



**Garden
Spot of
Colorado**

**MEETING OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, August 8, 2023, 6:30 p.m.**

This is an IN-PERSON meeting at the location and time noted above.
You may also join virtually using Zoom: Phone: 1-346-248-7799 or 301-715-8592
Web: www.zoom.us/join Use this Meeting ID: 210 035 9423

The Town Board may take action on any of the following agenda items as presented or modified prior to or during the meeting and items necessary or convenient to effectuate the agenda items.

1. Meeting Called To Order - Mayor William Karspeck
2. Pledge Of Allegiance - Mayor William Karspeck
3. Roll Call - Mayor William Karspeck
4. Citizen Participation
5. Scheduled Items And Estimated Time For Discussion

5.I. Consent Agenda
Introduction By: Christian Samora

Documents:

MEMO RE CONSENT AGENDA.PDF
A. AUGUST 8, 2023 MEETING AGENDA.PDF
B. JULY 25, 2023 MEETING MINUTES.PDF
C. JUNE 2023 FINAICAL INFORMATION.PDF
D. BERTHOUD FIRE DISTRICT PERMIT FEE WAIVER REQUEST.PDF
E. LETTER OF SUPPORT FOR NORTH I25 GRANT APPLICATION.PDF
F. WINDY GAP WATER ACQUISITION.PDF

5.II. Staff Recognition Awards Presentation
Introduction By: Christian Samora

Documents:

[MEMO RE RECOGNITION AWARDS PRESENTAION.PDF](#)

5.III. Town Communications Plans

Introduction By: Stephanie Horvath

Documents:

[MEMO RE COMMUNICATIONS PLANS.PDF](#)
[GENERAL COMMUNICATIONS PLAN.PDF](#)
[EMERGENCY COMMUNICATIONS PLAN.PDF](#)

5.IV. Gateway Signage Concepts

Introduction By: Jeremy Olinger

Documents:

[MEMO RE GATEWAY SIGNAGE CONCEPTS.PDF](#)

5.V. 1st Street Interceptor Sewer Easement Plan

Introduction By: Ken Matthews

Documents:

[MEMO RE 1ST STREET INTERCEPTOR SEWER EASEMENT PLAN.PDF](#)

5.VI. Appointment To Planning Commission

Introduction By: Interview Committee

Documents:

[MEMO RE PLANNING COMMISSION APPOINTMENTS.PDF](#)
[PLANNING COMMISSION APPLICATIONS.PDF](#)

5.VII. Town Trustee Vacancy

Introduction By: Christian Samora

Documents:

[MEMO RE TRUSTEE VACANCY.PDF](#)

6. Elected Official Reports

1. Town Board - Tim Hardy, May Albrecht, Mike Grace, Sean Murphy, Karl Ayers, and Jeff Butler.
2. Mayor - William Karspeck
3. Staff - Town Administrator, Attorney

7. Adjourn

The order of agenda items listed above is approximate and intended as a guideline for the

Town Board. Individuals needing special accommodation may request assistance by *contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.*

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Consent Agenda
Type of Item:	Regular Item
Purpose:	The Consent Agenda contains routine items that can be approved with a single action by the Board.
Presented by:	Christian Samora

ATTACHMENTS:

- a) August 8, 2023, Meeting Agenda
- b) July 25, 2023, Meeting Minutes
- c) June 2023 Financial Information
- d) Berthoud Fire District Permit Fee Waiver Request
- e) Letter of Support for North I-25 Grant Application
- f) Windy Gap Water Acquisition

BACKGROUND:

"Consent Agenda" is a group of routine matters to be acted on with a single motion and vote. The mayor will ask if any Board Member wishes to remove an item for separate discussion. Items removed from the consent agenda should be considered immediately following adoption of the amended Consent Agenda.

UPDATE/NEXT STEPS:

Any updates or next steps for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

FISCAL IMPACT AND FUND SOURCE:

Any fiscal information for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

COMMUNITY TOUCHSTONES:

Any Community Touchstones for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

RECOMMENDED ACTION(S):

"Move to combine and approve the items on the Consent Agenda."

Followed by a second and a vote.



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Use this Meeting ID: 210 035 9423

Please note that you will need to call into the meeting if you wish to speak and do not have a microphone on your computer. If you are using a mobile device, it is highly recommended that you download the Zoom app.

The Town Board may take action on any of the following agenda items as presented or modified prior to or during the meeting and items necessary or convenient to effectuate the agenda items.

- I. REGULAR MEETING CALLED TO ORDER** – Mayor William Karspeck
- II. PLEDGE OF ALLEGIANCE** – Mayor William Karspeck
- III. ROLL CALL** – Mayor William Karspeck
- IV. CITIZEN PARTICIPATION**
- V. SCHEDULED ITEMS and ESTIMATED TIMES FOR DISCUSSION**
 1. **Consent Agenda** (Christian Samora) (5 Min)
Consent Agenda items are considered to be routine by the Town Board and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately.
 - a) August 8, 2023, Meeting Agenda
 - b) July 25, 2023, Meeting Minutes
 - c) June 2023 Financial Information
 - d) Berthoud Fire District Permit Fee Waiver Request
 - e) Letter of Support for North I-25 Grant Application
 - f) Windy Gap Water Acquisition
 2. **Staff Recognition Awards Presentation** (Christian Samora) (15 Min)
 3. **Town Communications Plan** (Stephanie Horvath) (15 Min)
 4. **Gateway Signage Concepts** (Jeremy Olinger) (15 Min)
 5. **1st Street Interceptor Sewer Easement Plan** (Ken Matthews) (30 Min)
 6. **Appointment to Planning Commission** (Town Board) (10 Min)
 7. **Town Trustee Vacancy** (Christian Samora) (15 Min)

August 8, 2023, Meeting Agenda

The order of agenda items listed above is approximate and intended as a guideline for the Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.

VI. ELECTED OFFICIAL REPORTS

(10 Min)

- 1.** Town Board – Tim Hardy, May Albrecht, Mike Grace, Sean Murphy, and Karl Ayers,
- 2.** Mayor – William Karspeck
- 3.** Staff – Town Administrator, Attorney

VII. ADJOURN

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

August 8, 2023, Meeting Agenda

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MEETING MINUTES OF THE TOWN BOARD

**Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, July 25, 2023, 6:30 p.m.**

7/25/2023 - Minutes

1. Meeting Called To Order - Mayor William Karspeck

Mayor Karspeck called the meeting to order at 6:30 P.M.

2. Pledge Of Allegiance - Mayor William Karspeck

Mayor Karspeck led the Pledge of Allegiance.

3. Roll Call - Mayor William Karspeck

The following Board Members were present:

Will Karspeck, Mayor
Mike Grace, Mayor Pro-Tem
Tim Hardy, Trustee
May Albrecht, Trustee
Jeff Butler, Trustee

The following Board Members were absent:

Sean Murphy, Trustee
Karl Ayers, Trustee

The following staff members were present:

Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Tawn Hillenbrand, Planner

4. Citizen Participation

Linda Wilson of Berthoud spoke regarding artwork at a storage facility and property maintenance.

5. Scheduled Items And Estimated Time For Discussion

5.1. Consent Agenda

Mayor Pro-Tem Grace moved to combine and approve the items on the Consent Agenda, except for item "f" and item "g". Trustee Albrecht seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

f. Sidewalk Cost Share Update

Trustee Hardy moved to approve the Sidewalk Cost Share Update. Trustee Albrecht seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

g. Mosquito Spray Plan for July 28-29

Trustee Albrecht moved to suspend mosquito spraying. Trustee Hardy seconded the motion. In a 3-2 roll call vote, THE MOTION CARRIED. Mayor Karspeck and Trustee Butler had the dissenting votes.

5.II. Ludlow Annexation Substantial Compliance

Hillenbrand gave an introduction and provided background information.

Mayor Pro-Tem Grace moved to approve Resolution 2023-16, a resolution regarding a petition for annexation filed by Ludlow Farms, LLC and setting the matter for a public hearing. Trustee Hardy seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.III. I-25 Interchange Improvements Project

Kirk gave an introduction and provided background information.

Mayor Pro-Tem Grace moved to award the I-25 Roundabout Improvements Project to Integrated Site Solutions in the amount of \$1,356,670 and authorize the Town Administrator to authorize any necessary change orders and direct the Town Administrator to include this expense in the 2023 mid-year budget update to increase total budgeted funds to \$1,745,000. Trustee Albrecht seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.IV. Business Licensing - Public Hearing

Samora gave an introduction and provided background information.

Mayor Karspeck opened the Public Hearing.

There was not any testimony.

Mayor Karspeck closed the Public Hearing

Trustee Albrecht moved to approve Ordinance 1320, an ordinance of the Town of Berthoud to repeal Local Sales Tax License requirement and require general licensing of businesses. Trustee Hardy seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

6. Elected Official Reports

Trustee Albrecht Reported:

Albrecht asked about the replacement of the welcome signage on 287. Kirk indicated that the replacement of the sign is a current project and is in progress.

Trustee Hardy Reported:

Hardy provided an update regarding Berthoud Mainstreet. Hardy asked about the timing at the Hwy 287/Hwy 56 intersection. Kirk indicated that staff can reach out to CDOT regarding the timing and the placement of an arrow on the pole.

Trustee Butler Reported:

Butler requested efforts to enhance the appearance of the entry corridors into Berthoud.

Butler indicated that he had sent a resignation notification to the Board and that it would be his last meeting. Butler stated that he would be relocating to Loveland and would no longer be able to serve on the Town Board.

Mayor Pro-Tem Grace Reported:

Grace is working with the Youth Advisory Commission, who will be presenting an update and follow up to the Board regarding Scorch Fest. Grace asked about the steel plate on 10E near Berthoud Parkway. Kirk indicated that the contractor has had delays and that the repair should be completed soon.

Mayor Karspeck Reported:

Karspeck referenced the upcoming MPO deadline. Karspeck asked for clarification regarding how the Board would fill the vacancy created by the resignation of Trustee Butler. Samora explained that statute requires the governing body to fill the vacancy within 60 day of such vacancy occurring. The vacancy will exist on August 1st, and the Board will have 60 days from that date to fill the vacancy. If not filled, there would need to be an election to fill the vacancy.

7. Executive Session

Trustee Butler moved to enter into Executive Session C.R.S. § 24-6-402(4)(e)(I) to determine positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators. And the following details are provided: Potential Water Purchase. Mayor Pro-Tem Grace seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

8. Adjourn

The Meeting adjourned at 8:40 P.M.

TOWN OF BERTHOUD AT A GLANCE

Monthly Report JUNE 2023

- Sales & Use Tax revenue is 19% **over** budget for the month of June; \$877,060 was received and \$739,250 was budgeted.
- Town Revenue through June including transfers between funds is 15% **over** budget for 2023.
- Town Expenditures through June are 45% **under** budget for 2023.

Sales Tax Review

JUNE	Berthoud Sales Tax	Motor Vehicle Use Tax	Building Materials Use Tax	Combined Total
2023	639,847.50	157,907.95	79,304.24	877,059.69
2022	636,891.53	133,412.65	452,848.55	1,223,152.73
2021	525,123.17	150,299.24	374,180.17	1,049,602.58
2020	435,094.68	64,718.25	250,280.85	750,093.78

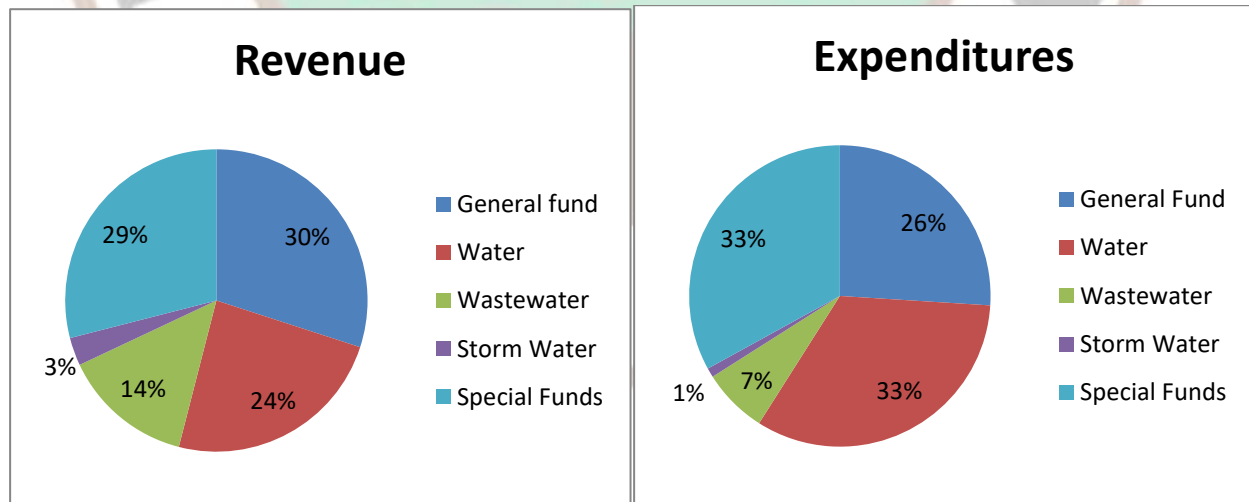
SALES TAX YEAR-TO-DATE FOR 2023

\$ 5,816,341.95

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
JUNE 2023

REVENUE	Current Month	YTD Actual	YTD Budget	% of YTD Budget	% of Annual Budget
General Fund	703,938	5,943,844	5,157,281	115%	58%
Water	490,655	4,578,087	4,192,447	109%	55%
Wastewater	436,649	2,787,399	2,465,255	113%	57%
Storm Water	90,145	596,756	468,800	127%	64%
Special Funds	1,320,286	5,606,052	4,666,725	120%	60%
TOTAL REVENUE	3,041,673	19,512,138	16,950,508	115%	58%

EXPENDITURES	Current Month	YTD Actual	YTD Budget	% of YTD Budget	% of Annual Budget
General Fund	925,892	4,498,201	8,890,652	51%	25%
Water	333,429	5,400,704	7,395,077	73%	37%
Wastewater	108,253	1,185,435	4,370,042	27%	14%
Storm Water	3,090	56,162	344,185	16%	8%
Special Funds	904,369	5,425,974	8,922,437	61%	30%
TOTAL EXPENDITURES	2,275,033	16,566,476	29,922,393	55%	28%

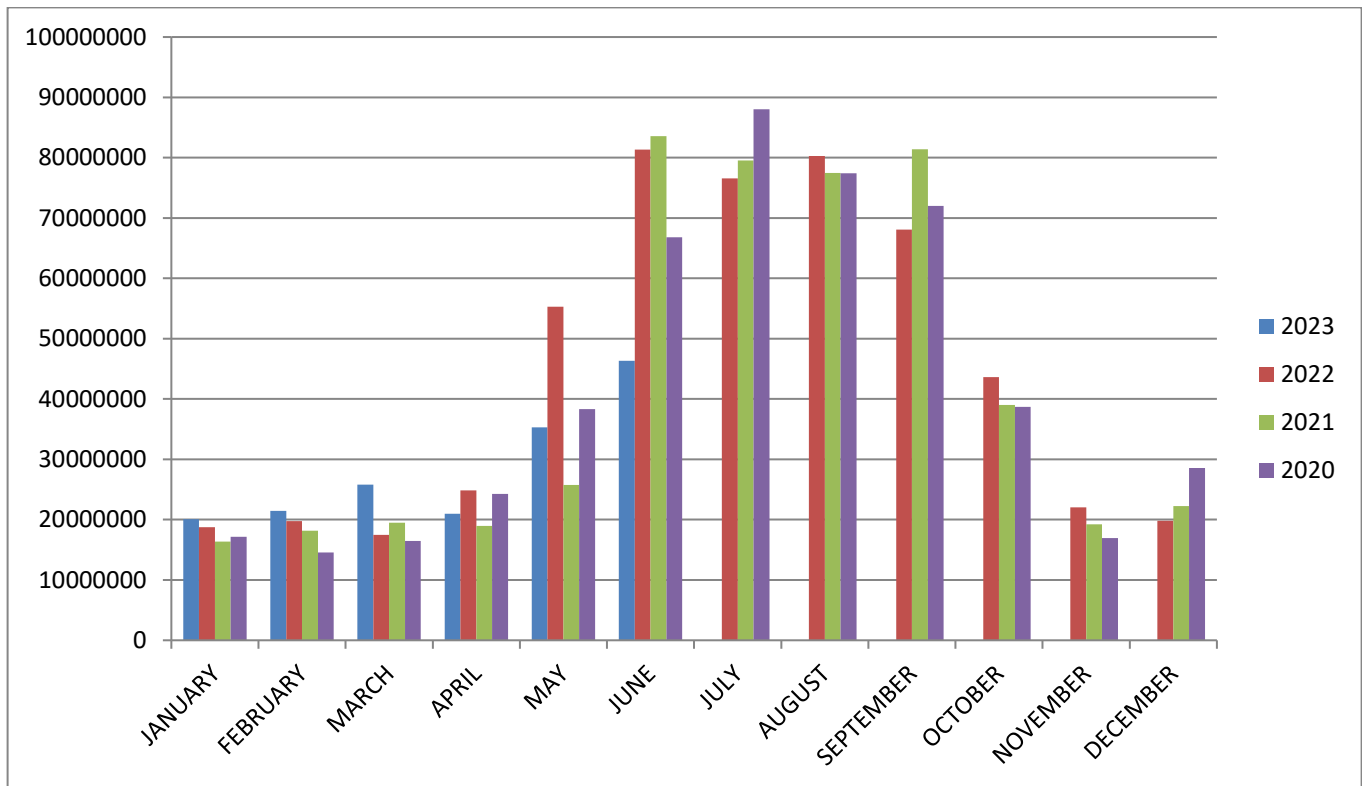


2023

	YEAR TO DATE TOTALS THRU JUNE 2023
Single Family Permits	65
Overall Permit Total	294
Water Gallons Billed	169,915,000
Passports	760
Cemetery	13 Funerals

Building Permit & Permit Valuation by Year & 2023 YTD					
	2019	2020	2021	2022	2023 YTD
Single-Family home permits	341	499	511	215	65
All permits (roofing, decks, additions, etc.)	752	934	1110	809	294
Total Permit Value	\$124,840,545	\$119,451,932	\$238,661,288	\$164,526,847	\$49,529,024

BERTHOUD WATER USAGE



Personnel Summary

	Full-time	Part-time	Seasonal
Administration	12		
Code Enforcement	1		
Economic Development	1		
Planning-Building	4		
Streets	5		
Recreation	4		
Rec Center	7	80	
Parks-Forestry	10		
BATS	1	1	
Water-Wastewater	5		

June 2023

Beginning and ending fund balances are not included in YTD and TOTAL Budget columns.

GENERAL FUND					
REVENUE					PERCENTAGE
	CURRENT MONTH	YTD ACTUAL	YTD BUDGET	TOTAL 2023 BUDGET	YTD ACTUAL vs YTD BUDGET
TAXES	\$ 689,462.68	\$ 3,885,533.82	\$ 3,742,800.00	\$ 7,485,600.00	103.8%
LICENSES & PERMITS	\$ 17,826.75	\$ 139,366.60	\$ 122,000.00	\$ 244,000.00	114.2%
INTERGOVERNMENTAL REVENUE	\$ 32,458.83	\$ 235,528.01	\$ 195,542.00	\$ 391,084.00	120.4%
FINES	\$ 2,190.00	\$ 11,797.00	\$ 7,750.00	\$ 15,500.00	152.2%
MISCELLANEOUS	\$ (77,748.27)	\$ 1,340,418.66	\$ 784,000.00	\$ 1,568,000.00	171.0%
TRANSFERS	\$ 29,411.32	\$ 177,512.19	\$ 178,156.50	\$ 356,313.00	99.6%
PROPERTY SALES & DONATIONS & INS CLAIM	\$ -	\$ -	\$ -	\$ -	0.0%
RECREATION	\$ 1,610.00	\$ 96,337.35	\$ 77,927.50	\$ 155,855.00	123.6%
PARKS	\$ 929.00	\$ 6,598.00	\$ 3,850.00	\$ 7,700.00	171.4%
LEASE REVENUE	\$ 7,797.30	\$ 50,752.64	\$ 45,255.00	\$ 90,510.00	112.1%
TOTAL REVENUE GENERAL FUND	\$ 703,937.61	\$ 5,943,844.27	\$ 5,157,281.00	\$ 10,314,562.00	115.3%

<u>ADMINISTRATION</u>					<u>PERCENTAGE</u>
					<u>YTD ACTUAL vs</u>
<u>EXPENDITURES</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
ADMIN SALARIES/TAXES/BENEFITS	\$ 163,209.60	\$ 679,727.35	\$ 728,829.50	\$ 1,457,659.00	93.3%
GENERAL OFFICE OTHER	\$ 42,875.19	\$ 396,347.03	\$ 330,677.50	\$ 661,355.00	119.9%
ELECTIONS	\$ 20.00	\$ 20.00	\$ 3,000.00	\$ 6,000.00	0.0%
MUNICIPAL COURT	\$ 5,357.01	\$ 20,947.96	\$ 21,900.00	\$ 43,800.00	95.7%
BOARD & BOARD MEETINGS	\$ 8,873.65	\$ 52,543.70	\$ 32,050.00	\$ 64,100.00	163.9%
FINANCE	\$ -	\$ 9,158.48	\$ 10,000.00	\$ 20,000.00	91.6%
BUILDING MAINTENANCE	\$ 2,527.85	\$ 25,866.64	\$ 53,000.00	\$ 106,000.00	48.8%
COMMUNITY SUPPORT	\$ 7,830.69	\$ 43,431.14	\$ 3,500.00	\$ 7,000.00	1240.9%
NON-ENTITLEMENT FUNDS	\$ -	\$ -	\$ 1,142,887.50	\$ 2,285,775.00	0.0%
TRANSFERS	\$ 1,666.67	\$ 10,000.02	\$ 10,000.00	\$ 20,000.00	100.0%
TOTAL ADMIN EXPENDITURES	\$ 232,360.66	\$ 1,238,042.32	\$ 2,335,844.50	\$ 4,671,689.00	53.0%
<u>PUBLIC SAFETY DEPARTMENT</u>					<u>PERCENTAGE</u>
					<u>YTD ACTUAL vs</u>
<u>EXPENDITURES</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
CODE ENFORCEMENT (INCLUDES SALARY)	\$ 7,390.97	\$ 30,367.43	\$ 43,308.00	\$ 86,616.00	70.1%
TELEPHONE/OFFICE SUPPLIES/ADMIN	\$ -	\$ 276.55	\$ 3,750.00	\$ 7,500.00	7.4%
ANIMAL CONTROL	\$ 3,826.83	\$ 22,960.98	\$ 23,000.00	\$ 46,000.00	99.8%
TRAFFIC CONTROL/PEDESTRIAN SAFETY	\$ -	\$ -	\$ 500.00	\$ 1,000.00	0.0%
DRUG EDUCATION	\$ -	\$ -	\$ 8,500.00	\$ 17,000.00	0.0%
LARIMER COUNTY SHERIFF	\$ 565,086.00	\$ 1,130,172.00	\$ 1,132,500.00	\$ 2,265,000.00	99.8%
TOTAL PUBLIC SAFETY EXPENDITURES	\$ 576,303.80	\$ 1,183,776.96	\$ 1,211,558.00	\$ 2,423,116.00	97.7%
<u>STREETS DEPARTMENT</u>					<u>PERCENTAGE</u>
					<u>YTD ACTUAL vs</u>
<u>EXPENDITURES</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
SALARIES/TAXES/BENEFITS	\$ 45,945.58	\$ 193,696.91	\$ 250,383.00	\$ 500,766.00	77.4%
ADMINISTRATION OTHER	\$ 501.11	\$ 13,028.98	\$ 24,000.00	\$ 48,000.00	54.3%
STREET REPAIR/MAINTENANCE	\$ 20,454.04	\$ 112,484.20	\$ 112,250.00	\$ 224,500.00	100.2%
WEED CONTROL	\$ 5,444.00	\$ 8,102.42	\$ 1,500.00	\$ 3,000.00	540.2%
SIGNAGE	\$ 2,450.00	\$ 12,148.69	\$ 20,000.00	\$ 40,000.00	60.7%
SNOW REMOVAL	\$ -	\$ 37,044.00	\$ 57,500.00	\$ 115,000.00	64.4%
SHOP & VEHICLE MAINTENANCE	\$ 7,297.97	\$ 49,562.98	\$ 73,500.00	\$ 147,000.00	67.4%
TOTAL STREETS EXPENDITURES	\$ 82,092.70	\$ 426,068.18	\$ 539,133.00	\$ 1,078,266.00	79.0%

RECREATION DEPARTMENT**PERCENTAGE****YTD ACTUAL vs**

<u>EXPENDITURES</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
ADMIN SALARIES/TAXES/BENEFITS	\$ 45,508.49	\$ 160,188.23	\$ 173,514.50	\$ 347,029.00	92.3%
ADMINISTRATION (SUPPLIES, CONCESSIONS)	\$ 1,783.22	\$ 16,604.53	\$ 35,040.00	\$ 70,080.00	47.4%
FLAG FOOTBALL	\$ 373.33	\$ 2,320.33	\$ 6,275.00	\$ 12,550.00	37.0%
TRACK	\$ 1,877.01	\$ 1,877.01	\$ 2,405.00	\$ 4,810.00	78.0%
TENNIS	\$ 2,010.19	\$ 2,010.19	\$ 4,290.00	\$ 8,580.00	46.9%
ADULT SOFTBALL	\$ -	\$ -	\$ 2,570.00	\$ 5,140.00	0.0%
YOUTH BASEBALL	\$ 4,279.50	\$ 8,530.93	\$ 8,850.00	\$ 17,700.00	96.4%
YOUTH SOFTBALL	\$ 1,501.43	\$ 3,025.04	\$ 5,329.00	\$ 10,658.00	56.8%
ADULT KICKBALL	\$ 120.00	\$ 1,020.71	\$ 1,910.00	\$ 3,820.00	53.4%
SOCCER	\$ 95.72	\$ 6,348.02	\$ 10,780.00	\$ 21,560.00	58.9%
CAMPS/TOURNAMENTS	\$ 1,603.18	\$ 1,603.18	\$ 3,150.00	\$ 6,300.00	50.9%
ADDITIONAL PROGRAMS	\$ -	\$ -	\$ 3,615.00	\$ 7,230.00	0.0%
TOTAL RECREATION EXPENDITURES	\$ 59,152.07	\$ 203,528.17	\$ 257,728.50	\$ 515,457.00	79.0%

PARKS DEPARTMENT**PERCENTAGE****YTD ACTUAL vs**

<u>EXPENDITURES</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
SALARIES/TAXES/BENEFITS	\$ 62,462.89	\$ 191,009.62	\$ 312,558.50	\$ 625,117.00	61.1%
ADMINISTRATION OTHER	\$ 1,830.03	\$ 8,629.89	\$ 18,775.00	\$ 37,550.00	46.0%
INSECT CONTROL	\$ 5,527.83	\$ 16,583.49	\$ 22,500.00	\$ 45,000.00	73.7%
FACILITIES MAINTENANCE	\$ 5,149.45	\$ 32,580.75	\$ 18,750.00	\$ 37,500.00	173.8%
TURF/BALLFIELDS	\$ 7,477.35	\$ 32,820.09	\$ 43,500.00	\$ 87,000.00	75.4%
GENERAL PARKS	\$ 7,491.54	\$ 40,025.15	\$ 43,250.00	\$ 86,500.00	92.5%
FLEET MAINTENANCE	\$ 582.18	\$ 9,395.85	\$ 11,500.00	\$ 23,000.00	81.7%
SEASONAL DECORATIONS/BANNERS	\$ -	\$ 1,951.70	\$ 11,000.00	\$ 22,000.00	17.7%
TRANSFER TO FORESTRY	\$ 41,666.67	\$ 250,000.02	\$ 250,000.00	\$ 500,000.00	100.0%
TOTAL PARKS EXPENDITURES	\$ 132,187.94	\$ 582,996.56	\$ 731,833.50	\$ 1,463,667.00	79.7%

ECONOMIC DEVELOPMENT**PERCENTAGE****YTD ACTUAL vs**

EXPENDITURES	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
SALARIES/TAXES/BENEFITS	\$ 17,074.31	\$ 73,446.93	\$ 77,333.00	\$ 154,666.00	95.0%
ADMINISTRATION OTHER	\$ 160.72	\$ 3,415.24	\$ 4,895.00	\$ 9,790.00	69.8%
BUSINESS DEVELOPMENT/MARKETING	\$ 275.60	\$ 39,543.12	\$ 48,355.00	\$ 96,710.00	81.8%
GRANTS - MARKET STUDY & FAÇADE/SIGN	\$ -	\$ -	\$ 25,000.00	\$ 50,000.00	0.0%
TOTAL ECONOMIC DEV EXPENDITURES	\$ 17,510.63	\$ 116,405.29	\$ 155,583.00	\$ 311,166.00	74.8%

BUILDING DEPARTMENT**PERCENTAGE****YTD ACTUAL vs**

EXPENDITURES	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
SALARIES/TAXES/BENEFITS	\$ 18,902.45	\$ 95,888.07	\$ 110,617.00	\$ 221,234.00	86.7%
ADMINISTRATION OTHER	\$ 340.50	\$ 1,837.01	\$ 6,367.50	\$ 12,735.00	28.8%
INSPECTIONS	\$ 16,051.01	\$ 218,493.99	\$ 264,000.00	\$ 528,000.00	82.8%
TOTAL BUILDING DEPARMENT EXPENDITURES	\$ 35,293.96	\$ 316,219.07	\$ 380,984.50	\$ 761,969.00	83.0%

PLANNING DEPARTMENT**PERCENTAGE****YTD ACTUAL vs**

EXPENDITURES	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
SALARIES/TAXES/BENEFITS	\$ 18,687.92	\$ 64,550.87	\$ 133,944.00	\$ 267,888.00	48.2%
ADMINISTRATION OTHER	\$ 2,511.71	\$ 7,706.05	\$ 10,545.00	\$ 21,090.00	73.1%
COMMISSION SUPPORT	\$ -	\$ 840.49	\$ 5,750.00	\$ 11,500.00	14.6%
DEVELOPMENT REVIEW	\$ (256,070.95)	\$ 55,726.85	\$ 30,000.00	\$ 60,000.00	0.0%
COMPREHENSIVE PLANNING	\$ 200.00	\$ 56,540.85	\$ 46,500.00	\$ 93,000.00	121.6%
TOTAL PLANNING DEPARTMENT EXPENDITURES	\$ (234,671.32)	\$ 185,365.11	\$ 226,739.00	\$ 453,478.00	81.8%

COMMUNITY OUTREACH**PERCENTAGE****YTD ACTUAL vs**

EXPENDITURES	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
SALARIES/TAXES/BENEFITS	\$ 9,154.93	\$ 37,370.08	\$ 31,825.50	\$ 63,651.00	117.4%
ADMINISTRATION OTHER	\$ 41.90	\$ 2,538.68	\$ 2,222.50	\$ 4,445.00	114.2%
COMMUNITY SUPPORT	\$ 145.00	\$ 3,094.75	\$ 18,950.00	\$ 37,900.00	16.3%
TOTAL ECONOMIC DEV EXPENDITURES	\$ 9,341.83	\$ 43,003.51	\$ 52,998.00	\$ 105,996.00	81.1%

TOWN HALL-MOUNTAIN AVE**PERCENTAGE****YTD ACTUAL vs**

EXPENDITURES	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
INSURANCE AND TAXES	\$ -	\$ -	\$ 14,000.00	\$ 28,000.00	0.0%
BUILDING MAINTENANCE	\$ 896.22	\$ 6,657.95	\$ 3,550.00	\$ 7,100.00	187.5%
BUILDING REPAIRS	\$ -	\$ 485.00	\$ -	\$ -	0.0%
HOA FEES	\$ 3,860.86	\$ 23,165.16	\$ 24,000.00	\$ 48,000.00	96.5%
PURCHASE/DEVELOPMENT EXPENSE	\$ -	\$ -	\$ -	\$ -	0.0%
ADMINISTRATION FEES	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL MOUNTAIN AVE EXPENDITURES	\$ 4,757.08	\$ 30,308.11	\$ 41,550.00	\$ 83,100.00	72.9%

PERCENTAGE**YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL G.F.C.I. EXPENDITURES	\$ 11,563.00	\$ 133,568.49	\$ 2,889,000.00	\$ 5,778,000.00	4.6%
REMOVE OLD POOL	\$ -	\$ 375.00	\$ -	\$ -	0.0%
TOTAL CONTRIBUTION EXPENDITURES	\$ -	\$ 38,544.64	\$ 67,700.00	\$ 135,400.00	56.9%

TOTAL EXPENDITURES GENERAL FUND	\$ 925,892.35	\$ 4,498,201.41	\$ 8,890,652.00	\$ 17,781,304.00
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TOTAL REVENUE OVER EXPENDITURES	\$ (221,954.74)	\$ 1,445,642.86	\$ (3,733,371.00)	\$ (7,466,742.00)
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WATER FUND**SOURCE OF SUPPLY****PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL SOURCE OF SUPPLY REVENUE	\$ 133,743.92	\$ 2,357,781.66	\$ 1,046,750.00	\$ 2,093,500.00	225.2%
TOTAL SOURCE OF SUPPLY EXPENDITURES	\$ 141,224.10	\$ 3,893,580.51	\$ 4,257,225.00	\$ 8,514,450.00	91.5%
NET REVENUE OVER EXPENDITURES	\$ (7,480.18)	\$ (1,535,798.85)	\$ (3,210,475.00)	\$ (6,420,950.00)	

WATER OPERATIONS & MAINTENANCE**PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL WATER OPERATING REVENUE	\$ 247,478.29	\$ 1,430,460.83	\$ 1,971,000.00	\$ 3,942,000.00	72.6%
EXPENDITURES					
SALARIES/TAXES/BENEFITS	\$ 52,440.74	\$ 203,840.84	\$ 376,080.50	\$ 752,161.00	54.2%
ADMINISTRATION OTHER	\$ 7,830.37	\$ 385,187.91	\$ 215,400.00	\$ 430,800.00	178.8%
DISTRIBUTION	\$ 21,341.46	\$ 93,209.77	\$ 240,800.00	\$ 481,600.00	38.7%
TREATMENT	\$ 46,671.23	\$ 181,060.68	\$ 396,500.00	\$ 793,000.00	45.7%
PROFESSIONAL SERVICES	\$ 40,221.65	\$ 234,797.39	\$ 297,500.00	\$ 595,000.00	78.9%
UTILITY BILLING	\$ 1,824.75	\$ 4,476.76	\$ 6,600.00	\$ 13,200.00	67.8%
IMPROVEMENTS	\$ 3,500.00	\$ 81,398.50	\$ 675,000.00	\$ 1,350,000.00	12.1%
TRANSFER	\$ 18,375.00	\$ 110,250.00	\$ 329,942.00	\$ 659,884.00	33.4%
TOTAL WATER OPERATING EXPENDITURES	\$ 192,205.20	\$ 1,294,221.85	\$ 2,537,822.50	\$ 5,075,645.00	51.0%
NET REVENUE OVER EXPENDITURES	\$ 55,273.09	\$ 136,238.98	\$ (566,822.50)	\$ (1,133,645.00)	

WATER PLANT CAPITAL IMPROVEMENTS**PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL WATER PLANT CAPITAL REVENUE	\$ 109,433.00	\$ 789,844.46	\$ 1,174,697.00	\$ 2,349,394.00	67.2%
TOTAL WATER PLANT CAPITAL EXPENDITURES	\$ -	\$ 212,901.88	\$ 600,030.00	\$ 1,200,060.00	35.5%
NET REVENUE OVER EXPENDITURES	\$ 109,433.00	\$ 576,942.58	\$ 574,667.00	\$ 1,149,334.00	

TOTAL WATER FUND REVENUE	\$ 490,655.21	\$ 4,578,086.95	\$ 4,192,447.00	\$ 8,384,894.00	109.2%
TOTAL WATER FUND EXPENDITURES	\$ 333,429.30	\$ 5,400,704.24	\$ 7,395,077.50	\$ 14,790,155.00	73.0%
NET REVENUE OVER EXPENDITURES	\$ 157,225.91	\$ (822,617.29)	\$ (3,202,630.50)	\$ (6,405,261.00)	

WASTEWATER FUND**WASTEWATER OPERATIONS & MAINTENANCE**

					PERCENTAGE
	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD ACTUAL vs</u>
					<u>YTD BUDGET</u>
TOTAL WASTEWATER REVENUE	\$ 316,628.31	\$ 1,899,832.21	\$ 1,515,250.00	\$ 3,030,500.00	125.4%
EXPENDITURES					
SALARIES/TAXES/BENEFITS	\$ 14,476.78	\$ 65,618.11	\$ 85,972.50	\$ 171,945.00	76.3%
ADMINISTRATION OTHER	\$ 3,911.65	\$ 135,845.43	\$ 93,015.00	\$ 186,030.00	146.0%
MAIN WASTEWATER TREATMENT PLANT	\$ 30,976.09	\$ 219,481.75	\$ 272,875.00	\$ 545,750.00	80.4%
REGIONAL I-25 TREATMENT PLAN	\$ 383.27	\$ 7,908.91	\$ 43,125.00	\$ 86,250.00	18.3%
COLLECTION SYSTEM	\$ 940.08	\$ 30,210.97	\$ 101,250.00	\$ 202,500.00	29.8%
PROFESSIONAL SERVICES	\$ 42,983.40	\$ 308,181.46	\$ 275,500.00	\$ 551,000.00	111.9%
UTILITY BILLING	\$ 1,824.75	\$ 4,292.76	\$ 6,600.00	\$ 13,200.00	65.0%
TRANSFER	\$ 8,750.00	\$ 52,500.00	\$ 52,500.00	\$ 105,000.00	100.0%
IMPROVEMENTS	\$ -	\$ 15,240.00	\$ 852,500.00	\$ 1,705,000.00	1.8%
BOND	\$ -	\$ 96,731.99	\$ 454,175.00	\$ 908,350.00	21.3%
TOTAL WASTEWATER EXPENDITURES	\$ 104,246.02	\$ 936,011.38	\$ 2,237,512.50	\$ 4,475,025.00	41.8%
NET REVENUE OVER EXPENDITURES	\$ 212,382.29	\$ 963,820.83	\$ (722,262.50)	\$ (1,444,525.00)	

WASTEWATER CAPITAL IMPROVEMENTS

					PERCENTAGE
	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD ACTUAL vs</u>
					<u>YTD BUDGET</u>
TOTAL WASTEWATER CAPITAL REVENUE	\$ 120,021.14	\$ 887,566.56	\$ 950,005.00	\$ 1,900,010.00	93.4%
TOTAL WASTEWATER CAPITAL EXPENDITURES	\$ 4,007.20	\$ 249,423.53	\$ 2,132,530.00	\$ 4,265,060.00	11.7%
NET REVENUE OVER EXPENDITURES	\$ 116,013.94	\$ 638,143.03	\$ (1,182,525.00)	\$ (2,365,050.00)	
TOTAL WASTEWATER FUND REVENUE	\$ 436,649.45	\$ 2,787,398.77	\$ 2,465,255.00	\$ 4,930,510.00	113.1%
TOTAL WASTEWATER FUND EXPENDITURES	\$ 108,253.22	\$ 1,185,434.91	\$ 4,370,042.50	\$ 8,740,085.00	27.1%
TOTAL REVENUE OVER EXPENDITURES	\$ 328,396.23	\$ 1,601,963.86	\$ (1,904,787.50)	\$ (3,809,575.00)	

STORM WATER FACILITIES FUND**STORM WATER OPERATIONS & MAINTENANCE****PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL STORM WATER REVENUE	\$ 61,548.43	\$ 364,257.42	\$ 240,500.00	\$ 481,000.00	151.5%
EXPENDITURES					
SALARIES/TAXES/BENEFITS	\$ 500.17	\$ 861.22	\$ -	\$ -	#DIV/0!
ADMINISTRATION OTHER	\$ 875.00	\$ 5,250.00	\$ 11,655.00	\$ 23,310.00	45.0%
STREET CLEANING	\$ 1,714.45	\$ 46,493.01	\$ 42,500.00	\$ 85,000.00	109.4%
PROFESSIONAL SERVICES	\$ -	\$ 3,557.50	\$ 40,000.00	\$ 80,000.00	8.9%
IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL STORM WATER EXPENDITURES	\$ 3,089.62	\$ 56,161.73	\$ 94,155.00	\$ 188,310.00	59.6%
NET REVENUE OVER EXPENDITURES	\$ 58,458.81	\$ 308,095.69	\$ 146,345.00	\$ 292,690.00	

STORM WATER CAPITAL IMPROVEMENTS**PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL STORM WATER CAPITAL REVENUE	\$ 28,596.94	\$ 232,498.86	\$ 228,300.00	\$ 456,600.00	101.8%
TOTAL STORM WATER CAPITAL EXPENDITURES	\$ -	\$ -	\$ 250,030.00	\$ 500,060.00	0.0%
NET REVENUE OVER EXPENDITURES	\$ 28,596.94	\$ 232,498.86	\$ (21,730.00)	\$ (43,460.00)	
TOTAL STORM WATER FUND REVENUE	\$ 90,145.37	\$ 596,756.28	\$ 468,800.00	\$ 937,600.00	127.3%
TOTAL STORM WATER FUND EXPENDITURES	\$ 3,089.62	\$ 56,161.73	\$ 344,185.00	\$ 688,370.00	16.3%
TOTAL REVENUE OVER EXPENDITURES	\$ 87,055.75	\$ 540,594.55	\$ 124,615.00	\$ 249,230.00	

SPECIAL REVENUE FUNDS**PARK DEVELOPMENT**

	<u>CURRENT MONTH</u>		<u>YTD ACTUAL</u>		<u>YTD BUDGET</u>		<u>TOTAL 2023 BUDGET</u>		<u>PERCENTAGE</u> <u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
TOTAL PARK DEVELOPMENT REVENUE	\$ 34,713.83	\$	298,111.01	\$	329,200.00	\$	658,400.00		90.6%
TOTAL PARK DEVELOPMENT EXPENDITURES	\$ (168,365.77)	\$	1,852,957.42	\$	600,030.00	\$	1,200,060.00		308.8%
NET REVENUE OVER EXPENDITURES	\$ 203,079.60	\$	(1,554,846.41)	\$	(270,830.00)	\$	(541,660.00)		

PARK DEDICATION

	<u>CURRENT MONTH</u>		<u>YTD ACTUAL</u>		<u>YTD BUDGET</u>		<u>TOTAL 2023 BUDGET</u>		<u>PERCENTAGE</u> <u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
TOTAL PARK DEDICATION REVENUE	\$ 10,355.59	\$	78,506.81	\$	100,000.00	\$	200,000.00		78.5%
TOTAL PARK DEDICATION EXPENDITURES	\$ -	\$	(1,323.75)	\$	770,280.00	\$	1,540,560.00		-0.2%
NET REVENUE OVER EXPENDITURES	\$ 10,355.59	\$	79,830.56	\$	(670,280.00)	\$	(1,340,560.00)		

PUBLIC FACILITIES

	<u>CURRENT MONTH</u>		<u>YTD ACTUAL</u>		<u>YTD BUDGET</u>		<u>TOTAL 2023 BUDGET</u>		<u>PERCENTAGE</u> <u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
TOTAL PUBLIC FACILITIES REVENUE	\$ 46,148.21	\$	326,133.03	\$	231,100.00	\$	462,200.00		141.1%
TOTAL PUBLIC FACILITIES EXPENDITURES	\$ 3,650.00	\$	3,650.00	\$	175,030.00	\$	350,060.00		2.1%
NET REVENUE OVER EXPENDITURES	\$ 42,498.21	\$	322,483.03	\$	56,070.00	\$	112,140.00		

CONSERVATION TRUST/FORESTRY**PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL CONSERVATION TRUST REVENUE	\$ 79,561.08	\$ 341,177.51	\$ 295,250.00	\$ 590,500.00	115.6%
EXPENDITURES					
SALARIES/TAXES/BENEFITS	\$ 33,485.23	\$ 141,279.06	\$ 166,479.00	\$ 332,958.00	84.9%
ADMINISTRATION OTHER	\$ 1,702.29	\$ 14,178.16	\$ 12,905.00	\$ 25,810.00	109.9%
PARK MAINTENANCE & IMPROVEMENTS	\$ 13,302.41	\$ 17,882.33	\$ 44,500.00	\$ 89,000.00	40.2%
TREE MAINTENANCE	\$ 14,165.51	\$ 41,480.85	\$ 34,750.00	\$ 69,500.00	119.4%
EAB RESPONSE	\$ -	\$ -	\$ 22,500.00	\$ 45,000.00	0.0%
TOTAL CONSERVATION TRUST EXPENDITURES	\$ 62,655.44	\$ 214,820.40	\$ 281,134.00	\$ 562,268.00	76.4%
NET REVENUE OVER EXPENDITURES	\$ 16,905.64	\$ 126,357.11	\$ 14,116.00	\$ 28,232.00	

LARIMER COUNTY OPEN SPACE TAX**PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL LARIMER COUNTY REVENUE	\$ 36,629.77	\$ 244,426.25	\$ 261,500.00	\$ 523,000.00	93.5%
TOTAL LARIMER COUNTY EXPENDITURES	\$ 51,846.33	\$ 317,676.06	\$ 562,530.00	\$ 1,125,060.00	56.5%
NET REVENUE OVER EXPENDITURES	\$ (15,216.56)	\$ (73,249.81)	\$ (301,030.00)	\$ (602,060.00)	

CEMETERY ENDOWMENT**PERCENTAGE****YTD ACTUAL vs**

	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD BUDGET</u>
TOTAL CEMETERY ENDOWMENT REVENUE	\$ 9,179.60	\$ 47,256.51	\$ 35,250.00	\$ 70,500.00	134.1%
EXPENDITURES					
SALARIES/TAXES/BENEFITS	\$ 5,232.48	\$ 23,167.97	\$ 32,296.00	\$ 64,592.00	71.7%
FUNERALS	\$ -	\$ 930.00	\$ 1,500.00	\$ 3,000.00	0.0%
MAINTENANCE	\$ 2,120.19	\$ 10,048.90	\$ 13,805.00	\$ 27,610.00	72.8%
IMPROVEMENTS	\$ -	\$ 972.00	\$ 17,500.00	\$ 35,000.00	0.0%
TOTAL CEMETERY ENDOWMENT EXPENDITURES	\$ 7,352.67	\$ 35,118.87	\$ 65,101.00	\$ 130,202.00	53.9%
NET REVENUE OVER EXPENDITURES	\$ 1,826.93	\$ 12,137.64	\$ (29,851.00)	\$ (59,702.00)	

<u>BATS</u>					<u>PERCENTAGE</u>
	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
TOTAL BATS REVENUE	\$ 6,070.77	\$ 55,168.79	\$ 37,250.00	\$ 74,500.00	148.1%
EXPENDITURES					
SALARIES/TAXES/BENEFITS	\$ 10,616.67	\$ 48,101.49	\$ 50,915.00	\$ 101,830.00	94.5%
ADMINISTRATION OTHER	\$ -	\$ 709.99	\$ 2,527.50	\$ 5,055.00	28.1%
DRIVING	\$ 916.38	\$ 13,628.80	\$ 14,850.00	\$ 29,700.00	91.8%
SERVICES	\$ 35,612.52	\$ 80,685.02	\$ 43,000.00	\$ 86,000.00	187.6%
TOTAL BATS EXPENDITURES	\$ 47,145.57	\$ 143,125.30	\$ 111,292.50	\$ 222,585.00	128.6%
NET REVENUE OVER EXPENDITURES	\$ (41,074.80)	\$ (87,956.51)	\$ (74,042.50)	\$ (148,085.00)	
<u>ROAD IMPACT FEES</u>					<u>PERCENTAGE</u>
	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
TOTAL ROAD IMPACT REVENUE	\$ 418,750.85	\$ 777,828.03	\$ 342,550.00	\$ 685,100.00	227.1%
TOTAL ROAD IMPACT EXPENDITURES	\$ 1,411.32	\$ 230,682.14	\$ 637,686.50	\$ 1,275,373.00	36.2%
NET REVENUE OVER EXPENDITURES	\$ 417,339.53	\$ 547,145.89	\$ (295,136.50)	\$ (590,273.00)	
<u>RECREATIONAL MMJ</u>					<u>PERCENTAGE</u>
	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
TOTAL RECREATIONAL MMJ REVENUES	\$ 61,047.78	\$ 305,999.40	\$ 201,000.00	\$ 402,000.00	152.2%
TOTAL RECREATIONAL MMJ EXPENDITURES	\$ 469,205.77	\$ 750,426.04	\$ 635,030.00	\$ 1,270,060.00	118.2%
NET REVENUE OVER EXPENDITURES	\$ (408,157.99)	\$ (444,426.64)	\$ (434,030.00)	\$ (868,060.00)	

<u>1998 1% SALES TAX</u>					<u>PERCENTAGE</u>
	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
TOTAL 1998 1% REVENUE	\$ 239,422.62	\$ 1,123,922.21	\$ 1,112,875.00	\$ 2,225,750.00	101.0%
TOTAL 1998 1% EXPENDITURES	\$ 247,574.64	\$ 605,483.46	\$ 1,975,030.00	\$ 3,950,060.00	30.7%
NET REVENUE OVER EXPENDITURES	\$ (8,152.02)	\$ 518,438.75	\$ (862,155.00)	\$ (1,724,310.00)	
<u>2019 1% SALES TAX</u>					<u>PERCENTAGE</u>
	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>TOTAL 2023 BUDGET</u>	<u>YTD ACTUAL vs</u> <u>YTD BUDGET</u>
RECREATION CENTER REVENUE	\$ 129,946.37	\$ 800,755.42	\$ 610,875.00	\$ 1,221,750.00	131.1%
SALES TAX REVENUE/INTEREST	\$ 248,459.22	\$ 1,206,767.52	\$ 1,109,875.00	\$ 2,219,750.00	108.7%
TOTAL 2019 1% REVENUE	\$ 378,405.59	\$ 2,007,522.94	\$ 1,720,750.00	\$ 3,441,500.00	116.7%
RECREATION CENTER OPERATING EXPENSES	\$ 183,895.12	\$ 882,136.07	\$ 1,042,293.00	\$ 2,084,586.00	84.6%
COP PAYMENT AND OTHER EXPENSES	\$ (2,001.81)	\$ 391,221.69	\$ 2,067,000.00	\$ 4,134,000.00	18.9%
TOTAL 2019 1% EXPENDITURES	\$ 181,893.31	\$ 1,273,357.76	\$ 3,109,293.00	\$ 6,218,586.00	41.0%
NET REVENUE OVER EXPENDITURES	\$ 196,512.28	\$ 734,165.18	\$ (1,388,543.00)	\$ (2,777,086.00)	
TOTAL SPECIAL FUNDS REVENUE	\$ 1,320,285.69	\$ 5,606,052.49	\$ 4,666,725.00	\$ 9,333,450.00	
TOTAL SPECIAL FUNDS EXPENDITURES	\$ 904,369.28	\$ 5,425,973.70	\$ 8,922,437.00	\$ 17,844,874.00	
TOTAL REVENUE OVER EXPENDITURES	\$ 415,916.41	\$ 180,078.79	\$ (4,255,712.00)	\$ (8,511,424.00)	

TOTAL REVENUE	\$ 3,041,673.33	\$ 19,512,138.76	\$ 16,950,508.00	\$ 33,901,016.00
TOTAL EXPENDITURES	\$ 2,275,033.77	\$ 16,566,475.99	\$ 29,922,394.00	\$ 59,844,788.00

Town of Berthoud
807 Mountain Ave
PO Box 1229
Berthoud, CO 80513-1229
Phone 970.532.2643 Fax 970.532.0640



BILLS SUMMARY JUNE 2023 FINAL

BILLS ALLOWED

TOTAL BILLS	\$	1,796,400
NET PAYROLL	\$	257,078

Mayor William Karspeck

Mayor Pro-Tem Mike Grace

Trustee Karl Ayers

Trustee Jeff Butler

Trustee Tim Hardy

Trustee Sean Murphy

Trustee May Soricelli

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
1100200400							
60123300							
06/23	06/01/2023	601233	Allstate	JUNE 2023	11-00-200400	Insurance Payable	825.33
60123301							
06/23	06/01/2023	601233	Guardian	JUNE 2023	11-00-200400	Insurance Payable	4,572.04
61223301							
06/23	06/12/2023	612233	CIGNA	JUNE 2023	11-00-200400	Insurance Payable	36,085.56
Total 1100200400:							41,482.93
1100420900							
74242							
06/23	06/22/2023	74242	Maggi, Wynne	3031335	11-00-4209-00	Restitution	1,900.44
Total 1100420900:							1,900.44
1100460300							
74014							
06/23	06/21/2023	74014	Slaugh, Scott & Diana	10774.1	11-00-4603-00	Municipal Fee	89.60
Total 1100460300:							89.60
1100465500							
74217							
06/23	06/20/2023	74217	Lewis, Jeff	SIGN DEPO	11-00-4655-00	Sign Deposit	150.00
Total 1100465500:							150.00
1101501001							
74169							
06/23	06/06/2023	74169	USPS-Berthoud	PO BOX 122	11-01-5010.01	Office Supplies-General Office	398.00
74173							
06/23	06/13/2023	74173	Quadient Finance USA, Inc	06132023	11-01-5010.01	Office Supplies-General Office	1,450.00
74183							
06/23	06/06/2023	74183	Midwest Connect	545017	11-01-5010.01	Office Supplies-General Office	77.27
74203							
06/23	06/13/2023	74203	Office Depot	Multiple	11-01-5010.01	Office Supplies-General Office	604.65
74259							
06/23	06/13/2023	74259	Culligan of Cheyenne	45769	11-01-5010.01	Office Supplies-General Office	82.00
74325							
06/23	06/27/2023	74325	Digital Print Resources Inc	21510	11-01-5010.01	Office Supplies-General Office	897.75
Total 1101501001:							3,509.67
1101501501							
74189							
06/23	06/06/2023	74189	Healthiest You	2023068443	11-01-5015.01	Insurance	714.00
74212							
06/23	06/20/2023	74212	BASIC	2777403	11-01-5015.01	Insurance	397.80
74366							
06/23	06/29/2023	74366	Mainstreet Car Care & Qui	57659	11-01-5015.01	Insurance	446.95
Total 1101501501:							1,558.75
1101501707							
74202							
06/23	06/13/2023	74202	Johnson Controls Fire Prot	89879494	11-01-5017.07	Building Maintenance-Town Hall	713.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 1101501707:							713.00
1101502103							
74179							
06/23	06/06/2023	74179	Law Offices of Sunita Shar	2439-A	11-01-5021.03	Municipal Judge	1,340.00
74182							
06/23	06/06/2023	74182	March, Olive & Sapienza, L	157379	11-01-5021.03	Municipal Judge	16.44
Total 1101502103:							1,356.44
1101503800							
74162							
06/23	06/01/2023	74162	Grandpa's Cafe	061423	11-01-5038.00	Administrative Expenses	805.00
74199							
06/23	06/12/2023	74199	Biddulph, Joshua	PAYROLL 6-	11-01-5038.00	Administrative Expenses	66.18
74200							
06/23	06/12/2023	74200	KO-FE LLP	06142023	11-01-5038.00	Administrative Expenses	129.38
74291							
06/23	06/15/2023	74291	Cardmember Service	MAY23	11-01-5038.00	Administrative Expenses	23,611.88
Total 1101503800:							24,612.44
1101504003							
74252							
06/23	06/13/2023	74252	Bell Gould Linder & Scott P	35245	11-01-5040.03	Attorney-Municipal Court	2,595.82
Total 1101504003:							2,595.82
1101508907							
74175							
06/23	06/06/2023	74175	C&B Cleaning Services	Multiple	11-01-5089.07	Janitorial Service & Supplies	6,620.00
Total 1101508907:							6,620.00
1101509501							
74187							
06/23	06/06/2023	74187	Anchor Network Solutions,	42662	11-01-5095.01	Computer Maintenance/Replace	2,207.47
74194							
06/23	06/06/2023	74194	Anchor Network Solutions,	42575	11-01-5095.01	Computer Maintenance/Replace	12,976.58
74210							
06/23	06/20/2023	74210	Anchor Network Solutions,	42686	11-01-5095.01	Computer Maintenance/Replace	6,702.00
Total 1101509501:							21,886.05
1101509601							
74164							
06/23	06/06/2023	74164	Comcast	JUNE 2023 5	11-01-5096.01	Internet	20.60
Total 1101509601:							20.60
1101524701							
61223300							
06/23	06/12/2023	612233	Caselle Inc.	JUNE 2023	11-01-5247.01	Software-Admin	1,728.00
Total 1101524701:							1,728.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
1101525201							
74219							
06/23	06/20/2023	74219	Big Air Jumpers	43788	11-01-5252.01	Community Events	7,090.00
74368							
06/23	06/29/2023	74368	Rockfan Entertainment	3815	11-01-5252.01	Community Events	450.00
Total 1101525201:							7,540.00
1101525607							
74270							
06/23	06/13/2023	74270	Larimer Co Solid Waste	05312023	11-01-5256.07	Clean Up Day	7,375.70
74326							
06/23	06/27/2023	74326	Digital Print Resources Inc	21505	11-01-5256.07	Clean Up Day	188.50
Total 1101525607:							7,564.20
1102503404							
74190							
06/23	06/06/2023	74190	Larimer Humane Society	1028	11-02-5034.04	Animal Control	3,826.83
Total 1102503404:							3,826.83
1103501202							
74285							
06/23	06/13/2023	74285	XCEL Energy	MAY23	11-03-5012.02	Utilities-Street Lights	7,221.11
Total 1103501202:							7,221.11
1103501406							
74178							
06/23	06/06/2023	74178	Kwik Korner	MAY23	11-03-5014.06	Gas & Oil	2,489.07
Total 1103501406:							2,489.07
1103502001							
74308							
06/23	06/22/2023	74308	Baseline Engineering Corp.	Multiple	11-03-5020.01	Professional Services	52,921.79
Total 1103502001:							52,921.79
1103502106							
74273							
06/23	06/13/2023	74273	Mobile Wrench	Multiple	11-03-5021.06	Light Duty Veh/Equip Maint	512.50
Total 1103502106:							512.50
1103503702							
74320							
06/23	06/22/2023	74320	LG Everist INC	649770	11-03-5037.02	Materials for Maintenance	1,734.73
Total 1103503702:							1,734.73
1103504007							
74265							
06/23	06/13/2023	74265	GMCO Corporation	23-3218	11-03-5040.07	Contract Services	14,178.00
74269							
06/23	06/13/2023	74269	Larimer Co Dept of Natural	00050797	11-03-5040.07	Contract Services	846.42

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 1103504007:							15,024.42
1103504102							
74218							
06/23	06/20/2023	74218	Wagner Equipment Compa	C4853001	11-03-5041.02	Equipment Rental	922.88
Total 1103504102:							922.88
1103504506							
74168							
06/23	06/06/2023	74168	Republic Services	Multiple	11-03-5045.06	Shop Operations	1,285.58
74214							
06/23	06/20/2023	74214	Cintas First Aid & Safety	Multiple	11-03-5045.06	Shop Operations	387.00
74299							
06/23	06/21/2023	74299	Fastenal Company	COGRE1845	11-03-5045.06	Shop Operations	318.67
74301							
06/23	06/21/2023	74301	Mountain View Commercial	Multiple	11-03-5045.06	Shop Operations	365.54
Total 1103504506:							2,356.79
1103504704							
74176							
06/23	06/06/2023	74176	Colorado Barricade Co	65156982-00	11-03-5047.04	Signs & Signage	1,236.08
Total 1103504704:							1,236.08
1103504802							
74206							
06/23	06/13/2023	74206	Safety & Construction Sup	Multiple	11-03-5048.02	Safety Equipment	6,143.80
Total 1103504802:							6,143.80
1104501002							
74321							
06/23	06/22/2023	74321	Pioneer Press of Greeley	Multiple	11-04-5010.02	Office Supplies	104.00
74340							
06/23	06/28/2023	74340	Pioneer Press of Greeley	90561	11-04-5010.02	Office Supplies	58.00
Total 1104501002:							162.00
1104502022							
74367							
06/23	06/29/2023	74367	Northern Colorado Sports	9684	11-04-5020.22	Officials-Youth Baseball	540.00
Total 1104502022:							540.00
1104502023							
74334							
06/23	06/27/2023	74334	Northern Colorado Sports	Multiple	11-04-5020.23	Officials-Youth Softball	1,679.00
Total 1104502023:							1,679.00
1104504602							
74225							
06/23	06/21/2023	74225	Pelkey, Morgan	UNIFORM 5-	11-04-5046.02	Uniforms	211.01

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 1104504602:							211.01
1104504609							
74369							
06/23	06/29/2023	74369	Scheels	TSA050	11-04-5046.09	Uniforms-Track	733.20
Total 1104504609:							733.20
1106510106							
74271							
06/23	06/13/2023	74271	Larimer Small Business De	061223	11-06-5101.06	Memberships	2,000.00
Total 1106510106:							2,000.00
1106510806							
74160							
06/23	06/01/2023	74160	Heron Lakes Golf Operatio	336	11-06-5108.06	Business Relations-Development	738.04
Total 1106510806:							738.04
1106511006							
74338							
06/23	06/28/2023	74338	Crazy Good Marketing	3542	11-06-5110.06	Professional Serv-Consultants	150.50
Total 1106511006:							150.50
1107501101							
74318							
06/23	06/22/2023	74318	Hilltop Broadband	1489-202306	11-07-5011.01	Telephone	261.56
Total 1107501101:							261.56
1107501209							
74290							
06/23	06/14/2023	74290	Poudre Valley REA	JUNE23	11-07-5012.09	Utilities-facilities/gen parks	1,328.36
Total 1107501209:							1,328.36
1107501309							
74181							
06/23	06/06/2023	74181	Mainstreet Car Care & Qui	Multiple	11-07-5013.09	Vehicle Maint-General Park	1,948.39
Total 1107501309:							1,948.39
1107502004							
74281							
06/23	06/13/2023	74281	Thirsty Soil Solutions	8808	11-07-5020.04	Weed/turf maint contract	1,500.00
Total 1107502004:							1,500.00
1107504409							
74266							
06/23	06/13/2023	74266	Helena Agri-Enterprises, L	140511040	11-07-5044.09	Fertilizer/Chemicals-gen parks	210.00
Total 1107504409:							210.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
1107504601							
74222							
06/23	06/21/2023	74222	Kouns, Samantha	UNIFORMS	11-07-5046.01	Uniforms	195.01
74227							
06/23	06/21/2023	74227	Schurr, Bohdan	UNIFORM 5-	11-07-5046.01	Uniforms	369.80
Total 1107504601:							564.81
1107505402							
74268							
06/23	06/13/2023	74268	Jones Excavating & Plumbi	Multiple	11-07-5054.02	Trash-Admin	3,329.78
Total 1107505402:							3,329.78
1107505503							
74311							
06/23	06/22/2023	74311	Mountain View Commercial	Multiple	11-07-5055.03	Restroom Maintenance	3,413.50
Total 1107505503:							3,413.50
1107505709							
74180							
06/23	06/06/2023	74180	MAC Equipment INC	Multiple	11-07-5057.09	Repair/Supplies-General Park	523.50
Total 1107505709:							523.50
1107505902							
74323							
06/23	06/22/2023	74323	Vector Disease Control Inte	PI-A0001241	11-07-5059.02	Insect Control	5,527.83
Total 1107505902:							5,527.83
1108521502							
74186							
06/23	06/06/2023	74186	ProCode, Inc.	0098637	11-08-5215.02	Contract Inspections	47,398.41
Total 1108521502:							47,398.41
1110530200							
74296							
06/23	06/21/2023	74296	4Rivers Equipment	1459684	11-10-5302.00	Grader Attachments	15,549.29
Total 1110530200:							15,549.29
1111501006							
74192							
06/23	06/06/2023	74192	Pioneer Press of Greeley	Multiple	11-11-5010.06	Office Supplies	110.00
Total 1111501006:							110.00
1111502401							
74184							
06/23	06/06/2023	74184	Mountain States Specialtie	Multiple	11-11-5024.01	Youth Advisory Commission	784.25
Total 1111502401:							784.25

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
1111518603							
74313							
06/23	06/22/2023	74313	Sopher Sparr Architects	06152023	11-11-5186.03	Zoning Code update	1,870.00
Total 1111518603:							1,870.00
1111518803							
74303							
06/23	06/21/2023	74303	Plan Tools LLC	23-21	11-11-5188.03	Comp Plan	6,883.78
Total 1111518803:							6,883.78
1111518902							
74275							
06/23	06/13/2023	74275	Prairie Mountain Media	350178	11-11-5189.02	DEVELOPMENT REVIEW	207.92
74302							
06/23	06/21/2023	74302	Norton & Smith, P.C.	MAY2023	11-11-5189.02	DEVELOPMENT REVIEW	18,325.85
Total 1111518902:							18,533.77
1112451000							
74232							
06/23	06/27/2023	74232	Robinson, Raymond	DEPOSIT RE	11-12-4510.00	Lease-Month to Month	250.00
Total 1112451000:							250.00
1112501702							
74256							
06/23	06/13/2023	74256	Clear Shine Window Cleani	13188	11-12-5017.02	Building Maintenance-Maint	30.00
74364							
06/23	06/29/2023	74364	Clear Shine Window Cleani	13292	11-12-5017.02	Building Maintenance-Maint	30.00
Total 1112501702:							60.00
1112503901							
74188							
06/23	06/06/2023	74188	Berthoud Village Shopping	JUNE23	11-12-5039.01	HOA Fees	3,860.86
Total 1112503901:							3,860.86
1113502001							
74191							
06/23	06/06/2023	74191	Picture This Creative Servi	253	11-13-5020.01	Prof Services-Community	85.00
Total 1113502001:							85.00
1115515000							
74253							
06/23	06/13/2023	74253	Berthoud Area Chamber Of	2501	11-15-5150.00	Chamber of Commerce	3,007.79
74304							
06/23	06/21/2023	74304	Smart Marketing with Easy	4922	11-15-5150.00	Chamber of Commerce	2,199.00
Total 1115515000:							5,206.79
2000504002							
74316							
06/23	06/22/2023	74316	Vranesh & Raisch	Multiple	20-00-5040.02	Attorney Fees	17,694.51

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 2000504002:							17,694.51
2000510402							
74328							
06/23	06/27/2023	74328	Leonard Rice Engineers In	23312	20-00-5104.02	Water Resource Master Plan	14,158.43
Total 2000510402:							14,158.43
2000510602							
74309							
06/23	06/22/2023	74309	Handy Ditch Company	Multiple	20-00-5106.02	Ditchwide Study	3,586.20
Total 2000510602:							3,586.20
2000510800							
74278							
06/23	06/13/2023	74278	Resource Central	5736	20-00-5108.00	Water Conservation Program	500.00
Total 2000510800:							500.00
2000520802							
74312							
06/23	06/22/2023	74312	Providence Infrastructure C	Multiple	20-00-5208.02	Raw Line Maintenance	91,952.15
Total 2000520802:							91,952.15
2100441000							
74007							
06/23	06/05/2023	74007	BERGSTEN, JOHN & SAR	11258.2	21-00-4410-00	Sale of Water	215.48
74008							
06/23	06/05/2023	74008	BART, ARTHUR & DENISE	10327.3	21-00-4410-00	Sale of Water	20.00
74009							
06/23	06/05/2023	74009	STEARNS, DUANE G & D	10549.2	21-00-4410-00	Sale of Water	191.06
74011							
06/23	06/14/2023	74011	FIELDS, JEFFREY B CAR	10416.4	21-00-4410-00	Sale of Water	98.13
74012							
06/23	06/21/2023	74012	LINDA LICO LIVING TRUS	10991.3	21-00-4410-00	Sale of Water	121.83
74013							
06/23	06/21/2023	74013	ALEXANDER, WILLIAM	741.2	21-00-4410-00	Sale of Water	59.44
74015							
06/23	06/27/2023	74015	AMERICAN WEST CONST	HM0756	21-00-4410-00	Sale of Water	2,394.88
74016							
06/23	06/27/2023	74016	RLW/SEMA JOINT VENTU	HM0744	21-00-4410-00	Sale of Water	30,687.66
74341							
06/23	06/28/2023	74341	FREGOSI, DAVID A	9194.2	21-00-4410-00	Sale of Water	93.50
74342							
06/23	06/28/2023	74342	WILES, GALEN	1544.4	21-00-4410-00	Sale of Water	74.14
Total 2100441000:							33,956.12
2100501001							
74195							
06/23	06/06/2023	74195	USPS-Berthoud	JUNE23	21-00-5010.01	Office Supplies	2,342.28
Total 2100501001:							2,342.28

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
2100501101							
74163							
06/23	06/06/2023	74163	CenturyLink	JUNE 2023	21-00-5011.01	Telephone	405.93
74166							
06/23	06/06/2023	74166	Comcast	MAY 2023	21-00-5011.01	Telephone	425.60
74167							
06/23	06/06/2023	74167	Hilltop Broadband	3582-202305	21-00-5011.01	Telephone	194.70
74215							
06/23	06/20/2023	74215	Comcast	JUNE 2023 5	21-00-5011.01	Telephone	425.60
Total 2100501101:							1,451.83
2100501203							
74324							
06/23	06/22/2023	74324	XCEL Energy	JUNE23	21-00-5012.03	Utilities-Treatment	8,493.76
Total 2100501203:							8,493.76
2100502004							
74276							
06/23	06/13/2023	74276	Ramey Environmental	Multiple	21-00-5020.04	Prof. Fees-Operator	90,489.62
Total 2100502004:							90,489.62
2100505601							
74331							
06/23	06/27/2023	74331	Foley Boyz Lawn Care LLC	4111141	21-00-5056.01	Facility Maintenance	375.00
Total 2100505601:							375.00
2100505703							
74282							
06/23	06/13/2023	74282	UNCC	223050185	21-00-5057.03	Repair, Maint, Supp Treat	2,193.00
74333							
06/23	06/27/2023	74333	Hach Co.	13614770	21-00-5057.03	Repair, Maint, Supp Treat	1,471.36
Total 2100505703:							3,664.36
2100508103							
74319							
06/23	06/22/2023	74319	HOA Solutions	11163	21-00-5081.03	SCADA	6,142.00
Total 2100508103:							6,142.00
2100510902							
74260							
06/23	06/13/2023	74260	Dana Kepner	6233037-00	21-00-5109.02	Meters-repairs	300.00
Total 2100510902:							300.00
2100511002							
74317							
06/23	06/22/2023	74317	CDPHE	WB23113535	21-00-5110.02	Permits	502.63
Total 2100511002:							502.63

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
2100511102							
74332							
06/23	06/27/2023	74332	Gopher Excavation Inc	Multiple	21-00-5111.02	Water Breaks	16,626.00
Total 2100511102:							16,626.00
2100512401							
74289							
06/23	06/14/2023	74289	Northern Water	5817	21-00-5124.01	Water Assessments	2,527.50
Total 2100512401:							2,527.50
2100527702							
74264							
06/23	06/13/2023	74264	Distribution System Resour	6355	21-00-5277.02	Distribution System Improve	500.00
Total 2100527702:							500.00
2300501005							
74198							
06/23	06/06/2023	74198	Digital Print Resources Inc	21484	23-00-5010.05	Office Supplies- Utility Billi	2,850.00
Total 2300501005:							2,850.00
2300501101							
74165							
06/23	06/06/2023	74165	Comcast	JUNE 2023	23-00-5011.01	Telephone	1,371.77
74228							
06/23	06/23/2023	74228	AT&T Mobility	JUNE 2023	23-00-5011.01	Telephone	683.02
Total 2300501101:							2,054.79
2300501201							
74251							
06/23	06/13/2023	74251	AGFINITY INC	W17697	23-00-5012.01	Utilities	989.03
74306							
06/23	06/21/2023	74306	XCEL Energy	831058657	23-00-5012.01	Utilities	55.99
74310							
06/23	06/22/2023	74310	Little Thompson Water Dist	MAY23-2	23-00-5012.01	Utilities	152.37
74322							
06/23	06/22/2023	74322	Poudre Valley REA	JUNE2023	23-00-5012.01	Utilities	304.54
74335							
06/23	06/27/2023	74335	Poudre Valley REA	JUNE23-2	23-00-5012.01	Utilities	7,018.13
Total 2300501201:							8,520.06
2300501203							
74272							
06/23	06/13/2023	74272	Little Thompson Water Dist	MAY23	23-00-5012.03	Utilities	3,103.17
Total 2300501203:							3,103.17
2300502004							
74280							
06/23	06/13/2023	74280	TETRA TECH, INC.	52072299	23-00-5020.04	Professional Fees	10,612.50
74329							
06/23	06/27/2023	74329	TETRA TECH, INC.	Multiple	23-00-5020.04	Professional Fees	56,123.50

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 2300502004:							66,736.00
2300505401							
74201							
06/23	06/12/2023	74201	Republic Services	0642-000557	23-00-5054.01	Trash	487.28
Total 2300505401:							487.28
2300505701							
74229							
06/23	06/23/2023	74229	Complete Door Systems	48967	23-00-5057.01	Repair, Maint. & Supplies	1,837.28
74250							
06/23	06/13/2023	74250	Action R&R LLC	0737566	23-00-5057.01	Repair, Maint. & Supplies	4,505.00
Total 2300505701:							6,342.28
2300510801							
74257							
06/23	06/13/2023	74257	Colorado Analytical Labs. I	Multiple	23-00-5108.01	Lab Tests	4,316.11
74283							
06/23	06/13/2023	74283	USA Bluebook	Multiple	23-00-5108.01	Lab Tests	2,283.60
Total 2300510801:							6,599.71
2300510903							
74279							
06/23	06/13/2023	74279	Smith Power Products	544270	23-00-5109.03	Generator Maintenance	412.12
Total 2300510903:							412.12
2300511401							
74262							
06/23	06/13/2023	74262	Denali Water Solutions	Multiple	23-00-5114.01	Sludge Hauling	6,993.99
74330							
06/23	06/27/2023	74330	Denali Water Solutions	Multiple	23-00-5114.01	Sludge Hauling	6,401.69
Total 2300511401:							13,395.68
2300512903							
74274							
06/23	06/13/2023	74274	Paratex Weed Control Inc.	Multiple	23-00-5129.03	Lift Station Maintenance	1,476.00
Total 2300512903:							1,476.00
2300545106							
74254							
06/23	06/13/2023	74254	Burns & McDonnell Engine	152043-3	23-00-5451.06	Plant Equipment Replacement	7,620.00
Total 2300545106:							7,620.00
2400501900							
63023334							
06/23	06/30/2023	630233	Alfa Construction LLC	JUNE 2023	24-00-5019.00	ALFA Line Reimbursement	4,007.20
Total 2400501900:							4,007.20

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
2400527100							
74327							
06/23	06/27/2023	74327	Kimley-Horn and Associate	196724000-0	24-00-5271.00	1st Street Sewer Upgrade	96,362.08
Total 2400527100:							96,362.08
3100502202							
74205							
06/23	06/13/2023	74205	DeFalco Construction Com	6	31-00-5022.02	Bike Park plan	15,011.83
74307							
06/23	06/22/2023	74307	American Ramp Company	2	31-00-5022.02	Bike Park plan	438,186.55
Total 3100502202:							453,198.38
3100525100							
74230							
06/23	06/23/2023	74230	DTJ Design	66364	31-00-5251.00	Richardson Park	140,333.22
Total 3100525100:							140,333.22
3400501301							
74177							
06/23	06/06/2023	74177	Colorado Crane & Hoist Co	17371	34-00-5013.01	Vehicle Maintenance	500.00
Total 3400501301:							500.00
3400504601							
74220							
06/23	06/21/2023	74220	Furnas, Paul	UNIFORM 6-	34-00-5046.01	Uniforms	120.21
74221							
06/23	06/21/2023	74221	Koons, Brandon	UNIFORM 6-	34-00-5046.01	Uniforms	150.31
74224							
06/23	06/21/2023	74224	Miller, Austin	UNIFORM 6-	34-00-5046.01	Uniforms	53.51
Total 3400504601:							324.03
3400505801							
74286							
06/23	06/14/2023	74286	High Altitude Equipment	698	34-00-5058.01	Equipment Maintenance	377.24
Total 3400505801:							377.24
3400507902							
74261							
06/23	06/13/2023	74261	DBC Irrigation Supply	Multiple	34-00-5079.02	Supplies	377.34
Total 3400507902:							377.34
3600430600							
74432							
06/23	06/30/2023	74432	Larimer County Sales Tax	JUNE 2023	36-00-4306.00	County Open Space Revenue	15,077.87
Total 3600430600:							15,077.87
3600525900							
74258							
06/23	06/13/2023	74258	Colorado Materials Inc	Multiple	36-00-5259.00	Hillsdale	1,192.21

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 3600525900:							1,192.21
3600526500							
74231							
06/23	06/23/2023	74231	XCEL Energy	Multiple	36-00-5265.00	Jaskowski Property Maint.	85.32
Total 3600526500:							85.32
3900501302							
74204							
06/23	06/13/2023	74204	University Auto Parts-NAP	Multiple	39-00-5013.02	Vehicle Maintenance	659.33
Total 3900501302:							659.33
3900502000							
74300							
06/23	06/21/2023	74300	Felsburg Holt & Ullevig	37165	39-00-5020.00	Professional Services	2,392.50
Total 3900502000:							2,392.50
3900511402							
63023300							
06/23	06/30/2023	630233	WEX BANK	JUNE 2023	39-00-5114.02	Gas & Oil	3,605.46
Total 3900511402:							3,605.46
4100521100							
74171							
06/23	06/07/2023	74171	Petty Cash	SCORCHFE	41-00-5211.00	Carnival	200.00
74211							
06/23	06/20/2023	74211	Astro Coffee Bar	A55	41-00-5211.00	Carnival	211.36
74213							
06/23	06/20/2023	74213	Big Air Jumpers	44060	41-00-5211.00	Carnival	16,782.50
74263							
06/23	06/13/2023	74263	Denver Lighting and DJ Se	SCORCHFE	41-00-5211.00	Carnival	1,250.00
74288							
06/23	06/14/2023	74288	Mountain States Specialtie	125586	41-00-5211.00	Carnival	163.24
Total 4100521100:							18,607.10
5100461000							
74431							
06/23	06/30/2023	74431	Town of Johnstown	JUNE 2023	51-00-4610-00	Sales Tax Revenue	7,845.52
Total 5100461000:							7,845.52
5100503800							
74277							
06/23	06/13/2023	74277	RCD Construction	1	51-00-5038.00	Sidewalk Improvements	166,043.79
74365							
06/23	06/29/2023	74365	Ground Engineering Consu	220622.0-3	51-00-5038.00	Sidewalk Improvements	2,345.00
Total 5100503800:							168,388.79
5100524400							

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
74297							
06/23	06/21/2023	74297	Baseline Engineering Corp.	Multiple	51-00-5244.00	I-25 Design	16,362.95
74315							
06/23	06/22/2023	74315	Upham, Tim	2	51-00-5244.00	I-25 Design	87,500.00
Total 5100524400:							103,862.95
5200450005							
74010							
06/23	06/13/2023	74010	MEIESALGADO, MARC	6/13/2023	52-00-4500-05	Activity Fee-Aquatics	18.95
Total 5200450005:							18.95
5201501201							
74207							
06/23	06/13/2023	74207	XCEL Energy	Multiple	52-01-5012.01	Utilities	11,294.28
Total 5201501201:							11,294.28
5201502004							
74161							
06/23	06/01/2023	74161	Hilltop Broadband	Multiple	52-01-5020.04	Purchased Services	877.70
74170							
06/23	06/06/2023	74170	Xerox Business Solutions	4460569	52-01-5020.04	Purchased Services	25.90
Total 5201502004:							903.60
5201504601							
74223							
06/23	06/21/2023	74223	Martin, Connor	UNIFORM 6-	52-01-5046.01	Uniforms	132.97
74226							
06/23	06/21/2023	74226	Schaefer, Nate	UNIFORM 5-	52-01-5046.01	Uniforms	115.66
Total 5201504601:							248.63
5201505601							
74216							
06/23	06/20/2023	74216	Lefthand Printworks	3055	52-01-5056.01	Brochures/Advertising/Printing	192.00
74287							
06/23	06/14/2023	74287	Lefthand Printworks	Multiple	52-01-5056.01	Brochures/Advertising/Printing	398.25
Total 5201505601:							590.25
5201510201							
74434							
06/23	06/28/2023	74434	Hensley, Steve	Multiple	52-01-5102.01	Supplies/Equipment	118.10
Total 5201510201:							118.10
5201524701							
74298							
06/23	06/21/2023	74298	DaySmart Recreation	953205	52-01-5247.01	Computer Software	1,593.90
Total 5201524701:							1,593.90
5203501701							

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice GL Account Title	Check Amount
74339							
06/23	06/28/2023	74339	Extreme Care	33145	52-03-5017.01	Building Maintenance/Repair	919.67
Total 5203501701:							919.67
5203510201							
74172							
06/23	06/13/2023	74172	Home Depot Pro	745927079	52-03-5102.01	Supplies/Equipment	338.04
74267							
06/23	06/13/2023	74267	Home Depot Pro	Multiple	52-03-5102.01	Supplies/Equipment	1,366.91
Total 5203510201:							1,704.95
5206502004							
74193							
06/23	06/06/2023	74193	Wellbeats	77254	52-06-5020.04	Purchased Services	249.00
74336							
06/23	06/27/2023	74336	Wellbeats	78416	52-06-5020.04	Purchased Services	249.00
Total 5206502004:							498.00
5207502004							
74255							
06/23	06/13/2023	74255	Choose Well Nutrition, LLC	MAY23	52-07-5020.04	Purchased Services	154.00
74314							
06/23	06/22/2023	74314	Tang Soo Do Concepts LL	1663	52-07-5020.04	Purchased Services	435.40
74337							
06/23	06/28/2023	74337	101 Sports	1666	52-07-5020.04	Purchased Services	630.00
Total 5207502004:							1,219.40
5207502104							
74284							
06/23	06/13/2023	74284	Wildfire Arts Center	05232023	52-07-5021.04	Wildfire Class	1,584.00
74305							
06/23	06/21/2023	74305	Wildfire Arts Center	052623	52-07-5021.04	Wildfire Class	50.00
Total 5207502104:							1,634.00
5208500801							
74174							
06/23	06/06/2023	74174	American DataBank LLC	2305306	52-08-5008.01	Background/Physicals	164.00
Total 5208500801:							164.00
5208502031							
74185							
06/23	06/06/2023	74185	Northern Colorado Sports	9626	52-08-5020.31	Officials-Adult Volleyball	305.00
Total 5208502031:							305.00
Grand Totals:							1,796,400.32

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Berthoud Fire District (BFD) Permit Fee Waiver Request
Type of Item:	Consent Agenda
Purpose:	To consider a request from the Berthoud Fire Protection District to waive permit fees for a remodel of Station 1
Presented by:	Chris Kirk

ATTACHMENTS:

- Request from Chief Steve Charles
- Permit Fee Invoice - Original
- Permit Fee Invoice – With Waivers

BACKGROUND:

The Town has received and reviewed plans for a remodel of BFD Fire Station 1, located between Mountain Avenue and Welch Avenue, just east of 3rd Street. The remodel is intended to add/remodel sleeping quarters, kitchen areas, locker rooms, restrooms and other similar firefighter support space.

As a local government partner, and the Town's fire protection service, the District has requested that any permit fees normally charged for a remodel of this type be waived, excluding any 3rd party review fees paid to building plan inspection or engineering plan inspection companies employed by the Town. During the last BFD Remodel in 2019, the Town also waived permit fees.

The total permit fees for the current remodel plan are \$24,126.80. The District is specifically requesting that the \$17,891.75 in fees be waived. These fees are: Building Valuation Permit Fee, Plan Review Fee, Electrical Fee, Public Facilities Fee, and the Nonresidential Road Impact Fee. The remaining balance of fees due by the District would be \$6,235.05.

Staff believes that the project creates additional public benefit to the Town's residents and businesses through enhanced fire protection services and as such, we recommend that you approve the request from BFD to waive all permit fees related to the remodel, excluding any fees paid by the town to a 3rd party review company.

RECOMMENDED ACTION(S):

APPROVE THE REQUEST FROM BFD TO WAIVE ALL PERIT FEES RELATED TO THE REMODEL OF BFD STATION 1, EXCLUDING ANY FEES PAID BY THE TOWN TO A 3RD PARTY REVIEW COMPANY

From: [Steve Charles](#)
To: [Chris Kirk](#)
Cc: [Dan Hershman](#)
Subject: Fire Station 1 Remodel Fees
Date: Thursday, July 27, 2023 11:44:59 AM
Attachments: [image001.png](#)

Administrator Kirk –

The Berthoud Fire Protection District is remodeling Fire Station 1, our plans have been approved & currently waiting for the Town of Berthoud to calculate our fees. The District has a practice of not charging permit fees to local, county or state government. Plans submitted to the District, which are reviewed in-house by an employee of the District, by a local, county or state agency are reviewed at no cost. Additionally, any permit associated with the project are waived. However, in the case of a local, county or state agency submitting plans to the District that are not reviewed by a District employee, the District would charge the fee associated with the review of the plans by a 3rd party.

I'm requesting that this practice be considered by the Town of Berthoud in respect to our remodel. If the plans were reviewed by a 3rd party, I believe it is fair that the District absorb that cost not the Town of Berthoud. However, I request that the Town of Berthoud waive permit fees that are not directly associated with the cost of a 3rd party reviewing our plans or physically inspecting the work being completed. Looking forward to your response.

Chief Charles



Stephen Charles

BERTHOUD FIRE PROTECTION DISTRICT

Fire Chief

scharles@berthoudfire.org

Office: 970-532-2264

Mobile: 970-481-8898

***BERTHOUD**FIRE*.ORG**

To Serve. To Care. To Support.

INVOICE



BERTHOUD

(970) 532-2643

23BRD-00322 | Commercial - Remodel

275 MOUNTAIN AVE, BERTHOUD, 80513

<i>Fee Item</i>	<i>Assessed Date</i>	<i>Outstanding Balance</i>
<i>Payment Date</i>	<i>Refunds</i>	<i>Payments</i>
Building - Valuation Permit Fee	08/01/2023	\$8,528.75
Plan Review - 65%	08/01/2023	\$5,543.69
Electrical - Valuation Based Fee (3-2020)	08/01/2023	\$1,530.00
Storm Drainage Fee Additional Impervious Area (704 SF)	08/01/2023	\$591.36
Public Facilities Fee (Nonresidential - Other)	08/01/2023	\$5,945.00
Admin Fee	08/01/2023	\$50.00
Technology Fee	08/01/2023	\$50.00
Nonresidential RIF (Other)	08/01/2023	\$1,888.00
Total Balance Due		\$24,126.80

Permit Info

Property Address

275 MOUNTAIN AVE,
BERTHOUD, 80513

Property Owner

Berthoud Fire Protection
District

Property Owner Address

PO BOX 570, BERTHOUD, CO
805130570

PERMIT TYPE

COMMERCIAL - REMODEL

Permit Info

Property Address

275 MOUNTAIN AVE,
BERTHOUD, 80513

Property Owner

Berthoud Fire Protection
District

Property Owner Address

PO BOX 570, BERTHOUD, CO
805130570

DESCRIPTION OF WORK

PARTIAL INTERIOR REMODEL OF THE EXISTING
BERTHOUD FIRE STATION AND THE IN-FILLING OF THE
EXISTING COURTYARD AREA TO CREATE A NEW
RESIDENTIAL KITCHEN/LOUNGE AREA UTILIZING THE
EXISTING EXTERIOR WALLS AND ADDING A NEW ROOF.
TOTAL IMPACTED SF = 6,218 REMODELED AREA

VALUATION \$

1800000

ELECTRICAL VALUATION \$

135000

MATERIAL COST \$

900000

PRIMARY OCCUPANCY GROUP

B

INVOICE



BERTHOUD

(970) 532-2643

23BRD-00322 | Commercial - Remodel

275 MOUNTAIN AVE, BERTHOUD, 80513

<i>Fee Item</i>	<i>Assessed Date</i>	<i>Outstanding Balance</i>
<i>Payment Date</i>	<i>Refunds</i>	<i>Payments</i>
Plan Review - 65%	08/01/2023	\$5,543.69
Storm Drainage Fee Additional Impervious Area (704 SF)	08/01/2023	\$591.36
Admin Fee	08/01/2023	\$50.00
Technology Fee	08/01/2023	\$50.00
Total Balance Due		\$6,235.05

Permit Info

Property Address

275 MOUNTAIN AVE,
BERTHOUD, 80513

Property Owner

Berthoud Fire Protection
District

Property Owner Address

PO BOX 570, BERTHOUD, CO
805130570

PERMIT TYPE

COMMERCIAL - REMODEL

DESCRIPTION OF WORK

PARTIAL INTERIOR REMODEL OF THE EXISTING
BERTHOUD FIRE STATION AND THE IN-FILLING OF THE
EXISTING COURTYARD AREA TO CREATE A NEW
RESIDENTIAL KITCHEN/LOUNGE AREA UTILIZING THE
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TOTAL IMPACTED SF = 6,218 REMODELED AREA

VALUATION \$

1800000

ELECTRICAL VALUATION \$

135000

MATERIAL COST \$

900000

Permit Info

Property Address

275 MOUNTAIN AVE,
BERTHOUD, 80513

Property Owner

Berthoud Fire Protection
District

Property Owner Address

PO BOX 570, BERTHOUD, CO
805130570

PRIMARY OCCUPANCY GROUP

B

July XX, 2023

The Honorable Pete Buttigieg
Secretary of Transportation
US Department of Transportation
1200 New Jersey Ave, SE Washington, DC 20590

SUBJECT: Support for North I-25 Segment 5 Project 2023 MPDG Grant Application

Dear XX,

_____ writes to voice our support of the 2023 MPDG grant application for the north I-25, segment 5 project.

In late 2003, an Environmental Impact Statement (EIS) began for the North I-25 Corridor to seek transportation solutions to provide modal alternatives; correct geometric deficiencies; improve safety, mobility, and accessibility; and replace aging and obsolete infrastructure. The improvements identified in the EIS and documented in the Record of Decision are being implemented in a phased and strategic approach based on safety priority and funding. Originally, improvements along Segment 5 were not scheduled to be funded until 2035 or later. Although, with Weld and Larimer County being the first and second fastest growing counties in Colorado, the need for infrastructure advancement is now. Weld County and other Northern Colorado communities consistently rank among the top 15 fastest-growing metro areas in the nation. Traffic volume projections for these communities show continued growth with I-25 North exceeding 140,000 vehicles per day in the year 2050, an approximate 65% increase from today's average daily traffic.

The Segment 5 project is needed to link improvements to the north and south that are nearing completion to ensure the corridor will operate in a safe and consistent manner. Segment 5 is the last 6-mile, two-lane directional roadway out of an approximate 60-mile corridor, creating a dangerous bottleneck for roadway users whose expectation is a 3-lane road. The Segment 5 improvements will:

- Manage growth safely and responsibly by significantly reducing injuries and fatalities along this reach of I-25 North that carries over 85,000 vehicles everyday (including over 10% truck traffic).
- Advance safe and efficient transportation equitably and sustainably by increasing trip reliability and operational efficiency for all roadway users, including the Bustang bus services.
- Reduce greenhouse emissions, include nature-based climate solutions that increase resiliency and sustainability by improving the level of service.

The I-25 corridor is a critical route for Colorado and the nation; the local governments and private sector have become strong advocates for immediate EIS implementation, which is evident by the sizeable financial investments made in recent years. To date, CDOT and local agency and developer partners have contributed ~\$875M out of the \$1.7B in funding for the I-25 North Corridor improvements that have been or will be completed by 2028.

This project is not only a priority, but a necessity to the Northern Colorado areas and other local residents, along with state and federal agencies, who are concerned with highway safety and reliability. This project has gathered significant support in a short amount of time with \$350M for Segment 5 identified to date. Securing this MPDG Grant will complete the funding necessary and allow for construction to proceed immediately for this critical project.

Thank you for your consideration of the 2023 MPDG Grant for the I-25 North Segment 5 Project. We look forward to working together to improve safety, provide more reliable and equitable mobility options, and promote economic prosperity for all on this critical corridor.

Sincerely,

XXXXXXX

BOARD OF TRUSTEES INFORMATION



UTILITIES

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Water Rights Bid Proposal – Windy Gap Units
Type of Item:	Consent Agenda
Purpose:	Authorization to submit a bid proposal for Windy Gap Water Units
Presented by:	Peter Johnson

ATTACHMENTS:

- Bid Specifications
- Bid Proposal and Bidder's Acknowledgements

BACKGROUND:

The Town previously bought 8 Windy Gap Units from the Platte River Power Authority (PRPA), in 2018 and 2020. PRPA is now seeking bids for an additional 5 Windy Gap Units through a sealed bid process, with bids due by August 22, 2023. The opportunity to purchase 5 Windy Gap Units is quite rare, and would be a valuable addition to the Town's water portfolio. Windy Gap Units are deliverable through the Colorado Big Thompson (CBT) Project, can be used by the Town without any water court proceedings, and can be delivered to the Town without any additional infrastructure.

The Bid Specifications from PRPA, which include a draft purchase agreement and other information, are attached to this memo. The terms of the draft purchase agreement are consistent with the Town's previous purchases of Windy Gap Units from PRPA. Also attached is the Bid Proposal and Bidder's Acknowledgement form, which the Town will use to communicate its bid proposal. The unit price offered by the Town will be consistent with the confidential negotiations discussed with the Trustees during the July 25, 2023, Executive Session.

We recommend that the Town authorize the Town Administrator to execute a bid proposal for purchase of the Windy Gap Units, at the unit price previously discussed in executive session, and, if such bid is successful, to execute a purchase contract for the Windy Gap Units substantially in the form attached. The Windy Gap Units will be a good addition to the Town's water rights portfolio and water supply system, and they will provide additional water for the Town's uses.

STAFF RECOMMENDATION

AUTHORIZE THE TOWN ADMINISTRATOR TO EXECUTE A BID PROPOSAL FOR PURCHASE OF THE WINDY GAP UNITS, AND IF SUCH BID IS ACCEPTED, TO EXECUTE A PURCHASE AGREEMENT SUBSTANTIALLY IN THE FORM PURCHASE CONTRACT ATTACHED TO THIS MEMO

Platte River Power Authority

Bid Specifications

Sale of Windy Gap Units

Specification Number: HQ23-1856

June 15, 2023

PLATTE RIVER POWER AUTHORITY
SALE OF WINDY GAP UNITS

SPECIFICATION NUMBER HQ23-1856

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ARTICLE 1. REQUEST FOR PROPOSALS

Platte River Power Authority (“Platte River”) invites bidders to submit bid proposals to purchase up to five units of unfirmed Windy Gap water rights.

Project number: HQ23-1856

Project title: Sale of Windy Gap Units

Bid specifications posted on or about: Thursday, June 15, 2023

Question submission deadline: Thursday, July 6, 2023, by 3:00 PM, MT

Answers posted to bidders on or about: Friday, July 21, 2023

Bid proposal submission deadline: Tuesday, August 22, 2023, by 3:00 PM, MT

Project description:

Platte River is a not-for-profit, community-owned public power utility that generates and delivers safe, reliable, environmentally responsible and financially sustainable wholesale energy and services to its owner communities of Estes Park, Fort Collins, Longmont and Loveland, Colorado, for delivery to their utility customers.

Platte River participates in the Windy Gap Project operated by the Municipal Subdistrict of the Northern Colorado Water Conservancy District (“Municipal Subdistrict”) and maintains a portfolio of Windy Gap Water units. One unit of Windy Gap Water (“Windy Gap Unit”) equals 1/480th of the annual yield of the Windy Gap Project. Platte River’s Board of Directors has authorized the sale of five unfirmed Windy Gap Units. These units for sale do not include current or future interest in the Windy Gap Firming Project (Chimney Hollow Reservoir) and are considered “unfirmed.”

Platte River seeks bids to purchase these unfirmed Windy Gap Units. Platte River will sell any whole number quantity of Windy Gap Units up to the maximum total of five unfirmed units. There is a minimum reserve bid price of \$3,800,000.00 per Windy Gap Unit.

The sale and transfer of the Windy Gap Units to any successful bidders will be contingent on Platte River’s right of first refusal process with its owner communities. In addition, successful bidders must meet all Municipal Subdistrict rules, regulations, policies and procedures associated with allotment contracts, which require (among other things) that any purchaser qualify as tax exempt under applicable state and federal laws. Platte River’s sale of Windy Gap Units must also be approved by the Municipal Subdistrict Board of Directors, whose approval is discretionary.

Platte River will consider only proposals that comply with these bid specifications. Platte River will post (and bidders must submit) all bid-related documents and communications through BidNet at <https://www.bidnetdirect.com/colorado/prpa>.

Bid proposals may not be altered, withdrawn or resubmitted for 90 days after the bid submission deadline.

Platte River has sole discretion to accept one or more bid proposals that it determines represent the best overall value to Platte River, taking into consideration the bid price and other evaluation factors in the bid specification, to reject any or all bid proposals or to accept or reject any portion of any bid proposals. Platte River will not consider bid proposals received after the bid proposal submission deadline.

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ARTICLE 2. INSTRUCTIONS TO BIDDERS

1. **General.** Carefully **read these instructions** before preparing a bid proposal.
2. **Bid proposals.** Bid proposals must strictly follow these “Instructions to Bidders.” Bid proposals must be submitted via BidNet. Bid proposals must include:
 - A. **Format.** Bidders must use the Article 3. BID PROPOSAL AND BIDDER’S ACKNOWLEDGMENT form to submit their bid proposals.
 - B. **Pricing.** Bid proposals must specify:
 1. The number of unfirmed Windy Gap Units sought (in whole units).
 2. The price the bidder offers to pay to Platte River per Windy Gap Unit, and the total bid amount. Please note the minimum reserve bid price is \$3,800,000/unit.
 - C. **Additional Information.** Bidders are encouraged to provide additional information that may help Platte River staff evaluate their proposals, including but not limited to:
 1. Background information on the bidder (organizational structure, number of residents, familiarity with Northern Colorado Water Conservancy District and the Municipal Subdistrict, relevant experience or association with Platte River, documentation of tax-exempt status, etc.);
 2. How Windy Gap water fits into the bidder’s overall water portfolio and resource plan;
 3. Legal requirements necessary to finalize a proposed transaction and anticipated timeline to complete those requirements;
 4. A general outline of the intended financing plan for the bidder’s purchase;
 5. Contact information for the primary representatives responsible for providing further information; and,
 6. Any other relevant considerations.
 - D. **Name and address.** Bid proposals must include the exact legal name and address of the bidder. Bidders should also include information about the primary organization associated with the bid and, if applicable, that of any partnering agency, authority, municipality, etc.
 - E. **Signatures.** Bid proposals must be signed in the official name of the bidding entity, followed by the signature and designation of the officer authorized to bind the entity. The names of all persons signing must be typed or printed below the signature.
 - F. **Bid proposal submission deadline.** **Tuesday, August 22, 2023, 3:00 PM, MT**

Bid proposals may not be altered, withdrawn or resubmitted for 90 days after the bid submission deadline.

3. **Questions / interpretations of documents before bidding.** Any bidder with questions about the bid specifications may submit a written request for an interpretation or correction by the question submission deadline, listed in Article 1 above, via BidNet.
 - A. Bidders must address all communications about this sale, including those intended for the Municipal Subdistrict, directly to Platte River via BidNet.
 - B. Platte River will provide any interpretation or correction of the bid specifications in a written addendum provided to all prospective bidders. Platte River is not responsible for, and will not provide, any oral or other explanations or interpretations of the bid specifications.
 - C. Communications sent directly to Platte River staff will be referred to BidNet.
 - D. Platte River will consult with the Municipal Subdistrict to respond to communications the Municipal Subdistrict has referred to Platte River via BidNet.
4. **Disclaimer of Warranties.** Platte River does not make any express or implied warranties or representations concerning the quality or the quantity of water that will be yielded from the Windy Gap Units being sold, any yielded water's suitability for various uses, or the Municipal Subdistrict's approval of the sale. It is the bidder's responsibility to understand the use and yield of Windy Gap water allotment contracts, and the Municipal Subdistrict's requirements, policies and procedures. By their nature, unfirmed Windy Gap Units on their own may not yield any water in a given year.
5. **Confidentiality.** Under the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 *et seq.* ("Act"), all information contained in any bid proposal is subject to public disclosure unless it meets one of the exceptions under the Act. To reduce risk of disclosure of information that should not be made public, such as trade secrets, privileged information or confidential commercial, financial, geological or geophysical data ("Confidential Information"), **bidders must clearly mark all Confidential Information** and include with their bid proposals a detailed written justification of the protected nature of the Confidential Information under Colorado law. This justification must address, at a minimum, the specific competitive harm that may result from disclosure, the intrinsic value of the Confidential Information to the bidder, and safeguards the bidder uses to protect the Confidential Information from disclosure. Platte River will make good-faith efforts to prevent disclosure of Confidential Information if permitted by Colorado law, but cannot ensure protection.
PRICES CONTAINED IN A BID PROPOSAL ARE SUBJECT TO DISCLOSURE.

By submitting a bid proposal, the bidder agrees to hold Platte River harmless from any claim arising from the release of Confidential Information not clearly marked by the bidder or that is otherwise not exempt from disclosure under Colorado law.
6. **Evaluation of bid proposals.** Platte River will evaluate all conforming bid proposals submitted on or before the submission deadline. Platte River may accept the proposal it determines to be the most advantageous to Platte River and provides the best overall value. The following is a partial list of the criteria Platte River may use to evaluate bid

proposals:

- bid price and quantity;
- bidder's prior experience with Platte River and its owner communities;
- bidder's familiarity and eligibility with the Municipal Subdistrict;
- adequate financial resources;
- any other criteria Platte River deems appropriate in its sole discretion.

7. **Contract signing process.** The form of Purchase and Sale Agreement ("Agreement") that any selected bidder must sign is included in the bid specifications as ARTICLE 4. PURCHASE AND SALE AGREEMENT.

- When the bid award process is complete, Platte River will prepare and issue a notice of award, which will advise all bidders of Platte River's decision.
- The effective date of the Agreement will be the date Platte River signs the Agreement.
- Platte River will prepare all agreement documents and submit them to the awarded bidders.
- Each selected bidder and Platte River must sign the Agreement via DocuSign, which will also distribute the fully signed Agreement to both parties.

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ARTICLE 3. BID PROPOSAL AND BIDDER'S ACKNOWLEDGEMENT

Project number: HQ23-1856

Project title: Sale of Windy Gap Units

Project description:

Platte River Power Authority ("Platte River") participates in the Windy Gap Project operated by the Municipal Subdistrict of the Northern Colorado Water Conservancy District ("Municipal Subdistrict"). Platte River's Board of Directors authorized the sale of five unfirmed Windy Gap Units. One unit of Windy Gap Water equals 1/480th of the annual yield of the Windy Gap Project. These units do not include current or future interest in the Windy Gap Firming Project (Chimney Hollow Reservoir) and are considered "unfirmed."

Platte River seeks offers to purchase these unfirmed Windy Gap Units. Platte River will sell any whole number quantity of Windy Gap Units up to the maximum total of five unfirmed units. The minimum reserve bid price is \$3,800,000.00 per Windy Gap Unit.

Bidder information:

Supply the following information for the primary organization associated with the bid and, if applicable, that of any partnering agency, authority, municipality, etc. By supplying this information, the undersigned bidder grants Platte River permission to make additional investigations to obtain information about the bidder and its partnering entities as Platte River deems necessary for bid review.

Bidder organization name: _____

Address (street, city, state, zip): _____

Primary contact name: _____

Email address: _____

Phone number: _____

Partner organization name (if applicable): _____

Address (street, city, state, zip): _____

Primary contact name: _____

Email address: _____

Phone number: _____

Pricing:

Description	Qty	Unit Price (\$)	Total Price (\$)
Windy Gap Unit (unfirmed)			

Additions / variations / additional information:

Bidders are encouraged to provide additional information that help Platte River staff evaluate its proposal, including documentation of tax-exempt status. Please include additional pages if needed.

If there are no additions / variations / additional information, write "None."

Acknowledgement of purchase conditions:

By submitting this Bid Proposal, the bidder acknowledges the following:

1. It is the bidder's responsibility to understand the use and yield of Windy Gap water under applicable allotment contracts. Platte River does not make any express or implied warranties or representations concerning the quality of the water or the quantity of water that will be yielded from purchased Windy Gap Units, or its suitability for any intended uses.
2. To receive an allotment of Windy Gap Units, any successful bidder or its partnering organization must be tax-exempt and must be or become part of the Municipal Subdistrict and sign an allotment contract. It is the bidder's sole responsibility to determine the eligibility requirements for inclusion in the Municipal Subdistrict. If neither the bidder nor its partnering organization is currently included in the Municipal Subdistrict, the bidder will need to provide evidence that it has contacted the Municipal Subdistrict and reasonably anticipates its application for inclusion will be approved.
3. The Municipal Subdistrict may request additional documents or information from a successful bidder if needed for the Board of Directors of the Municipal Subdistrict to determine whether to grant an application for transfer of the Windy Gap Units from Platte River to the successful bidder. The Municipal Subdistrict may impose additional requirements or terms and conditions as a condition of approval of an application for the transfer of the Windy Gap Units from Platte River to the successful bidder.

4. The bidder must provide a general outline of the intended approval and financing plan for completion of its purchase.
5. Each selected bidder must sign the Purchase and Sale Agreement included in these bid specifications in ARTICLE 4.
6. Platte River's sale of the Windy Gap Units is subject to a right of first refusal process with its owner communities (Estes Park, Fort Collins, Longmont, and Loveland), which allows them to match the terms of any successful bid.
7. The Municipal Subdistrict must approve the transfer of the Windy Gap Units from Platte River to the successful bidder before closing.

Platte River reserves the right to reject any or all bids. Bid proposals may not be altered, withdrawn, or resubmitted for 90 days after the bid submission deadline.

Signed, certified and acknowledged:

Dated this _____ day of _____, 20_____.

(Seal)

Bidder: _____

By: _____

Name: _____

Attest: _____

Title: _____

ARTICLE 4. PURCHASE AND SALE AGREEMENT

AGREEMENT FOR SALE AND PURCHASE OF WINDY GAP UNITS

THIS AGREEMENT FOR SALE AND PURCHASE OF WINDY GAP PROJECT UNITS (“Agreement”), effective _____, is between [BUYER], a [add description of buyer] (“Buyer”) and Platte River Power Authority, a political subdivision of the State of Colorado (“Platte River”). Buyer and Platte River may be referred to individually as a “Party” and together as the “Parties.”

RECITALS

- A. Platte River has an allotment of Windy Gap Units, as defined in Section 1 below; and
- B. Buyer operates a [insert description] within the boundaries of the Northern Colorado Water Conservancy District but is not, as of the date of this Agreement, included within the boundaries of the Municipal Subdistrict; and *[drafting note: this recital will be adjusted as necessary to reflect Buyer’s status as an existing or pending member of the Municipal Subdistrict]*
- C. Platte River is willing to sell [xx] unfirmed Windy Gap Units (that is, without storage) in the Windy Gap Project to Buyer, and Buyer wishes to purchase those unfirmed Windy Gap Units from Platte River, in accordance with the terms and conditions of this Agreement.

AGREEMENT

THE PARTIES AGREE:

1. **Definitions.** The following definitions apply in this Agreement:
 - a. “Board” means the Board of Directors of the Municipal Subdistrict.
 - b. “Closing Date” means the date the sale of the Windy Gap Units closes as described in Paragraph 9.
 - c. “Encumbrances” has the meaning given in Paragraph 2.
 - d. “Municipal Subdistrict” means the Municipal Subdistrict of the Northern Colorado Water Conservancy District, a political subdivision of the State of Colorado.
 - e. “Northern Water” means the Northern Colorado Water Conservancy District, a political subdivision of the State of Colorado.
 - f. “Windy Gap Firming Project” or “Firming Project” means the water storage project being developed by the Windy Gap Firming Project Water Activity Enterprise for storing water produced by the Windy Gap Project, defined below.

- g. "Windy Gap Project" means the water diversion and storage project, including the Windy Gap Reservoir, pumping plant, pipeline, water rights and associated works, that is operated by the Municipal Subdistrict under various agreements with participants.
- h. "Windy Gap Units" means unfirmed units of Windy Gap Water, as defined below, that are currently owned by Platte River and that Buyer agrees to purchase from Platte River under this Agreement, together with:
 - 1. all rights, privileges, credits, and benefits attributable to the Windy Gap Units, and
 - 2. a pro rata share, based on the number of Windy Gap Units, of Platte River's interests in all amounts, monies, proceeds or funds held by or for the benefit of the Municipal Subdistrict, including but not limited to the operation and maintenance fund and any other funds established for the Windy Gap Project by the Municipal Subdistrict.

One unit of Windy Gap Water equals 1/480ths of the annual yield of the Windy Gap Project.

- i. "Windy Gap Water" means the quantity of water acquired and obtained by the Municipal Subdistrict from the development and construction of the Windy Gap Project under applicable state law, and which the Municipal Subdistrict introduces into the Windy Gap Project system either directly or by exchange and which is or will be deliverable to the Municipal Subdistrict through the Windy Gap Project works, including the works of the Windy Gap FIRMING Project.

2. Sale of Windy Gap Units. Effective on the Closing Date, Platte River will sell Buyer the Windy Gap Units free and clear of all encumbrances, including but not limited to prior preemptive rights to purchase, assessments, leases or other pending sales agreements or rights of first refusal ("Encumbrances") under the following terms and conditions. The Windy Gap Units do not include any associated storage rights in the Windy Gap FIRMING Project.

- a. Purchase Price. Buyer will pay Platte River the sum of [\$xxxxxxx] for the Windy Gap Units ("Purchase Price"), based on [\$xxxxxxx] per unit.
- b. Continuing Obligations. As of the Closing Date, Buyer assumes and is solely responsible for all of Platte River's continuing obligations due and owing on the Windy Gap Units.

3. Payment Terms. Buyer will pay the full Purchase Price to Platte River on the Closing Date.

4. Conditions Precedent and Contingencies. Platte River's obligation to sell, and Buyer's obligation to purchase, the Windy Gap Units are contingent upon the following conditions precedent:

- a. Municipal Subdistrict and [applicable county] approval of Buyer's inclusion in the Municipal Subdistrict (unless Buyer is, as of the Closing Date, already part of the Municipal Subdistrict);

- b. Buyer's acquisition of financing sufficient to pay the Purchase Price;
- c. Buyer's submittal of documentation, acceptable to the Municipal Subdistrict, of its tax-exempt status;
- d. Municipal Subdistrict Board approval of Platte River's application to amend its allotment contract with the Municipal Subdistrict pursuant to an application, agreement and order in substantially the form of the documents attached to this Agreement as Attachment A, or such other documents provided by the Municipal Subdistrict and approved by the Parties;
- e. Municipal Subdistrict Board approval of the transfer of the Windy Gap Units to Buyer, and execution of an allotment contract between the Municipal Subdistrict and Buyer for the Windy Gap Units through a petition and order in a form acceptable to the Municipal Subdistrict, or such other documents provided by the Municipal Subdistrict and approved by the Parties; and
- f. The waiver or refusal of all four of Platte River's member communities under any right of first refusal or similar right that may exist related to the Windy Gap Units.

If any of these conditions precedent is not satisfied on or before [insert date] and the Parties do not extend this deadline in writing, this Agreement will automatically terminate; each Party will be released from all rights and obligations under this Agreement.

5. Further Assurances. Platte River and Buyer will take all commercially reasonable actions necessary to secure the release of the Windy Gap Units from the allotment contract between the Municipal Subdistrict and Platte River, obtain Board approval of the transfer of the Windy Gap Units to Buyer and obtain any other necessary approvals required to facilitate the sale of the Windy Gap Units to Buyer.

6. Warranty to Title. Platte River represents and warrants that, as of the Closing Date, title to the Windy Gap Units will be free and clear of all Encumbrances. This warranty survives the closing of this transaction and the Municipal Subdistrict's transfer of the Windy Gap Units from Platte River to Buyer.

7. No Other Warranty. Platte River does not make any express or implied warranties or representations concerning the quality or the quantity of water that will be yielded from the Windy Gap Units, any Windy Gap Water's suitability for intended uses, or the Municipal Subdistrict's approval of the sale. It is the Buyer's responsibility to understand the use and yield of Windy Gap Water allotment contracts, and all applicable Municipal Subdistrict requirements, policies and procedures. By their nature, unfirmed Windy Gap Units on their own may not yield any water in a given year.

8. Transfer Fees. Buyer will pay any transfer fees charged by the Municipal Subdistrict and Northern Water for issuance of an allotment contract between the Municipal Subdistrict and Buyer to effect the transfer of the Windy Gap Units to Buyer.

9. Closing. Closing will occur at a place and time mutually agreeable to the Parties within six days of satisfaction of all conditions precedent and contingencies in Paragraph 4 of this Agreement, but no later than [insert date], unless extended in writing by the Parties. At closing,

Buyer will pay Platte River the Purchase Price for the Windy Gap Units, and the Parties will execute and deliver the documents required to complete the transfer of the Windy Gap Units from Platte River to Buyer.

10. Default/Disputes. If either Party defaults in performing any obligation under this Agreement, the other Party must give written notice of the default by mailing or hand delivery to the defaulting Party. If the default is not cured within 28 days after delivery of the notice, the non-defaulting Party has the right to pursue whatever remedies are available under this Agreement and Colorado law including, but not limited to, specific performance.

11. Notice. Written notices required under this Agreement must be directed to the following addresses. Notices will be considered received when hand-delivered or three days after being sent by certified mail, return receipt requested.

If to Platte River: Platte River Power Authority
 c/o Fuels & Water Manager
 2000 East Horsetooth Road
 Fort Collins, Colorado 80525

With a copy to: General Counsel
 Contract Administration
 Platte River Power Authority
 2000 East Horsetooth Road
 Fort Collins, Colorado 80525

If to Buyer: [Contact name]
 [Company name]
 [Address]
 [City, State Zip Code]

Other general correspondence between the Parties related to Agreement implementation may be delivered to the recipients listed above or by email as listed below, unless either Party notifies the other that email correspondence is not acceptable.

Platte River: Contract Administration
 contractadmin@prpa.org

 Fuels & Water Manager
 banksh@prpa.org

Buyer: [Contact name]
 [email]

12. Entire Agreement. This Agreement, including its attachments, contains the entire agreement of the Parties and supersedes all prior and contemporaneous oral and written agreements or communications concerning its subject matter. In case of any conflict between the terms of this Agreement and any related documents, the order of precedence is: (a) this Agreement, (b) any attachments to this Agreement, (c) any other terms authorized representatives of both Parties agree to in writing.

- 13. No Partnership.** This Agreement does not create an agency, partnership or joint venture relationship between Platte River and Buyer or any other party. Platte River is not responsible for the debts or obligations of Buyer or any other party.
- 14. Restriction on Assignment.** Buyer may not assign this Agreement or any rights conferred by this Agreement without Platte River's prior written consent.
- 15. Amendment.** This Agreement may be amended only by a written instrument that specifically refers to this Agreement and is signed by authorized representatives of both Parties.
- 16. Severability.** If a court of competent jurisdiction holds any provision of this Agreement invalid or unenforceable, the other provisions of this Agreement remain valid.
- 17. Governing Law; Venue.** This Agreement is governed by the laws of the state of Colorado (exclusive of choice-of-law principles), and venue for any litigation related to this Agreement will be Larimer County, Colorado.
- 18. Governmental Immunity.** Nothing in this Agreement waives any immunities, rights, benefits, protections, or other provisions of the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, *et seq.*, or of any other defenses, immunities, and limitations of liability available by law to Platte River. Platte River is subject to the Colorado Open Records Act, C.R.S. §§24-72-201, *et seq.*, and any information provided to Platte River may be made public if required by law.
- 19. Headings.** Headings used in this Agreement are for convenience and do not affect the meaning or interpretation of this Agreement.

SIGNATURE PAGE FOLLOWS

[BUYER]

By: _____

ATTEST:

PLATTE RIVER POWER AUTHORITY

By: _____

Jason Frisbie, General Manager/CEO

ATTEST:

ATTACHMENT A

MUNICIPAL SUBDISTRICT
NORTHERN COLORADO WATER CONSERVANCY DISTRICT

PLATTE RIVER POWER AUTHORITY'S APPLICATION FOR AMENDMENT TO WATER
ALLOTMENT CONTRACT TO REDUCE ALLOTMENT BY [XX] UNITS

- A. Platte River Power Authority, a political subdivision of the State of Colorado ("Platte River"), currently holds an allotment of Units of Subdistrict Water pursuant to Order of the Board of Directors of Municipal Subdistrict, Northern Colorado Water Conservancy District, dated July 11, 1975, as subsequently revised by Orders of the Board (collectively the "Allotment Contract"); and
- B. Platte River has determined that it has no present need for the beneficial use of [XX] Units of such Subdistrict Water allotment and has entered into a contract to transfer [XX] Units of such allotment to [Buyer name and state] ("Buyer"); and
- C. Buyer is concurrently petitioning the Board of the Municipal Subdistrict for inclusion into the Subdistrict, and for the issuance of an allotment contract for the [xx] Units of Subdistrict Water to be conveyed to Buyer; and
- D. There are currently no bonds or other outstanding indebtedness related to the Windy Gap Project, except for ongoing operation and maintenance expenses, and upon closing, Buyer has agreed to assume all continuing obligations related to the [xx] Units to be transferred.

Platte River hereby applies for and requests that its Allotment Contract be amended to reduce its allotment of Subdistrict Water Units by [xx] Units, and that it be released from any further obligations with respect to the [xx] Units transferred to Buyer. All other terms and conditions of the Allotment Contract shall remain unchanged and in full force and effect.

Respectfully submitted this _____ day of _____, 202_.

PLATTE RIVER POWER AUTHORITY

By: _____

ATTEST:

By: _____

ATTACHMENT A (cont.)

**ORDER OF MUNICIPAL SUBDISTRICT
NORTHERN COLORADO WATER CONSERVANCY DISTRICT
ON PLATTE RIVER POWER AUTHORITY'S APPLICATION TO AMEND WATER
ALLOTMENT CONTRACT TO REDUCE ALLOTMENT BY [XX] UNITS**

Upon the Application of the Platte River Power Authority ("Platte River"), and after considering said Petition as required by law at a regular meeting held on _____, 202__, the Board of Directors of the Municipal Subdistrict, Northern Colorado Water Conservancy District ("Subdistrict") hereby orders that:

The Application is GRANTED.

The allotment of [XX] Units of Subdistrict Water of Platte River is hereby transferred, and Platte River's Allotment Contract is hereby AMENDED to reduce its allotment of Subdistrict Water by [XX] Units. Platte River is hereby released from any further obligations with respect to the [XX] Units transferred. All other terms and conditions of Platte River's Allotment Contract shall be unchanged and remain in full force and effect.

Dated: _____, 202__

MUNICIPAL SUBDISTRICT,
NORTHERN COLORADO WATER
CONSERVANCY DISTRICT

Dennis Yanchunas, President

BID PROPOSAL AND BIDDER'S ACKNOWLEDGEMENT

Project number: HQ23-1856

Project title: Sale of Windy Gap Units

Project description:

Platte River Power Authority ("Platte River") participates in the Windy Gap Project operated by the Municipal Subdistrict of the Northern Colorado Water Conservancy District ("Municipal Subdistrict"). Platte River's Board of Directors authorized the sale of five unfirmed Windy Gap Units. One unit of Windy Gap Water equals 1/480th of the annual yield of the Windy Gap Project. These units do not include current or future interest in the Windy Gap Firming Project (Chimney Hollow Reservoir) and are considered "unfirmed."

Platte River seeks offers to purchase these unfirmed Windy Gap Units. Platte River will sell any whole number quantity of Windy Gap Units up to the maximum total of five unfirmed units. The minimum reserve bid price is \$3,800,000.00 per Windy Gap Unit.

Bidder information:

Supply the following information for the primary organization associated with the bid and, if applicable, that of any partnering agency, authority, municipality, etc. By supplying this information, the undersigned bidder grants Platte River permission to make additional investigations to obtain information about the bidder and its partnering entities as Platte River deems necessary for bid review.

Bidder organization name: _____

Address (street, city, state, zip): _____

Primary contact name: _____

Email address: _____

Phone number: _____

Partner organization name (if applicable): _____

Address (street, city, state, zip): _____

Primary contact name: _____

Email address: _____

Phone number: _____

Pricing:

Description	Qty	Unit Price (\$)	Total Price (\$)
Windy Gap Unit (unfirmed)			

Additions / variations / additional information:

Bidders are encouraged to provide additional information that help Platte River staff evaluate its proposal, including documentation of tax-exempt status. Please include additional pages if needed.

If there are no additions / variations / additional information, write "None."

Acknowledgement of purchase conditions:

By submitting this Bid Proposal, the bidder acknowledges the following:

1. It is the bidder's responsibility to understand the use and yield of Windy Gap water under applicable allotment contracts. Platte River does not make any express or implied warranties or representations concerning the quality of the water or the quantity of water that will be yielded from purchased Windy Gap Units, or its suitability for any intended uses.
2. To receive an allotment of Windy Gap Units, any successful bidder or its partnering organization must be tax-exempt and must be or become part of the Municipal Subdistrict and sign an allotment contract. It is the bidder's sole responsibility to determine the eligibility requirements for inclusion in the Municipal Subdistrict. If neither the bidder nor its partnering organization is currently included in the Municipal Subdistrict, the bidder will need to provide evidence that it has contacted the Municipal Subdistrict and reasonably anticipates its application for inclusion will be approved.
3. The Municipal Subdistrict may request additional documents or information from a successful bidder if needed for the Board of Directors of the Municipal Subdistrict to determine whether to grant an application for transfer of the Windy Gap Units from Platte River to the successful bidder. The Municipal Subdistrict may impose additional requirements or terms and conditions as a condition of approval of an application for the transfer of the Windy Gap Units from Platte River to the successful bidder.

4. The bidder must provide a general outline of the intended approval and financing plan for completion of its purchase.
5. Each selected bidder must sign the Purchase and Sale Agreement included in these bid specifications in ARTICLE 4.
6. Platte River's sale of the Windy Gap Units is subject to a right of first refusal process with its owner communities (Estes Park, Fort Collins, Longmont, and Loveland), which allows them to match the terms of any successful bid.
7. The Municipal Subdistrict must approve the transfer of the Windy Gap Units from Platte River to the successful bidder before closing.

Platte River reserves the right to reject any or all bids. Bid proposals may not be altered, withdrawn, or resubmitted for 90 days after the bid submission deadline.

Signed, certified and acknowledged:

Dated this _____ day of _____, 20_____.

(Seal)

Bidder: _____

By: _____

Name: _____

Attest: _____

Title: _____

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Staff Recognition Awards Presentation
Type of Item:	Presentation
Purpose:	Informational Presentation
Presented by:	Christian Samora

BACKGROUND:

This item will be an presentation. There may be additional information distributed during the presentation.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Communications Plans
Type of Item:	Regular Item
Purpose:	Present Communication Plans for Review
Presented by:	Stephanie Horvath

ATTACHMENTS:

- General Communication Plan
- Crisis Communication Plan

BACKGROUND:

In an emergency or other disruption, effective and timely communication helps to protect life, public safety, and property and provides timely guidance to the Berthoud community. This plan outlines the different communication tools available and suggests the use of each tool and provides operational guidance for staff.

UPDATE/NEXT STEPS:

- Provide feedback on the presented communications plans.

FISCAL IMPACT AND FUND SOURCE:

The communication plans require no funding, so there is no fiscal impact.

COMMUNITY TOUCHSTONES:

Emergency communications are a vital tool during an emergency to preserve the safety, sustainability, and security of the community. It also serves to aid in resilience after a disruption.

RECOMMENDED ACTION(S):

This crisis communications plan has been reviewed internally and by the Larimer County Sheriff's Office (LCSO), the LCSO Public Information Director, and Berthoud Fire. This presentation is an opportunity for the Board to ask questions, provide feedback and approve the Communication Plans.



Town Of Berthoud Communications Plan



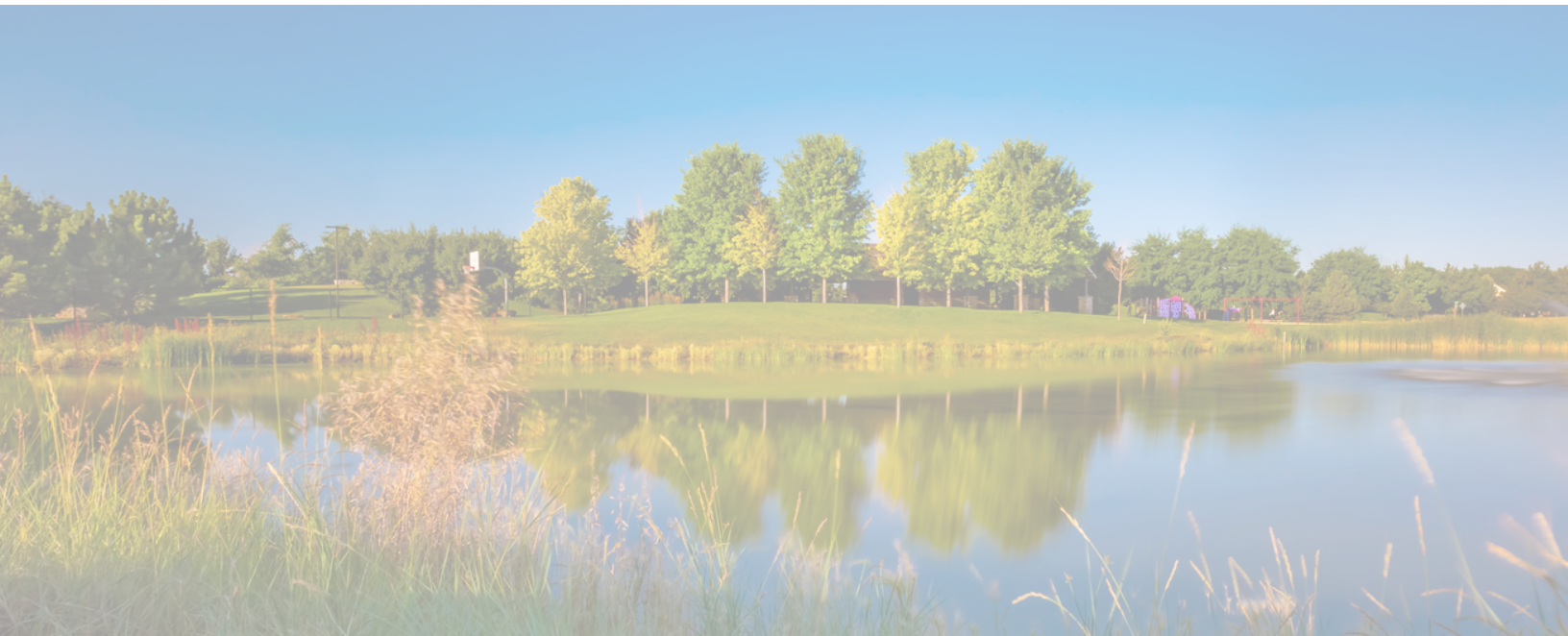


Introduction:

It is critical to the success of our community that Berthoud residents are informed, involved, engaged, and inspired to be active in community life. The Town strives to provide formal and informal opportunities to participate in civic life and transparently shares information using a variety of inclusive, efficient, and accessible approaches. The Communications Plan aims to establish goals for the Town's communications, identify audiences and available tools and recognize guidelines to focus our efforts.

Goals

- Provide citizens with complete, accurate, and timely information, enabling them to participate in the Town's decision-making process.
- Encourage a two-way informational flow that acknowledges the value of citizen input.
- Develop proactive communication in which the Town can relay information rather than relying on others to interpret the Town's actions.
- Establish strong and consistent messages that reinforce and reflect the Town's goals as established by the Town Council and staff.
- Utilize various tools to communicate with the maximum number of individuals in the community.
- Maximize awareness, utilization, and attendance for Town programs and events.
- Establish and maintain proactive media relations to keep the community connected.
- Explore innovative methods of communication that incorporate new technology.
- Develop communications that reflect the diversity within the community.
- Periodically review the Communications Plan to ensure it is up-to-date.





Target Audiences

- Citizens of Berthoud – Establishing a dialogue with residents, employees, and business owners is the highest priority for the Town.
- Town Council and Boards, Commissions, and Committee Members – Council, Board, Commission, and Committee Members communicate on behalf of the community and the organization.
- Town Employees – The Town's employees play an important role in communicating with the public.
- Volunteers – The Town relies on many people who volunteer their time to the community. It is essential to develop ongoing communication with volunteers to maintain these relationships.
- Visitors – Berthoud serves as a unique destination for visitors. Communicating with visitors is a key component of tourism for the Town.
- Economic Development – The Town aims to encourage economic development within the Town that enhances the tax base, increases jobs, and maintains the community's quality of life. Communicating with businesses is essential to accomplishing these goals.
- Media – The media reports on the Town and can have a significant effect on the image of the organization.
- Other Organizations - The Town works closely with several outside agencies and groups representing different regional municipalities and interests. Communicating with these organizations is essential to accomplishing shared goals.

Guidelines

- Develop Key Messaging – To build credibility and a positive reputation, the Town's messages should be clear and consistent. If the messages are simple, hold value for the audience, encourage feedback, and are placed in various places, they will generate interest and earn respect at an increasing level each time they are used. Departments should communicate with one another to ensure that messages are consistent throughout the organization.
- Improve Existing Tools – Enhancing the Town's existing communication tools can streamline processes and result in more accurate and up-to-date information. Staff should routinely explore new technology to see if it can improve communication.
- Explore New Tools – The Town currently uses various communication tools, including print materials, online platforms, and web streaming. There is an opportunity to increase the informational flow through the use of new tools, which should be routinely explored by staff.
- Evaluate Performance – Staff should routinely review the Public Information and Involvement Key Performance Indicator (KPI) data and determine if there are areas that should be focused on. For instance, the KPI measures the average response time to inquiries, website visitors, social media followers, etc.



Communication Tools

- Town Website – The Town’s website contains information on news items, meetings, special events, departments, programs, and job opportunities. The website also allows visitors to sign up for e-notifications.
- Citizen Inquiries – The Town clerk manages the email address, Info@Berthoud.org for questions, comments, or concerns from residents.
- INFOCUS Newsletter/E-Newsletter – The newsletter is mailed to residents monthly with their utility bills and posted on the Town’s website. It contains information on news items, meetings, special events, and programs.
- Board Report – The monthly update is e-mailed to Town Council by the Town Clerk in the board packet and e-mailed to employees by the Community Outreach Specialist. It contains information on news items, staff accomplishments, and project updates.
- Town Budget – The Town’s annual operating and capital budget is available on the Town’s website. The budget includes information about the Town’s organization, financial policies, programs, revenues and expenditures, and capital projects.
- Utility Bill Inserts – Utility bills are mailed/emailed to residents every month. The monthly InFocus newsletter is included that highlights Town programs and events. Limited text on the bill can also be added.
- Employee Self-Service – Employees can access Caselle Connect to update tax information and benefits, view paystubs, and check their paid leave balance.
- GIS Map – The Town has a GIS database with various layers, including zoning, subdivisions, development reviews, addresses, infrastructure, utilities, etc.
- Social Media – The Town uses Facebook (Town, Berthoud Recreation), Instagram (Town, Recreation), and NextDoor (Town) to share news and advertise programs and events. Staff uses Meta Business Suite to post to multiple accounts at one time.
- Mailchimp – The Town and Recreation Department use this email marketing service to send out the monthly newsletters and to advertise programs and events.
- Press Releases – The Town issues press releases for news items and forwards them to local news outlets and other organizations as needed.
- Community Survey – A Citizen Survey will be conducted every four years, and the results will be shared on the Town’s website. The survey focuses on quality of life and the community, Town services and departments, information sources, resident participation, and planning and policy topics.
- NOCO Alert– Larimer County utilizes NOCO Alert (LETA), a mass notification system, to communicate with residents in the event of an emergency.
- Assorted Print Materials – The Town produces various print materials as needed.



Moving Forward

Goals:

- Resident Issue Reporting – The Town is working on an online GIS map which will live on Berthoud.org. Using it, residents will be able to report issues such as potholes, trail damage, streetlight outages, etc. Reports will then be routed to the appropriate department to be resolved.
- Construction Map – The Public Works Department has a goal of creating an online GIS map with ongoing construction to notify citizens about current and upcoming projects. It will include work being performed by all departments.





Submitted August 8, 2023

Emergency Communications Plan DRAFT

STEPHANIE HORVATH

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Crisis Communications Plan

Updated 5/16/2023

Introduction

In an emergency or other crisis, effective and timely communication helps to protect life, public safety, and property and provides timely guidance to the Berthoud community.

Emergency communications are a vital tool during an emergency to preserve the safety and security of the community. This plan outlines the different communication tools available and suggests use of each tool, and provides operational guidance for staff.

No one tool will enable the Town to fully warn everyone in a timely manner because each system has limitations. It is imperative to utilize multiple tools to effectively broadcast warning messages to the community and as many residents, employees, and visitors as possible.

All messages must be accurate, clear, and consistent. Within the constraints of the available tools, all messages should be accurate, with detailed information about the situation and what actions to take. During the course of the emergency, regular updates to the community are highly advisable.

The media also aids in warning dissemination. To maintain the accuracy of Town messages, the media should receive consistent information with warning messages. The Town Administrator's office will ensure that the media has access to updated information throughout the emergency as necessary to ensure the safety of the community, first responders, and other support personnel.

Purpose

The Crisis Communications Plan outlines the roles, responsibilities, and procedures of key Town officials and departments that will guide the Town in sharing information promptly and accurately with all audiences during a crisis.

A crisis or emergency is defined as a significant event or incident that disrupts or has the potential to disrupt, the Town's usual activities and operations. This could include a fire, earthquake, severe weather, crime, or other event that presents a threat and typically involves a response from police, fire, utilities, and/or emergency medical personnel.

This plan is to be flexible and used in conjunction with other emergency decision-making procedures of the Town. This plan solely describes the crisis communications roles, responsibilities, and procedures that will be followed by the Town's Crisis Communications Team and does not address other response and recovery procedures that will likely also be implemented.

Elements of this plan are tested periodically, as well as annually in conjunction with Town-wide emergency exercises and drills. All appendices are checked and updated for accuracy and completeness annually.

Objectives

The guiding principles of the Crisis Communications Plan are to communicate incident/event facts as accurately and quickly as possible, update information regularly as circumstances change, to ensure the safety of the Berthoud community, and continue operation of essential Town services. Objectives of the plan include:

- To understand the process for decision-making during an emergency
- To understand communications procedures for events that do not result in the activation of the Emergency Operations Center
- To understand communications procedures for events that result in the activation of the Emergency Operations Center
- To assemble the Crisis Communications Team to assess, implement and support the appropriate emergency communications from the incident.
- To factually assess the situation and determine whether emergency notification communications are warranted and the requisite urgency of the notification(s).
- Implement immediate actions to:
 - Define the immediate actions needed to inform the community about the situation.
 - Identify all key audiences that need to be notified of the situation.
 - Communicate in an accurate and timely manner about the situation.
 - Monitor all media (broadcast, print, radio, social media, etc.) coverage of the incident/event and manage rumors.
 - Restore a sense of confidence and order.

Decision-Making (LCSO / BFPD)

Larimer County Sheriff's Office (LCSO)

The **Berthoud Chief of Police** or their designee will make decisions regarding alerts/evacuations for the Town. If the emergency does not reach the Incident Management Team (IMT) activation level, the Town will determine appropriate communications for key audiences. If an alert/evacuation is determined to be necessary, the Town will follow directions from the Berthoud Squad's Police Chief or their designee. Alerts will be sent via NOCO Alert. The request for the Emergency Notification will be made to LCSO Dispatch. The request can be made by any on-duty LCSO Deputy, the Police Chief, or their designee.

Berthoud Fire Protection District (BFPD)

Depending on the type of incident, the **Berthoud Fire Department** may be in command and have an incident commander (IC) and/or PIO that would be the single point of contact for media and/or other agencies. With large incidents, an Incident Management Team (IMT) may be brought in, and "Unified Command" may be used, which could be multiple department heads or their designees.

In the event of a large incident that requires evacuation or public notification, It should be coordinated with the IC, at which point the dispatch center would use both Everbridge (essentially a reverse 911 system that reaches out to designated areas) and/or contact Larimer Emergency Telephone Authority (LETA) to send a NOCO Alert.

Public Information Officer (PIO) Responsibilities:

During an incident, the Agency Having Jurisdiction (AHJ) Public Information Officer (PIO) is responsible for ensuring that the media receives consistent and accurate information. This includes developing and disseminating public information messages, maintaining regular contact with the media, and providing periodic updates that have been verified by the Incident Commander. The AHJ PIO must also coordinate with other agencies and organizations involved in the response to ensure that all messaging is consistent and accurate. Additionally, the PIO may be responsible for coordinating public meetings, community briefings, and other events to provide information and answer questions from the public. The PIO plays a critical role in ensuring that accurate and timely information is provided to the public during an incident.

Crisis Communications Team

Any member of the Crisis Communications Team (CCT) may activate this plan in order to begin the initial group assessment of the incident/event. Each time the plan is activated, the CCT member whose department has the lead response role is responsible for notifying the appropriate members of the Town's senior leadership of the status of the incident and provide ongoing status reports.

Given the urgency of communicating critical information to the community and the media, the CCT will be convened as quickly as possible. Based on the timing, location, and severity of the incident, this may occur either in person or virtually through a conference call. The initiator of the conference call will determine when a sufficient number of the team members have joined the call before discussions begin. A log will be maintained to record the proceedings and activities of each call.

The CCT is comprised of employees from several Town departments. These individuals play a critical role in communicating information about the crisis. The CCT will develop and regularly update a list of key team members and their 24/7 contact information. Each essential department must have at least two designated and trained individuals to ensure adequate 24/7 coverage. This confidential contact information will be maintained as part of the notification procedures.

Response

Implementation

The CCT will implement some or all of the steps outlined below based on the circumstances, coordinating with all key personnel. Throughout a crisis, the team will meet frequently to review changing facts, assess whether key messages are reaching audiences and determine whether strategies need to change.

Immediate Response

Based on the available crisis information and after conducting a situation assessment, the CCT will determine what, if any, public messaging should be sent out. Messaging may address:

- What happened?
- To whom did it happen?
- When did it happen?
- Where did it happen?
- How did it happen?
- Is there an immediate call to action to communicate?

Communication tools to disseminate messaging include:

- Mass notification system (Everbridge/NOCO Alert – managed by Larimer County)
- Town's website (news item/eNotification/emergency banner)
- Town staff notification (Alert Media)
- Social media (Facebook/Instagram/NextDoor/Twitter)
- Press release/conference.

Notifying Key Audiences

The CCT will determine which groups need to be informed first. It is important to keep in mind that people will seek and trust other sources of information (news reports, social media, word of mouth, etc.) in the absence of official communication. Effective communication will help quell rumors, maintain trust, and ensure public safety. Key audiences include:

- Residents
- Employees
- Visitors
- Parents
- Students
- Town/regional leaders
- News media
- State/federal officials
- HOA / Metro Districts

Determine Spokesperson(s)

This can either be the Public Information Officer (PIO), their designated alternate, a senior leader of the Town, or a member of the CCT who has knowledge of the crisis and has been assigned to provide key messages and emerging facts to the public/media. The individuals selected will manage briefings, media questions, and formal press gatherings.

Developing a Fact Sheet

As soon as possible after the incident, a fact sheet will be prepared to supplement communication with key audiences and information provided to the media by the spokesperson. It will be approved by senior leadership and checked for accuracy by those with direct knowledge of the crisis.

Alerting the Media

The spokesperson will determine the best approach for coordinating with news media. A news media briefing center may be opened to coordinate the information flow and ensure that the correct people are involved in collecting and disseminating information. Consideration will be given to appropriate media staging locations that can accommodate vehicles such as satellite trucks. Communication with the media must occur frequently as new information is known.

Monitor Traditional and Social Media

To anticipate any problems in the way information is flowing to the news media and to social media, the CCT will have members monitor media and provide listening reports if the incident is anticipated to be of longer duration than a typical working day. Additional resources may be needed to assist in media monitoring by request.

Approval of Outgoing Information

Typically, the CCT should use a collegial approach of multiple approvals before distributing communications, including emails and press releases. That system may not work in a crisis. The Town is committed to trying to meet these expectations. It recognizes the need for unusually fast decision-making during a crisis to enable rapid, accurate communication. Final approval of all communications rests with the spokesperson.

Activation of Emergency Operations Center

If an emergency reaches the level of Emergency Operations Center (EOC) activation by the Larimer Office of Emergency Management, additional coordination with partner agencies will be required. The spokesperson should contact the responsible office of emergency management. Please keep in mind that emergency alerts will likely be going out quickly and the phone line may not be initially answered. If this happens, the spokesperson should work with Police/Fire to determine the best point of contact at the EOC.

The spokesperson should coordinate with the LCSO PIO on any content or messaging that the Town wants pushed out on the NOCO Alert system. LCSO will provide LCSO Dispatch with the Polygon(s) to initiate the Emergency Notification. Alerts and warnings will be coordinated among multiple jurisdictions with the Police Chief and other incident commanders involved in the alerting process. As LCSO Dispatch issues the Emergency Notification, the alert is automatically posted to the NOCO ALERT website.

The EOC may establish a Joint Information System to provide a mechanism to organize, integrate and coordinate information to ensure timely, accurate, accessible and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector.

Joint Information System

The Joint Information System (JIS) incorporates PIOs from multiple agencies. This structure is sustainable because recovery will be a long commitment in duration and require integrating public information activities to ensure coordinated and consistent message development, verification and dissemination.

PIOs may be asked to identify key information that needs to be communicated to the public, craft messaging, prioritize communications to ensure timely delivery of information, verify accuracy of information, vet public messages, coordinate releases and schedule and coordinate

all media activities. Members of the JIS may include Larimer County, Weld County, Larimer County Office of Emergency Management, Weld County Office of Emergency Management, State of Colorado, FEMA, and neighboring jurisdictions.

Public messaging that involves other agencies or jurisdictions should be shared with the JIS and approved by all members before issuing. Likewise, communications from other partners should be shared with the Town and approved before being issued.

The lead coordinator of the JIS is the PIO of the lead agency of the incident. Any questions or concerns should be directed to this point of contact.

End of Crisis

When an incident has ended, the CCT will provide an “All Clear” message to the key audiences and routine communications processes can resume.

Within one week of the crisis, the spokesperson will convene the CCT for a formal review of lessons learned and suggested improvements. This discussion will result in the Town developing a formal after-action report that can be shared with the CCT and other senior leadership as necessary.

Education and Plan Maintenance

It is the responsibility of the CCT to provide education to the Berthoud community about how and when they will get messages in an emergency. The procedure may be similar to those used to educate the community in emergency preparedness and other safety protocols.

This plan shall be updated at least annually. The PIO will update this plan and conduct a review by the CCT. The PIO will also oversee updates to the contact information for the CCT.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Gateway Signage Concepts
Type of Item:	Regular Item
Purpose:	Introduce Concepts and get Board Feedback
Presented by:	Administration

ATTACHMENTS: None

BACKGROUND:

The Town's entry signs have for many years provided a warm and inviting welcome for residents and visitors when they arrive in Berthoud. Over the last twenty plus years, the signs have become dull and weathered, providing a less than desirable welcome to our town. For the last few months, Staff has been working to update and refresh those signs. Staff will be presenting a few conceptual designs and a quick update of the project to the Board for review and discussion.

FISCAL IMPACT AND FUND SOURCE:

The 2023 Budget has appropriated the following funding for entry signage:

General Fund- 11.10.5123.00 \$60,000 Signage at Entryways

COMMUNITY TOUCHSTONES:

Berthoud's **Community Identity** is it is a great place to visit, live, and recreate. Providing an updated look for the entry signage into our Town gives visitors a fixed visual of a Town that cares about its community and welcomes all visitors. Updated and clearer welcome signage potentially draws visitors into the Berthoud Community and shows that it cares about its look and feel right from the start of the Town limits. It is a simple way to achieve a sense of pride and ownership to have readable and attractive entry signs for the Town of Berthoud.

RECOMMENDED ACTION(S):

Information in nature and discussion on this item. Staff will be asking for Trustee feedback and direction to make necessary updates to the Town's entry signage.

BOARD OF TRUSTEES INFORMATION



UTILITIES

Meeting Date:	August 8, 2023
Agenda Title/Subject:	1st Street Trunk Sewer Capacity Improvements – Easement Acquisition
Type of Item:	Presentation
Purpose:	Presentation of project progress to date. Present the proposed easements required for Phase III, valuations, and proposed acquisition process.
Presented by:	Ken Matthews, Director of Water Utilities

ATTACHMENTS:

BACKGROUND:

The 1st Street sanitary sewer system improvements was presented to the board in December of 2022. The purpose of this presentation is to present the progress to date on the project and propose easement acquisitions that would be required to construct Phase III, the new interceptor sewer.

UPDATE/NEXT STEPS:

Proceed immediately with the construction of the Phase I improvements and easement acquisition for the Phase III project.

FISCAL IMPACT AND FUND SOURCE:

This project has been funded in line 24-00-5271-00 and includes funding for easement acquisition.

COMMUNITY TOUCHSTONES:

Improvement and rehabilitation of the 1st Street Trunk Sewer infrastructure with sufficient capacity to meet current demands and proposed/approved development. Future proof the Town's infrastructure in accordance with the Town's Comprehensive Plan and Community Touchstones of sustainability.

RECOMMENDED ACTION(S):

To recommend that the board pass this motion to move forward with the referenced easement acquisition phase of the project.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Planning Commission Appointments
Type of Item:	Regular Item
Purpose:	To appoint new member to fill vacancy on the Planning Commission
Presented by:	Town Board Interview Committee

ATTACHMENTS:

- Planning Commission Applications

BACKGROUND:

One vacancy exists on the Planning Commission. There are two applications attached that were submitted by Berthoud residents.

The Interview Committee was established as follows:

- Two Town Board Members (Hardy and Albrecht)
- Chair of the Planning Commission
- Community Development Director

Interviews to fill the noted vacancy has been scheduled for August 7, 2023. Two applications were received to fill the vacancy on the Planning Commission.

The current members on the Planning Commission are as follows:

Member	Expiration of Term
Melissa Feldbush	05/2025
Chris Kurtz	05/2024
Jon Van Benthem	05/2025
Abigail Smith	11/2023
Karen Anderson	09/2024
Brett Wing	05/2024
Vacant	

UPDATE/NEXT STEPS:

- No additional action is needed if one resident is appointed to the Planning Commission.

FISCAL IMPACT AND FUND SOURCE:

There is not any fiscal impact anticipated with this request.

COMMUNITY TOUCHSTONES:

The Planning Commission works to ensure that development applications are in compliance with the Berthoud Municipal Code as part of Berthoud's *Community Identity*.

RECOMMENDED ACTION(S):

A Board Member may “move to appoint _____ to the Planning Commission for a term of 3 years.” Followed by a second and a roll call vote.



Town of Berthoud
807 Mountain Ave.
P.O. Box 1229
Berthoud, CO 80513
(970) 532-2643

Advisory Committee Application

To be considered a candidate for a committee, please complete this application and return it to the Town Clerk's Office, 807 Mountain Ave., PO Box 1229, Berthoud, Co. 80513, fax to (970) 532-0640, or email to clerk@berthoud.org. Application deadlines vary. Late applications will be kept on file for one year for future vacancies.

Additional information can be found on the Town's website under Advisory Committees or contact the Town Clerk's office at (970) 532-2643.

Candidates will be invited to an interview with the interview team and appointments are made by the Town Board as a whole.

Name of Committee or Commission: Planning Commission

Name: Steven Maersk Moller

Address: 2578 Heron Lakes Parkway

Day Phone: 303 748 7667 Night Phone: same E-Mail Address: _____

How long have you been a resident of Berthoud? 22 months Steven.Moller.co@gmail.com

Do you currently serve, or have you served previously, on a board, commission or committee? no

Why do you want to become a member of this particular committee? to serve my new community and to be involved in its success

Briefly explain what you believe are the two most important issues facing this committee, and how do you believe this committee should address each issue?

- 1) Growth - committee members should encourage healthy discussion/debate to more clearly decide what is best for the community and residents.
- 2) Community Services - Again, health discussion/debate regarding land use; commercial, retail, residential

List any abilities, skills, licenses, certificates, specialized training, past related experience or interests you have which are applicable to this committee. served as a

member of Los Angeles (city) Junior Chamber
of commerce

Please specify any activities which might create a conflict of interest that would prevent you from taking official action if you should be appointed to this committee. _____

none that I can think of.

Have you attended a meeting of the committee you are applying to or talked to anyone currently on the committee? ☒ Yes ☐ No

Comments: Brett Wing, Neighbor.

If not appointed at this time, would you be interested in serving on any other advisory committees at the Town of Berthoud? If so, please list any preference: _____

If invited, I would be willing to consider
any opportunity to serve my community

All applicants are strongly encouraged to attend a regularly scheduled meeting of the committee for which they are applying prior to submitting an application.

The Town of Berthoud will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970)532-2643 for assistance.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: _____

Date: 5-11-23

To Whom it may Concern,

RE: Berthoud Planning Committee – Planning Commissioner

My name is Nick Semedallas. I am relatively new in the area and the state of Colorado. My wife and I followed my daughter and her family from Illinois. We came from a town similar to Berthoud and enjoy the rural living.

I am currently retired from the corporate environment. I have spent most of my career as a Financial, IT and Business leader for large business enterprises. I believe my skills and experience will allow me to provide leadership within the Berthoud Planning Committee. I look forward to donating my time to our community in an area that I feel I can best serve.

Please consider my application for the Berthoud Planning Commissioner.

Thank you,

Nick Semedallas

Phone: 708-870-1111

E-mail: nsbseme1@comcast.net



Town of Berthoud
807 Mountain Ave
P.O. Box 1229
Berthoud, CO 80513
970 532 2643

Advisory Committee Application

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Additional information can be found on the Town's website under Advisory Committees or contact the Town Clerk's office at (970) 532-2643.

Candidates will be invited to an interview with the interview team and appointments are made by the Town Board as a whole.

Name of Committee or Commission: PLANNING COMMISSION

Name: NICHOLAS SEMEDALAS

Address: 2733 HERON LAKES PARKWAY

Day Phone: 703-870-1111 Night Phone: _____ E-Mail Address: _____

How long have you been a resident of Berthoud? 1 yr NSPSEME1@COMCAST.NET

Do you currently serve, or have you served previously, on a board, commission or committee?
If so, which one(s) SEE ATTACHED (A)

Why do you want to become a member of this particular committee? _____
SEE ATTACHED (B)

Briefly explain what you believe are the two most important issues facing this committee, and how do you believe this committee should address each issue?

1) SEE ATTACHED (C)

2) _____

(a) Do you currently serve, or have you served previously, on a board, commission or committee?

As part of my Controllershship and Corporate Financial roles, I have served on various business committees including strategic planning, business integration, talent acquisition, software development/replacement, R&D, manufacturing operations and various other strategic business initiatives.

(b) Why do you want to become a member of this particular committee?

I believe in community involvement that goes beyond day to day activities. I believe strongly in developing well thought out, reasonable strategic plans that provide sustainable future benefits. This includes forward thinking objectives that can grow not only a safe community for people to live in, but also a community that can thrive and give back to its residents. In the case of Berthoud, I believe that I can contribute to achieving these goals so that we can continue to have a well-balanced plan and sustainable future for Berthoud and its residents.

(c) Briefly explain what you believe are the two most important issues facing this committee, and how do you believe this committee should address each issue.

- 1) Expansion concerns from residents include losing the small town charm, creating traffic congestion and over population in the town. Growth can be balanced by incentivizing housing and commercial development outside the immediate downtown area with alternatives to main roads and highways. This would address certain congestion in the town. As it relates to small town charm, this can be accomplished by requiring developers building within the down town perimeter, to build modern day buildings with appealing facades consistent with the towns rich history.
- 2) To build a sustainable tax revenue base that will continue to build a strong and vibrant community. Sustainable tax revenue generation can be addressed by marketing the town and incentivizing quality businesses with long term goals to invest in the community.

List any abilities, skills, licenses, certificates, specialized training, past related experience or interests you have which are applicable to this committee. _____

SEE ATTACHED (D)

Please specify any activities which might create a conflict of interest that would prevent you from taking official action if you should be appointed to this committee. _____

SEE ATTACHED (E)

Have you attended a meeting of the committee you are applying to or talked to anyone currently on the committee? ____ Yes ____ No

Comments: SEE ATTACHED (F)

If not appointed at this time, would you be interested in serving on any other advisory committees at the Town of Berthoud? If so, please list any preference: _____

SEE ATTACHED (G)

All applicants are strongly encouraged to attend a regularly scheduled meeting of the committee for which they are applying prior to submitting an application.

The Town of Berthoud will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970)532-2643 for assistance.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature:  Date: 5/23/2023

Nicholas Semedallas

(d) List any abilities, skills, licenses, certificates, specialized training, past related experience or interests you have which are applicable to this committee

I am a CPA that held Senior Management roles, ranging from Vice President Controllerships to various Director positions in fortune 500 companies. I have been part of developing and presenting strategic plans in the waste management and medical device industries.

(e) Please list any activities which might create a conflict of interest that would prevent you from taking official action if you should be appointed to this committee.

NA

(f) Have you attended a meeting of the committee you are applying to or talked to anyone currently on the committee?

Yes.

I have spoken to Brett Wing to understand some of the challenges and objectives of this role.

(g) If not appointed at this time, would you be interested in serving on any other advisory committee at the Town of Berthoud? If so, please list

Not at this time.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	August 8, 2023
Agenda Title/Subject:	Town Trustee Vacancy
Type of Item:	Regular Item
Purpose:	Determine Appointment Procedure to Fill Trustee Vacancy on Town Board
Presented by:	Christian Samora

ATTACHMENTS:

- None

BACKGROUND:

Trustee Jeff Butler submitted a resignation to the Town Board effective August 1, 2023. Pursuant to C.R.S. § 31-4-303, the Board has the power to fill all vacancies by appointment. The person appointed must take an oath and shall hold office until the next regular election. The next regular election will be held in April of 2024.

Any vacancy of the elected governing body must be filled within sixty days after the vacancy occurs. If the vacancy is not filled within sixty days, the Board must order an election to be held as soon as practicable to fill the vacancy and the elected person then holds the office until the next regular election when a successor is elected.

The most recent vacancy on the Town Board in May of 2022 was filled by way of application process that was open to currently serving committee volunteers and candidates that were on the ballot in the election that occurred just weeks before the vacancy occurred. The Board may wish to follow a similar process by opening the application process to volunteers that are currently serving on a committee or commission.

UPDATE/NEXT STEPS:

- Collect applications for Town Trustee as prescribed by the Town Board.
- Schedule public candidate interviews with Town Board.
- Town Board to make appointment to fill vacancy.

FISCAL IMPACT AND FUND SOURCE:

There is not any fiscal impact anticipated with this request.

RECOMMENDED ACTION(S):

The Board may give direction regarding application and appointment process to fill the vacancy that exists on the Town Board.