

**Town of Berthoud**  
**Board Meeting Minutes**  
**June 14, 2016**  
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**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**June 14, 2016**  
**6:30 P.M.**

**Board Members Present:** Mayor Pro-Tem Chris Buckridge  
Trustee Jeff Hindman  
Trustee William Karspeck  
Trustee Brian Laak  
Trustee Jennifer Baker  
Trustee Kelly Dunkelberger

**Board Members Absent:** Mayor David Gregg

**Staff Members Present:** Town Administrator Mike Hart  
Town Clerk Alisa Darrow  
Town Attorney Greg Bell  
Accounting Technician Carla Gustafson  
Director of Public Works Stephanie Brothers  
Community Development Director Curt Freese  
Streets Superintendent Scott Klemm  
Director of Parks and Recreation Jeremy Olinger  
Town Forester Josh Embrey  
Police Chief Jim Anderson

Mayor Pro-Tem Buckridge led the Pledge of Allegiance followed by a moment of silence for Ashley Doolittle and everyone who has been touched by her loss.

**Citizen Participation**

None

**Consent Agenda**

The Consent Agenda consisted of the May 24, 2016 meeting minutes, and the April financial statement and bills allowed.

Trustee Laak pointed out comments on page 4 of the May 24, 2016 minutes where Trustee Karspeck voiced concern about the conservation easement at the Waggener Farm Park property related to parking and lighting.

Trustee Hindman had a question on bills allowed. Mr. Hindman inquired about how he could figure out which line item in the budget was related to a particular expense.

Administrator Hart informed him the Senior Accountant would get him the information.

**Trustee Baker moved to approve the Consent Agenda. Trustee Hindman seconded the motion. Motion passed 6:0 with Mayor Gregg absent.**

**Emerald Ash Borer Update**

Administrator Hart reported receiving notice this week that the Emerald Ash Bore (EAB) has been confirmed in the City of Longmont.

Director of Parks and Recreation Jeremy Olinger updated the Board on the Mosquito situation with an information packet. Information included the Town's mosquito spraying policy, West Nile Virus Prevention Communication Plan, weekly trap report and costs. Mr. Olinger mentioned the Parks Department has put up bat houses provided by the Girl Scouts at various park locations. In addition, for health and safety reasons, he asked that citizens please report any bat problems, live or dead, to the Sheriff's Department.

Trustee Hindman requested the Board and public be notified in the event the Town is required to spray for mosquitoes.

Administrator Hart informed the Board that in the event Larimer County Health Department recommends an emergency spray they would be notified in an email and a public notice would be posted in several ways, including the Town's website, press releases, and social media a minimum of 48 hours before spraying would occur.

Board members voiced concern about the chemicals used and what effects, if any, they might have on pollinators.

Mr. Hart responded that staff will make inquiries to the mosquito experts and provide information to the Board as well as the public on the Town's website.

Trustee Hindman requested staff also inquire if a no spray list could be created.

Town Forester Josh Embrey updated the Board regarding the current EAB (Emerald Ash Borer) management plan, press release, and what the immediate plan is for the potential of EAB presence in the Town of Berthoud. Mr. Embrey is using traps in Town parks and the cemetery to monitor the possible presence of EAB in the Town of Berthoud. Currently, staff is removing any unhealthy or hazardous ash trees and replacing them with different species to create a diverse urban forest. They are also in the process of evaluating trees in Town parks and the cemetery to determine which ash trees are in need of treatment and/or removal. Treatment is still not recommended because EAB presence is not within five miles of the Town of Berthoud and is cost prohibitive. In the event the EAB is detected and treatment is required, the issue will be brought before the Board for recommendations. Town residents concerned about EAB can call Town Forester Josh Embrey at Parks and Recreation at 970-532-1600. Information is also available on the Towns website, or at the Parks and Recreation location at 100 10<sup>th</sup> Street in Berthoud.

**Larimer County Open Space**

Alex Castino from Larimer County Open Space reviewed information previously presented to the Board in regard to the Malchow Farm Open Space acquisition intended to preserve irrigated farmlands. A packet of information was presented along with a slide show and an official request for a \$100,000 contribution from the Town of Berthoud Open Space Funds. It was clarified that the contribution does not obligate the Town to any future operating costs. The contribution will be directed to the land conservation of the farm, and in leveraging any possible future grant funds for the project.

Administrator Hart mentioned there is a budget this year of \$300,000 for the Heron Lakes trail system and it is doubtful any construction will occur this year. Mr. Hart asked for a motion to approve using \$100,000 of that budget towards the Malchow Farm project.

**Trustee Hindman moved to approve a \$100,000 contribution to the Malchow Farm Preservation with Larimer County Open Space from the \$300,000 amount budgeted for this year's trail system. Trustee Dunkelberger seconded the motion. Motion passed 6:0 with Mayor Gregg absent.**

**Recreation District Update**

Administrator Hart reported Development Director Curt Freese and Town Attorney Gregg Bell spoke with the Larimer County Clerk and Recorder's Office and were told it is not possible to get a recreation district on the ballot in 2016 and the Town should focus on getting it on the November, 2017 ballot. The process will now be to bring the issue back into the PORT (Parks, Open Space, Recreation and Trails) Plan, form the advisory committee and have the Board review the final draft on July 26, 2016. The committee will meet and advise the Board with recommendations. At the same time, he recommends meeting with the bond attorney to discuss what a recreation district is and what it takes to create one.

Trustee Hindman inquired if it was possible to get something on a Town ballot this year.

Attorney Bell replied it is possible to get a Tabor issue on the ballot if you do it by August 1, 2016.

Administrator Hart recounted that the Board had two plans. Plan A was to create a recreation district to fund a recreation center. Plan B was to work with the Boys & Girls Club of America and get a building started at Waggener Farm Park by December 2017 so the Town would not lose a \$500,000 endowment.

After discussion, the Board decided not to pursue the creation of a Recreation District for the November, 2017 ballot, but decided to fold it back into the PORT planning process. At the same time, the Board requested that staff work toward creating a community center type of building with the Boys & Girls Club that could become a wing of the Recreation Center when created. Also, they directed that staff establish a Citizen Advisory Committee for the PORT Plan in time to view the final draft presentation on July 26, 2016.

Mayor Pro-Tem Buckridge opened discussion to the public.

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Jim Nickel, Loveland Swim Coach, addressed the Board to inform them that Thompson Reinvented will be having a meeting tomorrow to discuss possible plans to add a pool at Berthoud High School. Mr. Nickel thought the Board might be interested in working with the School District concerning the aquatic portion of a Recreation District.

Mayor Pro-Tem Buckridge responded that information will be in reports later in the meeting and the Town will pursue any assistance that is mutually beneficial.

Sophie Kubik, 4900 Meining Road, mentioned she could not download an application online, but she intends on applying for the Citizen Advisory Committee.

Administrator Hart replied that the website is not interactive yet, but a PDF version of the application will be added tomorrow so potential applicants can print it out.

**Street Maintenance Plan**

Director of Public Works Stephanie Brothers and Streets Superintendent Scott Klemm gave a presentation on the Pavement and Sidewalk Replacement Plan for the Town of Berthoud. Information included pavement and sidewalk conditions, maintenance options, a future pavement plan, and funding options. Ms. Brothers mentioned that having new equipment and Scott being in-house to do maintenance has helped, but more staffing is needed in the Streets Department. The current list of sidewalks to be installed or replaced due to a trip hazard is approximately 48,700 linear feet at a cost of \$876,600. The Municipal Code states that any sidewalk, curb or curb and gutter, or the repair thereof, if necessary for the public safety, it shall be the duty of the owner of the property adjacent to or upon which the improvement is to be constructed or repaired to construct or repair the same in accordance with the specifications of the Superintendent of Streets. The Board discussed different funding options. It was suggested that the issue will be brought before the Board in more detail at budget time for further discussion.

Trustee Hindman requested, and staff agreed, to post a list of future projects on the Town's website so citizens can look up their street and see an approximate window for when they could expect improvements. Mr. Hindman also inquired if the Town's dirt roads could be maintained at the same level as the County's.

Superintendent Klemm said it is a staffing and budget issue.

Trustee Buckridge commented that for this reason the issue will also be discussed at budget time.

**Appoint Municipal Judge**

Attorney Bell requested, due to a timing issue, the appointment be tabled until the next meeting of the Board.

No motion was required and the Board agreed to table the issue until the next meeting.

**Reports**

Trustee Hindman requested a copy of the Dark Sky Ordinance and asked how it is enforced. The concern is that the new developments in Town do not seem to be following the policy. Mr. Hindman also voiced concern about the replacement of the roundabout lights because a citizen group put in a lot of effort to get the character of the lighting through a grant. He would like the Town to investigate options for historic looking lights that would also solve the problem of vehicles using the intersection clipping the lights and causing them to be replaced frequently.

Administrator Hart replied that the smaller decorative poles that need replacing were placed close to the road to meet lighting requirements and were continually being hit by cars and trucks. The new poles will be bigger, set further back from the road, meet lighting requirements, as well as the Dark Sky Ordinance, and will be owned and maintained by CDOT (Colorado Department of Transportation). The four new poles are custom made for that location and have already been ordered.

Trustee Hindman agreed to look at the poles ordered before making a conclusion.

Director of Public Works Stephanie Brothers mentioned some of the decorative lighting poles that have not been hit could be left up.

Trustee Baker mentioned she would be attending the CML (Colorado Municipal League) conference next week.

Mayor Pro-Tem Buckridge reported the Historic Preservation Advisory Committee will have a house coming before the Board soon for landmark status. In addition, efforts are being made to create Historic Presidential District.

Trustee Karspeck reported he would also be attending the CML conference.

Trustee Dunkelberger reported she will be attending the CML conference.

Trustee Laak reported taking a tour of important locations around the Town of Berthoud with Administrator Hart and Director of Parks and Recreation Jeremy Olinger. Mr. Laak suggested checking into the cost of two skate ramps that could be moved, a restroom and some type of shade if and when the recreation center is constructed.

Administrator Hart mentioned a portable restroom is within the current budget and could easily be placed at the skate park.

Trustee Hindman offered to donate materials and time for a shade structure at the skate park and suggested the Town could purchase the picnic table. He also suggested the 2017 budget of \$15,000 for a skate park be used this year to purchase the two skate ramps.

The Board directed staff to look into pricing for two quarter pipe skate ramps and move forward on the portable restrooms and picnic table. Mr. Hindman will engineer, permit and build the shade structure at no cost to the Town.

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Attorney Bell reported he would also be at the CML conference.

Administrator Hart mentioned name tags would be ready in time for the CML conference for Board members. Also, funds are available for Board members to order shirts with the Town's logo. Town Clerk Alisa Darrow passed out a memo with ordering options. Mr. Hart presented a letter addressed to the FRA regarding train horn noise for the Board to sign and noted that Attorney Bell will have a resolution for the Board at the next meeting on June 28, 2016.

**Trustee Hindman moved to authorize Mayor Pro Tem Buckridge to sign the letter regarding train horn noise. Trustee Karspeck seconded the motion. Motion passed 6:0 with Mayor Gregg absent.**

Administrator Hart mentioned a resolution would be presented at the next meeting on June 28, 2016 to officially confirm the \$250,000 the Board previously committed to the I-25 widening project.

**Mayor Pro Tem Buckridge adjourned the meeting at 9:30 p.m.**

  
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**Mayor David Gregg**

  
**Carla Gustafson**  
Accounting Technician