

Town of Berthoud  
Regular Meeting  
December 9, 2014  
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**BOARD OF TRUSTEES  
REGULAR MEETING  
December 9, 2014  
BOARD ROOM  
6:30 P.M.**

|                        |  |
|------------------------|--|
| Board Members Present: | Mayor David Gregg<br>Mayor Pro Tem Jan Dowker<br>Trustee Chris Buckridge<br>Trustee Jennifer Baker<br>Trustee Suzie White<br>Trustee Paul Alaback<br>Trustee Mike Henning                                |
| Staff Members Present: | Town Administrator Mike Hart<br>Town Clerk Mary Cowdin<br>Town Attorney David Bell<br>Town Planner Sherry Albertson-Clark<br>Town IT Consultant Del Hunter<br>Administrative/Court Clerk Melissa Colucco |

Mayor Gregg Led the Pledge of Allegiance.

**Citizen Participation**

**None.**

**Heron Pointe Annexation**

Mayor Gregg suggested moving Heron Pointe to the top of the agenda since there have been some recent information and several participants attending the board meeting for that agenda item. Gregg turns the meeting to Town Attorney Greg Bell to clarify.

Attorney Bell explained that Colorado Annexation Statute section 108 requires proper notification within a certain timeframe to all parties of interest. It has been brought to Town Staff attention that not all parties have been properly notified and we would have no statutory authority to hold the hearing. Bell suggested a resolution to set the public hearing for a later date. Bell also adds that the applicants are aware of the change.

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Mayor Gregg apologized to the applicants and attendees for having to move the hearing date and opens the agenda item requesting to move the hearing to January 13, 2015.

**Trustee Buckridge moved to approve Resolution #16-14 to set public hearing for the Heron Pointe Annexation for January 13, 2015. Trustee Henning seconded the motion. The motion passed unanimously.**

#### **Consent Agenda**

Mayor Pro Tem Dowker requested corrections to the November 12, 2014 and November 18, 2014 Board Meeting Minutes.

**Trustee Henning motioned to approve the consent agenda with corrections to the November 12, 2014 meeting minutes and November 18, 2014 meeting minutes. Trustee Buckridge seconded the motion. The motion passed unanimously.**

#### **Berthoud Town Website Redesign**

Town IT Consultant Del Hunter explains that he has been reviewing vendors for the process of website redevelopment for the Town. After reviewing 25 companies and receiving 13 bids staff is recommending Vision Internet for the web site redevelopment project. Hunter adds that Vision Internet has a history working on government websites and good references working with other towns in our area. Vision Internet will also provide support for town staff and fit within our cost. A copy of the contract with Vision Internet was presented to the board with the specific terms and conditions. Hunter opened up the discussion to address any questions.

Trustee Henning asked if there were any provision for a test site and if staff will have different administrator levels of access to the website.

Trustee White asked if there was a limit to the template pages.

Hunter explained that there will be an opportunity for staff to test the site and administration will have different levels of access. There are no limits to the template pages.

Trustee Alaback pointed out that the contract states it is up to staff to provide content. This could be a significant undertaking for staff and how will that work.

Hunter explained that the department heads will put together the raw material and Slate Communication will polish that material.

Mayor Gregg asked if the cost is in the budget and if that cost covers the finished product.

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Town Administrator Hart explained that the cost has been budgeted partly from 2014 adjustments and 2015.

Hunter stated that he got the sense from other clients that Vision Internet does a good job of disclosing full cost.

Town Administrator Mike Hart added that Slate Communications Master Plan will come in January around the same time as the new website is being built making it easier for the companies to be consistent and coincide.

**Trustee Alaback moved to approve the execution of the attached agreements and authorizes the Town Administrator to sign the agreement. Trustee Henning seconded the motion. The motion passed unanimously.**

#### **Historic Committee Designating 647 6<sup>th</sup> Street as a Local Historic Landmark**

Town Planner Sherry Albertson-Clark presented the board with the history and description of the property located at 657 W 6<sup>th</sup> Street also known as The Edmondson House, it was built in 1902 and is currently owned by Ablera and James LeFeber. Albertson-Clark explains to the board that this property meets the necessary criteria for designation by being at least 50 years old, possesses historic integrity, is associated with the lives of a person significant with the community and embodies distinctive characteristics of the Queen Anne architectural style. Town Staff is presenting 647 6<sup>th</sup> Street to be designated a Local Historic Landmark.

**Trustee Buckridge moved to adopt Resolution #17-14 designating 647 6<sup>th</sup> Street (Edmondson House) as a Local Historical Landmark. Trustee Baker seconded the motion. The motion passed unanimously.**

#### **2015 Fee Schedule Resolution number 18-14**

Town Clerk Mary Cowdin presented the board with the 2015 fee schedule for the board to review. Cowdin explains that changes and additions to the 2015 fee schedule have been highlighted. Town Staff is asking for a resolution to approve the 2015 fee schedule which will become effective January 1, 2015.

**Mayor Pro Tem Dowker moved to approve Resolution #18-14 adopting the 2015 fee schedule. Trustee Buckridge seconded the motion. The motion passed unanimously.**

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### **2015 Budget and Related Ordinances**

Town Clerk Mary Cowdin presented The Board with the Final 2015 Budget. The Final Budget incorporates the supplemental items that were discussed on November 11 and 18, 2014 board meeting. There are four resolutions and an ordinance needed for completion of the Budget and we need to open the items for public hearing.

**Mayor Gregg opens the 2015 Budget with related ordinances and resolutions for public hearing and questions.**

**Seeing none Mayor Gregg closes to the public.**

**Trustee Buckridge moved to approve Resolution # 19-14 re: 2014 expenditures in excess of funds originally appropriated for the 2014 budget. Trustee Henning seconded the motion. The motion passed unanimously.**

**Trustee Buckridge moved to approve Resolution #20-14 appropriating money to various funds for the 2015 budget. Trustee Henning seconded the motion. The motion passed unanimously.**

**Trustee Buckridge moved to approve Resolution #21-14 adopting the 2015 Budget. Trustee Alaback seconded the motion. The motion passed unanimously.**

**Trustee Buckridge moved to approve Ordinance #1188 adopting the mill levy for 2015. Trustee Henning seconded the motion. The motion passed unanimously.**

### **Reports**

Town Administrator Hart reports on the recent press release in regard to the development at I25 and Highway 56. The new Loves Travel Stop will open approximately fifty new jobs. Some of the businesses could include two new restaurants, gas station, tire shop and possible lodging. Hart expects to see interest and opportunities for more development in that area. Hart wanted to thank Johnstown for all their hard work getting that area back to Berthoud. Hart also reported that the two upcoming board meetings for January will be on the 13<sup>th</sup> and the 27<sup>th</sup>. The January 13, 2015 meeting will be for the Heron Pointe Annexation Hearing. Hart also wanted to thank Jeremy Olinger Director of Parks and Recreation for the work he did on the holiday lighting.

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Trustee Alaback asked if Berthoud currently had a tourism/lodging tax.

Hart replied that Berthoud currently does not and Loves has actually suggested that we look into that.

Attorney Bell briefly explained some issues regarding employee insurance and age limitations when an employee with a contract has gotten too old for the insurance package. Bell wanted to discuss with staff the possibility of establishing an HRA (Health Retirement Account) plan with a retirement class. Bell wanted to know if there was any resistance in getting with our insurance representative Chris Simmons in looking at offering an HRA.

Mayor Gregg suggested handling this as an administrative decision and looking at revisions to a contract for 2015. If there are any changes needed in regard to policy we can bring that back to the board.

Trustee Henning attend last Wednesdays I25 Corridor Coalition Meeting and reported that there has been continued discussion on CDOT funding to improve the Crossroads Exit, Crossroads Boulevard and Berthoud Climbing Hill.

Trustee White suggested that we get moving on the lodging tax that Trustee Alaback had mentioned earlier. Trustee White also asked for an update on the tire removal issue on Bunyan Avenue and the property north of Loveland Lake that could be a liability at this time.

Attorney Bell explained that Attorney Jed Scott wrote a letter to the recipients liable for removing the tire pile at the Bunyan address. The letter explained that they need to comply with the court order.

Town Administrator Hart explained that town staff was looking for the best price possible from a contractor for the property north of Loveland Lake. They have a local contractor now that the town is working on having contact within the next week.

Mayor Pro Tem Dowker reports that she attended the I25 Corridor Coalition meeting as the Chairman of the North Front Range MPO. They approved the following Call for Projects, 3 million for the Berthoud Climbing Hill Project that starts next year and 2 million for Crossroads to support the RAMP funding allocation that CDOT has already approved 35 million for. Dowker also wanted to thank Town Engineer Stephanie Brothers and Town Administrator Mike Hart as well as the Larimer County Team for putting together the Call for Projects proposal. Dowker added that Berthoud was approved and fully funded for 1 million dollars to add a lane for County Road 17. In addition Berthoud scored well for TAP funding and we are waiting on whether we have funding for a bike lane in that same section.

Trustee Buckridge wanted to thank and congratulate Alberta and James LeFeber for the designation of their home as a Local Historic Landmark.

Trustee Alaback wanted to mention the positive feedback he has received in regard to the newsletter.

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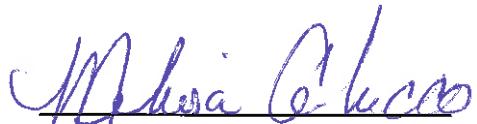
Mayor Gregg wanted to say how wonderful it has been working with staff the past year.

**Mayor Gregg Adjourned at 7:59pm.**



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Mayor David Gregg



**Melissa Colucco**  
Administrative Court Clerk