

**Town of Berthoud
Board Meeting Minutes
February 23, 2016
Page 1 of 5**

**BOARD OF TRUSTEES
REGULAR MEETING
February 23, 2016
6:30 P.M.**

Board Members Present: Mayor David Gregg
Mayor Pro-Tem Jan Dowker
Trustee Chris Buckridge
Trustee Jennifer Baker
Trustee Dick Shepard
Trustee Paul Alaback

Absent: Trustee Suzie White

Staff Members Present: Town Administrator Mike Hart
Town Clerk/Assistant Town Administrator Alisa Darrow
Community Development Director Curt Freese
Town Engineer Stephanie Brothers
Accounting Technician Melissa Colucco
Chief Jim Anderson

Mayor Gregg led the Pledge of Allegiance.

Citizen Participation

Peter Cowdin, 605 7th Street, Berthoud presented the Board with some suggestions in regard to emphasizing livability in Berthoud. Mr. Cowdin mentioned using photos of Carter Lake and capturing the sailboats during the Annual Regatta which is held first week of June. Photos on our website and brochures could attract potential interest from outside areas.

Consent Agenda

The Consent Agenda consisted of the February 9, 2016 Board Meeting Minutes and the December 2015 and January 2016 Bills Allowed.

Mayor Pro-Tem Dowker abstained from approving the Board Meeting Minutes as she was not present at that particular meeting.

Trustee Alaback asked that 'the request to communicate frequently asked questions for snow and ice removal on the website' be added to his comments on page 4 of the February 9, 2016 meeting minutes.

Trustee Buckridge moved to approve the Consent Agenda as amended. Trustee Alaback seconded the motion. The motion passed 5:0, with Trustee White absent and Mayor Pro-Tem Dowker abstaining.

Water Resource Master Plan

Town Water Attorney Paul Zilis thanked the Board for all the work they have done over the years and for leading the way in the accomplishments related to the new water dedication policies.

Mr. Zilis started the discussion by recapping the Board's direction to use Leonard Rice Engineers to update the Town's unit water demand back in 2014. The Town revised the water dedication requirements to accurately reflect the amount of water needed per residential tap or Single Family Equivalent (SFE) and to adjust the amount of cash in lieu of water dedication required per SFE.

Mr. Zilis presented the Board with a Power Point Presentation that highlighted water dedication requirements, new standards, cash in lieu of water dedication and future water supplies. He explained that a goal was to reduce water dedication requirements to 0.4 acre feet per single family equivalent (SFE). Mr. Zilis touched on the analysis conducted by Leonard Rice Engineers and their conclusion that Water dedication of 0.4 acre feet/SFE is fully supported by actual water use and the \$12,500/SFE has provided increased revenue and will allow the Town to pursue a variety of water resources. Mr. Zilis also added that the additional SFEs can now be served with the rehabilitation of the Berthoud Reservoir.

Mr. Zilis brought the subject back to the Board for questions and comments.

Mayor Gregg expressed his thanks to staff and Mr. Zilis, and explained that they lowered the raw water fees with a plan and the execution of that plan secured water for future residents of the Town.

Intergovernmental Agreement for Disaster-Emergency Mutual Aid and Funding

Chief Jim Anderson explained that he has been working alongside The Berthoud Fire Department, and Larimer and Weld Counties on an emergency operation plan. Mr. Anderson explained that a big component of receiving aid and being eligible for FEMA funding is the Intergovernmental Agreement (IGA) for Disaster Emergency Aid. Mr. Anderson further explained that the Town has limited resources to deal with large disasters but by joining the IGA with Larimer County it opens the doors for funding and FEMA help.

Staff is recommending authorization for the Town Administrator to sign the IGA for Disaster – Emergency Mutual Aid.

Mr. Anderson and Town Administrator Hart further explained that there would be additional "legs" to the IGA and another discussion on items such as how to handle crises will be presented at the March 8, 2016 Board Meeting.

Mayor Pro-Tem Dowker moved to authorize the Town Administrator to sign the Northern Colorado Intergovernmental Agreement for Disaster-Emergency Mutual Aid. Trustee Buckridge second the motion. The motion passed 6:0, with Trustee White absent.

Habitat for Humanity Fee Waiver

Town Community Development Director Curt Freese gave a brief history of Ordinance 847 titled “An Ordinance to Promote Home Ownership for Persons of Lower Income in the Town of Berthoud, Larimer and Weld Counties, Colorado” previously passed by the Board. The ordinance gives the Board of Trustees the authority to waive any or all fees for a maximum of two houses per year.

Mr. Freese presented the Board with a request from Habitat for Humanity to waive building and impact fees for the Berthoud Habitat for Humanity homes located at 1732 and 1736 N. 4th Street with the exception of water and wastewater tap fees.

Trustee Shepard moved to waive building and impact fees for the Berthoud Habitat for Humanity homes located at 1732 and 1736 N. 4th Street, with the exception of fees related to water and wastewater utility systems. Trustee Alaback seconded the motion. The motion passed 6:0, with Trustee White absent.

Snow and Ice Removal Policy

Town Public Works Director Stephanie Brothers presented the Board with an update on items previously discussed at the February 9, 2016 Board Meeting related to the Snow and Ice Removal Policy. Mrs. Brothers briefly touched on the policy revisions and presented the final draft.

Trustee Alaback moved to adopt the Town of Berthoud Snow and Ice Removal Policy. Trustee Shepard seconded the motion. The motion passed 6:0, with Trustee White absent.

Water Supplemental Budget Appropriation for LCR 17 Sanitary Sewer Project

Town Public Works Director Stephanie Brothers provided a brief history explaining that this project was discussed at the end of 2015. The project was made into a line item but appropriation of the funds is still needed to expense the project. Mrs. Brothers presented a packet with a map of the project that further explained the Town’s Wastewater Master Plan which identified a future sewer main connection at Larimer County Road 17 to the Dry Creek Sewer main. The future areas to be served by this new sewer main include existing flow from development west of LCR 17, Westhaven, Easthaven, Hammond, Bader and Heron Lakes. These developments have agreed to contribute and build the sewer main down LCR 17 that would be serving their development with only a small amount of the funding coming from the Town.

Town Administrator Hart added that the project can be done without the connection but they would be limited to 500 rooftops and it could slow down production by having to go back and do it later. It would be easier to make a permanent connection right away.

Trustee Buckridge moved to approve Resolution 7-16 for the Supplemental Budget Appropriation for the Wastewater capital budget to construct necessary wastewater infrastructure at LCR 17. Under the condition that this project will not be awarded by the Town Administrator until funding is deposited to the Town Funds. Trustee Shepard seconded the motion. The motion passed 6:0, with Trustee White absent.

**Town of Berthoud
Board Meeting Minutes
February 23, 2016
Page 4 of 5**

**Trustee Buckridge moved to authorize Town Administrator Hart to execute the agreement.
Trustee Baker seconded. The motion passed 6:0, with Trustee White absent.**

**Trustee Buckridge moved to authorize Town Administrator Hart to award the bid to Nelson Pipeline for the LCR 17 Sanitary Sewer Project. Mayor Pro-Tem Dowker seconded the motion.
The motion passed 6:0, with Trustee White absent.**

Intergovernmental Agreement with Larimer County for LCR 17

Town Public Works Director Stephanie Brothers presented a request to allow the Town Administrator to sign the IGA with Larimer County for the LCR17 Roadway Project. Mrs. Brothers explained that this agreement is needed so Larimer County can receive funding for the project. Although this is a joint project, the Town's agreement will be with Larimer County and Larimer County's agreement is with CDOT. The project will widen LCR 17 and add a turning lane and two bike lanes.

Mayor Pro-Tem Dowker added a brief history on the hard work that was presented by the NFRMPO. Mrs. Dowker had been Chairman of the MPO at the time and teamed up with Larimer County Commissioner Tom Donnelly to present a bid through the Call For Projects where Berthoud was considered to top project presented and funded.

**Trustee Buckridge moved to direct and allow Town Administrator Hart to sign the IGA with Larimer County for the LCR 17 Roadway Project. Mayor Pro-Tem Dowker seconded the motion.
The motion passed 6:0, with Trustee White absent.**

Special Meeting March 29, 2016

Town Administrator Hart requested a special meeting to discuss upcoming items on March 29, 2016 and an open venue for the candidates for March 15, 2016

There were no objections to the additional meetings.

Reports

Trustee Shepard reminded the Board that Unity in the Community will be held on Thursday in Longmont from 5:30 pm to 7:30 pm.

Mayor Pro-Tem Dowker reported that she will be attending Unity in the Community followed by the Planning and Zoning Commission Meeting on Thursday. Also there is an upcoming North Front Range MPO meeting next week.

Trustee Baker reported she will also be attending Unity in the Community and reported on an upcoming Northern I-25 Corridor Coalition meeting next week.

Trustee Alaback reported that there will be a County Open Space Meeting on Thursday and he attended the first public meeting for the PORT Revision. On March 2, 2016 the online survey will go live for those interested in accessing it through the Town's current website. Mr. Alaback also mentioned mysidewalk.com for people to get engaged and ask questions.

**Town of Berthoud
Board Meeting Minutes
February 23, 2016
Page 5 of 5**

Town Administrator Hart presented the final document on the Town's strategic plan as well as Parks and Recreation Spring Brochures. There has been a lot of interest in the upcoming Recreation Center. Staff, along with Attorney Bruce Fickle, will be working on an advisory committee to help with that project. Parks Director Jeremy Olinger received a letter to inform the Town of a merger between Colorado Open Lands and Colorado Land Trust. There has been notification of possible economic activity on 2nd Street. Mr. Hart mentioned he would be on vacation next week. Mr. Hart also gave notification of a possible press release while he is on vacation and discussion in regard to that press release will be at the March 8, 2016 Board Meeting.

Chief Anderson reported that Commissioner Tom Donnelly will be at Grace Place tomorrow morning at 8:30 am and extended an invitation for anyone wanting to attend.

Administrator Hart also added two requests for motions. Weld County is requesting a letter for regional support in regard to Hwy 85. There is also a grant request for \$20,000 through DOLA to help with oil and gas money for CR 7. A motion is needed giving the Town Administrator authority to sign the required documents.

Mayor Gregg moved to approve the letter of support. Mayor Pro-Tem Dowker seconded the motion. The motion passed 6:0, with Trustee White absent.

Mayor Gregg moved to authorize Town Administrator Hart to sign the Grant Request for DOLA. Trustee Shepard seconded the motion. The motion passed 6:0, with Trustee White absent.

Attorney Bell reported that he has been working to get before the Board with process changes to the development code as well as procedures to allow staff to administratively approve standard development agreements and those that include Metro Districts.

Mayor Gregg adjourned the meeting at 7:45 pm.



Mayor David Gregg

Respectfully Submitted:



Melissa Colucco
Accounting Technician