



**Garden
Spot of
Colorado**

**MEETING OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, September 24, 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. SEPTEMBER 24, 2024, MEETING AGENDA.PDF
B. SEPTEMBER 10, 2024, MEETING MINUTES.PDF
C. SEPTEMBER 2024 BOARD REPORT.PDF
D. FARMSTEAD 3RD FILING NOTICE OF HEARING CANCELLATION.PDF
E. NORTH BERTHOUD PARKWAY TRAIL GAP BID AWARD.PDF
F. RESOLUTION 2024 13 SUPPORTING THOMPSON SCHOOL DISTRICT
BOND.PDF
G. STAN KAUFMAN PROCLAMATION.PDF

5.II. Appointments To Volunteer Committees

Introduction By: Town Board

Documents:

MEMO RE APPOINTMENTS TO COMMITTEES.PDF
VOLUNTEER COMMITTEE APPLICATIONS.PDF

5.III. Mountain Ave And 2nd Street Concept Presentation

Introduction By: Walt Elish

Documents:

[MEMO RE MOUNTAIN AVE AND 2ND STREET.PDF](#)

5.IV. Comp Plan Report Card Presentation

Introduction By: Anne Johnson

Documents:

[MEMO RE COMP PLAN REPORT CARD.PDF](#)
[COMPREHENSIVE PLAN REPORT CARD.PDF](#)

5.V. Removal Of Town Property From River Trails Annexation

Introduction By: Chris Kirk

Documents:

[MEMO RE RIVER TRAILS ANNEXATION.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. Executive Session

Pursuant to 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 Acquisition of Properties.

8. 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:	September 24, 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) September 24, 2024, Meeting Agenda
- b) September 10, 2024, Meeting Minutes
- c) September 2024 Board Report
- d) Farmstead 3rd Filing Notice of Hearing Cancellation
- e) North Berthoud Parkway Trail Gap Bid Award
- f) Resolution of Support for R2-J Bond Question
- g) Stan Kaufman Proclamation

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.



MEETING OF THE TOWN BOARD

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807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, September 24, 2024, 6:30 p.m.

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Web: www.zoom.us/join

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) September 24, 2024, Meeting Agenda
 - b) September 10, 2024, Meeting Minutes
 - c) September 2024 Board Report
 - d) Farmstead 3rd Filing Notice of Hearing Cancellation
 - e) North Berthoud Parkway Trail Gap Bid Award
 - f) Resolution of Support for R2-J Bond Question
 - g) Stan Kaufman Proclamation
 2. **Appointments to Volunteer Committees** (Town Board) (10 Min)
 3. **Mountain Ave and 2nd Street Concept Presentation** (Walt Elish) (15 Min)
 4. **Comp Plan Report Card Presentation** (Anne Johnson) (15 Min)
 5. **Removal of Town Property from River Trails Annexation** (Chris Kirk) (30 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

September 24, 2024, 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.

VII. EXECUTIVE SESSION

Pursuant to C.R.S. § 24-6-402(4)(c)(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 Acquisition of Properties

VIII. ADJOURN

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

September 24, 2024, 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.



MEETING MINUTES OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, September 10, 2024, 6:30 p.m.

9/10/2024 - 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:

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

The following Board members were absent:

Tim Hardy, Trustee

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

Rob Dawe spoke regarding food trucks in the downtown area.

5. Scheduled Items And Estimated Time For Discussion

5.I. Consent Agenda

Items:

- a) September 10, 2024, Meeting Agenda
- b) August 27, 2024, Meeting Minutes
- c) July 2024 Financial Information
- d) Constitution Week 2024 Proclamation
- e) National Co-Responders Week Proclamation

Mayor Karspeck requested items D and E be removed from the Consent Agenda for individual consideration.

Mayor Pro-Tem Murphy moved to combine and approve the items on the Consent Agenda, less items D and E. Trustee Wing seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Mayor Karspeck read the Constitution Week Proclamation aloud.

Mayor Karspeck read the National Co-Responders Week Proclamation aloud.

Trustee Albrecht moved to approve items D and E. Trustee Ayers seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.II. Appointment Of Planning Commission Member

Mayor Karspeck and Trustee Kurtz provided some information on the Planning Commission interview. The interview committee recommended re-appointing Karen Anderson to the Planning Commission.

Trustee Kurtz moved to appoint Karen Anderson to the Planning Commission for a term of 3 years. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.III. CSU Extension Program Presentation

Laura Walker with Larimer County gave an introduction on the CSU Extension Program Extension.

Cary Weiner and Christa Timmerman with CSU Extension gave a presentation.

5.IV. Farmstead 3rd Filing NMP And COZ - Continuance

Senior Planner, Tawn Hillenbrand, requested a continuance for the Farmstead 3rd Filing Neighborhood Master Plan and Change of Zone.

Mayor Pro-Tem Murphy moved to approve the hearing continuance request for Farmstead 3rd Filing Neighborhood Master Plan and Change of Zone to the date certain of September 24, 2024. Trustee Kurtz seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.V. River Trails Annexation Substantial Compliance

Planning Director, Anne Johnson, gave a presentation on the River Trails Annexation Substantial Compliance.

Mayor Pro-Tem Murphy moved to approve Resolution 12-2024, a resolution of the Town Board of the Town of Berthoud regarding the petition for annexation filed by River Trails, LLC and setting the matter for a public hearing on November 12, 2024. Trustee Ayers seconded the motion. In a 5-1 roll call vote, THE MOTION CARRIED, with Mayor Karspeck having the dissenting vote.

5.VI. General Code Changes - Public Hearing

Planning Director, Anne Johnson, gave a presentation on the general code changes.

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

Trustee Ayers moved to approve Ordinance 1343, an ordinance of the Town Board of the Town of Berthoud amending certain sections of the Berthoud Municipal Code, Chapter 30, specifically Section 3 regarding land uses, permits and zoning classifications; Section 1, by amending definitions; and Section 2, regarding the protection of viewsheds. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

6. Elected Official Reports

Trustee Albrecht:

Albrecht reported on the recent Youth Advisory meeting, now being held in the Board Room. Albrecht discussed ideas on how to use Youth Advisory funding and inquired about pushing out surveys about the Town to the Town's youth. Albrecht suggested adding more lighting to the downtown area and inquired about taking control of Mountain Ave over from CDOT.

Trustee Wing:

Wing discussed getting more education on metro districts for the Board members. Wing also discussed food truck regulations.

Trustee Ayers:

Ayers reported on Arboretum design and the Trail Master Plan, as well as vacancies on the PORT Committee. Ayers reported on the new striping and signage on Spartan. Ayers invited PORT Committee members to the study session regarding the PORT survey and mentioned the Grand Opening for Town Park.

Mayor Pro-Tem Murphy:

Murphy reported on Tree Committee vacancies. Murphy inquired about an update on the TSD support resolution.

Mayor Karspeck:

Karspeck would also like for the Board to have more education surrounding metro districts and reported on an upcoming CML meeting. Karspeck also requested help with the upcoming Christmas parade.

Administrator Kirk:

Kirk reported on a study session that will be held on October 1st. Kirk noted that a survey will be going to the Trustees regarding 2nd Street conceptual designs. Kirk reported that the railroad crossing at Mountain Ave is now scheduled and provided an update on the Spartan crossing. Kirk reported on recent meetings with House of Neighborly Services.

Interview Committees for various Boards and Commissions:

Clerk Samora gave an introduction on the various Boards and Commissions vacancies.

1. Historic Preservation Advisory Committee: Trustee Albrecht and Trustee Hardy, with Mayor Karspeck acting as a backup
2. PORT Committee: Trustee Ayers and Trustee Kurtz
3. Planning Commission: Trustee Kurtz and Mayor Karspeck
4. Tree Advisory Committee: Mayor Pro-Tem Murphy and Trustee Wing

7. Adjourn

The meeting was adjourned at 8:17 pm.

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

Berthoud Board Update

September 2024



FORESTRY / OPEN SPACE

Submitted By Paul Furnas, Town Forester

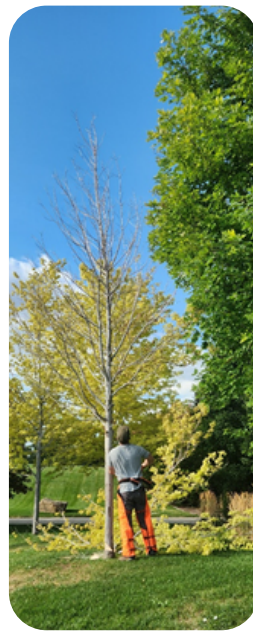
The primary objectives for the Forestry and Open Space departments for the month of August were primarily summer maintenance tasks, repairs, a few tree removals, and responding to a storm damaged tree. Open Space staff focused on repairing irrigation at the Waggener Rec Center grounds and reseeding native grass areas. Mowing and weed mitigation was continued by Open Space staff throughout the month. Forestry staff worked on removing dead trees around town to prepare for the fall planting season as well as completing repairs and upgrades on irrigation systems that support these trees. With help from Open Space staff, Forestry responded to a Cottonwood tree that was blown over by a summer storm.



With a few July thunderstorms the native grass areas (and more specifically the weeds) of the Open Spaces continued to grow. Another round of summer mowing kept the weeds in these areas suppressed.



Forestry Staff prepares for replanting at Waggener Rec Center



It takes year-round attention to maintain a beautiful Tree City USA. If it's fall, we're pruning.



Forestry got a call at 5PM about a tree that had blown over onto a neighbors fence at the east end of the Neilson Greenway. The tree was cleaned up and removed in under an hour, there was minimal damage to the neighbor's fence and nobody was hurt.



A modification to the irrigation system was completed to move a sprinkler head closer to the property line to ensure better head to head coverage and get water to a bare patch of ground that was not receiving water from the system.



RECREATION

Submitted By Amanda Gustafson, Director of Recreation | Cultural Services

Operations, Memberships & Marketing

The operations team had a busy month, focusing on various training sessions, facility maintenance, and improvements. Training included: quarterly child watch training and active shooter training.

Sports & Programs

August started slowly as families prepared to go back to school and summer sports team wrapped up.

As we got into the month however, registrations closed for almost all fall sports including youth flag football, youth volleyball, youth soccer, youth softball, youth cross country, adult men's basketball, adult pickleball, and adult volleyball for co-ed and women's teams.



Fitness & Active Adults

August was very different in the fitness area. The annual maintenance week was extended by eight days.

This gave us the chance to not only install a new floor, but get all of the equipment deep cleaned, make small repairs, and repair two of our large pieces of cardio equipment.

This was a long time for our members to not have access to the fitness area, however, our personal trainers were able to continue training on our front lawn area with accessory equipment and many of our classes were able to meet in the gym, outdoors, or in the party room. This brought some excitement to the long closure.



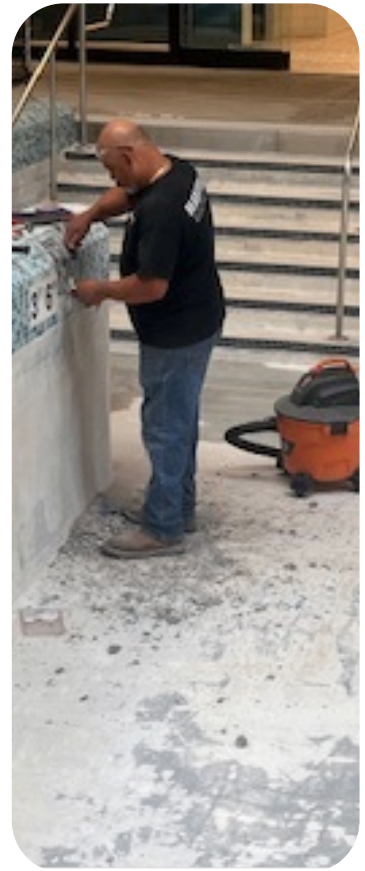
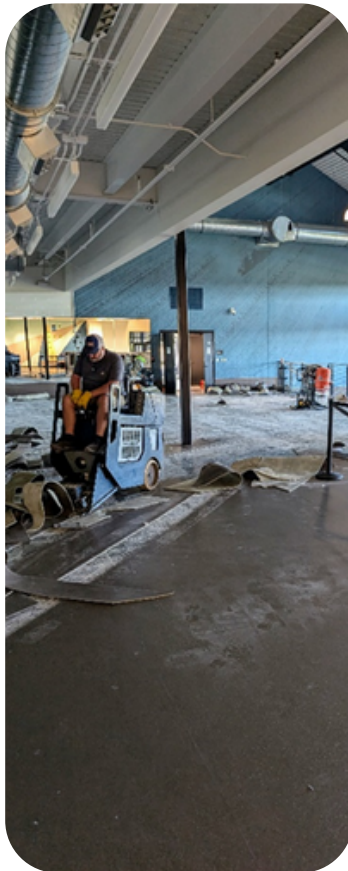
ACTIVE ADULTS (50+)

We have started our first Women's League for Pickleball. This has been a very fun for them and we were able to get 2 teams of women who had not played in our league in the past.

Aquatics

As summer comes to an end, we went from seeing 60-80 swimmers at any given time to seeing just handful at a time once school started. We sailed into shut down week with relief.

The annual shut down week was the biggest part of the month with draining of the activity pool and spa and a partial drain of the lap pool. We completed a complete deck and pool floor cleaning, and three different contracted jobs were started and finished throughout the pool area. Every area of the pool and piece of equipment was scrubbed and/or repaired by a handful of dedicated part time staff and all the recreation full time staff. The pool opened back up to nothing but compliments on the job that had been completed and relief that they could come and enjoy their pools once again.



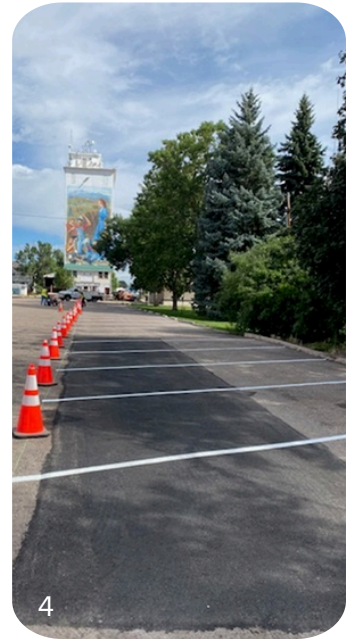
The entire Recreation Center gets scrubbed and repaired by our staff during maintenance week.



STREETS DEPARTMENT

Submitted By Brandon Keegan, Streets Supervisor

In the month of August we were able to stripe all the curbs at the schools, install thermoplastic crosswalks in Prairiestar and restripe the Rec Center parking lot. We also performed routine mowing and trimming along with grading CR7 and installed RRFBs on Mountain Avenue.



1 - Restriping curbs at Turner Middle School 2 & 3 - Restriping parking stalls at the Recreation Center
4 - Restriping parking stalls on 3rd St.

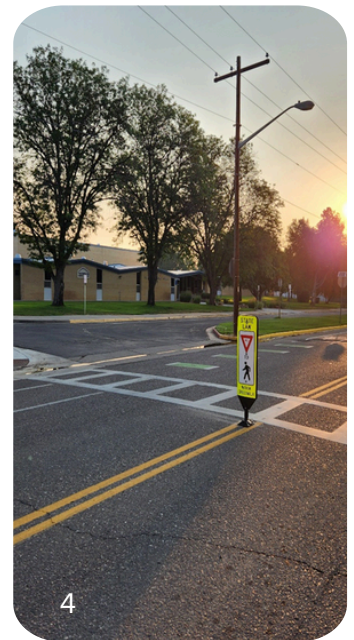


1 & 2 - Patching sunken areas on 3rd St. There were a total of 17 patches
3&4 - Streets crew installed new type 3 barricades at the dead end of SE 3rd Street and East Michigan Avenue.





Streets Crew installed new Rectangular Rapid Flashing Beacons (RRFB) since one of them was damaged by a vehicle. Both were replaced with new updated ones that record every time the crossing beacon is activated.



1 & 2 - Streets crew worked with open space to complete this sign installation. The signs had to meet CDOT specifications so the bases are required to be concreted into the ground with specific poles and bigger signage.

3 - 3rd & Indiana- Lucero - Concrete is replacing the curb, gutter, and island after a water line break

4 - Streets crew installed a yield-to-pedestrian sign at the crossing by Berthoud Elementary School to increase driver awareness of pedestrians.



COMMUNITY DEVELOPMENT

Submitted By Anne Johnson, Planning Director

Building Division data for August, 2024:



New Residential
16 in August, 2024



New Commercial
1 in August, 2024



Number of "Other"
148 in August, 2024



Total Valuation
\$ 7,247,859.83



Engineering

Construction Site Inspections: 51

Town Projects Inspected: 71

Response to Citizen Questions: 3

MS4 Inspections: 4

ROW Inspections: 9

Other: Meetings / Inspections: 39

Planning



Public Assistance

Walk-ins : 10

Emails : 2,808

Phone calls : 80

Site Visits : 7



Pre-Application meetings : 2

Public Hearings/Applications presented : 5

Codes/Comp Plan Action Items in-process: 4

Applications in Process: 22



PARKS / CEMETERY

Submitted By Sami Kouns, Parks Supervisor

Parks/Cemetery

With the lull between events and recreation athletic seasons, the Parks and Cemetery Departments were able to break the weekly maintenance routine and accomplish some jobs that have been waiting on our “To-Do” list. Tree trimming, clearing drainage areas and irrigation repairs were just some of the jobs that were accomplished during this time. There were also concerns reported to the Town of Berthoud’s Report a Concern page that were addressed in addition to the weekly maintenance schedule of mowing. The Cemetery staff was even able to sod some areas that were bare to increase the aesthetic of the tall sections and give it a more complete look.



Pioneer Tree/Shrub Trimming
The Parks Department worked with the Forestry/Open Space Departments to trim all the trees and shrubs at Pioneer Park. Some trees and dead ornamental plants were removed. These actions helped to create a visual line from west to east across the north side of the park.

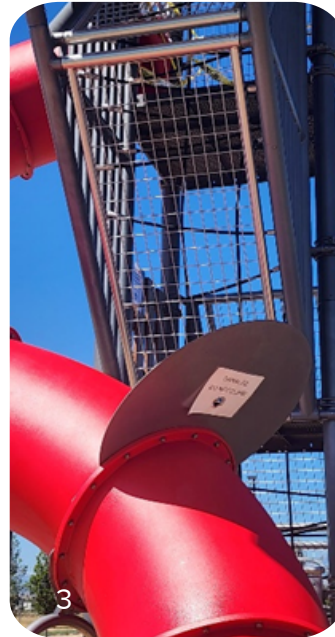


The drainage on the south side of the Bein soccer field was cleared to allow for adequate water flow if and when the area experiences a large amount of rainfall.





There were numerous repairs made during the month of August to several Town of Berthoud properties. The biggest repair was made to the Bein mainline. One of the bell connections on the south side of Bein soccer was leaking. The mainline had to be dug up, cut and a 4-inch slip PVC slip coupler had to be installed.



1 - Regular mowing and maintenance 2. Working on the resodding and irrigation of Green Lawn Cemetery 3 - Signs and caution tape were paced to close the slide and keep children safe until repairs could be scheduled. 4 - Assisting with a burial.



Resodding areas of the cemetery

WATER / WASTEWATER

Submitted By Marie Mitchell, Administrative Tech / Water

Pilot Study Progress Report: AMI and ALD with Kamstrup

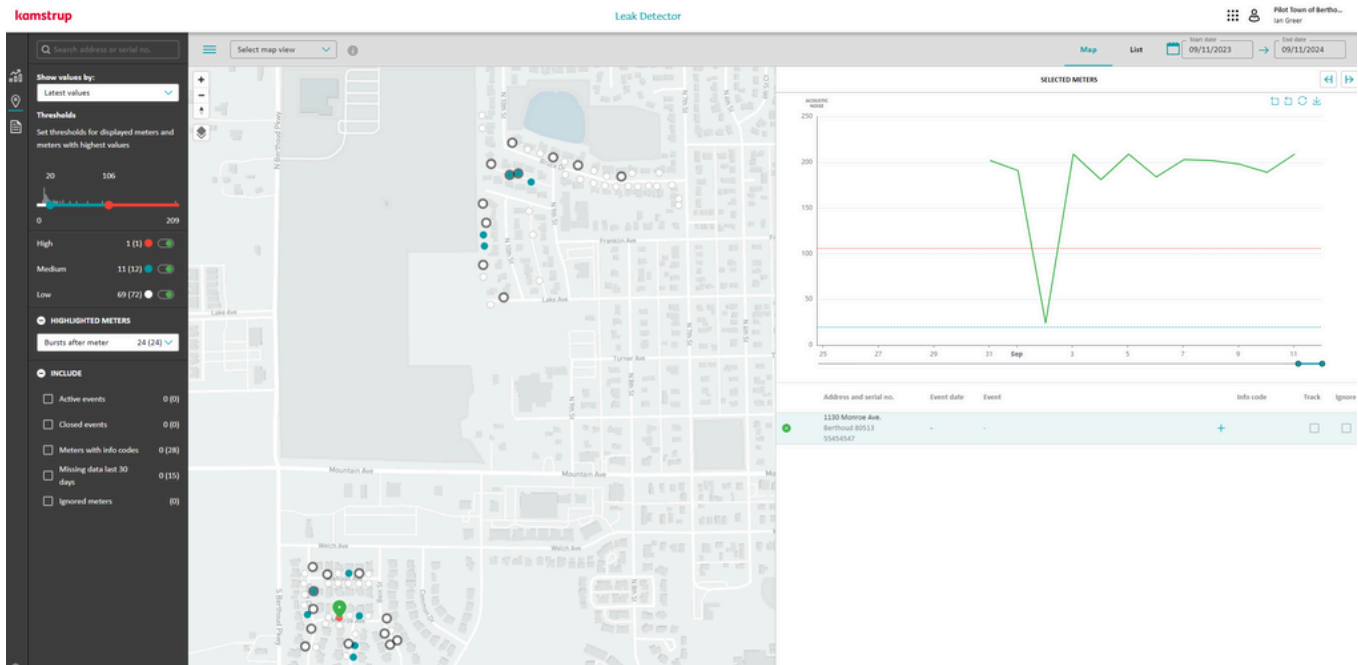
As part of the Water Department's ongoing efforts to enhance utility management and efficiency, the department is currently in the midst of the Advanced Metering Infrastructure (AMI) and Acoustic Leak Detection (ALD) Water Smart Meter pilot study, conducted in collaboration with the vendor, Kamstrup.

Overview of Current Progress:

AMI Implementation: Up to 90 smart meters have been installed by the Water Ops, with data currently being analyzed for performance, accuracy, and reliability (see image).

Benefits of the AMI system is to deliver real-time, aggregated hourly meter readings, enabling remote monitoring and accurate billing for our customers.

ALD Functionality: The Acoustic Leak Detection system is operational, monitoring infrastructure for leaks that will benefit the Water Utilities Team. The AMI dashboard (see image) provides critical insights into acoustic data, aiding early leak detection and reducing water loss.



Kamstrup AMI Meter Dashboard





The Deployment of Flow Meters

In August, a Flow Meter was installed north of 190 Bunyan Avenue to monitor wastewater diversion following the 1st Street Trunk Sewer Improvement project by Roberts Excavation.

Why the need?

Water-Wastewater utilities, like Berthoud, face challenges from growth, climate change, and rising customer demands. Efficient management of infrastructure systems is essential, including handling non-revenue water (NRW), monitoring and measuring flow rates, and ensuring compliance with regulations.

Why Deploy?

These Flow meters help the Team to monitor diversion and volumetric flow rates throughout the distribution system, helping to detect leaks, clogs, and other inaccuracies, thereby monitoring improvements while improving system efficiency.

Water Utilities contractor, Ramey Environmental Consulting (REC) Highlights:

Water Treatment Plant Updates:

Resolved Meadowlark interconnect issues with LTWD and TLECC, restoring remote control for 6" and 8" pipes.

Performed maintenance on the LG Sonic Buoy.

Fixed the Caustic patching system to reduce after-hours callouts.

Installed a new Caustic dosing pump and replaced Filter #2 block valve.

Completed quarterly and annual compliance sampling, in addition to regular monthly tests.

Wastewater Treatment Plant Updates:

Prepared for Phase 1AA by testing the West Aeration Basin's offline line with a single basin operation.

Conducted semi-annual Whole Effluent Toxicity Testing and quarterly Ultra-Low Level Mercury sampling, alongside routine monthly tests.

Collected Selenium levels from Little Thompson Stream for background studies.

Repaired the Berthoud Regional Influent lift station fence damaged in a hit-and-run incident



PLANNING COMMISSION INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT



Meeting Date:	September 24, 2024
Agenda Title/Subject:	Application withdrawn, notice of hearing cancellation for public hearing purposes. Resolution 10 (Series 2024), a Resolution approving the Farmstead 3rd Filing Neighborhood Master Plan, and Ordinance 1343, an Ordinance amending the zoning map of the Town of Berthoud to rezone the Farmstead 3rd Filing property currently zoned PUD - Planned Unit Development to SR - Suburban Residential, SC – Suburban Commercial, and UR – Urban Residential.
Type of Item:	Consent Agenda
Request:	Request to accept the Neighborhood Master Plan for the Farmstead 3rd Filing property and to change the existing zoning to align the proposed development with the vision found in the 2021 Comprehensive Plan future land use map.
Presented by:	Tawn Hillenbrand, Senior Planner

BACKGROUND:

At their meeting on August 8, 2024, the Planning Commission moved to continue the Planning Commission meeting to September 12, 2024, to provide the Applicant/Developer and School District time to work through some new information regarding a proposed future school site reflected in the Neighborhood Master Plan. The Town Board Heard the continuance request at their regularly scheduled hearing on September 10, 2024, and moved to continue the Town Board of Trustees hearing to September 24, 2024.

At the Planning Commission meeting on September 12, 2024, the Planning Commission heard a presentation by Staff and were provided a couple of letters from the Applicant/Developer and School District regarding the proposed future school site. After deliberation, and while the Planning Commission was making a motion to approve the request with conditions, the Applicant approached the podium and requested the application be withdrawn. At the Applicant's request, the Planning Commission withdrew the request and ended the public meeting.

The Farmstead 3rd Neighborhood Master Plan and Rezone application has been withdrawn; therefore, there is no longer a need to discuss this item at the Town Board of Trustees hearing on September 24, 2024.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	September 24, 2024
Agenda Title/Subject:	North Berthoud Parkway Trail Bid
Type of Item:	Consent Agenda
Purpose:	Bid Award Recommendation
Presented by:	Brian Dubois

ATTACHMENTS:

- AB Underground LLC Bid Submission

BACKGROUND:

The Town was awarded a grant of \$500,000 through the State's "Revitalizing Mainstreets Program" a few years ago to complete the trail along North Berthoud Parkway. This project will add an enhanced bike and pedestrian at-grade crossing at the intersection of Water Ave and Berthoud Parkway, a regional trail separated from the roadway that extends north to County Road 10E, where a completed trail system already exists. In addition to crosswalk and trail, bike and pedestrian pathways will be added to an existing bridge on County Road 10E over Highway 287.

The Town recently posted the bid online and received six submissions. Of the six submissions, AB Underground LLC was the low bid of \$660,617.00 and a concrete alternate of \$54,378.00. Town staff and engineering consultants reviewed and approved this bid to meet requirements.

UPDATE/NEXT STEPS:

- Town staff will complete the consultant agreement process, and a kick-off meeting will follow.

FISCAL IMPACT AND FUND SOURCE:

Park Development: 31-00--5250

COMMUNITY TOUCHSTONES:

Community Identity, Sustainability, and Resiliency.

RECOMMENDED ACTION(S):

Authorize Town staff to enter into an agreement with AB Underground LLC for the completion of the North Berthoud Parkway Trail.

BID FORM

CONTRACT IDENTIFICATION AND NUMBER: **North Berthoud Trail Gap Project**

THIS BID IS SUBMITTED TO:

**Town of Berthoud
807 Mountain Avenue
P.O. Box 1229
Berthoud, CO 80513**

THIS BID IS SUBMITTED BY: AB Underground LLC
(CONTRACTOR)

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents, for the Contract Price, within the Contract Time indicated in this Bid, and in accordance with the other terms and conditions of the Contract
2. BIDDER accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders including, without limitation, those dealing with the disposition of the Bid Security. This Bid will remain subject to acceptance for **ten (10)** days after the day of the Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the bidding requirements within **five (5)** days after the date of OWNER's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined and carefully studied the Bidding Documents and the following Addenda receipt, all of which are hereby acknowledged:

<u>Number</u>	<u>Date</u>
<u>1</u>	<u>8/15/24</u>
<u>2</u>	<u>8/26/24</u>
 - (b) BIDDER has visited the site, has become familiar with, and is satisfied as to the general, local, and site conditions that may affect cost, progress, performance, and furnishing of the Work.
 - (c) BIDDER is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, performance, and furnishing of the Work.
 - (d) BIDDER is aware of the general nature of Work to be performed by the OWNER and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
 - (e) BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
 - (f) BIDDER has given OWNER written notice of all conflicts, errors, ambiguities, or discrepancies that BIDDER has discovered in the Contract Documents; and the written resolution thereof by OWNER is acceptable to BIDDER. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.
 - (g) This Bid is genuine; not made in the interest of or on behalf of any undisclosed person, firm, or corporation; and is not submitted in conformity with any agreements or rules of any group, association, organization, or corporation. BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. BIDDER has not solicited or induced any person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
 - (h) Any other representation required by laws and regulations.

4. The work is defined by the Contract Documents "Bid Documents" the BIDDER is responsible for performing their own takeoffs (using 100% Construction Documents and AutoCAD files) to complete the work in conformance with the Construction Documents and Project Specifications. Contractor's will need to sign a digital release form to receive AutoCAD and related digital files. Change Orders will only be permitted for OWNER directed changes in the work.
5. BIDDER will complete the Work in accordance with the Contract Documents for the following Fixed Fee price(s).

TOTAL PROJECT COST: \$ 660,617.00

The Town expects the contractor to provide a comprehensive proposal that includes all materials, labor, and equipment necessary to complete the project. The successful bidder will be required to complete the project on time and within budget, and provide a warranty for all work completed.

5. BIDDER agrees that the Work will be substantially complete and completed and ready for final payment in accordance with paragraphs 14.06 and 14.07. in the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
BIDDER accepts the provisions of the Agreement as to liquidated damages in case of failure to complete the Work on time.

Successful respondent shall provide designated Project Manager and Project Site Superintendent for duration of project. Said designees shall not be substituted or rotated off of the Project without express written approval of the change from Town.

6. The following documents are attached to and made a
condition of this Bid.

- (a) Required Bid Security.
- (b) A tabulation of subcontractors, suppliers, and other persons and organizations
required to be identified in this Bid (see paragraph 8, below).

7. The terms used in this Bid, which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents, have the meanings assigned to them in the General Conditions.
8. BIDDER shall complete the following listing of Subcontractors, Suppliers, and Equipment Manufacturers. (As used in submitting his Base Bid Price).

- (a) All Bid Schedules.

Supplier NORTHSTAR CONCRETE

SUBMITTED on 8/28/24, 2024

Supplier ASPHALT DOCTORS

SUBMITTED on 8/28, 2024

Supplier VERDANT ENVIRONMENTAL

SUBMITTED on 8/28, 2024

Supplier LIBHTFIELD ENT

SUBMITTED on 8/28, 2021

If BIDDER is:

An Individual

By: _____ (SEAL)

(Individual's
Name)

doing business as _____

Business address: _____

Phone No.: _____

A Partnership

By: _____ (SEAL)

) (Firm Name)

(General
Partner)

Business address: _____

Phone No.: _____

A Corporation

By: AB Underground LLC

(Corporation Name)

Colorado

(State of Incorporation)

By: Alyson Buum

President

(Name of Person Authorized to Sign)

(Title)

(Corporate
Seal)

Attest:

Business address: 21269 County Road 47, LaSalle, CO 80645

(Secretary)

Phone No.: 303-720-4667

BID FORM

NORTH BERTHOUD TRAIL GAP

Berthoud Parkway & Water Ave to Berthoud Parkway & CO Road 10E

8/29/2024



Item #	Improvement Item	Unit	Plan Quantity	Unit Cost	Total Cost
201-00000	Clearing and Grubbing	LS	1	\$ 8,000.00	\$ 8,000.00
202-00200	Removal of Sidewalk	SY	15	\$ 20.00	\$ 300.00
202-00203	Removal of Curb and Gutter	LF	10	\$ 20.00	\$ 200.00
203-00060	Embankment Material (Complete in Place)	CY	402	\$ 15.80	\$ 6,351.60
203-00200	Import (Complete in Place)	CY	5843	\$ 31.00	\$ 181,133.00
207-00205	Topsoil	CY	193	\$ 12.50	\$ 2,412.50
208-00020	Silt Fence	LF	1977	\$ 2.30	\$ 4,547.10
208-00035	Aggregate Bag	LF	45	\$ 11.00	\$ 495.00
208-00046	Prefabricated Concrete Washout	EA	1	\$ 2,700.00	\$ 2,700.00
208-00106	Sweeping (Sediment Removal)	Hour	60	\$ 100.00	\$ 6,000.00
210-00010	Reset Ground Sign	Each	2	\$ 250.00	\$ 500.00
210-04010	Adjust Manhole	EA	2	\$ 350.00	\$ 700.00
212-00006	Seeding (Native Seed Mix)	AC	3	\$ 1,350.00	\$ 4,050.00
213-00003	Mulching (Weed Free)	AC	3	\$ 1,700.00	\$ 5,100.00
216-00201	Soil Retention Blanket (Strwa/ Coconut) (Biodegradable Class 1)	SY	1631	\$ 5.50	\$ 8,970.50
217-00000	Herbicide Treatment	SY	3894	\$ 0.45	\$ 1,752.30
240-00000	Prairie Dog Management	LS	1	\$ 5,300.00	\$ 5,300.00
304-06007	Aggregate Base Course 6" (Class 6)	CY	15	\$ 88.00	\$ 1,320.00
312-00260	Truncated Domes (detectable warning)	SF	32	\$ 60.00	\$ 1,920.00
403-33742	Hot Mix Asphalt (Patching)	TON	171	\$ 192.00	\$ 32,832.00
503-00048	Signal Pole Caisson (48 In) (Complete in Place)	Each	1	\$ 26,200.00	\$ 26,200.00
608-00006	Concrete Sidewalk (6 Inch)	SY	1110	\$ 76.00	\$ 84,360.00
608-00010	Concrete Curb Ramp	SY	15	\$ 120.00	\$ 1,800.00
614-00010	Crosswalk Signs (W11-15)	Each	2	\$ 355.00	\$ 710.00
614-00011	Crosswalk Signs (W16-7pL)	Each	2	\$ 100.00	\$ 200.00
614-00012	Crosswalk Signs (W16-9p)	Each	2	\$ 100.00	\$ 200.00
614-72863	Ped Push Button Post Assem	Each	1	\$ 7,000.00	\$ 7,000.00
614-81260	Ped Signal Light 65' mast arm and controler (Complete in Place)	Each	1	\$ 84,000.00	\$ 84,000.00
621-00700	Stabilized Crusher Fine Pathway	SY	3000	\$ 22.00	\$ 66,000.00
625-00000	Construction Surveying	LS	1	\$ 9,100.00	\$ 9,100.00
626-00000	Mobilization	LS	1	\$ 50,000.00	\$ 50,000.00
627-00004	Epoxy Paint w/Glass Beads	SF	38	\$ 42.50	\$ 1,615.00
630-00000	Flagging	Hour	16	\$ 53.00	\$ 848.00
630-00008	Traffic Control	Day	60	\$ 60.00	\$ 3,600.00
630-00012	Traffic Control Management	Day	60	\$ 840.00	\$ 50,400.00
700-00000	F/A Minor Contract Revisions	F/A	1		

Total \$ \$ 660,617.00

Alt Cursher Fine to Conc Sidewalk 6" (Station 1+83 to 12+25)

608-00006	Concrete Sidewalk (6 Inch)	SY	1007	\$ 76.00	\$ 76,532.00
621-00700	Stabilized Crusher Fine Pathway	SY	-1007	\$ 22.00	\$ (22,154.00)
ALT Total				\$ \$	54,378.00

POWER OF ATTORNEY

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Todd D. Bengford, Sarah C. Brown, Donald E. Appleby, Mark Sweigart, Jessica Jean Rini, Mary Ashley Allen, jointly or severally

in the City of Greenwood Village, State of Colorado its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Sr. Vice President with its corporate seal affixed this 13th day of June, 2024.



RLI Insurance Company
Contractors Bonding and Insurance Company

By: Eric Raudins

Eric Raudins

Sr. Vice President

State of Illinois
County of Peoria

} SS

On this 13th day of June, 2024, before me, a Notary Public, personally appeared Eric Raudins, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: Jill A. Scott

Jill A. Scott

Notary Public



JILL A SCOTT
Notary Public
State of Ohio
My Comm. Expires
September 22, 2025

CERTIFICATE

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 26th day of August, 2024.

RLI Insurance Company
Contractors Bonding and Insurance Company

By: Jeffrey D. Fick

Jeffrey D. Fick

Corporate Secretary

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

AB Underground, LLC
21269 County Road 47
La Salle, CO 80645

SURETY:

(Name, legal status and principal place of business)

RLI Insurance Company
9025 N. Lindbergh Drive
Peoria, IL 61615

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Town of Berthoud
807 Mountain Avenue
Berthoud, CO 80513

BOND AMOUNT: \$ Five Percent of the Total Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

North Berthoud Trail Gap Project, Berthoud, CO

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th day of August, 2024

(Witness)

(Witness)

Sarah Brown, Surety Witness

AB Underground, LLC

(Principal)

(Seal)

(Title)

PRESIDENT

RLI Insurance Company

(Surety)

(Seal)

(Title)

Mary Ashley Allen, Attorney-in-Fact



COLORADO DEPARTMENT OF TRANSPORTATION
CONTRACTORS PERFORMANCE CAPABILITY STATEMENT

Project #

C M070-910

1. List names of partnerships or joint ventures ☒ none

2. List decreases in the contractors fiscal or workmanship qualifications compared to the last prequalification statement submitted to CDOT. (Attach additional sheets if necessary.)

a. Key personnel changes ☒ none

b. Key equipment changes ☒ none

c. Fiscal capability changes (legal actions, etc.) ☒ none

d. Other changes that may effect the contractors ability to perform work. ☒ none

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Contractor's firm or company name

AB Underground LLC

By



Date

8/29/24

Title

President

2nd Contractor's firm or company name (if joint venture)

By

Date

Title

**COLORADO DEPARTMENT OF TRANSPORTATION
ANTI-COLLUSION AFFIDAVIT**

PROJECT NO. C M070-910

LOCATION
Berthoud, CO.

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose or with the effect of restricting competition with any other firm or person who is a bidder or potential prime bidder.
- 2A. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential prime bidder on this project, and will not be so disclosed prior to bid opening.
- 2B. Neither the prices nor the amount of the bid of any other firm or person who is a bidder or potential prime bidder on this project have been disclosed to me or my firm.
- 3A. No attempt has been made to solicit, cause or induce any firm or person who is a bidder or potential prime bidder to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
- 3B. No agreement has been promised or solicited for any other firm or person who is a bidder or potential prime bidder on this project to submit an intentionally high, noncompetitive or other form of complementary bid on this project.
4. The bid of my firm is made in good faith and not pursuant to any consultation, communication, agreement or discussion with, or inducement or solicitation by or from any firm or person to submit any intentionally high, noncompetitive or other form of complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary bid or agreeing or promising to do so on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting any intentionally high, noncompetitive or other form of complementary bid, or agreeing or promising to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.
8. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from the Colorado Department of Transportation, of the true facts relating to submission of bids for this contract.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Contractor's firm or company name

AB Underground LLC

By

Title

President

Date

8/29/24

2nd contractor's firm or company name. (If joint venture.)

By

Title

Date

Sworn to before me this

29th

day of,

August

20

24

Notary Public

My commission expires

10-12-2024

NOTE: This document must be signed in ink.

JODY BOULANGER
Notary Public
State of Colorado
Notary ID # 20204034633
My Commission Expires 10-12-2024

COLORADO DEPARTMENT OF TRANSPORTATION
ASSIGNMENT OF ANTITRUST CLAIMS

PROJECT NO.
C M070-910

Contractor and Colorado Department of Transportation (CDOT) recognize that in actual economic practice antitrust violations ultimately impact on CDOT. Therefore, for good cause and as consideration for executing this contract and for receiving payments hereunder:

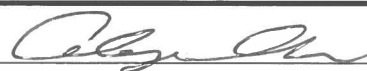
1. Contractor hereby irrevocably assigns to CDOT any and all claims it may now have or which may hereafter accrue to it under federal or state antitrust laws in connection with the particular project, goods or services purchased or acquired by CDOT pursuant to this contract.
2. Contractor hereby expressly agrees:
 - a. That, upon becoming aware that a third party has commenced a civil action asserting on Contractor's behalf an antitrust claim which has been assigned to CDOT hereunder, Contractor shall immediately advise in writing:
 - (1) Such third party that the antitrust claim has been assigned to CDOT, and
 - (2) CDOT that such civil action is pending and of the date on which, in accordance with subparagraph a. (1) above, Contractor notified such third party that the antitrust claim had been assigned to CDOT;
 - b. To take no action which will in any way diminish the value of the claims or rights assigned or dedicated to CDOT hereunder; and
 - c. Promptly to pay over to CDOT its proper share of any payment under an antitrust claim brought on Contractor's behalf by any third party and which claim has been assigned to CDOT hereunder.
3. Further, Contractor agrees that in the event it hires one or more subcontractors to perform any of its duties under the contract, Contractor shall require that each such subcontractor:
 - a. Irrevocably assign to CDOT (as a third party beneficiary) any and all claims that such subcontractor may have or which may thereafter accrue to the subcontractor under federal or state antitrust laws in connection with any goods or services provided by the subcontractor in carrying out the subcontractor's obligations to Contractor;
 - b. Upon becoming aware that a third party has commenced a civil action on the subcontractor's behalf asserting an antitrust claim which has been assigned to CDOT hereunder, shall immediately advise in writing:
 - (1) Such third party that the antitrust claim has been assigned to CDOT, and
 - (2) Contractor and CDOT that such civil action is pending and of the date on which, in accordance with subparagraph b. (1) above, the subcontractor notified such third party that the antitrust claim had been assigned to CDOT;
 - c. Take no action which will in any way diminish the value of the claims or rights assigned or dedicated to CDOT hereunder; and
 - d. Promptly pay over to CDOT its proper share of any payment under an antitrust claim brought on the subcontractor's behalf by any third party and which claim has been assigned or dedicated to CDOT pursuant hereto.

I, acting in my capacity as officer of a bidder (bidders if a joint venture) do agree to the above assignment of antitrust claims.

Contractor's firm or company name

AB Underground LLC

By



Date

8/29/24

Title

President

2nd contractor's firm or company name. (If joint venture.)

By

Date

Title

BIDDERS LIST

Subcontractors/Suppliers/Vendors: The bidder must list all firms seeking to participate on the contract. This information is used by the Colorado Department of Transportation (CDOT) to determine overall goals for the Disadvantaged Business Enterprise Program. Failure to submit this form may result in the proposal being rejected.

I certify that the information provided herein is true and correct to the best of my knowledge.

Work Proposed Categories:		
1	Materials and Supplies	11 Structural Steel and Steel Reinforcement
2	Flagging and Traffic Control	12 Riprap and Anchored Retaining Walls
3	Trucking and Hauling	13 Landscape and Erosion Control
4	Precast Concrete Foundations and Footings	14 Bridge and Bridge Deck Construction
5	Concrete Paving, Flatwork and Repair	15 Asphalt Paving
6	Lighting and Electrical	16 Road and Parking Lot Marking
7	Signs, Signal Installation, and Guardrail	17 Chip Seal, Crack Seal, Joint Seal and Crack Fill
8	Fencing	18 Bridge Painting and Coating
9	Buildings and Vertical Structures	19 Stairway and Ornamental Metal
10	Utility, Water and Sewer Lines	20 Parking Lots and Commercial Sidewalks
		21 Grading, Demolition, Excavation and Earthwork
		22 Engineering and Surveying Services
		23 Public Relations and Involvement
		24 Pile and Deep Foundations
		25 Waste Management and Recycling
		26 Site Clean Up
		27 Mechanical and HVAC
		28 Tunnel Construction
		29 Profiling and Grinding
		30 Environmental Health and Safety

CDOT Form #1413 12/16

ANTICIPATED DBE PARTICIPATION PLAN

Bidder:	AB Underground LLC	Project:	C M070-910
Contact:	Alyson Buum	Project Code:	24754
Phone:	303-720-4667	Date of Proposal:	8/29/24
Email:	alyson@abunderground.com	Contract Goal:	0
Preferred Contact Method:	Email	Region:	4

DBE Commitments

DBE Firm Name	Work to Be Performed	Commitment Amount	Eligible Participation
AB Underground	Removals, Earthwork, Aggregate Placement	20%	100%

Total Eligible Participation 100%Total Bid Amount 1060,617.18Total Eligible Participation Percentage 20%**Bidder Signature**

This section must be signed by an individual with the authority to bind the Bidder. By signing this form, as an authorized representative of the Bidder, you declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are true and complete to the best your knowledge. Further, you attest that you have read the Standard Special Provision Disadvantaged Business Enterprise Requirements and understand the following:

CDOT shall not award a contract until it has been determined that the contract goal has been met or that you have otherwise demonstrated good cause. Once your proposal has been submitted, commitments may not be modified or terminated without the approval of CDOT. If selected as the lowest apparent bidder, you shall submit a Form 1415 for each commitment listed above. If you have not met the contract goal, you will also be required to submit documentation of all good faith efforts to meet the contract goal.

It is your responsibility to ensure that the selected DBEs are certified for the work to be performed and that their eligible participation has been properly counted. For additional information and instructions on calculating eligible participation, see the Standard Special Provision Disadvantaged Business Enterprise Requirements.

Alyson Buum	President		8/29/24
Name	Title	Signature	Date

This form must be submitted by the proposal deadline. For CDOT projects, submit to cdot_hq_dbeforams@state.co.us.

**TOWN OF BERTHOUD, COLORADO
RESOLUTION NO. 13**

Series 2024

**A RESOLUTION OF THE TOWN BOARD OF THE TOWN OF BERTHOUD, COLORADO,
PROCLAIMING SUPPORT FOR THE THOMPSON SCHOOL DISTRICT BOND AND MILL LEVY
INITIATIVES**

WHEREAS, quality public education has been a cornerstone of American democracy since its inception, and;

WHEREAS, quality public education develops a competitive workforce that will drive a vibrant economy for decades to come, and;

WHEREAS, Berthoud and its surrounding community are experiencing significant growth in housing and total population, and;

WHEREAS, an excellent school district, both in fact and reputation, are vital to the long-term success of our community, and;

WHEREAS the Thompson School District Board of Education has authorized to place before the voters this November a School Improvement Bond initiative and a Mill Levy Override initiative necessary to meet current and future educational needs.

NOW THEREFORE BE IT RESOLVED that we the Berthoud Board of Trustees, officially proclaim our support of the both the Thompson School District School Improvement Bond and Mill Levy Override initiatives.

RESOLVED, APPROVED and ACCEPTED this 24th day of September, 2025.

William Karspeck, Mayor

[SEAL]

ATTEST:

Town Clerk/Deputy Town Clerk

Proclamation

Honoring Stan Kaufman

Whereas, Stan Kaufman devoted 37 years of his life to supporting athletic achievements and the overall well-being of thousands of young adults in our community; and,

Whereas, Beginning in 1986, Stan dedicated his career to serving the Berthoud Community at Turner Middle School and Berthoud High School until his retirement from teaching in 2016; and

Whereas, After retiring from teaching in 2016, Stan continued serving as Turner's Athletic Director for an additional four years until 2020; and,

Whereas, Over Stan's three decades in Berthoud, his contributions extended far beyond the classroom as he coached football, baseball, track, and boys' and girls' basketball at both Turner and Berthoud High School; and,

Whereas, Throughout the years, Stan generously and consistently contributed to the Turner community by helping facilitate dances, the annual Bob Turner Classic 5K Race, and the Stan Kaufman Co-Ed Relay which raised over \$3,000 annually for six years. All these things to the benefit of Turner Athletics; and,

Whereas, Stan pushed students to reach their highest potential with his unique combination of toughness, compassion, and tireless effort, while encouraging discipline, focus, and preparedness in all; and,

Now, Therefore, I William Karspeck, as Mayor of the Town of Berthoud encourage the residents of the Town of Berthoud to honor the life and legacy of:

Stan Kaufman

In recognition of a lifetime of countless contributions to Berthoud Community and Berthoud's youth as a beloved teacher, athletic director, and coach. Through the newly dedicated Stan Kaufman Athletic Complex, Stan's legacy will live on for generations to come.

Signed this 24th day of September 2024.

William Karspeck, Mayor

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	September 24, 2024
Agenda Title/Subject:	Appointments to Various Committees
Type of Item:	Regular Item
Purpose:	To appoint citizen volunteers to the various committees and commission.
Presented by:	Town Board Interview Committees

ATTACHMENTS:

- Planning Commission Applications
- Historic Preservation Advisory Committee Applications
- Tree Committee Applications
- PORT Committee Applications

BACKGROUND:

Appointments are made to the various committees in the fall of each year. Appointments are needed on the Planning Commission, Tree Advisory Committee, Historic Preservation Advisory Committee, and the Park, Open Space, Recreation and Trails Committee. Interviews are conducted by committees consisting of two Board Members, one staff member and one committee member. Following the interviews, each committee will make a recommendation of appointment. Applicants may have been interested in more than one committee and may have been considered for a committee that is different than the committee they initially applied to serve.

Planning Commission

Two vacancies currently exist on the Planning Commission. The Planning Commission Interview Committee is scheduled to conduct interviews on the evening of September 23, 2024. The following applicants applied for the vacancy on the Planning Commission:

- Mark Brodie
- Stacy Sigman

The Interview Committee was established as follows:

- Two Town Board Members (Karspeck/Kurtz)
- Planning Commission Member
- Town Staff member

The current members on the Planning Commission are as follows:

Planning Commission	
Abigail Smith	10/24/2026
Marc Hoffmans	1/1/2027
David Pond	6/25/2027
Karen Anderson	9/28/2027
Vacant	5/24/2025
Vacant	5/24/2025
Nick Semedalas	8/8/2026

The Interview Committee will make a recommendation as to how the vacancy on the Planning Commission should be filled.

Historic Preservation Advisory Committee (HPAC)

There is one vacancy on the Historic Preservation Advisory Committee, with two terms expiring on the HPAC at the end of September 2024. The HPAC Interview Committee is scheduled to conduct interviews on the evening of September 23, 2024. The following applicants applied for the vacancies on the Historic Preservation Advisory Committee:

- Christin Jones

The Interview Committee was established as follows:

- Two Town Board Members (Hardy or Karpseck/Albrecht)
- Historic Preservation Advisory Committee Member
- Town Staff Member

The current members on the Historic Preservation Advisory Committee are as follows:

Historic Preservation Advisory Committee	
Todd Duval - Chair	9/30/2025
Cheryl Szydlo	9/30/2025
Leslie Moore	9/30/2024
Fred Maine	9/30/2025
James Massie	9/30/2024
Lee Hardies	9/30/2025
Vacant	

The Interview Committee will make a recommendation as to how the expiring terms should be filled.

Parks, Open Space, Recreation and Trails Committee (PORT)

There are three terms that will expire at the end of September 2024. The PORT Interview Committee is scheduled to conduct interviews on the evening of September 23, 2024. The following applicants applied for the vacancies on the PORT Committee:

- Anna Murphy

- Callie West

The Interview Committee was established as follows:

- Two Town Board Members (Ayers/Kurtz)
- PORT Committee Member
- Town Staff Member

The current members on the Planning Commission are as follows:

PORT Committee	
Lauren Roth	9/30/2025
Carolyn Hobson	9/30/2025
Tim Grover	9/30/2024
Anna Murphy	9/30/2024
Callie West	9/30/2024
Sean Henry	9/30/2025
Kristle White	9/30/2025

The Interview Committee will make a recommendation as to how the expiring terms on the PORT Committee should be filled.

Tree Advisory Committee

There is one vacant seat and three terms that will be expiring on the Tree Committee at the end of September 202. The Tree Advisory Interview Committee is scheduled to conduct interviews on the evening of September 23, 2024. The following applicant applied for the vacancy on the Tree Advisory Committee:

- Randy Niece
- Hannah Daniels
- Kathy Mitchell

The Interview Committee was established as follows:

- Two Town Board Members (Murphy/Wing)
- Tree Advisory Committee Member
- Town Staff Member

The current members on the Planning Commission are as follows:

Tree Board Advisory Committee	
Lynn Larson	9/30/2025
Richard Kurcab	9/30/2025
Amy Lentz	9/30/2025
Kathy Mitchell	9/30/2024
Randy R. Niece	9/30/2024
Hannah Daniels	9/30/2024
Vacant	

The Interview Committee will make a recommendation as to how the expiring term on the Tree Advisory Committee should be filled.

UPDATE/NEXT STEPS:

- Advertising will continue to fill any vacancies that still exist after appointments are made.

FISCAL IMPACT AND FUND SOURCE:

There is no anticipated fiscal impact.

COMMUNITY TOUCHSTONES:

All committees and commissions work to carry out the goals and Community Touchstones identified by the Town Board in their strategic planning sessions. *Community Identity, Resiliency and Sustainability.*

RECOMMENDED ACTION(S):

A Board Member may move to appoint _____ and _____ to the Planning Commission to fill the remainder of terms expiring on 5/24/2025. Followed by a second and a Roll Call Vote.

A Board Member may move to appoint _____ the Historic Preservation Advisory Committee for a term of 2 years. Followed by a second and a Roll Call Vote.

A Board Member may move to appoint _____ and _____ to the Parks, Open Space, Recreation and Trails Committee for a term of 2 years. Followed by a second and a Roll Call Vote.

A Board Member may move to appoint _____, _____, and _____ to the Tree Advisory Committee for a term of 2 years. Followed by a second and a Roll Call Vote.

Print

Advisory Committee Application - Submission #3960

Date Submitted: 8/28/2024

Name of Committee or Commission

Planning Commission

First Name

Mark

Last Name

Brodie

Address

1315 Burt Ave

City

Berthoud

State

CO

Zip Code

80513

Email Address

mbrodie@airxcel.com

Phone Number

720-822-7420

How long have you resided within the boundaries of the Town of Berthoud?

3 years. However, I am a Colorado native, growing up in Boulder for the majority of my childhood. I was also a resident of Lyons where our 6 adult children went through middle school and high school, and we all loved the small town feel and community and that is what ultimately attracted us to Berthoud.

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

Not in the town of Berthoud. Did server on several boards for youth sports in Lyons - Lyons youth baseball and Softball Association. Was a board member of Longmont Baseball League and have sat on corporate advisory boards as a paid position. I was also previously a board member of NoCo cares, and northern Colorado giving group. I am not currently holding any board or committee positions at this time.

What interests you about becoming a member of this committee?

Berthoud is our home and hope to live here the rest of our lives. My wife is the Executive Director for the Berthoud Habitat for Humanity affiliate. We previously lived in Erie (8 years) where we saw the town struggle with a long-term plan for explosive growth, which they still struggle with today. The explosive growth was not managed or planned, which at the time no one could predict, this quickly erased the culture of the town and drove out so many Longterm residents due to skyrocketing prices and escalating property taxes. I would like to be part of the process of guiding Berthoud's growth, while maintaining the small-town charm and culture Berthoud is so well known for still today. Berthoud can have the best of both worlds, and I'd like to contribute to the community that I call home with my wife and 8th grade son.

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?

Rapid growth and supporting infrastructure, sales tax base to provide for the growing need of the town and its residents. Attracting good paying jobs that people in our community can hold and still afford to live and work in the same community they live in.

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

I have extensive experience as a business owner and currently a high-level executive in a very large multinational manufacturing business. My life experiences both personal and professionally could benefit the town as it navigates its future growth.

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

My wife serves on the Berthoud Housing steering committee currently. I do travel on average once per month, but to have control over the timing of 80% of my travel, and the remaining 20% I feel I can work around scheduled meetings for the most part and be able to participate regularly

Have you recently attended a meeting of the committee you are applying to?

☐

Yes

☒

No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

PORT and Youth advisory committee.

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 (Please type your name)

Mark Brodie

Date

8/28/2024

Print

Advisory Committee Application - Submission #3981

Date Submitted: 9/3/2024

Name of Committee or Commission

-- Select One --

First Name

Stacy

Last Name

Sigman

Address

2390 Sugarloaf Road

City

Berthoud

State

CO

Zip Code

80513

Email Address

stacysigman@gmail.com

Phone Number

8474563371

How long have you resided within the boundaries of the Town of Berthoud?

owned 4 years and lived here full time 1 year

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

Not for Berthoud

What interests you about becoming a member of this committee?

35 years working for local government as a Planner, Community Development Director and Village Manager

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?

managing growth while retaining the community character. This can be achieved with the thoughtful review of development applications.

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

Started in private development on the east coast and then worked for 35 years for local government. The past 26 years was for a town in Illinois of just under 6,000 people. It faced many of the same challenges as Berthoud. Was licensed in Illinois as a Landscape Architect and a Credentialed Village Manager. Masters in Public Administration.

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

none. I still work for the town in Illinois but only part time and remotly.

Have you recently attended a meeting of the committee you are applying to?

☐ Yes

☒ No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

yes. Historic Preservation

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 (Please type your name)

Stacy Sigman

Date

09/03/2024

Print

Advisory Committee Application - Submission #4035

Date Submitted: 9/16/2024

Name of Committee or Commission

-- Select One --

First Name

Christin

Last Name

Jones

Address

212 E. Colorado Avenue

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

cgalpacas@gmail.com

Phone Number

3033786527

How long have you resided within the boundaries of the Town of Berthoud?

4 years

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

No

What interests you about becoming a member of this committee?

My father built 3 homes just NW of Berthoud then my parents lived on Welch St, in Berthoud for 15 years. I am a native of Colorado and am committed to maintaining the charm of Berthoud.

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?

Maintaining the historical charm and presence of Berthoud Respecting the enormous growth of Berthoud while maintaining the original town of Berthoud

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

Parents who invested in the growth of Berthoud for nearly 20 years. Semi-retired Licensed Profession Counselor who would like to invest my energies into maintaining the town that has been such and import part of my life.

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

None

Have you recently attended a meeting of the committee you are applying to?

☐

Yes

☒

No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

Mainly the Historical Preservation but t would be interested Town Planning would as well.

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 (Please type your name)

Christin Jones

Date

9-15-24

Print

Advisory Committee Application - Submission #3911

Date Submitted: 8/25/2024

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Anna

Last Name

Murphy

Address

1260 Cedar Dr.

City

Berthoud

State

CO

Zip Code

80513

Email Address

anna.pranger@gmail.com

Phone Number

7203782383

How long have you resided within the boundaries of the Town of Berthoud?

11 years

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

Currently serving on the P.O.R.T. committee.

What interests you about becoming a member of this committee?

I was born and raised in Colorado and have lived here my whole life. I've played sports from age 5 through college and have spent time hiking and biking many trails outdoors. In addition, I've lived in Berthoud for 11 years and have been raising a family of three kids here for the past eight years. Our family regularly using the parks, open space, and trail systems in and around Berthoud. I have really enjoyed serving on PORT for almost two years. This committee aligns with my passion and interests and has been a great opportunity to serve the community. I would be grateful for the opportunity to serve on PORT for another two years. I really enjoy working as a group/team to discuss these PORT topics, provide input based on my perspective and experience, work through, understand, and prioritize the needs of the Town, and develop consensus on these issues.

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?

Since I started on PORT in October 2022, PORT has discussed and provided input(s) on the Pickleball courts at Waggener Farm Park, the Pioneer Park expansion, and Town Park. Now, all three of these projects have (or will soon) be completed by September 2024. PORT has also discussed and provided input(s) on other projects which are at various stages of planning, development, and/or execution: Jaskowski (2022); Arboretum (Feb. 2023); "Richardson/Mountain Vista" park; Adaptive Park project (May 2023); Newell Farm (Sept. 2023); and Berthoud Bike Park trail connection (Nov. 2023); and many more. Other projects (e.g., Knieval Park) have been discussed to a limited extent thus far. I believe the two most important issues facing this committee are to 1) Develop and finalize conceptual designs for the projects that have already been put forth to the Committee. It would also be great to have a conceptual design for every project listed in Berthoud's Park Master plan so there is at least an idea of the bigger picture. This would help to inform future PORT discussions. And 2) Support the development of a mid-long term Parks, Open Space, Recreation, and Trails plan. This could include a review of the recent PORT survey results, prioritization of projects, and continued input at the different stages of each of these and other projects. The Town continues to place open space and trails at the top of its priority list so anything PORT can do to support this will also be important as well.

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

I'm currently serving as Secretary for the PORT committee. I also have experience with my current work position working in agriculture and leading multiple committees similar in function to PORT and working in a Board setting. Please also refer to my response above regarding why I'm interested about becoming a member of PORT regarding my experience/interests.

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

My husband, Sean Murphy, is currently serving as a Berthoud Trustee. To date, this has not impacted my service on PORT but I wanted to share in case there are any concerns.

Have you recently attended a meeting of the committee you are applying to?



Yes



No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

Serving on PORT is my preference; however, I am open to serving on other committees.

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 (Please type your name)

Anna Murphy

Date

08/25/2024

Print

Advisory Committee Application - Submission #3903

Date Submitted: 8/23/2024

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Callie

Last Name

West

Address

326 Bronco Ct

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

vbtcallie@gmail.com

Phone Number

9708192687

How long have you resided within the boundaries of the Town of Berthoud?

2.5 years

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

Yes - I'm currently serving on PORT Advisory Committee

What interests you about becoming a member of this committee?

I want to continue working with this committee having developed a vested interest in current and future PORT projects, and in developing solid recommendations for the Trustees.

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?

Meeting the needs of the growing community for amenities that it values most. Managing growth and numbers of users of those amenities in order to preserve and respect both our open spaces and the user experience.

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

I served on BOD for Steamboat Nordic Council 5 years and Grand Mesa Nordic Council 12 yrs in addition to serving as Treasurer on the later. 20+ yrs directing luxury bicycling vacation programs throughout western Europe and northern Africa.

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

None

Have you recently attended a meeting of the committee you are applying to?



Yes



No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

Not at this time

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 (Please type your name)

Callie West

Date

Aug 23, 2024

Print

Advisory Committee Application - Submission #3864

Date Submitted: 8/20/2024

Name of Committee or Commission

Tree Advisory Committee

▼

First Name

Randy

Last Name

Niece

Address

903 Canyonlands St

City

Berthoud

State

CO

Zip Code

80513

Email Address

randyniece@gmail.com

Phone Number

970-308-8784

How long have you resided within the boundaries of the Town of Berthoud?

6 years

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

Yes, Tree Advisory Committee.

What interests you about becoming a member of this committee?

The ongoing need for a full advisory committee to continue our Tree City certification.

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?

Assisting the Forestry department technicians with the Tree City requirements. Advancing the health of the city's tree canopy.

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

Two years as the secretary for the Tree Advisory Committee. Also a guiding member of the Heritage Ridge Metro District Landscape and Maintenance committee.

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

None.

Have you recently attended a meeting of the committee you are applying to?



Yes



No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

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 (Please type your name)

Randy R Niece

Date

8/20/24

Print

Advisory Committee Application - Submission #3856

Date Submitted: 8/19/2024

Name of Committee or Commission

Tree Advisory Committee

First Name

Hannah

Last Name

Daniels

Address

693 Crossbill Drive

City

Berthoud

State

CO

Zip Code

80513

Email Address

hrdaniels11@gmail.com

Phone Number

7203526330

How long have you resided within the boundaries of the Town of Berthoud?

Since November 2021

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

Yes, currently on the tree committee

What interests you about becoming a member of this committee?

I care a lot about trees and think they are one of the things that makes Berthoud a beautiful place to live. I would like to continue on the committee as I feel the first term is a big learning curve and hope to be able to get more involved in a second term. What i enjoy most about being on the committee is getting to be a part of the wholistic care of trees from

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?

The committee's first priority is ensuring the wholistic care of town trees- which starts with proper planting (often at the builder level) to the ongoing care by homeowners. To address this issue involves builder and homeowner education as well as support from the town with policy. I personally believe proper planting and care is foundational and the main priority for now. However, once the committee has room to take on more, i would like to be apart of expanding that reach to emergency preparedness and sustainability to support firewise and waterwise best practices with trees and landscaping. To address this issue will involve collaboration with other committees as well as builder/homeowner education and policy.

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

I simply care about trees and I care about our community and want to get involved where i can.

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

None

Have you recently attended a meeting of the committee you are applying to?



Yes



No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

Absolutely. Also, i understand and appreciate the spirit behind the appointment terms as it is important to have new people. I am fully supportive of not being re-appointed if there are other applicants that might be a better fit for the needs of the committee.

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 (Please type your name)

Hannah Daniels

Date

08/19/2024



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.

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

How long have you been a resident of Berthoud? 5 years

Why do you want to become a member of this particular committee? I was originally invited to apply by Amy Lentz. I am a Master Gardener and member of the Tree Team for Larimer County. I am very interested in maintaining and improving the tree canopy in Berthoud, as well as educating the community on the role and care of trees.

1) Dealing with the emerald ash borer and planning for succession trees, especially trees that will flourish in the Front Range.

2) Educating the public in planting the right tree, in the right place, with the right planting process. Then how to care for the tree, especially watering.

List any abilities, skills, licenses, certificates, specialized training, past related experience or interests you have which are applicable to this committee. I became a Master Gardener in Pennsylvania (Potter County) in 2016 and transferred to Larimer County in Colorado in 2019. I became a member of the Larimer County Tree Team in 2019 and have participated in several home visits to evaluate and diagnose tree problems. The tree team is required to have course hours in addition to the normal MG training.
In PA we had 11 acres and worked with the PA Fish & Game Commission and the County Conservation District to plant appropriate trees to improve the habitat over 12 years.

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. _____

I am not aware of any.

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

Comments: I am a current member of the Tree Advisory and am chairman.

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: historic preservation, Planning, PORT

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: Kathleen S. Mitchell _____ Date: 08/03/2024

BOARD OF TRUSTEES INFORMATION

BUSINESS DEVELOPMENT DEPARTMENT



Meeting Date:	September 24, 2024
Agenda Title/Subject:	Redevelopment of Public Works and Skateboard Park site
Type of Item:	Presentation
Purpose:	• Update the board on the progress to date and seek the Board's input on conceptual designs
Presented by:	Walt Elish, Business Development Manager David Stranathan, Principal Architect, Asher Architects & Engineers

ATTACHMENTS:

- None

BACKGROUND:

At the August 13, 2024 Board of Trustee Meeting, the Board confirmed staff's decision to hire Asher Architects & Engineers to assist the Board in deciding what type of development the Board would like to see occur on the Town owned site. Since then, Asher Architects has begun work on various conceptual designs. On Monday, September 9, 2024, staff emailed the Trustees general conceptual designs and a brief survey, developed by Asher Architects, for the Trustees review and input. At this meeting, Asher Architects will discuss their thoughts for the site, the Trustee's input received from the survey and the Trustee's overall thoughts on the site and the next steps in the process.

FISCAL IMPACT AND FUND SOURCE:

Other than paying the consultant fee, there is not a direct fiscal impact on the Town with this project.

COMMUNITY TOUCHSTONES:

The community touchstone that this item addresses is our community identity since this redevelopment project has the potential to have a long-term positive impact on the east entrance to our Downtown and the community.

RECOMMENDED ACTION(S):

No formal action is recommended. Staff and Asher Architects would like to receive direction from the Board regarding the Trustee's thoughts for the redevelopment of the site.

BOARD OF TRUSTEES INFORMATION



COMMUNITY DEVELOPMENT DEPARTMENT

Meeting Date:	September 24, 2024
Agenda Title/Subject:	Informational update on implementing the Action Items found in the 2021 Comprehensive Plan update; Review of the 2021 Comprehensive Plan authority; vision, goals and strategies
Purpose:	To provide the Town Board of Trustees with information on current activities, past accomplishments, and work projections for 2024; To review the Comprehensive Plan authority as well as the vision, goals and strategies from 2021
Presented by:	Anne Johnson, Community Development Director

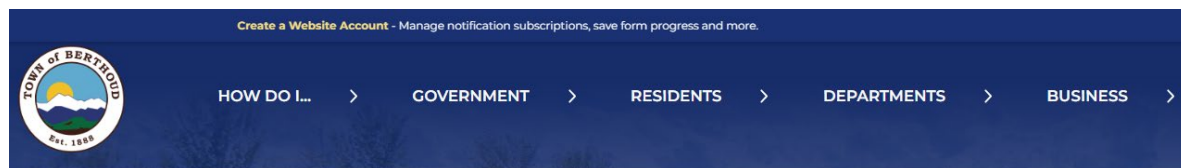
ATTACHMENTS:

- Comprehensive Plan “report card”

BACKGROUND:

The Town of Berthoud updated its Comprehensive Plan in 2021. The plan refreshed the Town’s goals and a vision for the future from the 2016 Comprehensive Plan. The Berthoud Comprehensive Plan is a guiding document utilized by staff to guide development and amend the land development code to reflect this vision, for example.

The purpose of this memo and the attached “report card” is to provide you with an update on the activities and accomplishments made toward implementing the Action Plan included on pages 4-3 through 4-6 of the 2021 Comprehensive Plan. The 2021 Comprehensive Plan can be found on the Town’s website. See the Government tab at the top of the home page:



Click on the Government tab and then the Planning Commission tab. Scroll down to the eNotebook and item 4 is the 2021 Comprehensive Plan update.

UPDATE/NEXT STEPS:

This information was provided to the Planning Commission at a work session on July 25, 2024. Several action plan items are accomplished, and others are in process. Several action plan items were reflected in the 2024 budget, implementation of other action plan items requires assistance from outside consultants, may be contingent upon grant awards, or may be presented in subsequent years’ budget requests.

FISCAL IMPACT AND FUND SOURCE:

There is no negative impact to the Town by providing this information. The Comprehensive Plan Action items are used for annual budgeting and work plan development purposes.

COMMUNITY TOUCHSTONES:

The three touchstones of resiliency, sustainability and promoting community identity are at the heart of the action plan items. This “report card” also illustrates staff’s commitment to uphold the community touchstones in budget forecasting, code amendments, and in daily conversations with the development community. Many department team members are collaborating on the implementation of the action items found in the three master plans.

RECOMMENDED ACTION(S):

This report is informational only. No action is required.

Town of Berthoud Comprehensive Plan Update 2021							
Action Plan Implementation Report Card							
Updated: 1/17/24; 6/3/2024; 7/16/2024; 9/16/24							
Item #	Action Item	Priority	Timeline	Completed/ Scheduled	Notes	Community Touchstones: Resilience, Sustainable, Community Identity	Town Board would like Staff to develop a Sustainability Action Plan in 2025
Achievable Goal: Maintaining a Strong Community Identity							
Topic: Community Design							
1	Prepare a 1st Street Corridor Plan that includes a comprehensive set of design guidelines similar in scope to the Mountain Avenue Corridor Plan	2	ST	2023	Completed via Resolution 2023.09 on 4/25/2023; Development Code changes are underway and anticipated to be finalied in Q1 2024	R, S, CI	
2	Update the Development Code to include placemaking techniques that accentuate the Town's identity and provides for a mix of community spaces, amenities, programming, etc. that is distinct to Berthoud	3	ST	2025	Redevelopment activities underway will lead this initiative in tandem with Code amenemdmments (2024/2025); The Town Trustees have indicated that placemaking/branding and historic preservation/history are strategic goals for 2024/25	CI	
Topic: Community Brand							
3	Develop a community branding campaign that encapsulates Berthoud's identity for marketing purposes, including streetscape elements, gateway features, and adaptation to special districts like New Berthoud, 1st Street Corrodor, etc.	2	MT	2025	2025 Budget request will be to retain an outside consulting team to review and strengthen if necessary, the Town's design standards for all development; The Town Trustees have indicated that placemaking/branding is a strategic goal for 2024/25	CI	
4	Prepare and implement a Wayfinding Signage Plan that reinforces Berthoud's community identity via a cohesive sequence of gateway, directional, identification and informational signage	2	MT	2025	See #55 below; Staff initiated in 2024 with overall sign plan; The Town Trustees have indicated that placemaking/branding is a strategic goal for 2024/25	CI	
Achievable Goal: Environmental Sustainability							
Topic: Open Land Preservation							
5	Work with agricultural landowners to establish conservation easements and preserve productive open lands	2	ON	in process and on-going	Strategic overview of options is in progress (delivery target - Q3 2024)	R, S, CI	Yes
6	Update the Development Code to include conservation subdivision provisions	1	ST	2022	The Conservation District, CD was created and is included in the Development Code	R, S, CI	Yes
7	Update the Parks, Open Space, Recreation and Trails Plan to include recommendations from the Open Lands Plan	2	ST	2025	The Town adopted an updated Open Space Plan in September, 2021. Staff to collaborate on the integration of Open Space Plan items into the Parks, Recreation and Trails plans. Board approved the update in early 2022. The Town Trustees slected a goal of updating the Parks Master Plan should be completed.	R, S, CI	Yes
8	Update the Development Code to include recommendations from the Open Lands Plan	2	ST			R, S, CI	Yes
Topic: Hazard Mitigation							
9	Update the Community Wildfire Protection Plan	3	LT	2023	Completed via Ordinance 1327 (Series 2023) on 12/12/2023; Will seek continuous improvement to the plan with input from FPD	R, S	
10	Update the Development Code as needed to remain in compliance with CWCB recommendations for flood damage prevention	2	ON	2023	Completed via Ordinance 1321 (Series 2023) on 9/12/2023	R, S	
Topic: Habitat Protection							
11	Continue to protect environmentally sensitive areas including shorelines and riparian corridors that provide for wildlife habitats and other natural functions	1	ON	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	Yes
Topic: Viewshed Protection							
12	Update the Development Code to protect views of lake shorelines and other key viewsheds	2	ST	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	
Achievable Goal: Infrastructure Improvement							
Topic: Community Facilities							
13	Evaluate the potential to expand or enhance municipal services and programs to support a growing population and thriving business districts	2	ST	Continuous	Evaluation and planning for expansion of Public Works/Utilities facilities is underway; Assessment/fee study will occur in 2024	R, S, CI	
14	Collaborate with local public safety service agencies to evaluate levels of service and potential needs for expansion, staffing, new facilities and equipment, service improvements, etc. to support the Town's growth and development	2	ON	Continuous	Referral agencies are provided an opportunity to review development applications; collaboration with the Fire Protection District and the School Districts are on-going.	R, S, CI	
Topic: Utility Systems							
15	Assess the need to expand water, sewer and/or wastewater utility lines to new areas of growth and development, including the potential for new or expanded lift stations, wells, reservoirs, and other infrastructure	2	ST	Continuous	See #13. Evaluation and planning for expansion of Public Works/Utilities facilities is underway.	R, S	
16	Coordinate with developers and homebuilders to integrate best practices in stormwater management as part of new development or redeveloped sites	3	ON	Continuous	To be accomplished with site-specific development proposals.	R, S	Yes

17	Coordinate with transportation agencies to integrate best practices in stormwater management as part of new or improved roadway infrastructure	3	ON	Continuous	On-going participation with NFR MPO; Ride-share and mass transit. Enhance collaboration through referral agency coordination.	R, S, CI	Yes
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Achievable Goal: Managed Growth							
Topic: Land Use							
18	Update the Development code to support transect-based planning approach	2	ST	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	
19	Update the Development Code to incentivize infill development, adaptive reuse, and redevelopment of underutilized or vacant properties	2	MT	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	
Topic: Intergovernmental Coordination							
20	Update the Berthoud/Larimer County Intergovernmental Agreement as needed to address matters of mutual land use concern within the GMA	3	ON	In process	Project initiated amongst Planning Staff from each agency; anticipate starting discussions Q1 2024 and finalize by Q4 2024	R, S, CI	
21	Update the Berthoud/Weld County Intergovernmental Agreement as needed to address matters of mutual land use concern within the GMA	3	ON		2025	R, S, CI	
Topic: Annexation							
22	Adopt a Three Mile Area plan in accordance with CRS 31-12-105	2	ST	Continuous	Completed via Ordinance 1328 (Series 2023) on 12/12/2023	R, S, CI	
23	Annually adopt a resolution updating the Town's Three Mile Area Plan in accordance with CRS 31-12-105	3	ON	Continuous	Will schedule for Q4 each year	R, S, CI	
Topic: Other							
24	Update the Zoning Map to be consistent with the Future Land Use Map	1	ST	Continuous	As development occurs, the transition from Euclidian zoning to transect-zoning is encouraged; This is being accomplished on a case-by-case basis with land use applications	R, S, CI	
25	Update the Development Code to ensure the sign regulations are legally compliant with content-neutrality standards	1	ST	Completed	Anticipate completion in Q1 2024	R, CI	
Achievable Goal: Economic Resiliency							
Topic: Business Retention							
26	Conduct a business survey to gain a deeper understanding of the needs, concerns, and ideas of business owners and employees	1	ST	2025	Economic Development collaborates with Larimer County (Business Retention) activities every year; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
27	Update the development Code to encourage existing ground floor retail and restaurant uses and second floor residential and offices uses in the Downtown district	1	ST	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
Topic: Business Attraction							
28	Conduct a market study to understand the local business supply and demand	1	ST	2025	Economic Development; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
29	Prepare town and site marketing materials that can be readily shared with prospective businesses, brokers, and investors	2	ST	2025	Economic Development; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
30	Promote Berthoud at International Council of Shopping Centers (ICSC) events	1	ST	Continuous	Economic Development	R, S, CI	
Topic: Other							
31	Update the Berthoud Business Development Strategic Plan	1	ST	2025	2024 by Economic Development; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
Achievable Goal: Housing Diversity							
Topic: Attainable Housing							
32	Conduct a housing survey to gain a deeper understanding of community needs and preferences regarding housing	2	MT	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S	
33	Promote a range of housing options (e.g. detached single-family homes, condominiums, townhouses, duplexes, apartments, assisted and independent senior living, live/work spaces, ADU's, etc.) that meet varying budgets, needs, and life stages	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
Topic: Zoning Consistency							
34	Update the Development Code as needed to ensure appropriate housing options are listed as permitted or special uses in the applicable zoning districts	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
35	Update the Development Code as needed to ensure residential district standards (e.g. lot size, density, height, units above commercial uses, etc.) allow for a range of housing types	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
36	Review the Development Code as needed for opportunities to reduce housing costs (e.g. density bonuses) and increase housing supply (e.g. apartments)	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	



Achievable Goal: Transportation Enhancement							
Topic: Multimodal Mobility							
37	Prepare a multimodal transportation plan for Berthoud and the growth management area	2	ST		Propose for 2025	R, S	Yes
38	Prepare an Active Transportation Plan including Safe Routes to School	3	MT		Propose for 2025	R, S, CI	Yes
39	Coordinate with the NFRMPO and surrounding jurisdictions to implement the projects identified in the NFRMPO Regional Transportation Plan	2	ON		Propose for 2025	R, S	Yes
40	Complete a 1st Street Corridor Study	2	ST	2023	underway and anticipated to be finalied in Q1 2024	R, S, CI	
41	Advance recommendations from the Mountain Avenue Corridor Study	3	ON	Completed		CI	
42	Work collaboratively with CDOT and regional partners to implement improvements on regional corridors such as I-25, US 287, SH 56	2	ON	Continuous	Roundabout construction at I-25 completed in 2024	R, S, CI	Yes
43	Require right-of-way dedication at time of development to implement the multimodal transportation network as shown on the Transportation Framework Map	1	ON	Continuous		R, S	
44	Evaluate the feasibility of parallel roadway alignment between County Line Road and I-25 to expand the transportation network and to support reliable mobility on Mountain Avenue/SH 56	2	LT			R, S	Yes
Topic: Transit							
45	Prepare a Transit Assessment to determine near-term and long-term services and operations	1	ST	Completed	Completed in 2022.	R, S	Yes
46	Coordinate with CDOT on the Berthoud Mobility Hub to accommodate ride share, local transit, and other emerging technologies	2	ST	Continuous		R, S	Yes
47	Monitor the progress and planning for Front Range Passenger Rail	3	ON	Continuous		R, S, CI	Yes
Topic: Accessibility							
48	Adopt a complete streets policy to encourage design standards to incorporate for all modes	3	MT	Partially Complete	BMC 30-2-105 requires Complete Streets. Additional policy development may be pursued in 2025.	R, S, CI	Yes
49	Maintain and periodically update the Americans with Disabilities Act (ADA) Transition Plan	3	ON		Community Development will propose retaining the services of transportation planners/engineers to complete this task in 2025	R, S, CI	
50	Incorporate sidewalks, bicycle facilities, and trails into the development review process; require the right-of-way to be provided or the facilities to be constructed as new developments are approved	1	ON	Continuous	This is a point of discussion with all developers during pre-application processes as well as during development review consistent with BMC 30-2-105	R, S, CI	Yes
51	Connect the on-street bicycle and pedestrian facilities with the trail network to encourage bicycling and walking for recreational and travel purposes	3	ON	Continuous	This is a point of discussion with all developers during pre-application processes as well as during development review	R, S, CI	Yes
Topic: Trails							
52	Complete the regional non-motorized corridor connections, as determined by the NFRMPO 2016 Non-Motorized Plan	3	LT		This is a point of discussion with all developers during pre-application processes as well as during development review; Staff will review for all annual budget prep work	R, S, CI	Yes
Topic: Parking							
53	Complete a Downtown Parking Study to analyze on-street parking use, parking requirments, and determine appropriate parking strategies, as needed	3	MT		Economic Development will propose retaining the services of an outside consultant in the 2025 budget	R, S, CI	
54	Revise the land use code to include transportation amenities such as drop-off locations and shared parking (i.e. parking used for one use during the day and another use in the evening) in all mixed and non-residential uses	3	ST		Community Development will propose retaining the services of transportation planners/engineers to complete this task in 2025	R, S, CI	
Topic: Wayfinding							
55	Expand wayfinding to direct drivers, cyclists, and pedestrians to key community destination such as downtown, business districts, recreation centers, parks and open space	2	MT	2025	See #4 above; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	CI	
Topic: Other							
56	Preserve right-of-way for future roadway widening as identified in the Transportation Framework Map	1	ON	Continuous	This is a point of discussion with all developers during pre-application processes as well as during development review; Staff will review for all annual budget prep work	R, S	
57	Pursue grant funding to supplement Town capital improvement proejects	2	ON	Continuous	Town staff continuously monitors the list of projects and upcoming grant funding cycles for alignment; Town needs to budget every year to create "shovel ready" projects for grant funding opportunties	R, S	
58	Continue to engage in NFRMPO planning and activities to ensure the Town's interests are representated at the regional level	3	ON	Continuous	The Town has representation on staff-level committees	R, S	Yes
Key:	Overlap with Open Space and Trail Plans						
	Completed coupled with continuous implementation/improvement						
	Housing Assessment						
	2024 - 2026 goal of Town Board of Trustees						
	Continuous via development proposals - directed by Code						

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	September 24, 2024
Agenda Title/Subject:	Possible Town Property Included in River Trails Annexation Petition
Type of Item:	Regular Item
Purpose:	Consider whether the Town would like to include it's recently acquired open space property on CR 15, south of CR 6C, with the River Trails Annexation Petition
Presented by:	Chris Kirk, Town Administrator

ATTACHMENTS:

- Property Map

BACKGROUND:

As the Board is aware, the Town purchased a large open space property adjacent to the Little Thompson River, on the east side of County Rd 15. During the acquisition process, the seller agreed to include the Town's property in their annexation petition and mapping effort for the properties immediately to the north of the Town's property.

On September 10, 2024, the Town Board considered the Substantial Compliance resolution in order to initiate annexation proceedings and approved the resolution, setting an annexation hearing for November 12, 2024. During that discussion, concern was expressed about including the Town's property in the same annexation proceedings as the privately held land to the north.

At the September 24, 2024, Town Board meeting, staff will request that the Board consider the reasons for and against including the Town's property in the aforementioned annexation proceeding, and provide direction to Staff whether to continue forward as previously presented, or to remove the Town's land from the annexation proceedings.

UPDATE/NEXT STEPS:

Should the Town Board of Trustees wish to proceed forward as previously presented, an Annexation hearing has been scheduled for November 12, 2024.

Should the Town Board wish to remove the Town's property for the annexation proceedings, the November 12, 2024 hearing will still take place for the two properties immediately north of the Town's parcel.

FISCAL IMPACT AND FUND SOURCE:

The current annexation effort is being funded by the property owner to the North at no cost

to the Town. If the Town removes the property from the current proceeding, and chooses to move forward with its own annexation, there will be some additional costs for survey and mapping work.

RECOMMENDED ACTION(S):

Provide direction to Town staff