



MEETING OF THE TOWN BOARD

Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, March 12, 2019 6:30 p.m.

I. REGULAR MEETING CALLED TO ORDER – Mayor William Karspeck Called into session 6:30 p.m.

II. PLEDGE OF ALLEGIANCE – Mayor William Karspeck

III. ROLL CALL -Trustee Hardy and Trustee Dower were not present.

IV. CITIZEN PARTICIPATION –

Lynn Larsen of Berthoud: Thanked the Board Members who responded to his letter of December 22, 2018. He stated that he felt there is a generation gap in the way we respond. He also stated he would like to see a monthly newsletter on the sources of income for the Town of Berthoud.

Linnea Reckase of Berthoud Kids and Community: She thanked the Board for making sure citizen committees are running per Town statute. Thanked Trustee Hindman for replying to her concern. She also stated the open records request and that it can be expensive. She would also like to see e-mails digitized. She also addressed Trustee Tomassi stating that it is the third time she has requested what statements were fraudulent.

V. SCHEDULED ITEMS

1. **Consent Agenda**

- a) Approval of March 12, 2019 Agenda
- b) Approval of Minutes – February 26, 2019

Trustee Laak Motioned to combine and approve the items on the Consent Agenda. Trustee Tomassi Seconded the Motion. WITH ALL IN FAVOR THE MOTION CARRIED.

2. **House of Neighborly Services Presentation**

Jinger Tomassi: She is the manager of House of Neighborly Service at the Berthoud Life Center. They have been here for 29 years and are a satellite from Loveland who has been around for 59 years. They operate out of Grace Place. They help those in need with clothing, utilities, food, prescriptions and many other needs. They are requesting that the Town of Berthoud BATS partner with them to take citizens who qualify for their program to the Boutique in Loveland. It would be the first Thursday of the Month. The Loveland Boutique would open for Berthoud 10 a.m. to 12 p.m. The cost to Berthoud would be low because we already provide service to elderly and disable for free. The fees that would be waived would be about \$40.00 a month to those who qualify.

The Board directed staff to work with House of Neighborly Service and to expand it to other non-profits that are similar.

3. **Employee Handbook Revisions**

Director of Finance and HR Leach: They have updated the employee handbook that was originally 61 pages and now is 29 pages. Employers Council reviewed the handbook. They removed duplicates, consolidated information, and verified the legality of the policies according to state and federal laws. Some of the main changes were...

- Longevity pay: Which will be disbursed in a lump sum on the first pay period following the employee's anniversary date.
- Holiday: In the event an employee is required to report for duty on a holiday, any hours worked on the holiday, up to eight hours will be paid at the rate of one and one-half times the employees' regular hourly rate.
- Floating Holiday: Are given at the first of the year eight hours. For those who are hired later or are part-time the eight hours is pro-rated. The floating Holiday is never paid out should the employee separate employment.

- Vacation: If you want to take more than two weeks off you have to obtain permission from the Town Administrator.
- Sick Time: Is at the Town Administrator or Staff's discretion if they bring in a medical note if employee is sick more than three days.
- Adverse Weather: Employees who are called to report to work regardless of the closing will be paid for physical hours worked that will be calculate towards their overtime and awarded a floating holiday.
- Employment of relatives or household members: Was defined more.
- Drugs and Alcohol: Added the new ordinance regarding smoking of electronic smoking devices in public facilities and parks.
- Use of Town Property: No smoking or vaping in Town Vehicles. Talking or texting on cell phones or other forms of distracted driving is prohibited in Town vehicles.

Trustee Laak Motioned to adopt the Employee Handbook revised as of February 12,2019 subject to changes by the Town Administrator. Mayor Pro Tem Hindman Seconded the Motion. WITH ALL IN FAVOR THE MOTION CARRIED.

4. Harvest Ridge Preliminary Plat

Community Director Freese: Introduced this along with Alex Hoime, Agent for HT Land Partners. The site is located on the east side of County Road 17 (Berthoud Parkway), directly south of Ludlow Farms. It is currently zoned as R-1 and is a PUD. The applicant is requesting preliminary approval for 30 single family lots on 12.943 acres. This property was recently Arbor Ridge now renamed Harvest Ridge. This will be estate style lots unique to this area. The applicant is providing a twenty-foot buffer to the north and a thirty-foot buffer area with stone columns along Berthoud Parkway. There will also be a trail corridor along the southern ridgeline along with future trail expansion. The first phase will be one entrance in the northern area. The second entrance will come with a future phase. Currently traffic studies do not show turn lanes are needed for this phase. They will be added on Berthoud Parkway in a future phase of this development.

Trustee Tomassi Motioned to approve the Harvest Ridge Phase 1 Preliminary Plat, finding it is consistent with section 30-6-105C with the following recommendations:

- Any future phases will require the trail connection proposed along the existing farmhouse property to be completed.
- The recommendation of wood-grain vinyl fencing as submitted by the applicant, along Berthoud Parkway.
- Recommend approval of the new road layout, eliminating the cul-de-sac.

Mayor Pro Tem Hindman Seconded the Motion. WITH ALL IN FAVOR THE MOTION CARRIED.

5. Heron Lakes Cash in Lieu Agreement Amendment

Town Administrator Kirk: In 2017 the Board approved an agreement with Heron Lakes for Bulk water purchase agreement of 120 SFE (Single Family Equivalent) which is \$12,500.00 per SFE current cash in lieu price. In addition, within 18 months of the agreement they could purchase an additional 128 SFE at the current cash in lieu price. That deadline would be March 27, 2019 per the agreement. They are asking for an extension of ninety days to exercise that option.

The Board directed staff to bring this item back to the March 26, 2019 meeting.

VI. ELECTED OFFICIAL REPORTS

Town Administrator Kirk: Discussed with the Board there is PORT openings and established with the Board that the two Board members that will be part of the interview process is Trustee Alaback and Trustee Dower. He also discussed the committee meeting with the Board and received clarification. The following was established....

- Each committee will give a 15-minute presentation.
- They will have everyone from the committees attend.
- Youth Advisory Commission will be included.
- They will have the meeting when the PORT committee is full.

Trustee Laak: He received in the mail Historical Society mailer. It talks about history, what they are doing and how they are supporting themselves. He would like us to look at how diesel and loud engines noises are running 24/7 and fumes. He would like us to be pro-active in this process. He was also glad to see the Planning Commission video was online.

Mayor Pro Tem Hindman: He would like to have Oil and Gas on the March 26, 2019 Agenda in reports to see if we want to discuss in a future meeting. He also would like to get on the Agenda the Development code to change from 500 to 1000 feet. Three agreed to get on future agenda. He also stated that our Comp Plan process updated before any new development is processed. All five Board members agreed that this will be brought to the April 9, 2019 Board Meeting.

Mayor Karspeck: Went to the MPO meeting that was packed. He will be working with staff on the stance the Town of

Berthoud is taking on Electric Vehicles. He also went to Hops and Harley Dream regarding puppy mills. He would like to see an ordinance that bans puppy mills, before June. The board agreed to bring back information in a future Board Meeting regarding puppy mills. He also attended the Historical Preservation meeting that they had a couple of groups one that does 3D tours using drones and back-packs. The pack review was about a \$1000.00 and it could be used on more than just Historical sites.

Trustee Tomassi: Had nothing to report.

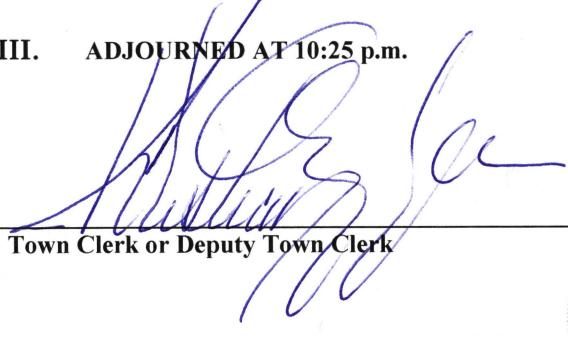
Trustee Alaback: He went to the Open Space meeting a few weeks ago. They are finishing the Poudre Trail. They will also will be applying for the Colorado Outdoors Trail GAP program. He hopes that the Town of Berthoud in the future will be able to apply as well in the future. He is glad we have had these talks about parks. He has been doing some research and reading the last 10 years. Our Land Our Future was one of the studies he has read. The second study Plug into Nature which was more relevant to Berthoud. It was about finding connections to the outdoors between youth and families in Larimer County. The studies show that if a park is more than a five minute walk the facilities are not utilized. Studies also showed that Berthoud was dead last in access to parks from residential areas. He hopes that the Board can further these discussions about parks and build on what has already been done.

Attorney Bell: Would like the Board to pass a Resolution on the Consent Agenda at the next meeting vacating an easement that normally would be vacated on a Plat. Alan Pogue got back with a proposed check-list regarding Metro Districts that will be brought to the board.

VII. EXECUTIVE SESSION

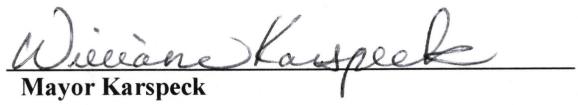
Trustee Tomassi motion to move that the Town Board enter into executive session pursuant to C.R.S §24-6-402(4)(e)(I) to determine positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators. The following details are provided: Potential Property Purchase and Incentives. Trustee Alaback Seconded the Motion. WITH ALL IN FAVOR THE MOTION CARRIED.

VIII. ADJOURNED AT 10:25 p.m.



Town Clerk or Deputy Town Clerk





Mayor Karspeck