



**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
NOVEMBER 14, 2017
BOARD ROOM
6:30 P.M.**

1. Call to Order

2. Roll Call

Christian Samora, Town Clerk, called the roll call. Mayor Mulvihill, Pro Tempore Buckridge, Trustee Baker, Trustee Dunkelberger, Trustee Karspeck, Trustee Laak, Mike Hart, Michelle Adams and Gregg Bell were present at the meeting. Pro Tempore Buckridge was absent.

3. Pledge of Allegiance

Mayor Mulvihill led the Pledge of Allegiance.

4. Motion to Approve Agenda

The agenda was approved with item #14 being immediately after #10.

5. Executive Session

Mayor Mulvihill motioned to enter into Executive Session pursuant to C.R.S. 24-6-402(4)(e) for the purpose of reviewing and selecting Town Administrator finalists. Laak seconded the motion. With all in favor, **THE MOTION CARRIED.**

The Board reconvened.

The Search Committee announced that Phillip Hill, Christopher Kirk and Ashton Harrison are the finalists for the Town Administrator Position.

Trustee Hindman motioned to approve the list of finalists. Laak seconded the motion. With all in favor, **THE MOTION CARRIED.**

Hindman stated that he was in support of the candidates meeting the department heads and also the community. Hindman suggested Sessions with department heads and have feedback come back from the staff and the public.

Karspeck was in agreement.

Laak was also in agreement, especially for the staff to have the opportunity to meet with the candidates.

Hart asked if it needed to be one or two days. Hindman stated that he felt it would be possible to have a one day process. Hart agreed that it is possible, but he is just looking for direction regarding the process.

6. Citizen Participation

Heidi Short of Berthoud stated that she wanted to update the Board on how things are going. She stated that traffic patterns are changing and are getting better. She stated that there are still some issues with people paying attention to the signal lights. She stated that when she was in Longmont, she had an average of 32 tickets issued per month.

Jim Anderson stated that he has spoken to the Board previously regarding the safety of the children crossing Mountain Avenue. He stated that Short is spending four hours a day on her own time as a volunteer. He would like to look at trying to fund some level of pay for the crossing guards. He asked that the Board give it some consideration.

Mayor Mulvihill thanked Short and Anderson for their time and suggested giving staff information for budgetary reasons.

7. Consent Agenda

Baker noted a correction to the minutes.

Trustee Hindman motioned to combine and approve the items on the Consent Agenda. Trustee Karspeck seconded the motion.

8. Social Media Policy/Customer Complaint Process

Newcomer gave an introduction and provided background information.

Karspeck felt that the process will be a great addition. Hart stated that it will make the process much more orderly.

Baker asked what would happen if someone wants to file an anonymous complaint. Newcomer stated that it currently requires that an account is created, but it could also be set up in a manner that a name or account is not required.

Hindman stated that he was not in favor of having anonymous complaints. He did suggest that perhaps an account should not be required to submit the online form.

Newcomer understood that people need to be funneled to the site, but it needs to be user-friendly.

Julie Magee of Berthoud spoke of several issues within the Town. Mayor Mulvihill stated that it was not the appropriate time to speak and that comments should be in regard the item being discussed.

Mayor Mulvihill stated that Magee is welcome to attend any meeting and speak during the appropriate time.

Trustee Hindman motioned to approve both the Social Media Policy and the Customer Complaint Process. Trustee Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.

9. Retail Marijuana

Linder gave an introduction and provided background information.

Linder presented the Town Board with a list of items that should be considered regarding retail marijuana regulations. The Town Board had discussion regarding the matter.

Trustee Hindman motioned to give the Town Attorney direction to draft an ordinance based upon the discussion and schedule it for consideration in January. Trustee Laak seconded the motion. With all in favor, THE MOTION CARRIED.

10. Maintenance Facility Engineering & Design RFP

Hart gave an introduction and provided background information.

Mayor Mulvihill stated that the question is whether or not to wait until there is a new Administrator.

Karspeck stated that he wants to be sure that all the options are being explored. Hart explained that there will be an RFP issued and that there is up to \$75k to accomplish that. Hart stated that anything would have to come back to the Board anyway.

The Board was in agreement to have the RFP brought back to the Board.

Trustee Hindman motioned to direct staff to move ahead with the RFP and that the RFP must come back to the Board for approval. Trustee Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.

11. 2018 Budget Adoption

Leach gave an introduction and provided background information.

Trustee Laak motioned to adopt resolution 2017-13, a resolution of the Town Board of the Town of Berthoud summarizing expenditures and revenues for each fund and adopting a budget for the Town of Berthoud, Colorado for the calendar year beginning on the first day of January 2018 and ending on the last day of December 2018. Trustee Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.

Trustee Laak motioned to adopt resolution 2017-14, a resolution of the Town Board of the Town of Berthoud appropriating sums of money to various funds, in the amount and for the purpose as set forth below, for the Town of Berthoud, for the 2018 Budget Year. Trustee Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.

Trustee Laak motioned to adopt resolution 2017-15, a resolution of the Town Board of the Town of Berthoud authorizing the expenditure of funds in excess of the 2017 Budget. Trustee Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.

12. 2018 Fee Schedule Adoption

Leach gave an introduction and provided background information.

Trustee Laak motioned to adopt resolution 2017-16, a resolution of the Town Board of the Town of Berthoud adopting a fee schedule for all Town fees as provided in the Berthoud Municipal Code. Trustee Dunkelberger seconded the motion. With all in favor, THE MOTION CARRIED.

13. Interim Town Administrator

Hart gave an introduction and provided background information. Hart explained that it may be better to make an appointment internally. There will be further discussion and consideration at the November 21, 2017 Town Board Meeting.

Mayor Mulvihill motioned to enter into executive session pursuant to C.R.S. 24-6-402(4)(e) for the purpose of discussing contract negotiations regarding the Town Administrator position. Trustee Baker seconded the motion. With all in favor, THE MOTION CARRIED.

14. Reports/Agenda Review

Trustee Laak stated that the Trustees are invited to the HPAC celebration at City Star on December 4th at 5:30 P.M.

Dunkelberger asked that an agenda item be added to a future meeting regarding Board Members and phone/email communications.

Hart stated that Legal can go ahead and direct legal to develop the policy.

Hindman stated that he sent out the PORT meeting minutes. The board needed funding to help further the PORT agenda.

Baker stated that there was Planning Commission meeting and most of it was centered around a development along 8th Street. Baker felt the meeting was very professional.

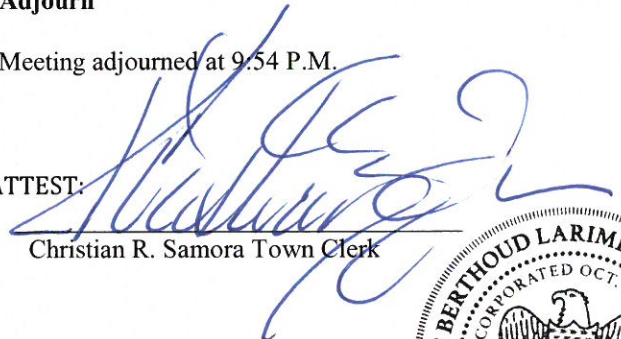
Baker stated that on 11/16 she'll be at the NPO Finance meeting.

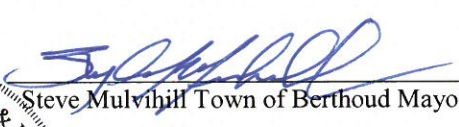
15. Adjourn

Meeting adjourned at 9:54 P.M.

Approved this 12th Day of December, 2017

ATTEST:


Christian R. Samora Town Clerk


Steve Mulvihill Town of Berthoud Mayor

