

**BOARD OF TRUSTEES  
REGULAR MEETING  
AUGUST 19, 2014  
BOARD ROOM  
6:30 P.M.**

Board Members Present: Mayor David Gregg  
Mayor Pro Tem Jan Dowker  
Trustee Chris Buckridge  
Trustee Jennifer Baker  
Trustee Suzie White arrived at 6:33 PM  
Trustee Paul Alaback  
Trustee Mike Henning

Staff Members Present: Town Administrator Mike Hart  
Town Clerk Mary Cowdin  
Administrative/Court Clerk Melissa Colucco  
Administrative Clerk Jory Haslett

Mayor Gregg led the Pledge of Allegiance.

**Citizen Participation**

None.

**Consent Agenda**

The consent agenda consisted of the Minutes of August 5, 2014, the July 2014 Bills Allowed and the April and May 2014 Financial Statements.

Trustee Alaback requested a few additions to the minutes of August 5, 2014 to further explain his comments at the meeting regarding the community garden discussion. He requested adding language to the second paragraph of Page 4 to read: "Trustee Alaback stated that community gardens are beneficial contributions for many reasons, including educational opportunities for children and families, and community engagement in issues relating to local agriculture, food, nutrition, and health. He stated he has confidence in the Berthoud Local group because of its large number of volunteers and its track record over the past two years."

**Mayor Pro Tem Dowker moved to approve the Consent Agenda with the suggested changes. Trustee Alaback seconded the motion. The motion passed unanimously with Trustee White absent.**

### **Little Thompson Water District IGA**

Administrator Hart gave a brief history of the Town of Berthoud's past relationship with Little Thompson Water District (LTWD) and the development of the proposed Intergovernmental Agreement (IGA). The new IGA would include a new system connection to LTWD in the northwest part of the Town, which will be integrated into the Town's Water Master Plan. This new connection, in conjunction with the other two existing connections, will provide the Town with a complete back-up system in emergency situations. The IGA will also allow for future adjustments, should the need arise.

The new IGA has already been approved by the LTWD Board and is for a term of 20 years.

Jim Hibbard, Director of Little Thompson Water District, addressed the Board and gave a few remarks regarding the agreement.

Attorney Bell stated that both he and Paul Zilis, the Town's water counsel, have reviewed the agreement.

Trustee Buckridge asked a question regarding the fees and rate adjustments on the part of LTWD. Mr. Hibbard stated that LTWD uses standard American Water Works Association protocol when setting and adjusting rates.

**Trustee Buckridge moved to approve the proposed IGA with Little Thompson Water District. Trustee Henning seconded the motion. The motion passed unanimously.**

### **Johnstown IGA**

Administrator Hart presented the proposed IGA with the Town of Johnstown. The IGA would allow for the "disconnection" of Johnstown's annexation the 130 acre parcel on the southwest corner of Highway 56 and I-25, as well as the Park -n-Ride lot located on the southeast corner. The landowner of the 130 acre parcel is supportive of the disconnection and wishes to annex into the Town of Berthoud. However, Johnstown would be granted a portion of the future sales tax collected from the development of the parcel for a period of 15 years.

Attorney Bell stated that the proposed IGA is a "win" for all parties. Administrator Hart noted that the Johnstown Board of Trustees approved the IGA at their meeting last night.

Trustee Henning asked what the effect would be if the property owner decided not to annex into Berthoud. Mayor Gregg pointed out that the property owner has been involved in the process of the agreement. Administrator Hart stated that the property owner has indicated that they are a willing participant in the agreement and noted that the property is within the Town's Growth Management Area.

Administrator Hart suggested that Mayor Gregg send a letter to the Johnstown Mayor and Board of Trustees thanking them for their cooperation in this process.

**Mayor Pro Tem Dowker moved to approve the “Intergovernmental Agreement by and between the Town of Johnstown and the Town of Berthoud”. Trustee Baker seconded the motion. The motion passed unanimously.**

### **Community Meetings**

Trustee White introduced the community meetings concept and the intention of the proposed monthly meetings. Mayor Pro Tem Dowker explained that, in her experience, “Town Hall” style meetings are very productive and a good way to receive input from the community. She suggested the 3<sup>rd</sup> Wednesday of the month with several Board members present. The meeting would be noticed per the Open Meetings Law.

Trustee White stated that the meetings would be informal and would be discussion-based, rather than a formal meeting setting.

Mayor Pro Tem Dowker suggested calling the meetings “Community Conversations”. Trustee White stated that she wants the setting to be comfortable for community members.

Mayor Gregg suggested including occasional special guests and alternating the meeting between morning and evening meetings.

Trustee Alaback stated that having a set date each month is helpful.

Trustee Henning stated that the Board should be aware of setting expectations with the public. He also stated that it is very important to maintain consistency in holding the meetings. He wants to be sure that any concerns raised in the meetings are addressed and followed up.

Mayor Pro Tem Dowker suggested that the citizen’s name and contact information be recorded and their concerns passed along to the appropriate staff member to insure that their issue is addressed.

The Board consensus was to hold the meetings on the 3<sup>rd</sup> Wednesday of the month beginning September 17th, with all Trustees present. It will be an evening meeting held at the Berthoud Community Center at 7:00 PM. The meetings will alternate between morning and evening. The meetings will be scheduled for one hour and called “Community Chats”. Town Administrator Hart will be the first special guest, the Streets Department in October and the Sheriff’s department in November. Administrator Hart will send the Board suggestions for special topics and guests.

## Reports

Administrator Hart reported that the tenants on the Richardson property have vacated. The Larimer County Health Department will inspect the property before any Town Staff begins work on the clean-up. He also reported on the Pioneer Park community garden. The garden group agreed to expend an \$800 grant for a concrete pad.

Administrator Hart also updated the Board on the communications program. He reported that the utility insert was well received by the community. He also stated that he has started attending the Chamber of Commerce meetings as the Town liaison. Administrator Hart also reported on the status of the BMX property. He then reported on the water policy meeting that was held with the development community. He reported that they are working with CU-Denver to get a Public Information Officer (PIO). Also, the Town will be advertising for the accounting position and he is working on a job description for a finance person.

Attorney Bell reported that he has been in discussions with Brenden Hardy at CU-Denver regarding a PIO. He also reported that the tire pile agreement is in place and they have agreed to begin dismantling the tire pile at a rate of 10% per month. Attorney Bell also reported on meetings with Terry Gilbert of Larimer County regarding the IGA. He also reported on the fire code issue.

Trustee Henning asked about the parking stripe issue in the Town-owned parking lot on 3rd Street. He also asked about the follow-up on the parking restrictions and signage discussion. Sgt. Anderson reported that there will be two parking spots dedicated to 20 minute parking on 3<sup>rd</sup> Street. He also stated that they are considering making the east side of 3<sup>rd</sup> two-hour parking. Trustee Henning then asked if there were any statistics regarding the utilization of the Sheriff's office within the Town and suggested compiling a police activity report to disseminate to the public. Sgt. Anderson stated that Administrator Hart also receives a report detailing any other Sheriff's patrol cars that come into Town.

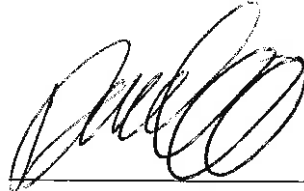
Mayor Pro Tem Dowker reported on the Larimer County meeting regarding the call for projects. She also reported on STAC meeting and the planned STAC retreat on September 11.

Trustee Buckridge reported on the Historic Preservation Committee meeting.

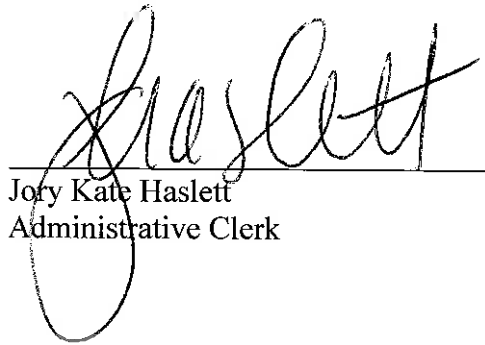
Trustee Alaback gave several suggestions regarding working with a graduate student in the PIO position. He attended the Tree Board meeting and reported that the Emerald Ash Borer is not spreading as rapidly as first anticipated. He stated that the City of Boulder is advertising for a full-time position to address the Emerald Ash Borer. He also reported on upcoming community events.

Clerk Cowdin introduced Melissa Colucco, the new Administrative/Court Clerk.

Mayor Gregg adjourned the meeting at 8:00 PM.

A handwritten signature in black ink, appearing to read 'David Gregg', written over a horizontal line.

Mayor David Gregg

A handwritten signature in black ink, appearing to read 'Jory Kate Haslett', written over a horizontal line.

Jory Kate Haslett  
Administrative Clerk