



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: June 23, 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 30, 2020 - Work Session
 - July 7, 2020 – Work Session
 - July 14, 2020 – Regular Meeting
 - July 21, 2020 – Work Session
 - July 28, 2020 – Regular Meeting
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Police Department

- *DUI Grant Funding* –The department was recently advised that High Visibility Enforcement DUI grant funding has been awarded to Frederick in the amount \$9,000. This funding is for the 2020-2021 grant cycle (July-June). The Frederick Police Department has participated in this enforcement campaign for many years in an effort to make our community a safer place to live.
- *Community Support* – In light of the national atmosphere surrounding law enforcement and recent national events, the department has been humbled to received many notes, kind words of encouragement and support from the Frederick community. The department is very proud of the strong relationship that we have built with our community and we strive to work in partnership to solve community issues and concerns. We pride ourselves on providing professional and un-bias police services to our citizens and all others who may visit Frederick.

Administration

- *Staffing and Recruitment* – We welcomed two new team members last week. Amanda DeBord is our new part-time administrative assistant who will be providing support primarily to the Planning, Engineering and Human Resources departments. Sara Lemelin is our new Communications and Engagement Intern who will be assisting Angela and Jessica with the summer’s events. Welcome to both of you!
- *Salary Study* – Our consultant is wrapping up our Town-wide salary study and will be making recommendations to the Town Manager very shortly. Changes will be implemented this year if feasible, with continuation into 2021 if necessary.

Built on What Matters.

- *Communications and Engagement* – Updates dedicated to COVID-19 resources, information and Town updates are at www.FrederickCO.gov/Covid19. Added updates for Town Hall, Police and Municipal Court lobbies. Weekly construction updates are active on the website, Frederick Flash and social media.
- *Communications and Engagement Specialist Intern* – Sarah Lemelin started on June 10 and is working 20 hours a week. She rocked it at her first event on June 12 at the drive-thru market!
- *Events Status* – New guidelines for events are outlined in the “Protect Your Neighbor” Phase per State guidelines.
 - *Finale Friday & Farmers Market*: A modified Finale Friday with a farmer’s market will be held in Crist Park on Friday, June 26, from 4 pm to 8 pm. The “Have a Taste of Frederick on Us” drive-thru market held on June 12 serviced 86 cars.
 - *Community Tour & Talks*: will resume July 8.
 - *Chainsaws & Chuckwagons*: Will be held July 15 through 18. Planning modified event to take place in Centennial Park to follow physical distancing guidelines.
 - *Miners Day*: The committee will make a final decision on August 5. Plans are moving forward.
- *Bella Rosa* – Producing Golf Tip video which is posted on the @bellarosage Facebook page and continuing to promote Back 9 specials and course events in all communication platforms.
- *Weld County Hazard Mitigation Plan Update Project* – Angela attended Zoom meeting, representing the Town of Frederick. Municipal participation will determine funding for the overall project. There were 17 out of 251 attendees on the kick-off call.
- *POST Master Plan Engagement* – Collaboration with the Planning Department to host in-person and online engagement activities.
- *Community Garden* – Working on community program series with new garden manager.

Public Works

- *Streets* – Street Sweeping schedule continues. Delineators are being repaired and replaced along Colorado Blvd, Tipple Pkwy, and Aggregate Blvd. Grading and repairs of potholes are being done along CR16.5, 20.5, 17, and 14. Street signs and stop signs are being repaired from high wind damage. Crews assisted the Police Department for barricades for the Tipple Pkwy shutdown.
- *Parks* – Mowing and weeding of parks continues. The entrance road at the Frederick Recreation Area (FRA) was repaired and regraded. The Bulrush area was cleaned up and mowed. Crews helped with set up of the drive thru Farmers Market at Centennial Park. Weekly check of trash and doggy bags were done in the parks and at Milavec Lake. Graffiti was cleaned off in Fox Run playground area and along the trail at FRA. Forty trees were picked up to replace the trees that didn’t make it thru the winter.
- *Water* – A broken water meter was replaced at 5882 Wood Duck. Customer complaints of high and low water pressure were checked. Final water reads were performed.
- *Buildings* – Crews cleaned up 318 4th St for the Town’s new wellness center facility and conference area. Crews cleaned Town Hall and the Board Room, disinfected for COVID19.
- *Open Space* – Mowing schedule continues. Roadsides in Town were mowed and cleaned.
- *Stormwater* – Storm inlets and outlets were checked for debris from the rainy weather and high winds. Clogged areas were cleaned out.
- *Miscellaneous* – Crews finished cleaning up Frederick/Firestone area behind Public Works and set up training trailers. Weeds in parks and downtown area were sprayed. Crews assisted FFFD and PD on Miller Dr with dropping off barricades for road closure. High winds brought down a tree at 5th & Elm St. Crews cut it up and hauled it away. Branches throughout Town were cleaned up from downed limbs from high winds on June 4. Mosquito spraying of the entire Town continues twice a week. Cleaning up of millings from haul in back of Public Works on June 12. Thirteen loads of limbs were dropped at Public Works for chipping.
- *Training* – All training classes that were cancelled from COVID19 are possibly getting rescheduled when available.

Planning Department

- *Development Applications* – 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 eighteen projects that have completed the pre-application step. Eleven 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.
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.
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.
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.
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.

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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).
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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.
Morningside Estates Filing #2 Variance Request (06/15/2020)	Morningside Estates Filing #2	8027 Dawnhill Circle	Variance to request two driveways.
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 square foot mortuary.
Old Town Block 22, Lot 1 – 436 5 th Street Subdivision Amendment (06/15/2020)	Old Town	436 5 th Street	Subdivision amendment to create 2 lots from 1 lot.
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.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
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.
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.

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

Work at the skate park is progressing nicely. The street course is nearly completed and public art will begin to be installed within the upcoming weeks. The intermediate bowl is complete and work has begun on the skate bowl.

The landscaping at the fitness court has been scheduled and will likely be complete by early August.

We’re awaiting information about shipment of the Coalridge Neighborhood Park play equipment which was anticipated to occur last week. Once it’s received, installation will take a few weeks.

Finance Department

- *2019 CAFR* - The 2019 Comprehensive Annual Financial Report is a work in progress and will be posted to the website when completed. An application is being completed and the final document will be submitted to GFOA in pursuit of another Certificate of Achievement for Excellence in Financial Reporting. The Town has received this award for the past five years and we hope to again this year.
- *2019 Audited Financials* – The 2019 audited financials will be submitted to the State Auditor’s Office as required by state statute. They are due on July 31.

Engineering Department

- *COVID-19 Engineering (no change)* – Engineering staff is working remotely. There has been a greater focus on development review and project administration tasks.
- *COVID-19 Building (no change)* – 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.
- *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). Staff and CDOT conducted our initial walk-thru inspection and found a few minor corrections to be made. Repair of the flashing beacon at the crossing at the Ridgeway/Leyden intersection and reseeding will keep the “sidewalk closed” signage in place.
- *Stormwater Master Plan (no change)* – 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 currently being reviewed by staff. A recommendation to award a consultant contract is expected to come to the Board in late June.
- *Transportation Master Plan (no change)* – 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 and will be posted on the Town website.

- *2020 Asphalt Seal Project* – 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 began work on May 26 in Countryside. The contractor had to halt town operations on June 8 to deal with a project elsewhere. Slurry seal applications are scheduled to resume June 22. Updates are being provided by the contractor and posted on the Town's social media platforms as the project advances.
- *2020 Pavement Maintenance Project* – 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. Milling and overlay on Eagle Blvd, Coyote Run and Frederick Way have been completed. Areas in need of patching have been identified by town staff and are currently being completed. Updates are being posted on the Town's social media platforms as the project advances.
- *2020 Concrete Alley Program* – 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. On May 22, construction began at Oak and progressed east. The shallow Black Hills Energy gas main continues to be an issue and has slowed the progress of the contractor while they evaluate how to meet some of the increased safety requirements from Black Hills.
- *Tipple Pkwy/Frontage Rd Streetlight* – Engineering staff has coordinated with CDOT and United Power regarding installation of a streetlight at this intersection. Request forms and details have been delivered and we are waiting on review of the documents and replies for installation schedule and cost.
- *Milavec Lake Raw Water Delivery* – Engineering staff is coordinating with a consultant to evaluate the delivery of raw water from the lake to various developments.
- *Bridge Inspections* – CDOT has completed their annual inspection of the bridges in town. They identified a need to repair the bridge along County Road 7 over the Sullivan Ditch. It was noted that there are bridge rail posts pulled out of their anchors along with impact damage on both rails which has affected the overall integrity of the bridge rails. Money was budgeted in anticipation of requested repairs.
- *Water Sales (no change)* – The Town has received recent requests for blocks of CBT Units in the \$60,000-\$65,000 range. However, recent discussions with Northern Water indicate that prices have dropped \$8,000 to 10,000 due to the uncertainty of the times. The prices for contracts at the next Northern Water meeting are between \$55,000 and \$57,000 for CBT Units.

Golf Course

- *Golf Course Operations* – The golf course is open and is now allowing golf carts for play. Carts are being sanitized before and after each round with sanitizing solution. Rental clubs are not currently available, but we are working on procedures to rent them soon.
- *Back 9 Restaurant* – The Back 9 Restaurant is now open for dine-in service on the patio and inside. Tables are spaced for social distancing and staff members are wearing masks. Tables are being sanitized between groups and our restrooms are sanitized hourly.
- *Junior Golf* – The junior golf program is in full swing. There are beginner sessions, intermediate/advanced sessions and Saturday classes. Information and registration are available on our website, bellarosagolf.com.