GENERAL LICENSING	Annual music license fee	421.00
BOBCAT OF THE ROCKIES	New Mini Ex purchase	87,935.00
BRAD DAVIES	Membership renewal reimbursement	65.69
BRANDED BILLS LLC	Golf shop merchandise	2,223.38
BUTCHER AND THE BLONDE LLC	Catering services - FIF/CT&T	1,974.45
CACP	Membership renewal	405.00
CALLAWAY GOLF	Golf shop merchandise	112.10
CAPITAL BUSINESS SYSTEMS INC	Town copier lease program	1,387.07
CARBON VALLEY ROTARY CLUB	Membership dues	400.00
CARD AND FORM SOLUTIONS INC	Supplies	129.14
CARD SERVICES	Supplies, travel & training	22,385.80
CENTRIFUGE TRAINING SOLUTIONS	VCQB-I training	800.00
CERVANTES CONCRETE	Trail preservation program/Concrete work	35,850.00
CINTAS CORPORATION	Uniforms and building mat service	632.20
CLIFFORD MIKE KLAWITTER	FIF - pilot travel money/special shape balloon	2,950.00
COALRIDGE ANIMAL HOSPITAL	K-9 boarding services	61.20
COLORADO ASPHALT SERVICES LLC	Cold patch supplies	4,158.00
COMCAST CABLE	Monthly internet, tv and phone service	1,198.67
COMCAST PHONE	Town wide internet service	2,655.00
COMMUNITY COUNSELOR INC	Counseling services	1,187.50
COMMUNITY PET HOSPITAL PC	K-9 vaccination	38.25
CORKAT DATA SOLUTIONS LLC	Monthly IT support & computer equipment	39,134.30
COSTAR REALTY INFORMATION INC	Monthly subscription	590.00
CUSTOM FLAG COMPANY	US flags	886.80
DADCO CONSULTING SERVICES INC	Project initiation fee - Cluster study	7,425.00
DALE WOODS	Reimbursement for supplies	39.35
DANA KEPNER CO	Water meters, supplies & hydrant parts	27,930.42
DBC IRRIGATION SUPPLY	Irrigation repair	2,096.72
DEADHEAD CADILLAC LTD	Frederick in Flight - Pilot travel money	100.00
DENVER EVENT STAFFING	Event staffing	2,603.72

Town of Frederick - List of Bills  
May 26, 2023 - June 29, 2023

DENVER REGIONAL COUNCIL OF GOVERNMENTS	Planimetric Data Project	9,380.00
DES PIPELINE MAINTENANCE LLC	Culvert inspection	800.00
DESIGN CONCEPTS CLA INC	Community Parks Master Plan	7,712.76
DITCH & RESERVOIR COMPANY ALLIANCE	Membership dues	500.00
DNI HEATING AC REFRIGERATION	HVAC service call	245.00
E & G TERMINAL INC	Vehicle supplies	247.67
ELDORADO ARTESIAN SPRINGS INC	Water delivery service	129.30
ELITE HOOD CLEANING & FIRE PROTECTION CO	Fire extinguisher certifications	600.00
ENTERPRISE FM TRUST	Vehicle lease program	43,023.84
ENVIRO GAS LLC	Propane for Frederick in Flight	509.35
ENVIROTECH SERVICES, INC.	Gravel road treatment	19,695.80
EVOLVE TECHNOLOGIES LLC	RingCentral phone system assistance	1,390.00
F B HOWES III	Frederick in Flight - Pilot travel money	100.00
FACTORY MOTOR PARTS CO	Vehicle replacement parts	213.22
FAIRFIELD AND WOODS PC	Special Land use Counsel	6,229.50
FASTENAL COMPANY	Shop supplies	288.79
FERGUSON ENTERPRISES LLC	Hydrant repair parts	1,745.76
FLEXX PRODUCTIONS LLC	Event rentals	4,318.67
FOOD TRUCK AVENUE	FIF meal voucher reimbursement	248.00
FREEDOM MAILING SERVICES LLC	Utility statement mailing and postage	3,001.67
FRONT RANGE INFLATABLES	FIF inflatables	1,790.00
FRONTIER PRECISION INC	Trimble equipment	105.00
G & G EQUIPMENT INC	Equipment parts	234.27
GEORGIA BOYS SMOKEHOUSE	Catering services - FIF & CT&T	2,479.14
GERALD ARMSTRONG	Reimbursement for honor guard supplies	27.28
GOLF & SPORT SOLUTIONS LLC	Golf course supplies	1,383.88
GRAINGER TECH	Vehicle equipment	1,773.39
GREEN MILL SPORTMAN'S CLUB	Range use	150.00
GREEN MOUNTAIN PROMOTIONS	Logo items	2,322.49
GUARDIAN ROOFING LLC	Roof repairs	420.00
HARDLINE EQUIPMENT	Equipment supplies	2,987.29
HELENA AGRI ENTERPRISES LLC	Chemical application	11,314.89
HIGH COUNTRY BEVERAGE	Beverage order for restaurant & FIF	4,447.05
HOME DEPOT CREDIT SERVICES	Supplies	2,448.79
HUSKY SIGNS & GRAPHICS INC	Vac truck graphics installation	2,330.00
ICMA	Annual membership	200.00
IMAGEFIRST HOSPITALITY	Linen service for restaurant	378.97
INNOVATE! INC	GIS support	7,477.87
INTERSTATE FORD	Vehicle repair parts	2,267.40
IXOM WATERCARE INC	SolarBee repair & supplies	8,745.00
J & M DISPLAYS INC	Miners Day fireworks	13,000.00
J & S CONTRACTORS SUPPLY	Snow plow blade install	1,424.59
JAG'S ENTERPRISE INC	Concrete and alleyway maintenance program	95,949.05
JAMIN KATZER	Skydiver demonstrations	3,000.00
JANET SOFFERA	Frederick in Flight - Pilot travel money	150.00
JC GOLF ACCESSORIES	Golf shop merchandise and supplies	932.47
JEANNE MARIE ANSON	Frederick in Flight - Pilot travel money	150.00
JOHN OBER	Reimbursement for tools	159.75
JOSEPH SAMMARTINO	Travel reimbursement	81.02
JUAN HERRERA	Restitution payment	200.00
KELLY GREEN	Reimbursement for travel & training expenses	76.19
KENT VANDYNE	Reimbursement for training supplies	30.95
KENZ & LESLIE DISTRIBUTING CO	Vehicle maintenance supplies	916.80
KIM STRONG	Reimbursement for restaurant supplies	10.15
KINSCO LLC	Police uniforms	20.00
L & M ENTERPRISES INC	Crist Park Splash Pad backflow installation	5,300.00
L.L. JOHNSON DISTRIBUTING COMPANY	Capital equipment - debris blower	12,225.00

Town of Frederick - List of Bills  
May 26, 2023 - June 29, 2023

LANDON RIDGEWAY	Boot reimbursement	100.00
LANGUAGE LINE SERVICES	Interpreting services	8.20
LEFT HAND WATER DISTRICT	Rinn Valley irrigation	904.53
LIBERTY EXTERIORS	Building permit refund	774.97
LIGHTING, ACCESSORY & WARNING SYSTEMS	Golf Course reassignment vehicle	2,844.70
LONGMONT HUMANE SOCIETY	Impound fees	1,052.25
LUMIN8 TRANSPORTATION TECHNOLOGIES	Traffic signal maintenance	1,774.43
LUXOTTICA USA LLC	Golf shop merchandise	1,020.61
MAC EQUIPMENT INC	Equipment - asphalt saw	11,513.38
MARTIN R ADIE	Frederick in Flight - Pilot travel money	150.00
MASEK GOLF CAR COMPANY	Rental carts and lease payment	6,039.26
MCGEE COMPANY	Shop supplies	459.50
MICHAEL GIANETTI	Frederick in Flight - Balloonmeister fees	3,500.00
MILE HIGH GOLF CARS	FIF golf cart rental and supplies	653.82
MILE HIGH SHOOTING ACCESSORIES LLC	Police equipment	3,405.47
MIRROR IMAGE BREWING COMPANY	Beverage order for restaurant & FIF	860.00
MOUNTAIN TRUCK & EQUIPMENT	Parts for equipment repair	128.40
NANCY J LAMBERTSON	Frederick in Flight - Pilot travel money	50.00
NATIONAL BUSINESS FURNITURE LLC	Office furniture	21,880.41
NATIONAL LEAGUE OF CITIES	Direct membership dues	1,239.00
OCCUPATIONAL HEALTH CENTERS	Pre-Employment drug screening	901.00
OPERA ON TAP	FIF National Anthem singers	225.00
O'REILLY AUTOMOTIVE INC	Parts and supplies	556.93
PAUL DIKES GLASS INC	Windshield replacement - Hail damage	595.00
PEEL HANDCRAFTED PIZZA	Catering services - FIF & CT&T	3,020.80
PIONEER DEVELOPMENT COMPANY	Eagle Business Park Phase II - URA Impact Report	1,500.00
PLUMB MARKETING	Envelopes for survey mailing & printing	1,165.38
POCONO IMAGING SERVICES LLC	Parking lot scan - void detection	2,275.00
POLICE AND SHERIFFS PRESS INC	Photo IDs	178.70
POMPS TIRE SERVICE INC	Tire replacement	2,488.50
PRAIRIE MOUNTAIN MEDIA	Publishing costs	25.23
PRE ACTION FIRE INC	Fire alarm inspections & quarterly monitoring	2,440.00
PREMIUM EVENT STAFFING	Event staffing - Frederick in Flight	3,260.25
PRINT EXPERTS	Printing services	924.39
PRO GOLF REPAIR LLC	Pro Golf services	4,430.00
R & R PRODUCTS	Parts for equipment repair	4,197.30
RAMEY ENVIRONMENTAL COMPLIANCE	ORC Services Distribution System	216.00
REDI SERVICES LLC	Porta john service	395.00
REIF & HUNSAKER PC	Legal services	1,400.00
REPUBLIC NATIONAL DISTRIBUTING CO LLC	Restaurant supplies	269.24
RESOURCE CENTRAL	Lawn Removal Program	1,500.00
RICK ENGINEERING COMPANY - COLORADO	Frederick Comprehensive Plan	21,508.19
RINGCENTRAL INC	Town phone system	3,518.22
ROCKY MOUNTAIN HOT AIR LLC	Frederick in Flight - Pilot travel money	100.00
RUSTY RIBBLE	CDL Physical reimbursement	75.00
SAFEWAY	Gift cards and supplies	522.32
SAM'S CLUB / GEGRB	Supplies	1,437.87
SHAWNA PAINTIN	K-9 care reimbursement	1,418.88
SHRED VAULT COLORADO LLC	Document shredding	155.00
SIGNARAMA	Lawn signs & FIF banner	525.00
SMITH ENVIRONMENTAL & ENGINEERING	Frederick GW Impacts Study	15,524.53
SMITH POWER PRODUCTS INC	Street sweeper service call	185.76
SOUTHERN GLAZERS WINE AND SPIRITS	Beverage order for restaurant	239.28
SOUTHPAW ELECTRIC	Parks shop improvements	7,026.17
SPOT ON SOUND PRODUCTIONS	FIF - sound and stage	4,375.00
SRIXON CLEVELAND GOLF XXIO	Golf shop merchandise	47.00
STAPLES ADVANTAGE	Office supplies	1,155.97

Town of Frederick - List of Bills  
May 26, 2023 - June 29, 2023

STEVE L SMITH	Boot & tool reimbursement	192.38
SWIRE COCA-COLA USA	Beverage supplies for restaurant	1,587.18
SYSCO DENVER	Restaurant supplies	2,857.89
TAYLOR MADE GOLF COMPANY	Golf shop merchandise	400.80
TELOS ONLINE INC	Back up link - PW	75.00
TEO J. MARTINEZ	CDL physical reimbursement	75.00
THE ANTIGUA GROUP INC	Golf shop merchandise	883.21
THE TREE FARM	Plants for clubhouse	134.70
TOWN OF FIRESTONE	Reimbursement for DV case	89.35
TOWN OF FREDERICK	FIF, supplies and meetings - petty cash	447.57
TRANSWEST TRUCK	Shop supplies	112.52
TRI C CLUB SUPPLY INC	Clubhouse restroom supplies	249.30
TRI TOWN PLUMBING & HEATING LLC	Plumbing service	295.00
TRT CONSTRUCTION	Electrical work- Town Hall & PD remodel	9,700.00
TRUEPOINT SOLUTIONS LLC	Configuration Analysis & Prototypes	1,148.64
TYLER TECHNOLOGIES	Municipal Justice - Process review/Future state	1,040.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage for meter machine	48.00
UME CUSTOM EMBROIDERY & IMPRINTING LLC	Logo apparel order, swag & embroidery fees	4,987.21
UNITED POWER	Electric utility	8,427.89
UNIVERSITY AUTO PARTS INC	Parts for equipment repair & supplies	1,621.59
UPPER CASE PRINTING, INK.	Newsletter & Water CCR printing	1,739.30
UTILITY NOTIFICATION CENTER OF COLORADO	Utility locates	402.48
VANCE BROTHERS INC	Hydrant meter deposit refund	4,500.00
VECTOR DISEASE CONTROL INTERNATIONAL LLC	Mosquito Control	8,917.50
VERIZON WIRELESS	Phones and wireless service	7,915.98
VIA MOBILITY SERVICES	Transportation	5,280.00
VORTEX COLORADO INC	Door repairs	3,918.31
WARD ELECTRIC COMPANY INC	Electric vehicle charger repair - Main Street	960.82
WASTE CONNECTIONS OF COLO INC	Monthly trash & recycle service	298.03
WELD COUNTY DEPARTMENT OF PUBLIC	Water testing	2,109.50
WEX BANK	Fuel	2,322.77
WILLIAM J FITZGERALD	Frederick in Flight - Pilot travel money	150.00
WTC-WICKHAM TRACTOR CO	Parts for equipment repair	51.86
		804,673.38



# TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tracie Crites, Mayor

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

Chad teVelde, Trustee  
Kevin Brown, Trustee  
Windi Padia, Trustee

## Consideration of Appointments to the Frederick Youth Commission

**Agenda Date:** Town Board Meeting – July 25, 2023

**Attachments:**

**Finance Review:**

\_\_\_\_\_  
Finance Director

**Submitted by:**

*Meghan C. Martin*  
\_\_\_\_\_  
Town Clerk

**Approved for Presentation:**

*Ray O...*  
\_\_\_\_\_  
Town Manager

Quasi-Judicial       Legislative       Administrative

### **Strategic Plan Alignment:**

Dynamic, Inclusion and Connected Community – This request aligns with the Town’s Strategic Plan by engaging actively with Carbon Valley residents on matters important to youth in Frederick. The appointment of youth commissions creates new avenues to increase accessibility for public engagement as well as encourages and support youth in addressing important community needs and issues.

### **Summary Statement:**

Staff is submitting candidates for appointment to the Town of Frederick Youth Commission.

### **Detail of Issue/Request:**

On July 7, 2023 Trustee Padia and various members of staff participated on an interview panel for vacancies on the newly created Frederick Youth Commission.



Following the interviews, it is the recommendation of the panel to make appointments to the Frederick Youth Commission.

There are currently 18 vacancies on the commission, and the panel is recommending appointment of Annie Meyers, Troy Meisinger, and Peyton Rhodes to the Frederick Youth Commission.

**Legal/Political Considerations:**

None

**Alternatives/Options:**

The Board may choose to appoint the candidates or request staff continue to advertise the vacancies.

**Financial Considerations:**

Not applicable.

**Staff Recommendation:**

Staff takes no position on this item.



# 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

## Consideration of a Request to Table the Silverstone Marketplace Final Development Plan and Preliminary/Final Plat

**Agenda Date:** Town Board Meeting – July 25th, 2023

**Attachments:**

- a. Request from Applicant dated July 19<sup>th</sup>, 2023
- b. Resolution

**Finance Review:** \_\_\_\_\_  
Finance Director

**Submitted by:** \_\_\_\_\_  
Audem Gonzales  
Senior Planner

**Approved for Presentation:** \_\_\_\_\_  
Bryan Ostler  
Town Manager

Quasi-Judicial                       Legislative                       Administrative

### **Summary Statement:**

This is a request to table the consideration of the Silverstone Marketplace Final Development Plan and Preliminary/Final Plat

### **Detail of Issue/Request:**

The Silverstone Marketplace Final Development Plan and Preliminary/Final Plat were proposed to be considered by the Board of Trustees on June 25, 2023 and were noticed as such. The applicant requested that the item be tabled until the August 8, 2023 Board of Trustees meeting to provide the applicant additional time to work through the outstanding items in the Memorandum of Agreement for Public Improvements (MOAPI).

### **Legal Comments:**

Should the Board choose to table this item, it must be tabled to a specific date.

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**Alternatives/Options:**

The Board of Trustees may choose whether or not to table the item and may choose the date to which the item is tabled.

**Financial Considerations:**

Not Applicable.

**Staff Recommendation:**

Staff seeks direction from the Board of Trustees.

July 19, 2023

Via email

Ryan Johnson  
Assistant Town Manager  
Town of Frederick  
401 Locust Street  
Frederick, Colorado 80530

Re: Silverstone Marketplace – Board of Trustees hearing

Dear Mr. Johnson:

We want to thank you and your team, at the Town, for all your diligence and efforts to get Silverstone Marketplace so efficiently through the Town's approval processes and ready for the Board of Trustees hearing. We have all been moving forward at an expedited speed to get here and as we dial further into the details and the legal documents, we felt that it would be in everyone's best interest to take our time to ensure that the Memorandum of Agreement of Public Improvements (MOAPI) accurately reflects the intent. With the multiple entities sharing the public improvement costs, we want to make sure all agreements are in place to avoid hiccups once construction commences. With that, we are requesting that the currently scheduled hearing on July 25<sup>th</sup> be continued to August 8<sup>th</sup> to allow for the continued coordination and finalization of the documents. Please don't hesitate to contact me if you have any questions or you would like to discuss further.

Sincerely,



Zach Lauterbach  
Vice President  
Evergreen Devco, Inc.

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 23-R-27**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
CONTINUING THE PUBLIC MEETING ON THE CONSIDERATION OF THE  
SILVERSTONE MARKETPLACE FINAL DEVELOPMENT PLAN AND  
PRELIMINARY/FINAL PLAT**

**WHEREAS**, pursuant to the provisions of Chapter 4 of the Frederick Land Use Code, a public meeting for the consideration of the Silverstone Marketplace Final Development Plan and Preliminary/Final Plat was set and noticed for 7:00 p.m. on June 25, 2023 during the regular meeting of the Board of Trustees at the Frederick Town Hall; and

**WHEREAS**, due to timing, the public hearing on the consideration of the Silverstone Marketplace Final Development Plan and Preliminary/Final Plat needs to be continued to August 8, 2023.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

**Section 1.** That the Board of Trustees does hereby continue the public meeting on the consideration of the Silverstone Marketplace Final Development Plan and Preliminary/Final Plat until 7:00 p.m. on August 8th, 2023 at the regular Board of Trustees meeting held at the Frederick Town Hall.

**Section 2. Effective Date.** This resolution shall become effective immediately upon adoption.

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

**Section 4. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 25th DAY OF JULY, 2023.**

ATTEST:

TOWN OF FREDERICK

By \_\_\_\_\_  
Meghan C. Martinez, CMC, Town Clerk

By \_\_\_\_\_  
Tracie Crites, Mayor



# TOWN OF FREDERICK BOARD OF TRUSTEES ACTION MEMORANDUM

Tracie Crites, Mayor

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

Chad teVelde, Trustee  
Kevin Brown, Trustee  
Windi Padia, Trustee

## Consideration of a Resolution Directing the Town Clerk to Notify the Weld County Clerk and Recorder of the Town’s Intent to Coordinate at the November 2023 Election

**Agenda Date:** Town Board Meeting – July 25, 2023

**Attachments:**


**Finance Review:**

\_\_\_\_\_  
Finance Director

**Submitted by:**

  
\_\_\_\_\_  
Town Clerk

**Approved for Presentation:**

  
\_\_\_\_\_  
Town Manager

Quasi-Judicial

Legislative

Administrative

**Strategic Plan Alignment:**

Effective Efficient and Strategic Government Operations – This request meets the goal of analyzing and developing a strategy regarding political capital and potential resources to aid in further implementation of the Strategic Plan.

**Summary Statement:**

In order to comply with statutory requirements, staff is submitting for consideration a resolution directing the Town Clerk to notify the Weld County Clerk and Recorder of the Town’s intent to coordinate at the November 2023 Election.

**Detail of Issue/Request:**

The Board has been diligently exploring opportunities for a ballot question since the end of last year. While the team is still working to analyze all of the data provided to the Board from resident surveys,

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community tour and talks, Frederick in Flight and other means of data collection, the Colorado Election Code requires that all political subdivisions provide notice per direction from the governing body to the County Clerk and Recorder no later than 100 days prior to the election. Friday, July 28<sup>th</sup> is the deadline to request the Clerk and Recorder reserve space for any political subdivision that many intend to provide a ballot question on the November 7, 2023 Coordinated Election.

Staff recognizes that the Board is not in a position to make a final decision on whether to submit a question as feedback is still in process of tabulation and dissemination to the Board and the community.

This is a step in the process that must be completed in order to allow the Board and community to further investigate the viability of a question. In addition, the Town will need to complete an Intergovernmental Agreement with the county no later than Tuesday, August 29<sup>th</sup>.

Finally, the Board will need to determine whether they wish to submit a question no later than Friday, September 8<sup>th</sup>.

This resolution in no way locks the Town into submitting a question, it is merely a step in the process to the September 8<sup>th</sup> deadline.

**Legal/Political Considerations:**

None

**Alternatives/Options:**

The Board may choose to determine a different date for the election. Bryan Ostler, Meghan Martinez, Jason Meyers, and Colby Johnson will all be present to provide information and thoughts on other dates. Those dates are included:

April 2024

November 2024

November 2025

**Financial Considerations:**

There are sufficient funds in the budget should an election be scheduled for this year.

**Staff Recommendation:**

Staff takes no position on this item as this is a Board decision.

**TOWN OF FREDERICK, COLORADO  
RESOLUTION NO. 23-R-28**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,  
AUTHORIZING THE TOWN CLERK TO RESERVE SPACE ON THE  
NOVEMBER WELD COUNTY COORDINATED ELECTION BALLOT**

**WHEREAS**, the Town is considering a possible ballot issue in the November 2023 election; and

**WHEREAS**, the Town needs to inform the Weld County Election official of the possible ballot issue by the statutory deadline.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE  
TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

Meghan Martinez, Town Clerk is hereby directed to inform Weld County that the Town intends to have a ballot issue for the 2023 coordinated election

**INTRODUCED, READ, PASSED, AND SIGNED THIS 25TH DAY OF JULY, 2023.**

**ATTEST:**

**TOWN OF FREDERICK**

By \_\_\_\_\_  
Meghan C. Martinez, Town Clerk

By \_\_\_\_\_  
Tracie Crites, Mayor