



**Garden
Spot of
Colorado**

MEETING MINUTES OF THE TOWN BOARD

**Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, August 26, 2025, 6:30 p.m.**

8/26/2025 - Minutes

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Karspeck led the Pledge of Allegiance.

3. ROLL CALL

The following Board members were present:

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

The following Board members were absent:

Mark Brodie, Trustee

The following staff members were present:

Erin Smith, Town Attorney
Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Lexi Dovel, Deputy Town Clerk
Sergeant Justin Williamson, Larimer County Sheriff
Cindy Leach, Director of Finance
Tawn Hillenbrand, Planning Manager
Anne Johnson, Community Development Director

4. CITIZEN PARTICIPATION

Sarah Lincoln and Butch Hause spoke regarding Newell Farm Park.

Kelly MaCaulay spoke regarding mobile home parks and affordable housing.

5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

Items:

- a) August 26, 2025, Meeting Agenda
- b) August 12, 2025, Meeting Minutes
- c) Building Permit Fee Waiver - Habitat for Humanity
- d) Sustainability Action Plan Update
- e) August 2025 Board Report

Trustee Ayers moved to combine and approve the items on the Consent Agenda. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.II. PUBLIC HEARING: Mid-Year 2025 Supplemental Budget Appropriation

Director of Finance, Cindy Leach, gave a presentation on the Mid-Year Supplemental Budget Appropriation.

Administrator Kirk provided additional information.

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

Mayor Pro-Tem Murphy moved to approve Resolution 2025-20 - a Resolution of the Town of Berthoud Board of Trustees making a supplemental appropriation of funds and adopting budget amendments to account for roll over and supplemental items and making a supplemental appropriation for the 2025 budget year. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.III. PUBLIC HEARING: Farmstead Acres Preliminary Plat

Planning Manager, Tawn Hillenbrand, gave a presentation on the Farmstead Acres Preliminary Plat.

Applicant, Todd Johnson with Terra Forma Solutions, provided additional information.

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

Trustee Wing moved to approve Resolution 2025-19 - a Resolution of the Town of Berthoud Board of Trustees approving a Preliminary Plat for a development known as the "Farmstead Acres Development" in the Town of Berthoud based on the criteria for approval in Section 30-6-107(B) of the Municipal Code along with findings in the attached staff report. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.IV. PUBLIC HEARING: River Trails Annexation, Zoning, And Neighborhood Master Plan

Community Development Director, Anne Johnson, gave an introduction on the River Trails Annexation, Zoning and Neighborhood Master Plan.

Applicant, Jim Birdsall and Jon Turner, gave a presentation.

Mayor Karspeck opened the Public Hearing.
Emmett Culligan, David Hershman, Charlotte Roe, Lisa Jacobson, Warren Turner, Maria Culligan, Emily Harrison, Kyle Nissen, Rick Stoner, and Ginger Fedak spoke during the Public Hearing.
Mayor Karspeck closed the Public Hearing.

Payton Fellhoelter with Colorado Parks and Wildlife, Jesse Dillon with Cedar Creek Associates, and Ruth Rollins with Rollins Consult provided additional information.

Mayor Pro-Tem Murphy moved to extend the meeting past 9:30 pm to the meetings conclusion. Trustee Ayers seconded the motion. With all in favor, THE MOTION CARRIED.

Trustee Wing moved to approve Resolution 2025-17 - a Resolution of the Town of Berthoud Board of Trustees setting forth findings of fact and determinations regarding the eligibility for annexation of the River Trails Annexation Pursuant to C.R.S. 31-12-110. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Trustee Wing moved to approve Ordinance 1360 - an Ordinance of the Town of Berthoud Board of Trustees, annexing and approving the annexation agreement for property known as River Trails to the Town of Berthoud based on the criteria for approval in Section 30-8-102 of the Municipal Code along with findings in the attached staff report. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

Trustee Albrecht moved to approve Resolution 2025-18 - a Resolution of the Town of Berthoud Board of Trustees approving a Neighborhood Master Plan for a development known as River Trails in the Town of Berthoud based on the criteria for approval in Section 30-8-106 of the Municipal Code along with findings in the attached staff report. And the following Conditions of Approval: The applicant shall work with Town staff to incorporate educational opportunities regarding wildlife, river ecosystems, agriculture, and heritage of the area in their neighborhood identity features with their Preliminary Plat; The applicant will provide native species of vegetation within the 300 foot buffer; The applicant shall propose a pedestrian link to the property along 1st Street at the preliminary plat and that the applicant shall work with the Town on placement; And will dedicate the portion south of the river to the Town of Berthoud at the final plat. Mayor Pro-Tem Murphy seconded the motion. In a 5-1 roll call vote, THE MOTION CARRIED, with Mayor Karspeck having the dissenting vote.

Mayor Pro-Tem Murphy moved to approve Ordinance 1361 - an Ordinance of the Town of Berthoud Board of Trustees amending the Zoning Map of the Town of Berthoud to establish the zoning of property known as the "River Trails Annexation" newly annexed to the Town of Berthoud in accordance with the 2021 Comprehensive Plan Future Land Use Map as well as the criteria for approval found in Section 30-3-107(D) of the Municipal Code along with findings in the attached staff report. Trustee Wing seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

6. ELECTED OFFICIAL REPORTS

Trustee Ayers:

Ayers inquired about a PORT topic scheduled for an upcoming Board of Trustees meeting agenda. Ayers discussed citizen comments on the Berthoud Market and concerns regarding a lack of veteran memorials and signage in Town.

Trustee Wing:

Wing inquired about time limits on agenda items. Wing reported that he will be running for the State Representative position.

Mayor Pro-Tem Murphy:

Murphy reported on his visit to the adaptive park build. Murphy inquired about an update on the Little Thompson plan. Murphy reported on a question to staff regarding data centers and cryptocurrency mining, and requested further discussion on setbacks from rivers.

Mayor Karspeck:

Karspeck inquired about a franchise agreement with Xcel Energy. Karspeck provided updates on the transit sub-committee.

Administrator Kirk:

Kirk reminded the Board of an upcoming study session on September 16 and provided updates on current projects around Town. Kirk reported on finalizing the bond refinancing for the wastewater fund.

Establishment of Interview Committees for the purpose of filling vacancies on the volunteer committees and commissions:

Trustee Albrecht and Mayor Pro-Tem Murphy will serve on the Interview Committee for the Planning Commission. Trustee Hardy and Trustee Ayers will serve on the Interview Committee for the Historic Preservation Advisory Committee.

Trustee Ayers and Trustee Brodie will serve on the Interview Committee for the Parks, Open Space, Recreation and Trails Committee.

Mayor Pro-Tem Murphy and Trustee Wing will serve on the Interview Committee for the Tree Advisory Committee. Trustee Albrecht and Mayor Karspeck will serve on the Interview Committee for the Youth Advisory Commission.

7. EXECUTIVE SESSION

Trustee Ayers moved to go into 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: Oil and Gas Lease. Trustee Hardy seconded the motion. In a 6-0 roll call vote, **THE MOTION CARRIED.**

8. ADJOURN

The meeting was adjourned at 11:02 pm



Town Clerk or Deputy Town Clerk



William Karspeck, Mayor

