



MEETING MINUTES OF THE TOWN BOARD

**Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, February 14, 2025, 6:30 p.m.**

12/9/2025 - Minutes

1. CALL TO ORDER

Mayor Karspeck called the meeting to order.

2. PLEDGE OF ALLEGIANCE

Mayor Karspeck led the Pledge of Allegiance.

3. ROLL CALL

The following Board Members were present:

William Karspeck, Mayor
Sean Murphy, Mayor Pro-Tem
May Albrecht, Trustee
Brett Wing, Trustee
Karl Ayres, Trustee
Tim Hardy, Trustee

The following Board Member was absent:

Mark Brodie, Trustee

The following staff were present:

Chris Kirk, Town Administrator
Erin Smith, Town Attorney
Anne Johnson, Community Development Director
Cindy Leach, Finance Director
Christian Samora, Town Clerk

4. CITIZEN PARTICIPATION

Brian Laak, a resident of the Town of Berthoud, spoke regarding trails in the community.

Rosey Vaughan, a resident of the Town of Berthoud, spoke regarding community engagement.

Chris Gage, a resident of the Town of Berthoud, spoke regarding the visibility of roadway lines.

Ann Karspeck, a resident of the Town of Berthoud, expressed gratitude regarding the Very Merry Berthoud event.

5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

- a) December 9, 2025, Meeting Agenda
- b) November 25, 2025, Meeting Minutes

- c) October 2025 Financial Information
- d) 2026 Larimer County Sheriff's Office Statement of Work
- e) 2026 Regular Mail Ballot Election Resolution 2025-23
- f) 2026 Animal Control Services Contract

Trustee Wing moved to approve the items on the Consent Agenda, with exception of items d, e, and f. Trustee Ayers seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Mayor Pro-Tem Murphy moved to approve 2026 Larimer County Sheriff's Office Statement of Work. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Trustee Ayers moved to approve 2025-23 regarding the 2026 Municipal Election. Mayor Pro-Tem Murphy seconded the motion. In a 4-2 roll call vote, THE MOTION CARRIED.

Trustee Wing moved to approve 2026 Animal Control Agreements with the Towns of Wellington, Timnath and NOCO Humane. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.II. PUBLIC HEARING: Adoption Of 2025 Engineering, Infrastructure Design Standards And Construction Specifications By Reference And Amendment To Comprehensive Plan

Community Development Director, Anne Johnson, provided and introduction and background information.

Trustee Hardy moved to adopt Ordinance 1371, an Ordinance of the Town Board of the Town of Berthoud amending Chapter 30 of the Berthoud Municipal Code, specifically Section 30-6-102, Design Standards and Construction Specifications, by adopting by reference the 2025 Edition of the Town of Berthoud Engineering, Infrastructure Design Standards and Construction Specifications for the purposes of regulating the design, construction, choice of materials, location, maintenance, and use of all public and private improvements. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Trustee Hardy moved to adopt Ordinance 1372, an Ordinance of the Town Board of the Town of Berthoud amending the Town of Berthoud Comprehensive Plan for the purpose of referencing the Town's Engineering and Infrastructure Design Standards and Construction Specifications by reference. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.III. PUBLIC HEARING: Adoption Of 3-Mile Plan

Community Development Director, Anne Johnson, provided and introduction and background information.

Trustee Hardy moved to adopt Ordinance 1373, an Ordinance of the Town Board of the Town of Berthoud adopting the Town of Berthoud Three-Mile Plan. Trustee Wing seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.IV. PUBLIC HEARING: Adoption Of 2026 Annual Budget, Mill Levy And Fee Schedule

Town Administrator, Chris Kirk, provided and introduction and background information.

Trustee Wing moved to adopt Resolution 2025-24, a resolution summarizing expenditures and revenues for each Fund and adopting a budget for the Town of Berthoud, Colorado, for the calendar year beginning on the first day of January 2026 and ending on the last day of December 2026. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Trustee Wing moved to adopt Resolution 2025-25, a resolution appropriating sums of money to various funds, in the amounts and for the purposes as set forth below, for the Town of Berthoud Colorado, for the 2026 Budget Year. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Trustee Wing moved to adopt Resolution 2026-26, a resolution of the Town of Berthoud adopting a Fee Schedule for all town fees as provided in the Berthoud Municipal Code. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Trustee Wing moved to adopt Ordinance 1351, an Ordinance of the Town Board of the Town of Berthoud levying the taxes for the year 2026 to defray the costs of the municipal Government of Berthoud, Colorado, for the fiscal year Beginning January 1, 2026, and ending December 31, 2026. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

6. EXECUTIVE SESSION

Trustee Hardy moved to enter into Executive Session Pursuant to C.R.S. Section 24-6-402 (f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. And the following details are provided: Town Administrator Annual Evaluation. Trustee Ayers seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

6. ELECTED OFFICIAL REPORTS

Trustee Hardy:

Trustee Hardy shared fresh honey with the Trustees and Staff. Hardy indicated that there will be a Main Street open house on December 10, 2025.

Trustee Ayres:

Trustee Ayers reported that the PORT Committee met and discussed Newell Farm and had a work shop regarding open spaces.

Trustee Albrecht:

Trustee Albrecht expressed appreciation to staff for work over the past year in 2025.

Trustee Wing:

Trustee Wing was pleased with the Very Merry Berthoud event and was appreciative of work done in 2025.

Mayor Pro-Tem Murphy:

Mayor Pro-Tem Murphy was also please with the Very Merry Berthoud event and provided an update regarding the Tree Committee. Murphy expressed gratitude to staff.

7. ADJOURN

The regular meeting adjourned at 8:36 PM.

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor