



**BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
NOVEMBER 21, 2017  
BOARD ROOM  
6:30 P.M.**

**1. Call to Order**

The Meeting was called to order by Mayor Mulvihill at 6:30 P.M.

**2. Roll Call**

Michelle Adams, Deputy Town Clerk, called the roll call. Mayor Mulvihill, Trustee Baker, Trustee Dunkelberger, Trustee Hindman, Trustee Karspeck, Trustee Laak, Mike Hart and Gregg Bell were present at the meeting.

**3. Pledge of Allegiance**

Mayor Mulvihill led the Pledge of Allegiance.

**4. Motion to Approve Agenda as Presented**

**Trustee Hindman motioned to approve the agenda as presented. Trustee Karspeck seconded the motion. With all in favor, THE MOTION CARRIED.**

**5. Interim Town Administrator Interviews**

Mayor Mulvihill asked Mike Hart to educate the board on what the expected duties of the Interim Town Administrator would be.

Mike Hart responded that the responsibilities would be that of a Town Administrator. That the Interim would keep the Town of Berthoud moving forward with what has already been scheduled and planned, along with other Town Administrative duties.

Mayor asked for input from the board on how they wanted to proceed with the interviews. The board agreed that they would ask the three candidates the same questions. The board also asked Mike what he expected in the next 23 days.

Mike restated everything that is already planned and scheduled out. He also stated that there can always be unexpected situations. He felt that the three candidates were strongly qualified to handle whatever arises.

The Town Board proceeded to interview Walt Elish, Curt Freese and Jeremy Olinger. The Town Board then agreed to put their votes on paper and hand it over the Deputy Town Clerk Michelle Adams.

Michelle Adams Deputy Town Clerk read each vote out loud. The undisputed vote was Jeremy Olinger to be Interim Town Administrator.

## **6. CML Interim Town Administrator Candidates**

This item was no longer valid on the agenda since the Town Board agreed that Jeremy Olinger would be the Interim for the Town of Berthoud. However, the Town Board did state we still need to consider this should the wait time for Town Administrator go longer than two months.

## **7. Town Board Protocol/Code of Conduct**

Greg Bell asked the Town Board for Direction.

The Town Board discussed their concerns and issues.

The Town Board asked that Greg Bell write a **Formal Process**. The process would be as follows:

*If a Town Board member had an official complaint that he/she would make a written notice to the Clerk. This complaint would be anonymous. The Clerk would then put this complaint on the agenda for discussion.*

There were four board members in agreeance with this direction, Trustee Laak, Trustee Karspeck, Trustee Baker and Trustee Dunkelberger.

## **8. Town Administrator Candidates**

Town Board had discussion on the Candidates about any questions, suggestions and how they wanted to move forward with the process.

The Town Board Directed Department Heads or who wants to participate to anonymously give feedback and which one they would choose. To give anonymously to Cindy who in return gives the information to the board.

## **9. Reports**

## **10. Adjourn**

The meeting adjourned at 8:08 p.m

Approved this 12<sup>th</sup> Day of December, 2017

ATTEST:

Michelle J Adams Deputy Town Clerk

Steve Mulvihill Town of Berthoud Mayor

