



MEETING MINUTES OF THE TOWN BOARD

**Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, October 28, 2025, 6:30 p.m.**

10/28/2025 - 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

The following Board Members were absent:

Tim Hardy, Trustee
Mark Brodie, Trustee

The following staff were present:

Chris Kirk, Town Administrator
Erin Smith, Town Attorney
Anne Johnson, Community Development Director
Ken Matthews, Director of Water and Wastewater Utilities
Christian Samora, Town Clerk
Tawn Hillenbrand, Planning Manager

4. CITIZEN PARTICIPATION

Jeff Hindman spoke regarding the recent PORT Committee meeting on October 1st.

Bridget Guccione spoke regarding the recent approval of the Revere development.

Steven Keep spoke regarding the recent approval of the Revere development.

Mina Cox spoke regarding the recent approval of the Revere development.

Charolette Rowe spoke regarding the Mayor Pro-Tem discussion that occurred at the previous Town Board meeting.

5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

Trustee Ayers moved to combine and approve the items on the Consent Agenda with exception of items "d" and "f". Trustee Albrecht seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

Mayor Pro-Tem Murphy moved to approve items "d" and "f" from the Consent Agenda. Trustee Wing seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.II. HICS Legacy Water Treatment Authority-Intergovernmental Agreement

Ken Matthews, Director of Water Utilities, provided a presentation and background information.

Trustee Wing moved to approve the Intergovernmental Agreement between the Town of Berthoud and the Central Weld County Water District. Trustee Albrecht seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.III. Northern Colorado Water Alliance (NoCO WA) - Adoption Of Principles

Ken Matthews, Director of Water Utilities, provided a presentation and background information.

Trustee Wing moved to adopt the Northern Colorado Water Principals as presented. Trustee Albrecht seconded the motion. In a 5-0 roll call vote, THE MOTION CARRIED.

5.IV. INTRODUCTION:

Community Development Director, Anne Johnson, provided an introduction of the following ordinances:

- Ordinance 1367 – An Ordinance adopting Chapter 30 of the Berthoud Municipal Code
- Ordinance 1368 – An Ordinance amending the Town of Berthoud Character District Guide and Design Guidelines
- Ordinance 1369 – An Ordinance amending the Town of Berthoud Mountain Avenue Corridor Design and Signage Plan

The ordinances will be scheduled for a Public Hearing on November 10, 2025.

5.V. Consideration Of Mayor Pro-Tem Appointment

Following the Town Board's Discussion, the following motions were made:

Trustee Albrecht moved to table the discussion until all members of the Town Board are present to participate. Trustee Wing seconded the motion. In a 2-2 roll call vote, THE MOTION FAILED. Trustee Ayers and Mayor Karspeck had the dissenting votes. Mayor Pro-Tem Murphy recused himself from the vote.

Trustee Albrecht moved to remove Mayor Pro-Tem Murphy from the position of Mayor Pro-Tem. Trustee Wing seconded the motion. In a 2-2 roll call vote, THE MOTION FAILED. Trustee Ayers and Mayor Karspeck had the dissenting votes. Mayor Pro-Tem Murphy recused himself from the vote.

Mayor Pro-Tem Murphy moved to include specific emails in the public record to be attached to the Meeting Minutes. Said emails were listed as emails sent by Mayor Pro-Tem Murphy and the replies that followed for two emails sent on October 5, 2025 and one email sent on October 2, 2025. In a 5-0 roll call vote, THE MOTION CARRIED.

6. ELECTED OFFICIAL REPORTS

Trustee Ayers:

Ayers spoke regarding the Revere property and expressed concern regarding comments that were given to the Board. Attorney Smith indicated that she will conduct further research and follow up with the Town Board regarding those findings.

Trustee Albrecht:

Albrecht asked if Town Hall would be an appropriate location for food collection for House of Neighborly Service. Administrator Kirk indicated that it could be considered but it would be difficult to allow a drop off location for only one non profit. Administrator Kirk will follow up with the Town Board.

Mayor Pro-Tem Murphy:

Murphy reported that at the Tree Advisory Committee Meeting Richard Kurcab was appointed Chair, Daniel Buendia was appointed Vice Chair, and Randy Niece was appointed Secretary. There was a discussion regarding emerald ash borer as well as the arboretum.

Mayor Karspeck:

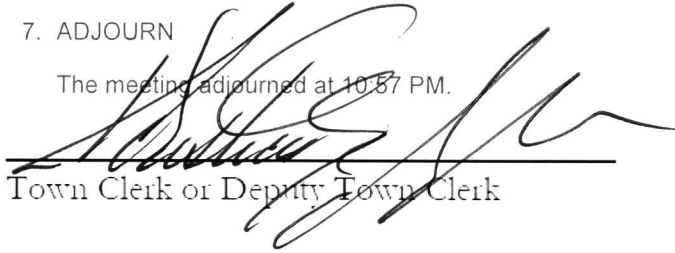
Karspeck requested that Administrator Kirk be added to the Board of Trustees email group. The Town Administrator's review has been emailed out. Karspeck briefly discussed the process for the upcoming Study Session on November 4th. Karspeck also indicated that he was able to use the new cemetery map and found it to be very helpful.

Administrator Kirk:

Kirk indicated that there will be a Study Session and Special Meeting on November 4th and the next regular meeting has been moved to November 10th to accommodate the upcoming Veteran's Day holiday. The special meeting will be to consider an amendment to the Wilson real estate contract. Kirk indicated that there will likely be a follow up meeting with RAFT the week of November 3rd.

7. ADJOURN

The meeting adjourned at 10:57 PM.



Town Clerk or Deputy Town Clerk



William Karspeck, Mayor



From: [Sean Murphy](#)
To: [Chris Kirk](#)
Subject: Re: 10/1/2025 PORT Meeting
Date: Thursday, October 2, 2025 1:06:40 PM
Attachments: [Outlook-y2plgwqg](#)
[Outlook-hfne1gk5.png](#)
[Outlook-in4zx5hc.png](#)
[Outlook-cjkkemkf.png](#)

Thank you Chris,

I haven't experienced anything with Keith akin to this before and personally thought it was out of line. Nonetheless, I really appreciate you addressing it.

Have a good day,



Sean Murphy, NCARB, LEED GA
Mayor Pro Tempore

smurphy@berthoud.org
Berthoud.org
807 Mountain Ave. Berthoud, CO 80513

From: Chris Kirk <CKirk@berthoud.org>
Sent: Thursday, October 2, 2025 1:00 PM
To: Sean Murphy <smurphy@berthoud.org>
Subject: Re: 10/1/2025 PORT Meeting

Hi Sean,

I will review the video. I certainly hope there was nothing derogatory or personal directed at Anna, or any committee members. Keith is typically very professional and even-tempered. I've honestly never experienced him any other way so if there was a lapse in his approach and he was intentionally rude or disrespectful, that would be out of character. If that was the case, he will be appropriately counseled.

In either case, everyone we work with should always feel welcome to share their opinions and feedback. We will stress this with all of our team.

Regards,



Chris Kirk, ICMA-CM

Town Administrator

Phone: 970.344.5819

Cell: 970.658.1136

ckirk@berthoud.org

Berthoud.org

807 Mountain Ave. Berthoud, CO 80513



From: Sean Murphy <smurphy@berthoud.org>

Sent: Thursday, October 2, 2025 9:57 AM

To: Chris Kirk <CKirk@berthoud.org>

Subject: 10/1/2025 PORT Meeting

Hi Chris,

I am sorry to have to bring this up, but at the PORT meeting last night, my wife, Anna Murphy compiled a timeline of pool and arboretum discussions over the past few years and committee members had questioned the direction of the board from the 9/16/2025 meeting. They then made a motion for a Joint PORT-Board meeting to discuss priorities.

Manager Knoll proceeded to dissuade the committee from making a motion and made disparaging comments towards my wife that were deeply hurtful. You can certainly judge the comments for yourself in the link here <https://www.youtube.com/watch?v=UQj7r3ppq9w> at the 1:27:55 mark. I believe Manager Knoll is a solid employee and may have lost his cool in the moment. I would also hope that no committee member feels a need to temper their opinions or would have to undergo this treatment in their service to the town. I would hope that this behavior is addressed swiftly.

Thank you,



Sean Murphy, NCARB, LEED GA
Mayor Pro Tempore

smurphy@berthoud.org

Berthoud.org

807 Mountain Ave. Berthoud, CO 80513

From:

Tim Hardy

To:

Mark Brodie; William Karspeck; Sean Murphy; Board of Trustees

Subject:

Re: 10/1/2025 Meeting with Administrator Kirk

Date:

Tuesday, October 7, 2025 9:38:33 AM

Attachments:

Outlook-o1bkuxpy.png

Outlook-1fckqzxx.png

Outlook-1lok3h1k.png

Outlook-r4pmizop.png

I would support Brett and Marks request.



Tim Hardy
Trustee

Phone: 970.690.4213

thardy@berthoud.org

Berthoud.org

807 Mountain Ave. Berthoud, CO
80513



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From: Mark Brodie <mbrodie@berthoud.org>

Sent: Monday, October 6, 2025 7:21 PM

To: William Karspeck <WKarspeck@berthoud.org>; Sean Murphy <smurphy@berthoud.org>; Board of Trustees <boardoftrustees@berthoud.org>

Subject: Re: 10/1/2025 Meeting with Administrator Kirk

Hi All,

I would second Trustee Wing's comments: the Mayor Pro-Tem's email seemed inflammatory in nature when coupled with the letter/email sent directly to Administrator Kirk was far from transparent. We as a BOT are here for oversight, not to run the town or micromanage the staff. We should count our lucky stars we have a young energetic town administrator that, for lack of a better terms, is an absolute bad ass at his job. A town this size to be brutally has no business having a town administrator this good and well rounded, and we should keep this in mind and provide more constructive feedback. The message of the Mayor Pro-Tem's email to the BOT

was benign, but when brought into context of the Mayor Pro-Tem's direct letter/email to Administrator Kirk, this now seems completely inappropriate and resulting in making a difficult job harder.

We have had a couple of rough months with very fluid and big topics on our plate and lots of opposing public opinions that may conflict us. However, we should not misconstrue this as lack of leadership or effort by Administrator Kirk and his staff, rather we should be encouraging and asking what other resources does the staff need to serve our citizens as they are the brunt of many citizens opposition and unfair personal comments and we do not need to add to it.

Are there areas of improvement? Yes, there always are in any organization, regardless of the size, public or private, but to come at the Administrator so hard is over the top unless you intend or desire to drive him out. For the record, I will not support that in any way.

Respectfully,

Mark Brodie

From: William Karspeck <WKarspeck@berthoud.org>

Sent: Sunday, October 5, 2025 6:33 PM

To: Sean Murphy <smurphy@berthoud.org>; Board of Trustees <boardoftrustees@berthoud.org>

Subject: Re: 10/1/2025 Meeting with Administrator Kirk

Hi Mayor Pro-Tem Murphy,

After re-reading your email I think these are good non-controversial points. I was concerned by the formal tone and the possible impression that we were making decisions.

I definitely encourage you to bring these administrative bullet points up at the Administrator's annual review for conversation (and I admit I now see that you already stated that in your first email) so thank you. I do apologize if my former email came off overly curt.

Look forward to seeing you all on the 14th.

Will

From: William Karspeck <WKarspeck@berthoud.org>
Sent: Sunday, October 5, 2025 6:14:20 PM
To: Sean Murphy <smurphy@berthoud.org>; Board of Trustees <boardoftrustees@berthoud.org>
Subject: Re: 10/1/2025 Meeting with Administrator Kirk

I don't agree with this tone nor discussing anything to Chris without the Board directing so. I also stated so to the mayor pro-tem today before these emails were sent and informed him we are too far apart on this topic.

From my point of view that meeting with Chris was for me to gain background on several things and find consensus. I wanted to learn about the process behind the COP, and the issue with the HNS meeting and not having an ordinance ready to vote on. I was quite comfortable with the conversation and actually walked away with insights on what I as chair can do better to improve communication. That was not disciplinary by any means. I think these are generally good bullet points but certainly I don't like the tone, I don't think Chris will know what this all means, and most definitely this is a full Board conversation and i don't want anyone reading this to get the impression j would engage in something like a disciplinary meeting w/o the Board expressly requesting me to do so.

I would urge the mayor pro-tem to not propose anything under Reports ahead of the upcoming TA review as that would be inappropriate when his review is designed for this very reason. The review is for Trustees to discuss TA performance and, if necessary, provide suggestions for improvement.

Thanks,

Will

From: Sean Murphy <smurphy@berthoud.org>
Sent: Sunday, October 5, 2025 4:59:38 PM
To: Board of Trustees <boardoftrustees@berthoud.org>
Subject: 10/1/2025 Meeting with Administrator Kirk

To my fellow trustees,

After having and hearing a number of significant concerns following our 9/23/2025 Town Board Meeting (HNS), our 9/16/2025 PORT Special Session Meeting, and a review of our Strategic Plan and action items, Mayor Karspeck and myself made the move to have a discussion with Administrator Kirk on 10/1/2025. Out of respect for Administrator Kirk and his position, we decided to keep it a discrete discussion as opposed to raising it at a public meeting. I believe we had a very productive conversation and feel that we should step up our game in oversight and transparency as a board and with staff. I believe many of these items could be discussed during the administrative review process, which Mayor Karspeck will kindly be introducing soon.

In the interest of transparency, I hope to introduce a formalized resolution or ordinance in the near future to include some of the following measures:

- The Town Administrator will conduct a strategic planning session with the board within 90 days, after a new board is elected and seated, every two years.
- The Town Administrator will present a quarterly update report on strategic goals as a regular board meeting agenda item during the months of January, April, July, and October of every year. This would ideally highlight progress with color-coding (such as green, yellow, red, etc).
- A section called “Administration” shall be added to each monthly “Board Report.”
- All staff presentations and agenda item materials (e.g., documents, slides, spreadsheets, etc...) shall be shared with board and committee members and posted on the town website a minimum of four days before a meeting. Items outside of staff control that cannot meet that deadline should be few and with reason.

Items that should be occurring but are not currently scheduled or occurring:

- Committee reports to the board shall happen annually.
- The Smartsheet shall be updated by the administrator regularly, projecting anticipated agenda items and dates well into the future (see Director Johnson’s projected timeline to the end of the year).

Additional comments and ideas from the administrator and trustees for improved performance would be welcome and appreciated. If you have questions, I am open to discussing this and moving forward together.

Respectfully,



Sean Murphy, NCARB, LEED GA
Mayor Pro Tempore

smurphy@berthoud.org
Berthoud.org
807 Mountain Ave. Berthoud, CO 80513

From: [Sean Murphy](#)
To: [Chris Kirk](#)
Subject: Re: 10/1/2025 Meeting Follow Up
Date: Monday, October 6, 2025 3:30:56 PM
Attachments: [Outlook-k52sbyip](#)
[Outlook-1z4afgml.png](#)
[Outlook-0kgu5j2p.png](#)
[Outlook-rlkyd0e5.png](#)

Hi Chris,

I wanted to thank you for your maturity and professionalism in your consideration of my concerns.

Respectfully,



Sean Murphy, NCARB, LEED GA
Mayor Pro Tempore

smurphy@berthoud.org
Berthoud.org
807 Mountain Ave. Berthoud, CO 80513

From: Chris Kirk <CKirk@berthoud.org>
Sent: Monday, October 6, 2025 8:57 AM
To: William Karspeck <WKarspeck@berthoud.org>; Sean Murphy <smurphy@berthoud.org>; Tim Hardy <THardy@berthoud.org>; May Albrecht <malbrecht@berthoud.org>; Karl Ayers <kayers@berthoud.org>; Brett Wing <bwing@berthoud.org>; Mark Brodie <mbrodie@berthoud.org>
Subject: Fw: 10/1/2025 Meeting Follow Up

Good morning, Mayor Pro-Tem,

I've had an opportunity to consider the performance feedback you gave me last week in our meeting and the feedback contained in your letter from yesterday. My goal is always to be transparent and for our team to deliver the best work we can for our fellow citizens. I'm sorry that we sometimes fall short in that. I look forward to discussing your concerns and recommendations in detail during my upcoming evaluation with the Town Board.

Regards,



Chris Kirk, ICMA-CM

Town Administrator

Phone: 970.344.5819

Cell: 970.658.1136

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From: Sean Murphy <smurphy@berthoud.org>
Sent: Sunday, October 5, 2025 4:54 PM
To: Chris Kirk <CKirk@berthoud.org>
Cc: William Karspeck <WKarspeck@berthoud.org>
Subject: 10/1/2025 Meeting Follow Up

Hi Chris,

As a follow up to our meeting, please see the attached letter. Please feel free to reach out if you have any questions or if you would like to discuss this further.

Respectfully,



Sean Murphy, NCARB, LEED GA
Mayor Pro Tempore

smurphy@berthoud.org
Berthoud.org
807 Mountain Ave. Berthoud, CO 80513

From: [May Albrecht](#)
To: [Chris Kirk](#); [William Karspeck](#); [Sean Murphy](#); [Tim Hardy](#); [Karl Ayers](#); [Brett Wing](#); [Mark Brodie](#)
Subject: Re: 10/1/2025 Meeting Follow Up
Date: Monday, October 6, 2025 11:12:01 AM
Attachments: [Outlook-k52sbyip](#)
[Outlook-1z4afgml.png](#)
[Outlook-0kqu5j2p.png](#)
[Outlook-rlkyd0e5.png](#)

Good morning Mayor and Board of Trustees,

We all have areas of opportunity for growth. However, this disciplinary and degrading letter from one board member directed to our staff is out of line and overstepping a number of boundaries that I would deem highly inappropriate.

Mayor Protem nor Mayor have any more authority than the rest of the Board. On a number of occasions now I have observed the Protem subverting the governing authority of the Board, disrespecting our Town Administrator, and independently directing staff. This should raise concern with all other members of our Board.

While I understand performance concerns may arise and suggestions for improved services to the community must be addressed, we must behave honorably in how those concerns are addressed. We do have a highly sophisticated and talented team of professionals who are the subject experts. We would fail this community should we not heavily rely on their experience and empower, not demoralize, them that they may succeed.

I am also aware that there may be a conflict of interest/favoritism as the spouse of the Protem has recently taken issue with staff at a PORT meeting, and several corrective actions listed in his letter to staff lend themselves to that relationship.

To serve a formal letter stating “performance concerns” to our respectable Town Administrator without stating any justification as to why, and then proceed to give extensive direction without consensus of others is highly questionable. A private meeting amongst the Mayor and Protem to level concerns and direction is exactly what I believe the community would regard as a “closed door meeting.”

Those who have held leadership roles I am certain will understand the detriment of lack of respect and how it creates a hostile environment in which to work. I take issue with this display of lack of respect for our Board and staff.

Leaders empower, encourage, and learn from their team & employees. Managers dictate, control, and treat people as dispensable. I certainly hope we would strive for the former.

I will be addressing this more formally at the next town meeting.

Respectfully,

Trustee May Soricelli Albrecht

Get [Outlook for iOS](#)

From: Chris Kirk <CKirk@berthoud.org>

Sent: Monday, October 6, 2025 8:57:54 AM

To: William Karspeck <WKarspeck@berthoud.org>; Sean Murphy <smurphy@berthoud.org>; Tim Hardy <THardy@berthoud.org>; May Albrecht <malbrecht@berthoud.org>; Karl Ayers <kayers@berthoud.org>; Brett Wing <bwing@berthoud.org>; Mark Brodie <mbrodie@berthoud.org>

Subject: Fw: 10/1/2025 Meeting Follow Up

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Regards,



Chris Kirk, ICMA-CM

Town Administrator

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Subject: 10/1/2025 Meeting Follow Up

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Respectfully,



Sean Murphy, NCARB, LEED GA
Mayor Pro Tempore

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