



**Garden
Spot of
Colorado**

**MEETING OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, June 25, 2024, 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. JUNE 25, 2024 TOWN BOARD MEETING AGENDA.PDF](#)

[B. JUNE 11, 2024 MEETING MINUTES.PDF](#)

[C. JUNE 2024 TOWN BOARD REPORT.PDF](#)

5.II. Proclamation- Sharon Derstine Day

Introduction By: Town Board

Documents:

[SHARON DERSTINE LETTER OF SUPPORT.PDF](#)

[SHARON DERSTINE PROCLAMATION.PDF](#)

5.III. 2021 Comprehensive Plan Code Amendment - Continuance

Introduction By: Anne Johnson

Documents:

MEMO RE 2021 COMPREHENSIVE PLAN CODE AMENDMENT -
CONTINUANCE.PDF

5.IV. Town Of Mead IGA Regarding Paving Of County Road 7
Introduction By: Chris Kirk

Documents:

MEMO RE TOWN OF MEAD IGA COST SHARE FOR COUNTY ROAD 7.PDF
IGA WITH TOWN OF MEAD - COST SHARE COUNTY ROAD 7.PDF
EXHIBIT A - PROJECT BOUNDARIES.PDF
EXHIBIT B - WCR7 IMPROVEMENTS PROPOSAL.PDF

5.V. Appointment To Planning Commission
Introduction By: Town Board

Documents:

MEMO RE PLANNING COMMISSION APPOINTMENTS.PDF
DAVID POND COMMITTEE APPLICATION.PDF

6. Elected Official Reports

1. Town Board - Tim Hardy, May Albrecht, Sean Murphy, Karl Ayers, Chris Kurtz, and Brett Wing
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:	June 25, 2024
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) June 25, 2024, Meeting Agenda
- b) June 11, 2024, Meeting Minutes
- c) June 2024 Town Board Report

BACKGROUND:

The 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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Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
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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) June 25, 2024, Meeting Agenda
 - b) June 11, 2024, Meeting Minutes
 - c) June 2024 Town Board Report
 - 2. Proclamation – Sharon Derstine Day** (Town Board) (10 Min)
 - 3. 2021 Comprehensive Plan Code Amendment – Continuance** (Anne Johnson) (10 Min)
 - 4. Town of Mead IGA Regarding Paving of County Road 7** (Chris Kirk) (20 Min)
 - 5. Appointment to Planning Commission** (Town Board) (10 Min)
- VI. ELECTED OFFICIAL REPORTS** (10 Min)
 - 1.** Town Board – Tim Hardy, May Albrecht, Sean Murphy, Karl Ayers, Chris Kurtz, and Brett Wing
 - 2.** Mayor – William Karspeck
 - 3.** Staff – Town Administrator, Attorney
- VII. ADJOURN**

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

June 25, 2024, Meeting Agenda

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MEETING MINUTES OF THE TOWN BOARD

Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, June 11, 2024, 6:30 p.m.

6/11/2024 - Minutes

1. Meeting Called To Order - Mayor William Karspeck

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

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:

Karl Ayers, Trustee
Tim Hardy, Trustee
Brett Wing, Trustee
Chris Kurtz, Trustee
May Albrecht, Trustee
Sean Murphy, Mayor Pro-Tem
Will Karspeck, Mayor

The following staff members were present:

Erin Smith, Town Attorney
Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Lexi Weissman, Deputy Town Clerk
Sergeant Justin Williamson, Larimer County Sheriff
Tawn Hillenbrand, Senior Planner
Anne Johnson, Planning Director

4. Citizen Participation

Milan Karspeck spoke regarding sidewalk rebuilding around town and regarding quantum fiber.

Bob Barkeen and Gwen Meyring spoke regarding the Town Park project and the impact to their property.

Nancy Lamb requests the extension of a sidewalk at Berthoud pkwy across Highway 287.

5. Scheduled Items And Estimated Time For Discussion

5.I. Consent Agenda

Items:

- a) June 11, 2024 Meeting Agenda
- b) May 28, 2024 Meeting Minutes
- c) More Housing Now DOLA Grant RFP Bid Award
- d) April 2024 Financial Information

Trustee Kurtz moved to combine and approve the items on the Consent Agenda. Trustee Hardy seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.II. Weibel Neighborhood Master Plan And Change Of Zone - Public Hearing

Senior Planner, Tawn Hillenbrand gave a presentation on the Weibel Neighborhood Master Plan and Change of Zone.

Applicant, Cathy Mathis with TB Group, gave a presentation.
Ruth Rollins, traffic consultant, and Ernie Crownover with TCC Corp provided additional information.

Mayor Karspeck opened the Public Hearing.
No one spoke during the Public Hearing.
Mayor Karspeck closed the Public Hearing.

Trustee Albrecht moved to approve Resolution 2024-08, a resolution of the Town Board of Trustees of the Town of Berthoud, approving a Neighborhood Master Plan for a development known as the "Weibel Industrial Park Development" in the Town of Berthoud with the following added condition: The applicant shall include connection to regional trails found in the Trails Master Plan. This connection shall be illustrated in the preliminary plat. Trustee Wing seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Trustee Ayers moved to approved Ordinance 1340, an ordinance of the Town Board of Trustees of the Town of Berthoud, amending the zoning map of the Town of Berthoud to rezone the Weibel Industrial Park Property previously zoned T-Transitional and M2-Industrial to M1-Light Industrial District. Trustee Kurtz seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.III. Revere Neighborhood Master Plan And Change Of Zone - Public Hearing

Planner Hillenbrand gave a presentation on the Revere Neighborhood Master Plan and Change of Zone.

Applicant, Kristin Turner with TB Group, gave a presentation.
Ruth Rollins, traffic consultant, Jeff Mark, and Stephanie Thomas provided additional information.

Mayor Karspeck opened the Public Hearing.
Kelly Seaton, Steven Kiepe, Milan Karspeck, and Megan Hiltner spoke during the Public Hearing.

Trustee Kurtz moved to continue the meeting past 9:30 pm to 11:00 pm. Trustee Murphy seconded the motion. By unanimous decision, THE MOTION CARRIED.

Cody Sullivan, Jim Schweiter, Michael Patrick, Bridget Guccione, Kim Pryor, Nancy Lamb, Pat Guccione, and Ed Skinner spoke during the Public Hearing.
Mayor Karspeck closed the Public Hearing.

The applicant team addressed some of the concerns brought up in the Public Hearing.

Trustee Kurtz moved to deny Resolution 2024-09 and Ordinance 1341 as presented. Trustee Hardy seconded. In a 6-1 roll call vote, THE MOTION CARRIED.

6. Elected Official Reports

Trustee Ayers:

Ayers reported on the PORT Committee tour and meeting. Ayers reported on Berthoud Day and a crossing at Berthoud Parkway.

Trustee Hardy:

Hardy reported on sidewalk construction in Town and reported that he was unable to attend Berthoud Day. Hardy requested a future discussion on affordable housing options. Hardy reported on the upcoming CML Conference.

Trustee Wing:

Wing reported on the Johnstown CML Meeting and discussed the Town financial information in the Consent Agenda. Wing inquired about an automated system for timing public comment.

Trustee Kurtz:

Trustee Kurtz moved to extend the meeting past 11:00 pm to 11:15 pm. Trustee Murphy seconded the motion. By unanimous decision, THE MOTION CARRIED.

Trustee Albrecht:

Albrecht reported on the Youth Advisory Commission meeting, their arcade nights at B-Rads and their booth at the Berthoud Market.

Mayor Pro-Tem Murphy:

Murphy discussed possible committee liaisons. Murphy will not be here for the second meeting in June. Murphy reported he would like to further discuss the sign code. Murphy inquired about the Pioneer Park pickleball court.

Mayor Karspeck:

Karspeck reported on a MPO meeting and discussions on the upcoming passenger rail project. Karspeck did not attend the CML meeting, but did attend the Chimney Hollow open house. Karspeck inquired about having staff attend a meeting with seniors in Town. Karspeck reported on the pickleball tournament and the Pedalpalooza event.

Administrator Kirk:

Kirk reported that the Planning Commission has a vacancy and the Board needs to form an interview committee to interview applicants. Mayor Karspeck and Trustee Albrecht will serve as the interview committee.

Attorney Smith:

Attorney Smith will update the Board on the signs issue in writing.

7. Adjourn

The meeting was adjourned at 11:13 pm.

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

Berthoud Board Update

June 2024



FORESTRY / OPEN SPACE

Submitted By Paul Furnas, Town Forester

The primary objectives for the Forestry and Open Space departments for the month of May were larger projects to get the town ready for summer. Turning on and checking open space irrigation lines was one project in May. The Open Space department worked on bike park repairs and applied an annual coat of soil stabilizer at the Berthoud Bike Park. The Forestry Department worked on irrigation repairs on backflows on Main Street to get the pots ready for planting. A delivery of 32 annual pots were received and installed. Forestry staff also put up flags on light poles down Main Street the week before Memorial Day. Smaller projects accomplished were responding to a storm-damaged tree branch downed over a road, removing dead trees at Waggener Recreation Center in preparation for planting, and inspections of new trees and irrigation throughout town. Forestry staff has started watering trees around town with the water truck as the hot, dry days of summer are approaching quickly





Dead trees were removed at the Recreation Center, irrigation drip lines were repaired, 40 light fixtures were cleaned and had installed on Main St.



Before



After

As trees become fully leafed out, forestry staff has ensured branches do not obstruct the view of the street signs around town.



Before



After

Open Space Mowing



Forestry staff advised on the installation of new irrigation lines at Town Park to stay clear of tree root zones.



RECREATION

Submitted By Amanda Gustafson, Director of Recreation | Cultural Services

Operations, Memberships & Marketing

This month, the operations team worked on the following areas: adding approved documents to the Connect 2 Concepts SOP module, creating and presenting a pay structure tier plan for fitness, promoting a recreation attendant to a lead position, discovering a chair defect in swimming pool and reporting it for warranty replacement parts, and creating tasks for the building automation company to look into. Operations sold 49 new memberships for the month of May and checked in 12,487 people.

Sports & Programs

May is always a busy time as we finalize spring sports and begin to kick off summer sports. This May was no different. As multiple youth and adult sports programs had their final games, the youth baseball and softball seasons got into the swing of things. Final preparations have been made for the tennis and track seasons including finding and training coaches and developing practice plans.



Fitness & Active Adults

Our fitness continues to be a very popular place to be. The turf is looking beautiful as the sun is out more and more. Sunrise Strength is now taking place outside. Each of our classes have been near capacity and our instructors are doing a great job at focusing on progression and keeping the classes fresh.



ACTIVE ADULTS (50+)



The Active Adult Pickleball league finished another season. This season was one of the most competitive yet. Pictured above are the two teams in the finals.



Active Adults sold out another trip to the Candlelight Dinner Theater for a showing of The Secret Garden. All of the attendees had a wonderful time and really enjoyed spending time together.

Aquatics

May was a time to sharpen teaching skills and roll out new lessons plans for each of the classes in the Aquatics program. These plans are designed to create more consistency within the program and help the instructors with their teaching. The aquatics supervisor also attended a four-hour CIRSA training for aquatics in Parker at the beginning of the month.



STREETS DEPARTMENT

Submitted By Brandon Keegan, Streets Supervisor

In May, the Streets Department completed many tasks such as roadside mowing, jetting to install new irrigation lines, and street sweeping. We also installed Culvert pipe to help with erosion as well as grading CR7 and having it sprayed with dust suppressant.



Roadside mowing, street sweeping, and culvert pipe installation



The Streets crew was tasked with finding the irrigation line at Fickel Farm Park. Once that was found they helped jet under the sidewalk so a new irrigation line could be installed. Parklets were installed. Running the water pump to help lower the pond so the Heron Pointe HOA can unclog the outlet structure.



COMMUNITY DEVELOPMENT

Submitted By Anne Johnson, Planning Director

Building Division data for May 2024:



New Residential
23 in May, 2024



New Commercial
3 in May, 2024



Number of "Other"
23 in May, 2024



Total Valuation
\$ 14,436,610.02



Engineering

Construction Site Inspections: 48

Town Projects Inspected: 73

Response to Citizen Questions: 7

MS4 Inspections: 4

ROW Inspections: 12

Other: Meetings / Inspections: 3

Planning

Public Assistance



Walk-ins : 12

Emails : 2,626

Phone calls : 93

Site Visits : 6



Pre-Application meetings : 4

Public Hearings/Applications presented : 5

Codes/Comp Plan Action Items in-process: 5

Applications in Process: 25



PARKS / CEMETERY

Submitted By Sami Kouns, Parks Supervisor

Parks/Cemetery

Officially moving from the spring season into the summer season, the Parks and Cemetery Departments faced a transition period from cooler, cloudy days to hot, sunny days. This change influenced what the month of May would mean for these departments. Warmer weather and variable rain called for irrigation turn-ons which then led to irrigation and plumbing repairs throughout the town. The increase in water the grass was receiving, pushed us to create a weekly mowing schedule that ensured that every park gets mowed at least once a week, and that this schedule works with the watering and event schedules for those areas. The month of May worked as a transition period from spring to summer, formerly dormant parks are now getting watered, sporadic maintenance jobs turned into a weekly maintenance schedule, and add to that, continuing to address problems as they arise.



Graffiti has been an ongoing battle for the Parks Department in various restrooms around town. The Waggener men's bathroom and the Fickel bathrooms were most often targeted. Reports were made about the vandalism and the bathrooms were cleaned promptly to allow for continued use.

Turning water on at parks always leads to discovering new issues. One such issue was a sewage block in the Pioneer sewage line. This problem was addressed as well as numerous other plumbing issues around town like clogged drains, flooding urinals, and consistently running toilets.





The Parks Department worked with the Streets and Open Space Departments to construct the in-street parklets for outdoor seating for the community to enjoy in front of Ko-fé House and Glass of Art on Mountain Ave downtown.



As water was turned on and irrigation scheduled set, the parks around town were put on a weekly mowing schedule that would best accommodate the watering schedules and the event schedules for each location.

The Greenlawn Cemetery hosted a large Memorial Day event that featured numerous ceremonies and brought a lot of people to the area. Irrigation and mowing worked hand in hand to create a beautiful backdrop for those honoring their loved ones.

WATER / WASTEWATER

Submitted By Marie Mitchell, Administrative Tech / Water



Smoke testing was performed in Prairie Star.

A smoke test is a sewer inspection method whereby nontoxic smoke is forced into sewer system access points. The smoke makes its way through all connected pipes in sewer system, thereby indicating pipe leaks, breached utility holes, cracks, uncapped lines, and other defects. For this test, it was to determine inflow and infiltration sources in the sanitary sewer.

TW Summit Corp. provided on-site training (at no charge) and tips to the Water Utilities Water System Operators on how to flush out the hydrants around the Town. As Water Utilities rebuilds their team, TW Summit has been providing mentoring to staff members regarding water line infrastructure. The company has a longstanding working relationship with the Town and has worked on numerous projects. The company's mission is to be the leading water utility service contractor in the regions and is very humble in sharing their expertise.



Utility-community partnerships

While Ramey Environmental Consulting and Water Utilities were performing a Berthoud Reservoir walkthrough (on-site inspections), some Berthoud residents reported they were impressed with the maintenance of the reservoir. They also suggested "securing and placing a couple more No Trespassing signs on the East Cell, especially in the middle section of the fence to deter from trespassing and maintain preservation". This type of collaboration is encouraged as it builds rapport and utility-community partnerships.



WORTH NOTING



If you're following the apple tree grafting project, here is the latest update:

As is often the case, sadly, all of our grafts failed. While we are disappointed, we have regrouped and will now try to root some cuttings.

Luckily, one of our Tree Advisory Committee members is CSU's professor for plant propagation. She will join us in our quest to save the genetics of these trees by attempting to propagate some cuttings with her supplies.

It is our next and final chance to preserve some genetics from the existing cuttings unless the tree survives the winter. Then, we can try to graft it again next spring.

CONGRATULATIONS

My name is **Miles Buescher** and I am excited to be a part of the Neighborhood Services team here at the Town of Berthoud. My family and I moved here last summer, and we have really enjoyed being a part of this community. My background is in Environmental and Industrial code enforcement which I did for Adams County for nearly 6 years. I have worked with many residents as well as businesses in the community and I truly enjoy when I am able to bring resolution to their concerns.



Christi Bova was promoted to the lead role with the guest service team. This position trains new staff, park/party reservations, facility schedule updates, pro shop inventory, closing shift responsibilities, and membership maintenance.



From the Regional Air Quality Council (RAQC), through a program called Mow Down Pollution, the Forestry / Open Space department received a grant to convert a couple of gas-powered chainsaws to electric. The RAQC awards money to municipalities allowing them to switch gas-powered yard care tools over to electric equivalents.



June 17, 2024

Town of Berthoud
935 10th Street
Berthoud, CO 80513

To the Honorable Mayor and Honorable Board of Trustees:

Mayor William Karspeck

Mayor Pro Tem Sean Murphy

Trustee May Albrecht

Trustee Karl Ayers

Trustee Tim Hardy

Trustee Chris Kurtz

Trustee Brett Wing

I am writing this letter in support of a Proclamation to make July 13th, 2024 a day of recognition as "Sharon Derstine Day" in the Town of Berthoud, Colorado.

The Town of Berthoud, Habitat for Humanity and Sharon Derstine have been closely intertwined for more than 20 years. As a local business owner; as one of Berthoud Habitat's earliest volunteers; and as an involved resident of Berthoud, Sharon has always been an enthusiastic supporter of our community. Her dedication to helping establish a high-quality Habitat ReStore as a centerpiece of Berthoud's retail presence on Mountain Avenue made a significant difference in the lives of many Berthoud residents. Many who have met, worked with, or been touched by Sharon's generous spirit and infectious enthusiasm believe she deserves to be recognized for her contributions.

History

Berthoud Habitat became an affiliate of Habitat for Humanity International in March of 2000. In 2004 the Board of Directors approved the idea of developing a Thrift Store despite some apprehension over its feasibility. The organization was not flush with money, but we hoped that the store would generate enough profits to help us build more affordable homes for local families. Peter Bridgman, one of the founding members of Berthoud Habitat, approached Sharon with the idea of helping us fulfill this dream by becoming the Thrift Store's General Manager.

Sharon had just closed her own Berthoud shop, "Sharon's," where she sold collectibles and primitive antiques and offered art framing services. After some consideration, Sharon agreed and joined the Board in their search for a proper building.

Sharon helped devise a business plan for the store and worked closely with the Habitat board to secure a location. When a lease was signed at the Masonic Lodge on the corner of 4th Street and Massachusetts Ave in April of 2005, Sharon joined a team of construction volunteers to gut and prepare the building. During this arduous process, Sharon was severely injured when a section of floor collapsed, causing her to fall two stories into the building's basement. Being the determined and resilient person she is, she returned to her volunteer work as soon as her shattered leg was in a cast. She was determined to open the store as soon as possible.

The Habitat board gave Sharon \$10,000 to get the store ready and she and her team opened for donations mere weeks later. The ReStore opened its doors on July 5, 2005. By all accounts it was a big success. In February of 2006, a story about the ReStore published in The Old Berthoud Recorder newspaper reported Sharon's description of that success: "My business plan originally called for the money to be paid back over the course of two years. (Getting it done in) in six months is pretty amazing."

Within a few years it was clear that the ReStore was ready to expand. In June of 2008, the Habitat Board bought the lot on the corner of 2nd Street and Mountain Avenue. Tom Patterson, one of the four founding board members of Berthoud Habitat (and future Mayor of Berthoud), acted as General Contractor and construction was completed two years later. Sharon worked tirelessly with her staff to move everything to the new location. The new ReStore opened its doors for business in August of 2010.

Though there was a strong partnership between the Habitat board of directors, the executive director, and Sharon, board members usually give Sharon the credit for single-handedly making the Berthoud Habitat ReStore to be the well-known retail outlet it is today. She made it a popular place to shop within the Berthoud Community, so much so that it became known in many circles as "The Berthoud Mall."

Testimonials

Sharon remained popular both with the Habitat board, executive director and Habitat staff, and among the ReStore employees and customers throughout her tenure as leader of the Habitat ReStore.

Carolyn Kube, an early Habitat board member, said, "Sharon has employed full-time help, as well as recruited an abundant number of volunteers from the community. She has incorporated individuals doing court-appointed community service as well as high-school students doing the same for school credit. She has also provided a place for potential homeowners to put in their required sweat-equity hours before they can own a Habitat-built home. The store has been an important tax base for the town. The proceeds from the Restore have been the primary source for the construction of 18 homes for people who might not otherwise be able to afford a home."

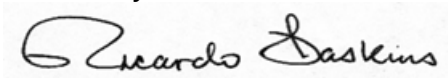
Tom Patterson, a former Mayor of Berthoud, one of the four original founders of Berthoud Habitat, and a former Habitat board president, remembers trusting Sharon with the future of the organization. He said of her, "We bet it all on Sharon – and won., It is with sincere and lasting gratitude that Habitat thanks Sharon for kick-starting our fund raising through management of the ReStore for lo these many years." And speaking directly to her, Tom sends a more personal message: "You have helped Habitat – you have helped Berthoud – you have helped over a dozen families find security and comfort in our town. You should be as proud of what you've accomplished as we are of you for your accomplishments. Thank you, Sharon."

Jan Dowker, former Executive Director for Berthoud Habitat for Humanity from 2017-2023, shared that the partnership between the Habitat affiliate and the ReStore flourished because of the mutual respect that each had for the other, enjoying a working relationship that ensured the community knew the ReStore was funding home construction for families in need in the Berthoud Community. Jan worked closely with Sharon throughout her tenure and any visiting family and friends to the Berthoud community were introduced to Sharon, who Jan referred to 'one of the most compassionate and community-centered people' she had ever met.

Request

I therefore ask you, the Board of Trustees of the Town of Berthoud, to please support **July 13, 2024**, as "Sharon Derstine Day" in Berthoud. Make it a day to follow Sharon's lead, celebrate each other, celebrate community and celebrate all Sharon has done to make Berthoud a better place for all of us to live.

Sincerely,

A handwritten signature in black ink that reads "Ricardo Haskins". The signature is fluid and cursive, with the first name "Ricardo" and last name "Haskins" clearly legible.

Ricardo Haskins
Past President of Berthoud Habitat for Humanity
1225 Aspen Drive
Berthoud, Colorado 80513
(303) 818-2577

Proclamation

SHARON DERSTINE DAY

WHEREAS, Sharon Derstine has been a member of the Berthoud Community for the last 40 years or more; and,

WHEREAS, Sharon Derstine has been an active member of the Berthoud Chamber of Commerce for more than 20 years, managing first her own store on Mountain Ave. named “Sharon’s” and then the Berthoud Habitat ReStore, until her retirement in December of 2023; and,

WHEREAS, Sharon Derstine actively helped the Berthoud Habitat for Humanity Board of Directors fulfill their dream of having a Berthoud Habitat ReStore as a means of raising funds for the building of affordable homes in Berthoud; and,

WHEREAS, Sharon Derstine spearheaded the business concept for the ReStore, helped select the store’s first location, and worked on renovating the building to prepare it for its grand opening in July of 2005, all as a volunteer; and,

WHEREAS, Sharon Derstine, once hired, led her employees at the Thrift Store, later the ReStore, and attracted donations with the help of social media and stories in the local newspaper, and organized the store for maximum exposure; and,

WHEREAS, Sharon Derstine has helped Berthoud Habitat raise thousands of dollars over the 20 years she served as the manager of the Berthoud Habitat ReStore to help fund several of the homes now in existence at the Habitat subdivision on North 4th Street; and,

WHEREAS, Sharon Derstine served as an example to the business community, volunteers, and Berthoud Habitat homeowners and others in the Berthoud community and beyond;

THEREFORE I, William Karspeck, Mayor of the Town of Berthoud, do hereby proclaim July 13, 2024 as

SHARON DERSTINE DAY

In the Town of Berthoud, Colorado, and urge all citizens to be aware of the positive impact made by Sharon Derstine on the community of Berthoud.

Signed this ____ day of June 2024.

William Karspeck, Mayor

BOARD OF TRUSTEES INFORMATION



COMMUNITY DEVELOPMENT DEPARTMENT

Meeting Date:	June 25, 2024
Agenda Title/Subject:	Continuance of Ordinance 1342 (Series 2024) to August 27 and September 10, 2024
Type of Item:	Public Hearing
Purpose:	Continuance of the Introduction and Public Hearing of Ordinance 1342 (Series 2024) from June 25 and July 23rd to August 27 and September 10, 2024
Presented by:	Anne Johnson, Community Development Director

ATTACHMENTS: There are no attachments

BACKGROUND:

Proposed Code amendments further the implementation of the 2021 Comprehensive Plan vision into the Land Use Code. The Land Use Code's land use table and definition sections also needed review and refinement. Staff has spent several months reviewing these proposed changes and have collaborated with the consulting team who lead the 2021 Comprehensive Plan update.

UPDATE/NEXT STEPS:

Notice was published in the *Berthoud Surveyor* according to required publication deadlines. Due to a lack of quorum, the June 13, 2024 Planning Commission public hearing has been continued to June 27, 2027. The published introduction and public hearing previously scheduled for the Town Trustees consideration on June 25 and July 23, 2024 will need to be continued to August 27 and September 10, 2024.

FISCAL IMPACT AND FUND SOURCE:

There is no negative fiscal impact to the Town in clarifying the expectations for land use activities and incorporating the Comprehensive Plan into the Land Use Code.

COMMUNITY TOUCHSTONES:

Consideration of the continuances does not negatively impact community touchstones.

RECOMMENDED ACTION(S):

Staff recommends that the Board of Trustees approve the continuance request to introduce and hear Ordinance 1342 (Series 2024) on August 27 and September 10, 2024.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	June 25, 2024
Agenda Title/Subject:	Town of Mead IGA - Paving of County Road 7
Type of Item:	Regular Item
Purpose:	To approve an IGA between the Town of Berthoud and the Town of Mead regarding shared cost of designing improvements for County Road 7.
Presented by:	Chris Kirk

ATTACHMENTS:

- Intergovernmental Agreement
- Exhibit A – Project Boundaries
- Exhibit B – Proposal and Scope of Work

BACKGROUND:

The Town was recently approached by representatives from the Town of Mead about the potential cost share of a design for fully paving County Road (CR) 7 between our jurisdictions. Currently, the Town maintains the north portion of CR 7 from Highway 56 south to approximately 1/2 mile south of Ursa Major. This maintenance effort has become increasingly challenging in the past several years with increases in traffic related to growth and the construction projects on I-25.

The proposed Intergovernmental Agreement (IGA) between Mead and Berthoud (attached) would require Mead to contract for the design work and the Town of Berthoud to reimburse 50% of the design costs. Mead has selected a proposal from Wilson Engineering in the amount of \$474,390. The town's portion of this work would be \$237,195. Wilson Engineering has performed work in the past for the Town of Berthoud and is currently designing the improvements planned for 3rd Street and Massachusetts.

UPDATE/NEXT STEPS:

The Town of Mead is also pursuing grant funding for the construction of this project with support from the Town of Berthoud, state legislators, CDOT and others.

FISCAL IMPACT AND FUND SOURCE:

Should the Board wish to enter into the IGA with Mead for the design of the CR 7 paving project, staff will make a mid-year budget adjustment for the work utilizing remaining unused funds for existing 2024 paving projects and road impact fees.

COMMUNITY TOUCHSTONES:

Paving CR 7 will improve the long-term Sustainability of the road and will provide an improved alternate transportation connection to the south that will enhance Resiliency.

RECOMMENDED ACTION(S):

A Board Member may move to approve the Intergovernmental Agreement between the Town of Mead and the Town of Berthoud for sharing design costs for paving CR 7. Followed by a second and a roll call vote.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF MEAD AND
THE TOWN OF BERTHOUD REGARDING COST SHARING FOR DESIGN COSTS
FOR PAVING COUNTY ROAD 7**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into by and between the Town of Mead, a Colorado municipal corporation (“Mead”), and the Town of Berthoud, a Colorado municipal corporation (“Berthoud”), hereinafter collectively referred to as the “Parties.” This Agreement shall be effective as of the date of mutual execution hereof by the Parties (“Effective Date”).

WITNESSETH:

WHEREAS, Mead and Berthoud desire to cooperate in the funding for the design, and construction of a portion of County Road 7 (from CR 38 to existing pavement in Berthoud roughly one mile south of Highway 56) (the “Project”); and

WHEREAS, the boundaries of the Project are generally shown and depicted in **Exhibit A** to this Agreement; and

WHEREAS, the Parties acknowledge and agree that Project is an important component of the region's transportation infrastructure and that the completion of the Project will benefit residents of both Mead and Berthoud; and

WHEREAS, Berthoud desires to share in the cost for design and construction of the Project, as described herein;

WHEREAS, Mead intends to retain WILSON & COMPANY, INC., ENGINEERS & ARCHITECTS, a Kansas corporation with offices at 4401 Masthead Street NE, Ste 140, Albuquerque, New Mexico or another consultant acceptable to Mead (“Consultant”) to commence the Project design (“Project Design Work”); and

WHEREAS, the Project Design Work is generally shown and described in **Exhibit B** to this Agreement; and

WHEREAS, the Parties further desire to memorialize their agreements concerning the funding and construction of the Project Design Work and the Project.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which is mutually acknowledged, the Parties hereto agree as follows:

1. Project Design. Following the Effective Date, Mead shall retain the Consultant to complete the Project Design Work. Estimated not-to-exceed cost associated with the Project Design Work is Four Hundred Seventy Four Thousand, Three Hundred Ninety dollars (\$474,390).

2. Allocation of Costs – Project Design Work. The Parties agree that Consultant’s costs associated with completing the Project Design Work (“Design Costs”) will be shared equally, with Mead and Berthoud each paying fifty percent (50%) of the Design Costs. Mead shall invoice Berthoud for fifty percent (50%) of the Design Costs on a monthly or quarterly basis, without administrative markup, and Berthoud shall remit payment to Mead within forty-five (45) calendar days

of receipt of invoice. Mead shall include a copy of Consultant's invoice(s) for the Project Design Work received by Mead with each invoice prepared and sent to Berthoud for the Design Costs.

3. Project Grants. The Parties agree to cooperate with respect to seeking/applying for grants to offset future Project design or construction costs.

4. Allocation of Costs – Project Construction. The Parties agree to negotiate an amendment to this Agreement or enter into a new/separate intergovernmental agreement to memorialize the Parties' agreement regarding cost sharing for Project construction costs following the date on which the Project Design Work has been completed.

5. Remedies. The Parties hereto acknowledge and agree that each party may exercise all rights and remedies in law or in equity, by a decree in specific performance, or such other legal or equitable relief as may be available.

6. Notice. Any notice required or permitted by this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given, at the address set forth below, or at such other address as has been previously furnished in writing, to the other party. Such notice shall be deemed to have been given when deposited in the United States mail.

Town of Mead: Michow Guckenberger McAskin, LLP
Attn: Mead Town Attorney
5299 DTC Blvd, Suite 300
Greenwood Village, CO 80111

With electronic copy to: mmcaskin@mgmfirm.com

Town of Berthoud: Erin M. Smith, Town Attorney
Maynes Bradford Shipps & Sheftel, LLP
600 17th Street, Suite 2150-S
Denver, Colorado 80202

With electronic copy to: _____

7. Appropriation. Pursuant to C.R.S. § 29-1-110, the financial obligations of Mead and Berthoud contained herein which are payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available.

8. No Waiver of Governmental Immunity Act. The Parties hereto understand and agree that the Parties, their Trustees, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.*

9. Additional Documents. The Parties agree to execute any additional documents or take any additional action that is necessary to carry out the intent of this Agreement.

10. Colorado Law. This Agreement shall be governed by the laws of the State of Colorado. Venue for any action hereunder shall be in the District Court, County of Weld, State of Colorado, and the Parties waive any right to remove any action to any other court, whether state or federal.

11. Separate Entities. The Parties enter into this Agreement as separate, independent governmental entities and shall maintain such status throughout.

12. No Third-Party Beneficiaries. The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement. Any beneficiary of the terms and conditions of this Agreement are not intended beneficiaries but are incidental beneficiaries only.

13. Severability. It is understood and agreed by the Parties hereto that if any part, term, or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

14. Recitals. The Recitals to this Agreement are incorporated herein by this reference.

15. Entirety. This Agreement merges and supersedes all prior negotiations, representations and agreements between the Parties hereof and constitutes the entire agreement between the Parties concerning the subject matter hereof.

16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same document.

TOWN OF MEAD, COLORADO

Colleen G. Whitlow, Mayor

Attest:

APPROVED AS TO FORM:

Mary E. Strutt, MMC, Town Clerk

Town Attorney

[Town of Berthoud signature page follows].

[Town of Berthoud signature page to Intergovernmental Agreement Regarding Cost Sharing for Design Costs for Paving County Road 7].

TOWN OF BERTHOUD, COLORADO

William Karspeck, Mayor

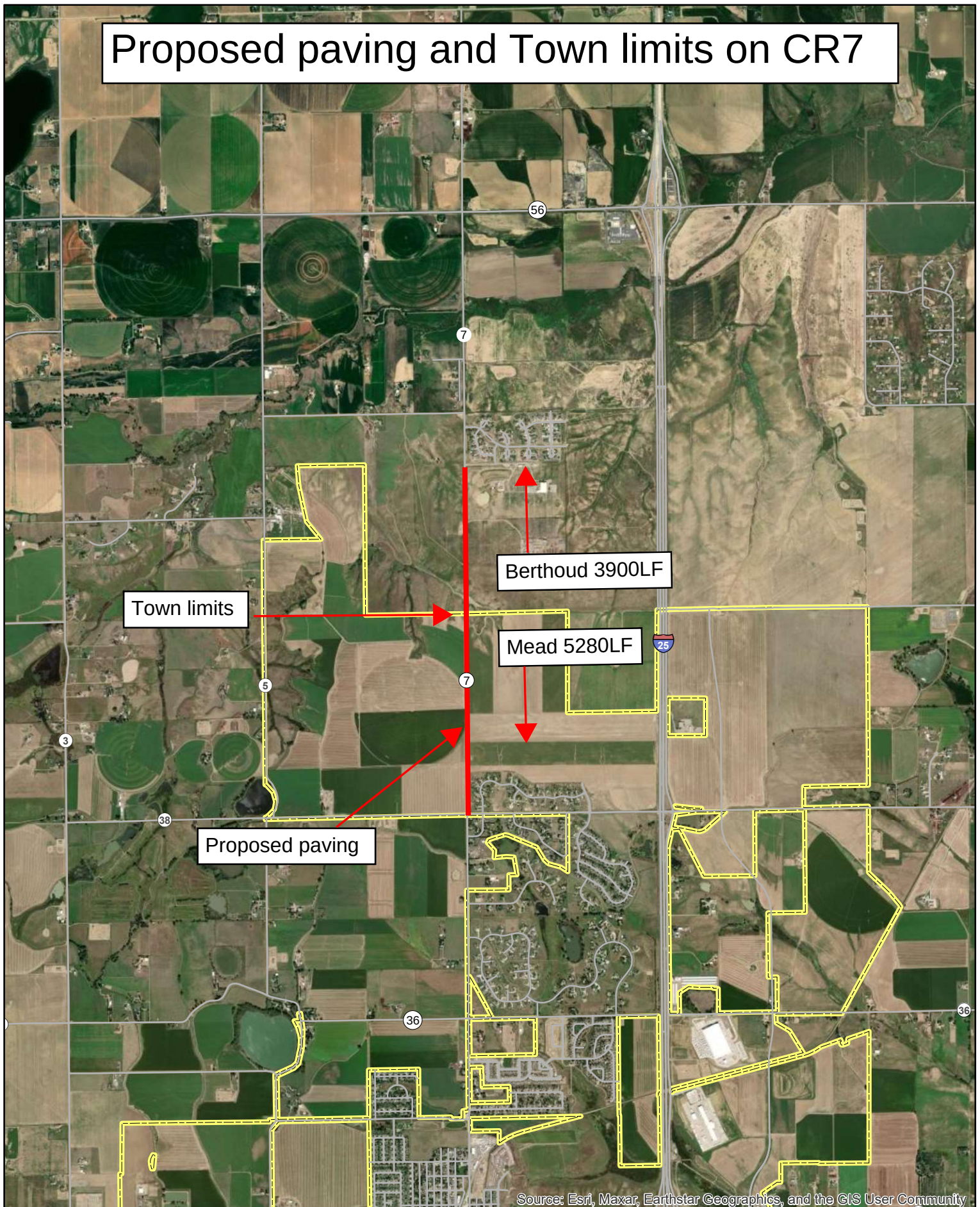
Attest:

APPROVED AS TO FORM:

Christian Samora, Town Clerk

Town Attorney

Proposed paving and Town limits on CR7



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



**Town of
Mead**

Proposed paving CR7

File: 8x11 Portrait.mxd

Updated: 3/29/2024



1 in = 3,246 ft
0 1,200 2,400
Feet

This draft document was prepared for internal use by the Town of Mead, CO. The Town makes no claim as to the accuracy or completeness of the data contained herein. Due to security concerns, The Town requests that you do not post this document on the internet or otherwise make it available to persons unknown to you.

May 31, 2024

Mr. Manny Windhorst
Pavement Manager Program Manager
Town of Mead
441 Third Street
Mead, CO 80542

Re: WCR7 Improvements – WCR38 to Ball Aerospace (22-100-019-05)

Dear Manny -

Wilson & Company is pleased to submit this proposal, through our Town of Mead 2022 On-Call Contract, to provide Topographic Survey and Design Services for the WCR7 Improvements project. Figure 1, below, shows the area of improvement from WCR38 to Ball Aerospace Drive. This project will be a cost share between the Town of Mead and the Town of Berthoud.



Figure 1 – Weld County Road 7 (WCR7)

Background

The Town of Mead would like to pave Weld County Road 7 (WCR7) between WCR38 and Ball Aerospace Drive. WCR7 is identified in the Town's Master Transportation Plan as a future, 2-lane major arterial. We are assuming a modified cross section that will fit within the 60' existing ROW, consisting of a 24' to 32' wide asphalt paved roadway with 3:1 side slope and a borrow ditch on each side will be the section used for this project. The existing gravel roadway was measured in the field in various locations and is approximately 24'

wide. We are assuming the road profile will remain relatively close to existing conditions. Utility locates have been included in the scope as well as an allowance for formal SUE in the event existing utilities will be impacted. The construction of this project is anticipated to be funded with a grant and administered as a CDOT Local Agency project. There are some items that cannot be completed (i.e. environmental clearances), until there is a project in CDOT's system. This proposal assumes these tasks will be needed, but the timing will need to be coordinated as design progresses.

Topographic Survey

An engineering-grade topographic survey will be performed, as shown in Figure 1 above, of the existing CR7 right-of-way including a wider section at the WCR38 and Ball Aerospace intersections. Six control points will be established from which field efforts will be conducted. Control values will be referenced to a modified Colorado North Zone 0501 State Plane Coordinate System (aka "ground" system) with elevations based upon North American Vertical Datum of 1988 (NAVD88) and tied to a National Geodetic Survey (NGS) vertical benchmark.

Triunity will provide 811 locates throughout the corridor during the topo effort.

At present, it is our understanding that the right-of-way is mostly 60' wide (30' on either side of the section lines), but with additional 20' conveyances affecting two land divisions – one being the additional 20' of right-of-way existing on the westerly side of Margil Farms First Filing (northeast corner of the intersection of CR7/CR38), the second being the additional 20' of right-of-way existing on the westerly side of Berthoud Technological Center Filing One. The topographic survey itself will be confined to the County Roads 7 and 38 right-of-way regions, excepting the westerly +/-100' of Ball Aerospace Drive which will be surveyed. The results of the topographic survey and County Road 7 right-of-way determination will be delivered as v2023 Civil3d .dwg and .pdf drawing files.

Acquisitions are not anticipated at this time. The base property map will show existing right of way based on section lines and plats and deeds available from Weld County. No other boundary determination is anticipated or included at this time.

Issues Exhibit and Site Walk

Wilson & Company will prepare an Issues Exhibit to be used in a site walk with the Town of Mead, prior to design efforts. The project paving area is approximately 9,200 LF (1.87 Miles) which includes 4,000 LF in the Town of Berthoud and 5,200 LF in the Town of Mead. During the site walk, emphasis will be placed on areas of drainage concerns, existing and potential proposed culverts, roadside ditches, the roadway profile, and driveway connection points. Prior to design work, Wilson & Company and the Town review the Town's Street Design Criteria (Table 300-1) and document the project approach. After the project approach has been agreed upon, Wilson & Company will prepare a Preliminary Design Exhibit.

Preliminary Design Exhibit

The preliminary design exhibit will provide an overview of the proposed roadway improvements including proposed drainage flow paths, grading limits, centerline profile and potential utility conflicts. These exhibits will be in 24x36 format and used as the basis for the final design phase. Wilson & Company will submit the exhibits to the Town for review and discussion.

Subsurface Utility Engineering (SUE) Allowance

Triunity, Inc. will be a subconsultant to Wilson & Company and provide utility locates and SUE services for the project. A line item with an estimate of Quality Level B SUE services and 10 potholes has been included. It will become clear during the preliminary design if these services are needed for the completion of final design.

Roadway Drainage Design

The site walk and preliminary design effort will help to determine the effort required for drainage design along the roadway. With any new roadway, it is important to fix any known drainage issue and confirm that the project will do no harm to adjacent properties. There are irrigation facilities in the area that may be using existing roadside swales for tailwater or delivery, and there is one large draw that crosses WCR7 approximately 3,500' south of Ball Aerospace Drive. We are assuming this existing culvert will be lengthened and the improvements will be contained within the existing right-of-way. A drainage report with existing and proposed conditions and design considerations will be prepared for the project. With the rural road section, it will not be possible to add stormwater quality facilities for the project.

Geotechnical Engineering Services

Geocal Geosciences and Engineering will be a subconsultant to Wilson & Company and provide drilling operations, laboratory testing and geotechnical reporting services for the project. Geocal will conduct 12 geotechnical bores for new pavement and slope fill areas to a depth of 10 feet. Geocal will provide traffic control, which is assumed to be a one-lane closure, and secure necessary permits with the Town of Mead and the Town of Berthoud. No permitting with Weld County is anticipated. Soil and bedrock samples will be analyzed in the laboratory. Geotechnical reporting will include site geology, proposed construction conditions, review of field and lab results, subsurface conditions, and pavement design recommendations.

Environmental Services

Wilson & Company Environmental Lead, Jon Chessier, CEP, has experience as an environmental program and project manager for CDOT Region 1 and Headquarters for 11 years, where he led numerous multidisciplinary teams to successfully deliver environmental services for both CDOT and local agencies. Our team understands how to complete the environmental analysis and clearance process for this project administered by the Town, including compliance with federal, state, and local requirements. We have worked with Jacqueline Giles, CDOT Region 4 Local Agency Environmental Program Manager, multiple times in recent years to complete the Categorical Exclusion (CE) process for local agency projects and look forward to working with her again.

Preliminary review of the project area has identified a drainage crossing of WCR 7, Ide and Starboard Ditch, as well as roadside ditches and adjacent black-tailed prairie dog communities throughout this stretch of WCR 7. These resources will require detailed analysis as design is advanced. Our environmental team will collaborate closely with the design team to avoid/minimize potential impacts to these, and any other environmental resources identified. Due to the Town's application for grant funding, NEPA will apply, and we expect to clear the project with a Categorical Exclusion (CE) using CDOT's Form 128 and category C22 for projects that would take place entirely within the existing operational right-of-way. Wilson & Company will work to meet all applicable environmental requirements through project design and construction.

For the purposes of this proposal, we are assuming that a Section 404 permit will not be required at the ditch crossing. Additionally, we are assuming that the project will not require a Type 1 noise analysis for CDOT since the project will not be adding additional capacity and will remain as a 2-lane roadway similar to existing conditions.

Final Design Phase (Construction Documents)

After the completion of the preliminary design review, Town staff comments will be addressed and incorporated into the Final Design Plans. The project will proceed to Final Design (Construction Documents) with bi-weekly / monthly meetings with Town staff. Tasks that will be completed with this phase of design include:

- Construction Documents
 - Cover, General Notes, and Typical Sections
 - Topographic Survey
 - Demolition Plan
 - Horizontal Control Plan
 - Roadway Plan and Centerline Profile
 - Cross Sections
 - Cross Culvert Profiles
 - Drainage and Grading Plan
 - Stormwater Management Plans and Notes (CDOT)
 - Signing and Striping Plans
 - Erosion and Sedimentation Control Plans
 - Details
- Project coordination meetings and reviews with Town staff.
- Construction Administration allowance for design questions during construction.
- Deliverables – Topographic Survey, Issues Exhibit, Drainage Report and Final Design Plans.

Bid Documents and Construction Administration

Wilson & Company will prepare final quantities, project special provisions, and a cost estimate for the bid package. We will prepare the Bid Form and attend the pre-bid meeting to assist the Town in presenting the project to potential bidders. Wilson & Company will support the Town if Bid Addenda are necessary and develop the Bid Tabulation for all bids received.

During the construction phase of the project, Wilson & Company will be available for monthly site visits during construction, RFI responses, and submittal reviews. Wilson & Company will participate in the substantial completion walkthrough and prepare a punch list record.

- Deliverables – Final Quantities, Specifications, Cost Estimate, Bid Assistance, and Bid Tabulation

Schedule and Fee

Assuming a Notice to Proceed (NTP) is given June 15, 2024, we anticipate completion dates as follow:

- Topographic Survey, Site Walk, and Exhibits - June 15 through October 15, 2024
- Construction Documents, Town Staff Review, and Bid Documents – October 15, 2024 through August 1, 2025
- The above assumptions may change depending on grant funding timing.

Assumptions and Exclusions

- All proposed design and construction work will be contained to the public right-of-way.
- Property and easement acquisitions are not anticipated. Right of way will be mapped based on section lines and plats and deeds available from Weld County.
- CDOT Right-of-Way plans and temporary / permanent easements acquisitions are not included at this time.
- Traffic engineering is not included at this time and can be added to the scope if needed.
- Minimal Construction Administration services are included. An allowance is shown in the fees provided.
- Inspection (Observation) services, field quantity measurements, and pay estimates are not included at this time and can be added to the scope if needed.
- Water quality facilities are not anticipated at this time.
- Public outreach services are not anticipated at this time.
- Major drainage structures and structural design are not anticipated at this time. Drainage crossings will be RCP pipe with end sections and will fit in existing right of way.

The total fee proposed for this work order is a “not to exceed fee” of \$474,390. A breakdown of the anticipated hours and fees is attached. Thank you for your time in reviewing this proposal. Please call me if you have any questions.

Sincerely,



Tim Kemp, PE
CA Practice Lead
Accepted by:



Scott Waterman, PE
Vice President

Authorized Signature
Town of Mead

Printed Name

Date

	WCR7 Improvements - WCR38 to Ball Aerospace (22-100-019-05)	Kemp PM	Weier QA/QC	Schneider Drainage	Lofton Roadway	Fischer EIT	Enviro Team	Dieffenbach Survey	Wilson & Company	Triunity (SUE)	Geocal (Geotech)	Total
		\$ 220	\$ 160	\$ 150	\$ 140	\$ 120	\$ 170	\$ 160				
Weld County Road 7 (WCR38 to Ball Aerospace) (42-week duration)												
	Topographic Survey and Utility Locates							\$ 27,500	\$ 27,500	\$ 2,750		\$ 30,250
	Drainage Research, Site Walk, Issues Exhibit	24		40	40	60			\$ 24,080			\$ 24,080
	Preliminary Design Exhibit	24		24	40	80			\$ 24,080			\$ 24,080
	SUE Allowance (Quality Level B Locates + 10 Potholes)							\$ 5,000	\$ 5,000	\$ 45,000		\$ 50,000
	Roadway Drainage Design	16	24	120	60	80			\$ 43,360			\$ 43,360
	Geotechnical Engineering Services								\$ -		\$ 43,500	\$ 43,500
	Environmental Services						264		\$ 44,880			\$ 44,880
	Final Design Plans	40	40	120	120	240			\$ 78,800			\$ 78,800
	Project Management, Meetings, Coordination, QC	80	80	32	32	48	24		\$ 49,520			\$ 49,520
	Bid Documents	16	60	16	8	60			\$ 23,840			\$ 23,840
	Force Account								\$ 50,000			\$ 50,000
	Construction Administration Allowance	24				40			\$ 10,080			\$ 10,080
	Wilson & Company Expenses Allowance								\$ 2,000			\$ 2,000
	Grand Total	224	204	352	300	608	288		\$ 383,140	\$ 47,750	\$ 43,500	\$ 474,390

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	June 25, 2024
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 Application

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 (Karspeck and Albrecht)
- Chair of the Planning Commission
- Community Development Director

An interview to fill one of the noted vacancies is scheduled for June 24, 2024. One application was received to fill the vacancies on the Planning Commission.

The current members on the Planning Commission are as follows:

Member	Expiration of Term
Marc Hofmans	01/2027
Joe Donnelly	12/2026
Nick Smedalas, Secretary	08/2026
Abigail Smith, Vice Chair	11/2026
Karen Anderson, Chair	09/2024
Vacant	
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

Name: David Pond

Address: 2427 Heron Lakes Parkway

Day Phone: 970-213-4441 Night Phone: _____ E-Mail Address: _____

How long have you been a resident of Berthoud? 3 yrs

Do you currently serve, or have you served previously, on a board, commission or committee?
If so, which one(s) NO

Why do you want to become a member of this particular committee? Public Service

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) Keeping the Committee full so there is a Pipeline of experience when someone resigns.

2) Facilitate Development Process so that Berthoud can continue to grow according to Planning Guidelines.

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

company for 25 yrs that managed 40+ Home's &
metro district at the end.

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. N/A

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

Comments: I have spoken to Nick S. several times.

Have not attended a meeting but I attended
hundreds of Board mtgs with my company

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: NO

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: Dan Rasmussen Date: 6/3/24

I cannot attend June 13th mtg due to a
upcoming surgery.