

**Town of Berthoud  
Board Meeting Minutes  
March 29, 2016**

**BOARD OF TRUSTEES  
REGULAR MEETING  
April 12, 2016  
6:30 P.M.**

Board Members Present:

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

Absent:

Trustee Suzie White

Staff Members Present:

Town Administrator Mike Hart  
Town Attorney Greg Bell  
Chief James Anderson  
Community Development Director Curt Freese  
Director of Public Works Stephanie Brothers  
Senior Accountant Cindy Leach  
Business Development Manager Walt Elish  
Acting Town Clerk Tamiko Brewster  
Town Accounting Technician Melissa Colucco  
Town Accounting Technician Carla Gustafson  
Streets Superintendent Scott Klemm

Mayor Gregg led the Pledge of Allegiance.

**Citizen Participation**

None

**Consent Agenda**

The Consent Agenda consisted of the March 22<sup>nd</sup> & 29<sup>th</sup>, 2016 Board Meeting Minutes.

**Trustee Buckridge moved to approve the Consent Agenda. Mayor Pro-Tem Dowker seconded the motion. The motion passed 6:0 with Trustee White absent.**

**Reports for Outgoing Board Members**

Mayor Gregg announced the resignation of Mayor Elect Peter Cowdin. Town Attorney Greg Bell will work with the new Board on their options to move forward.

Trustee Baker mentioned Colorado TIGER and FASTLANE grant applications for a project on I-25 and Hwy 14 need support. She advised that we need to show community support through a letter.

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Trustee Buckridge reported there would be an event on Saturday, May 21<sup>st</sup> to promote historic preservation.

Trustee Alaback reminded the Board that Saturday the 30<sup>th</sup> is Arbor Day.

Mayor Pro-Tem Dowker commented that the Town of Berthoud was recognized for its support of the Alex Sabados Day of Kindness. There were many events at the high school with a great turn out.

Trustee Shepard expressed disappointment in his results in the election, but he is more disappointed in the postcard that went out with misinformation. He implored the new Board to work together and take advice from our Town legal counsel and CML to make the best decisions for the Town of Berthoud.

Administrator Hart presented the resignation letter from Mayor Elect Peter Cowdin to the Board.

**Trustee Baker moved for the Mayor to accept and sign. Mayor Pro-Tem Dowker seconded the motion. Motion passed 6:0 with Trustee White absent.**

**Recognition of Outgoing Board Members**

Mayor Gregg praised individual Board members on their expertise on a variety of issues. He expressed appreciation for Trustee Alaback for his knowledge and passion for all things outdoors. Information he has brought back on trail issues and opportunities has been a great value. He acknowledged Trustee Buckridge for his passionate support of historic preservation issues. Trustee Baker was recognized for her sincerity and passion for Town issues involving transportation and landscaping. He thanked Mayor Pro-Tem Dowker for not only stepping in and representing the Town at various organizations and also taking a leadership role. Her involvement in bringing attention to fund raising and community events was greatly appreciated. The Mayor acknowledged Trustee Shepard for his passion to see the Town thrive and support of the Chamber and local businesses. He thanked Trustee White for helping the Board understand any accounting issues and bringing any inconsistencies to their attention. She also brought a desire to make sure the children of Berthoud were always thought of in every decision they made. The Mayor continued by thanking Town Administrator Mike Hart for the depth of achievements that the Board has received credit for that Mike is responsible for behind the scenes. He stated that Mike not only made them look good, but made their jobs easier. He expressed gratitude for the amount of time he puts in for the residents of Berthoud resulting in many accomplishments.

Trustee Buckridge officially recognized individual Board members while handing out plaques in commemoration of their service. He added a thank you to Mayor Gregg for 12 years of service and his work on the many committees he had been appointed to. He stated the success of the Town and the Board are due to his leadership. Trustee Baker appreciated Mayor Gregg's calm leadership in the face of difficult issues and the respect he showed to others.

Some advice from the current Board was given to incoming Board members. They advised the new members to read the Comprehensive Plan, be skeptical, ask questions, listen to legal and staff advice, and keep in mind what is best for every member of the Town.

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Attorney Bell advised Mayor Gregg on the exchange process to the new Board. He informed the Mayor that a Board member would need to move to adjourn and swear in the new officers. He stated that because the Mayor Elect declined to accept the position, the statute reads that the current Mayor will hold office until the successor is elected and sworn in.

**Mayor Pro-Tem Dowker moved to adjourn the current Board and swear in the new Board at 7:40 p.m. Trustee Shepard seconded the motion. Motion passed 6:0 with Trustee White absent.**

**Mayor Gregg reconvened the meeting with new Board members present at 8:10 p.m.**

**Oath of Office**

Acting Town Clerk Tamiko Brewster swore in four new Board Trustees. The new Town of Berthoud Trustees are:

William Karspeck  
Jeff Hindman  
Kelly Dunkelberger  
Brian Laak

Due to the Mayor Elect declining the position, Mayor Gregg asked Attorney Bell what the procedure would be to appoint a new mayor.

Trustee Hindman requested copies of several statutes concerning the appointment of a Mayor in this situation be handed out before the meeting is adjourned.

Attorney Bell informed the new Board of the options available to appoint a new Mayor. He explained that state statute states that Mayor Gregg would retain the position until a successor has been sworn in. Mr. Bell further explained that Colorado State Statutes state that a Mayoral appointment can be made by a majority vote of the Board or the Board can choose to hold a special election.

Concern was expressed about the timeframe for making a decision.

Attorney Bell added that a special election would allow the citizens to vote and could take as little as 60 days and no longer than 90 days.

Trustee Hindman expressed concern that the decision be made quickly and requested a meeting be added the following Tuesday instead of waiting until the next regular meeting on Tuesday, April 26<sup>th</sup>.

Attorney Bell mentioned he would not be in town that day; however, he could send representation.

Trustee Baker, Trustee Buckridge and Mayor Gregg felt the decision should have careful thought and that the Town Attorney should attend. Mayor Gregg added he was uncomfortable not having Mr. Bell in attendance.

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**Trustee Baker moved to request the decision come back to the Board on April 26, 2016. Trustee Buckridge seconded the motion. Motion passed 5:2 with Trustees Hindman and Laak voting against the motion.**

Mr. Bell went over some policy and procedures of being trustee as well as judicial duties. There was emphasis on not discussing issues among other trustees, information violation, emails and public information and disclosing conflicts of interest.

Mayor Gregg explained that due to the special situation, all appointments to committees scheduled for this meeting should be postponed until the next Board meeting on April 26, 2016.

Administrator Hart mentioned information on the appointment would be sent to the newly elected Board to read through.

**Trustee Buckridge moved to address the appointments at the next Board meeting on April 26, 2016. Trustee Baker second the motion. Motion passed unanimously.**

**Reports**

Mayor Gregg explained to the new Board that reports are their time to bring up anything they believe would be helpful to the Board and asked if there were any reports at this time.

Administrator Hart explained that staff would provide the new Board with information on items such as the Town Master Plan and CML meetings. Mr. Hart introduced staff and had them explain their roles for the town. The staff introductions included:

Chief James Anderson  
Slate Communications Representative Claire Bouchard  
Community Development Director Curt Freese  
Director of Public Works Stephanie Brothers  
Senior Accountant Cindy Leach  
Business Development Manager Walt Elish

Mr. Hart added that Alisa Darrow is the Town Clerk who is currently on maternity leave and Deputy Clerk Tamiko Brewster will be acting Town Clerk until Ms. Darrow returns.

Mayor Gregg welcomed the new trustees.

Mayor Gregg adjourned the meeting at 8:58 p.m.

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**Mayor David Gregg**

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**Carla Gustafson  
Accounting Technician**