



MEETING MINUTES OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, October 14, 2025, 6:30 p.m.

10/14/2025 - 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
Will Karspeck, Mayor

The following Board Members were absent:

Mark Brodie, Trustee
Sean Murphy, Mayor Pro-Tem

The following staff members were present:

Alicia Garcia, Town Attorney
Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Sergeant Justin Williamson, Larimer County Sheriff
Anne Johnson, Community Development Director
Tawn Hillenbrand, Planning Manager
Luke Seeber, Engineering Supervisor

CITIZEN PARTICIPATION

4.

Kelly Seaton thanked Mayor Pro-Tem Murphy for his efforts regarding school crossings requested a speed enforcement campaign.

Sarah Lincoln spoke in favor of the bid selection for Newell Farm Park.

Butch Hause spoke regarding parks priorities.

SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.

5.I. Consent Agenda

Trustee Wing moved to combine and approve the items on the Consent Agenda, with exception of items E, H, and I. Trustee Hardy seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

Trustee Wing moved to approve items E, H, and I from the Consent Agenda. Trustee Hardy seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.II. PUBLIC HEARING: Revere Neighborhood Master Plan And Zoning

Planning Manager Hillenbrand provided a presentation and background information regarding the Revere Change of Zone and Neighborhood Master Plan.

Kristin Tuner with TB Group provided the applicant presentation and gave further details to address questions posed by the Board of trustees.

Ruth Rollings with Rolling Consulting presented information regarding the transportation impact study.

Angela Hygh, Land Use Attorney, spoke regarding the project and explained how the project met the requirements of the Land Use Code.

Mayor Karspeck opened the Public Hearing.

Tom Pryor, Kelly Seaton, Bridgette Guccione, Steven Keep, Will Wheeler, Mina Cox, Glen Buckingham, Mike Patrick spoke during the public hearing.

The applicant provided a rebuttal.

Trustee Wing moved to approve Resolution 2025-21 - a resolution of the Town of Berthoud Board of Trustees approving a Neighborhood Master Plan for a development known as the "Revere Development" in the Town of Berthoud, incorporating the conditions outlined in the staff report. Trustee Albrecht seconded the motion. In a 3-2 roll call vote, THE MOTION CARRIED. Trustee Hardy and Mayor Karspeck had the dissenting votes.

Trustee Wing moved to approve Ordinance 1363 - An Ordinance amending the Zoning Map of the Town of Berthoud to rezone the Revere Property, previously zoned planned unit development, to suburban commercial and suburban residential districts. Trustee Albrecht seconded the motion. In a 3-2 roll call vote, THE MOTION CARRIED. Trustee Hardy and Mayor Karspeck had the dissenting votes.

Trustee Ayers moved to extend the meeting past 9:30 pm. Trustee Hardy seconded the motion. In a 5-0 voice vote, THE MOTION CARRIED.

5.III. PUBLIC HEARING: 270 Mountain Avenue Lease

Administrator Kirk provided a presentation and background information.

Representatives from House of Neighborly Service were available to answer questions.

Mayor Karspeck opened the Public Hearing.

Whitney Way, Elizabeth Kearny, Amy Buckingham, and Gary Hansen spoke in the Public Hearing.

Trustee Wing moved to approve Ordinance 1364 - An Ordinance of the Town of Berthoud, Colorado, approving a lease of a portion of the property located at 270 Mountain Avenue, Berthoud, Colorado. Trustee Albrecht seconded the motion. In a 4-1 roll call vote, THE MOTION CARRIED.

The resolution regarding an option to purchase will be brought back before the Board and at future meeting.

5.IV. BATS / RAFT Merger Proposal

Ruth Fletcher-Carter provided a representation regarding combining RAFT and Berthoud Area Transportation.

The Town Board was supportive of continuing efforts and to request RAFT provide what terms they would find to be acceptable for the proposal.

5.V. Water Reclamation Facility – BNR Improvements Phase IA - Ancillary Projects Change Order

Ken Matthews, Director of Water Utilities and Savana Dumler, Water Wastewater Engineer provided a presentation and background information.

Trustee Wing moved to authorize staff to proceed with implementation of the Berthoud WRF Phase 1A Ancillary Project in coordination with the Design-Builder under the existing phase 1A contract. Trustee Ayers seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.VI. INTRODUCTION: 2026 Preliminary Budget

Administrator Kirk gave a brief overview of the preliminary 2026 Budget.

Trustee Ayers moved to schedule a Public Hearing on December 9, 2025 at the hour of 6:30 PM, or as soon thereafter as practicable, to consider the adoption of the 2026 Annual Budget and associated ordinances for the Town of Berthoud, and to direct staff to publish a notice for the same in accordance with the Local Government Budget Law of Colorado. Trustee Hardy seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.VII. Consideration Of Mayor Pro-Tem Appointment

The Board of Trustees was supportive of continuing the discussion to a future Board Meeting when Mayor Pro-Tem Murphy is present.

6. ELECTED OFFICIAL REPORTS

Trustee Hardy:

Trustee Hardy was pleased to see the pedestrian crossing lights installed on Berthoud Parkway and Mountain Avenue. Additionally, Berthoud Mainstreet has formed a Board and will be coordinating with Colorado Main Street for additional training.

Trustee Ayers:

Trustee Ayres reported that there was a contentious PORT Committee meeting the week prior. The PORT Committee voted for Ayers to reintegrate to the Board the Priorities of the PORT Committee. The PORT Committee also recommended a joint meeting or study session with the Town Board. The Board was supportive of having a work session with the PORT Committee.

Trustee Albrecht:

Trustee Albrecht asked if there was a way to assist with ash tree identification on private property. The Youth Advisory Commission has a full board. The Commission needs a condensed version of what is going on in Town so that they can efficiently discuss in their morning meetings. Albrecht asked for an update regarding the petition that was delivered to the Town Board requesting development height limitations. Administrator Kirk indicated that staff is working to create perspective renderings to incorporate into the conversation. Albrecht asked for clarification regarding public restrooms that are locked.

Trustee Wing:

Trustee Wing commended the Board of Trustees for the decisions that were made. Wing was please to see that downtown is alive and vibrant.

Mayor Karspeck:

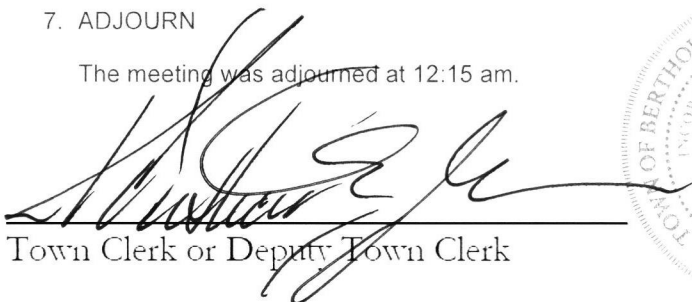
Karspeck reported that he and Trustee Wing attended the Regional Elected Officials Meeting. Karspeck attended a BizWest meeting in Timnath as well. The NFRMPO will have an opening for the Executive Director Position.

Administrator Kirk:

Kirk provided a reminder regarding the Thompson School District joint meeting. The first meeting in November will be on November 10th. The Historical Society hung a traveling historical display on the second floor. Kirk referenced AI meeting summaries that the Town Staff has been working to create.

7. ADJOURN

The meeting was adjourned at 12:15 am.



Town Clerk or Deputy Town Clerk





William Karspeck, Mayor