

**BOARD OF TRUSTEES
SPECIAL MEETING
SEPTEMBER 17, 2013
BOARD ROOM
6:30 P.M.**

Board Members Present:

Mayor David Gregg
Mayor Pro Tem Jan Dowker
Trustee John Bauer
Trustee Suzie White
Trustee Dick Shepard
Trustee Paul Alaback
Trustee Thomas Jones
Trustee John Bauer

Staff Members Present:

Town Administrator Mike Hart
Police Chief Glenn Johnson
Engineer Stephanie Brothers
Town Clerk Mary Cowdin
Economic Development Director Ron Schneider
Administrative Clerk Jory Haslett

Mayor Gregg led the Pledge of Allegiance.

Flood Reports

Administrator Hart reported on the impact of the flooding on the Town of Berthoud. All parks and roadways in Town undamaged, but some roads in the surrounding area were damaged. He reported that Berthoud was isolated from hospitals and other emergency services north of the Big Thompson during the worst of the flooding, but thankfully, there was not a great need for those services. All the major damage affecting Berthoud were along the Little Thompson River. The wastewater plant was prepared to, and did, run normally during the flood without any spills or interruption of service. Further, the Town's potable water from Little Thompson Water District was fine. The water plant was not damaged.

Engineer Brothers reported on the status of Town roads and presented slides of current road conditions. The pavement on County Road 44 east of I-25 was damaged and CDOT will assess the bridge after the water recedes. Also, Weld County Road, on the way to the wastewater plant, was also damaged at the bridge over the Little Thompson. This bridge will also be assessed when the water recedes, but according to the bridge inspectors, the bridge may be structurally okay. There was also flooding at the wastewater plant, with some flooding inside the plant buildings, but it operated fine and there was no major damage. Weld County Road 7 was also inspected and was reopened today. Staff talked to FEMA today regarding debris removal and learned that if the costs will be under \$150,000, the Town can request quotes rather than sending the debris removal out for bid.

Trustee Shepard asked if the flooding would impact the digester project. Engineer Brothers stated that they may be able to recoup damage to some of the pumps.

Trustee White asked if the debris would be removed by Town trucks or if the Town will contract with an outside company for debris removal. Engineer Brothers stated that the Streets Department thought they would be able to remove the debris with rented and Town owned equipment.

Mayor Pro Tem Dowker asked if FEMA knew when damage assessments would be completed. Engineer Brothers stated that FEMA would be in the area next week to begin damage assessments.

Chief Johnson reported that most of the Police Department efforts have gone to aid the Larimer and Weld County Sheriff Departments. He has seen county officials inspecting bridges and work being completed to reopen area roads. Currently, the Police Department is focusing on helping county officials.

Mayor Pro Tem Dowker asked if there was a way to educate the public on door-to-door solicitors. Chief Johnson stated that the public can call 211 for assistance and fraud alerts. He has also seen fraud reports on the news.

Clerk Cowdin stated that Town residents are very diligent about reporting door-to-door solicitors. She further reported that staff has been utilizing the Town website and Facebook page to keep the public informed. There were also issues regarding rumors about a shutdown of the water and wastewater plants, which Town staff addressed.

Clerk Cowdin stated that due to some technical issues, staff was not able to update the Comcast bulletin board. A Request For Proposals an updated Town website is scheduled to go out next week and staff hopes to have proposals back before the end of the year.

Trustee Alaback asked if an early frost might impact reconstruction projects. Engineer Brothers stated that CDOT will prioritize the reconstruction projects.

Transportation Master Plan

Michael Delich from Delich and Associates presented the draft of the proposed Transportation Master Plan.

The plan consists of two parts; the Berthoud Master Street Plan and the Capital Expansion Fees.

All Town intersections and roadways currently function at Level of Service C or better, which is what most municipalities consider acceptable.

The Traffic Analysis Zones were compiled from data provided from the North Front Range MPO as well as data from CDOT concerning I-25 corridor. The forecast is through year 2035. There may be several rural roads that are within the Growth Management Area that will not become the

responsibility of the Town until those areas are annexed into the Town, which are not included in the Master Transportation Plan. State highways are also not included because those roadways have a different funding system.

Mr. Delich explained how the capital expansion fees are calculated and presented costs associated with road improvements to be completed by 2035, which is approximately \$38 million.

Trustee Bauer clarified that any impact fees must include costs to keep Town roadways at Level of Service C.

Mr. Delich explained that development will drive most of the road improvements and traffic impact studies will be completed by individual developments to determine what improvements will be needed. A street maintenance program will be a separate plan, which will include some triggers for action.

Administrator Hart stated that there should be consideration of the potential need for a by-pass of Highway 56.

Award Bid – 2013 Paving Project

Administrator Hart and Engineer Brothers presented the bids for the 2013 paving project. Staff recommends awarding the bid to Coulson Excavating, however, with the recent flooding, it is unknown if Coulson Excavating will be able to begin the project or if the Town will need to redirect those funds for repairs while waiting for FEMA reimbursements.

Engineer Brothers stated that the Town has had good experiences with Coulson Excavating in past projects.

Staff requests that the Board award the bid to Coulson Excavating, pending issues of availability of Coulson Excavating and Town funds. The Town Administrator will have the discretion to proceed with the project.

Trustee Shepard moved to earmark the funds to Coulson Excavating for the 2013 Paving Project not to exceed \$189,625 and the bid to be awarded at Staff's discretion. Trustee Bauer seconded the motion. The motion passed unanimously.

Impact Fee Study

Ford Frick from BBC Research & Consulting presented an overview of impact fee considerations.

Mr. Frick explained the requirements and limitations of impact fees, as well as what municipal facilities are appropriate for impact fees. He also addressed several technical issues regarding

impact fees and presented some municipal facility impact fee examples, as well as fee comparisons for single family homes in surrounding communities.

Mr. Frick stated that the next step of the process will be a review of the Town's data.

Reports

Administrator Hart reported on the status of the Board retreat. He suggested a Tuesday afternoon through evening retreat or a Saturday retreat. The consensus of the Board was to schedule the retreat for Saturday, November 2.

Trustee Shepard stated that he appreciated the efforts of Town staff and other area officials during the flooding. He also asked about the parking issue at the FLEX pickup at 2nd Street and Mountain and if there would be a no-parking zone enforced.

Trustee White appreciated the announcements and notices she received during the flooding.

Mayor Gregg thanked Mayor Pro Tem Dowker for her assistance during his absence.

Mayor Pro Tem Dowker also thanked Town staff for keeping the Board informed during the flood.

Trustee Jones echoed the appreciation of the other Trustees for Town staff's efforts during the flood.

Trustee Alaback met with the group working on Waggener Farm Park last week.

Mayor Gregg stated that many opportunities to help neighboring communities have arisen and encouraged people to help where they could.

Mayor Gregg adjourned the meeting at 9:03 PM.



Mayor David Gregg

Jory Kate Haslett
Administrative Clerk