



**TOWN BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
OCTOBER 24, 2017  
6:30 P.M.**

**1. Call to Order**

The Meeting was called to order by Pro-Tempore Buckridge at 6:32 P.M.

**2. Roll Call**

Kathy Webb, Administrative Assistant called the roll call. Pro Tempore Buckridge, Trustee Baker, Trustee Dunkelberger, Trustee Hindman, Trustee Laak, Michelle Adams, and Mike Hart were present at the meeting. Mayor Mulvihill and Trustee Karspeck were absent.

**3. Pledge of Allegiance**

Pro-Tempore Buckridge led the Pledge of Allegiance.

**4. Motion to Approve Agenda**

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

**5. Citizen Participation**

Paul Frekey of Berthoud stated that he had a question regarding the question on the ballot. He stated that he had looked through the minutes to see how the issue came about. Frekey asked if the Board has a right to make a decision on the retail store or if it would need to go to the voters. Bell stated that the Town decided that marijuana would not be legal. Bell continued to state that the Board could make the decision or it could be referred to the voters for approval. Frekey stated that he has spoken to residents and they are not understanding that the tax is for retail stores and not for the existing medical marijuana stores. Frekey asked if the Board could get information out to the public regarding the matter. Hart stated that he will be getting direction from the Board regarding what the discussion will be on November 14<sup>th</sup>. The Board thanked Frekey for taking the time to come and speak with the Board.

**6. Consent Agenda**

**Trustee Laak motioned to combine and approve the items on the Consent Agenda. Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.**

**7. Collection of Building Permit Fees Upfront**

Freese gave an introduction and provided background information.

**Trustee Hindman motioned to give staff direction to draft an ordinance that would rescind Ordinance 1104 and require all building permit fees to be collected upfront, effective January 1, 2018.**

**8. Supplemental Budget Appropriation for the 2017 Budget**

Pro-Tempore Buckridge opened the Public Hearing

There was not any input from the public; however, Buckridge stated that input would also be allowed after the presentation.

Leach presented the Town Board with the items that could be included in the supplemental budget appropriation.

Hindman stated that he would like the \$75k removed because he would like to see the ordinance regarding Public Facilities. Hart distributed a copy of the ordinance.

Hart stated that he spoke to the Town Attorney and he was in agreement that it was an appropriate use for the funds.

Pro-Tempore Buckridge stated that he was in support of the expenditure. Hindman stated that he was also in support of the expenditure, but wanted to be sure that the funds were coming from an appropriate place. Hindman asked if that portion could be continued to the next meeting, to allow time to review the information.

The Board took a 5-minute break to review the ordinances that Hart distributed to the Town Board.

**Trustee Baker motioned to approve Resolution 12-17, a resolution of the Town Board, Town of Berthoud allowing for supplemental budget appropriations for the 2017 Budget to go toward wastewater bonds, water share purchases, CR44 improvement and planning of a Service Center. Trustee Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.**

**9. Streets Maintenance and CIP Programs**

Brothers gave an introduction and provided background information. Brothers prepared a presentation for informational purposes.

The Board was in agreement to revisit funding for alleys and sidewalks in February 2018.

**10. Budget Overview & Fee Schedule**

Leach gave an introduction and provided background information. Leach prepared a presentation for informational purposes.

The approval of the 2018 Budget and Fee Schedule will be at the November 14, 2017 Town Board Meeting.

**11. Establish Town Administrator Search Committee**

Bell gave an introduction and provided background information. Bell stated that the purpose of this item is to be in alignment with State Statute and allows the Board to go into Executive Session leading up to the selecting the finalists.

**Trustee Hindman motioned to approve establishing the Town Board as the Town Administrator Search Committee. Trustee Baker seconded the motion. With all in favor, THE MOTION CARRIED.**

## 12. Reports

Hart distributed the Administrator's report to the Board.

Del Hunter stated that there are now mailboxes for the Town Trustees outside of Town Hall. Hunter stated that the Town Board will be receiving keys for the mailboxes.

Hart explained that when there are after hours meetings, the Board will be able request a key and it will be placed in the mailbox. Hart continued to explain that there have been some improvements made to the security at Town Hall.

Laak requested that the packet to be delivered to his home.

Hindman suggested that Samora send an email to the Board to find out which trustees would like their packet to be delivered.

Hart reported that he will be out of the office the week of the 30th.

Trustee Laak stated that the Tree Board had a great meeting. He stated that Mr. Schneider visited the meeting and was surprised to see new ash trees being planted. Hart stated that Freese is working on the issue and working with the builders to discourage planting new ash trees in the Town of Berthoud. Bell stated that it would be difficult to regulate what trees private homeowners can plant on private property. Hart stated that the Town can regulate what is planted in the right-of-way.

### **The Town Board gave staff direction to draft an ordinance regarding ash trees due to the threat of emerald ash beetles.**

Trustee Laak stated that the Tree Board is having a special presentation from an official from the City of Boulder regarding the emerald ash beetle.

Laak also asked about how the meeting videos are being archived. Hunter explained that all meetings have been archived on DVD and the last year of videos are being hosted on the Town's website.

Laak distributed a letter regarding oil and gas that was delivered to the Board.

### **The Town Board gave direction to the Town Attorney to draft a letter to Colorado Oil & Gas Conservation on behalf of the Town Board.**

Trustee Dunkelberger stated that she did not have any recent meetings. Dunkelberger reported that two applications have been received for the vacancies that will be on the Youth Advisory Commission.

Trustee Baker stated that in another community they require that there are two friend referrals that need to be attached to the advisory committee application.

Trustee Hindman stated that the Open Lands Advisory Board meeting is coming up on Thursday. He is unable to attend and would be forwarding the packet to the Board in case someone else can attend.

Hindman stated that Oktoberfest went very well and stated that he would be volunteering for the event in 2018.

Bell stated that Peter will be in attendance at the November 14<sup>th</sup> Board Meeting regarding Retail Marijuana. Bell also stated that there will need to be a discussion regarding Hart's departure.

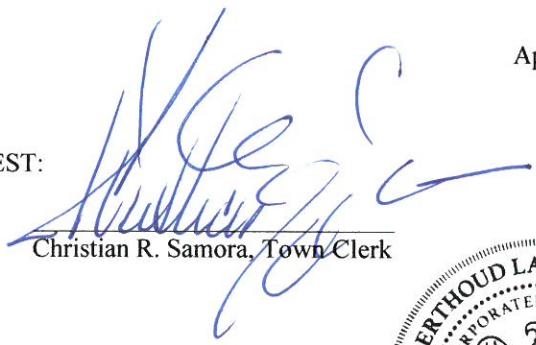
Buckridge thanked staff and the Board for all of the work that they do.

13. Agenda Review

The Board gave direction to staff to schedule the following for a future study session: open space impact fee/density transfer fees & the creation of a Housing Authority & possible related fees.

The meeting adjourned at 9:17 P.M.

ATTEST:



Christian R. Samora, Town Clerk

Approved this 14<sup>th</sup> Day of November, 2017.



Steve Mulvihill, Mayor

