



MEETING MINUTES OF THE TOWN BOARD

Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Monday, November 11, 2025, 6:30 p.m.

11/10/2025 - 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
Mark Brodie, Trustee
Tim Hardy, Trustee

The following staff were present:

Chris Kirk, Town Administrator
Jeremy Olinger, Deputy Town Administrator
Erin Smith, Town Attorney
Anne Johnson, Community Development Director
Cindy Leach, Finance Director
Amanda Gustafson, Director of Recreation and Cultural Services
Stephanie Horvath, Community Engagement Manager
Ken Matthews, Director of Water and Wastewater Utilities
Christian Samora, Town Clerk

4. CITIZEN PARTICIPATION

Cherri Houle provided an update regarding the Berthoud Life Center matter at 270 Mountain Ave.

Bridget Guccione spoke regarding the development code and the Board's representation of the community in general.

5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

Trustee Wing moved to combine and approve the items on the Consent Agenda. Trustee Hardy seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.II. INTRODUCTION: 2024 International Building Code And 2024 International Fire Code

The Town Building Official, Jonathan Gesick, provided an introduction and background information. The adopting ordinances are scheduled for a public hearing on November 25, 2025.

5.III. PUBLIC HEARING: Repeal And Reenactment Of Chapter 30, Development Code Guidelines, And Mountain Avenue Overlay Guidelines

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

Mayor Karspeck opened the public hearing.

There was not any public comment.

Mayor Karspeck closed the public hearing.

Mayor Pro-Tem Murphy moved to approve Ordinance 1367, an Ordinance of the Town Board of the Town of Berthoud adopting Chapter 30 of the Berthoud Municipal Code. Trustee Hardy seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Mayor Pro-Tem Murphy moved to approve Ordinance 1368, an Ordinance of the Town Board of the Town of Berthoud amending the Town of Berthoud Character District Guide and Design Guidelines. Trustee Wing seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Mayor Pro-Tem Murphy moved to approve Ordinance 1369, an Ordinance of the Town Board of the Town of Berthoud amending the Town of Berthoud Mountain Avenue Corridor Design and Signage Plan. Trustee Wing seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Mayor Pro-Tem Murphy moved to extend the meeting past 9:30 PM, until the conclusion of all agenda items. Trustee Brodie seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.IV. Draft 2026 Budget Presentation And Municipal Fee Schedule

Town Administrator, Chris Kirk, provide an overview and presentation of the 2026 Annual Budget. The budget is scheduled for a public hearing to occur on December 9, 2025.

6. ELECTED OFFICIAL REPORTS

Trustee Albrecht:

Trustee Albrecht encouraged the Board and Staff to take an opportunity to reflect and honor work that the Town has already accomplished.

Trustee Ayers:

Trustee Ayers reported that the PORT Committee held their regular meeting and recommended that the arboretum remain top priority. In addition, they recommended moving forward with the pool at Richardson Park to be inclusive of amenities that would have been included with the Waggener pool project. There was consensus on the PORT Committee that the Town ensures projects already in progress are not overlooked.

Trustee Hardy:

Trustee Hardy reported that Berthoud Main Street has a full board and is moving forward with various events. They are also working on other projects for 2026.

Trustee Wing:

Trustee Wing reported that the Longmont Recycling Center is very user friendly and was curious whether the Town could do something similar for yard waste. Administrator Kirk will research the feasibility of coordinating with neighboring jurisdictions. Trustee Wing also asked about having street lights near mailbox kiosks.

Mayor Karspeck:

Mayor Karspeck reported that the Northern Front Range MPO has a new Executive Director. The Front Range Passenger Rail has a new general manager. The Town Administrator's evaluation feedback period will close on Monday. Mayor Karspeck attended a CML Policy Council meeting. Karspeck inquired about the option to purchase resolution. Administrator Kirk indicated that the option to purchase is likely no longer a consideration based on recent conversations with HNS.

Attorney Smith:

Attorney Smith announced her retirement which will occur at the start of the new year. The Board and staff offered their gratitude for Smith's service to the Town. Attorney Smith will work with the Town to ensure there is a smooth transition to a new Town Counsel.

Administrator Kirk:

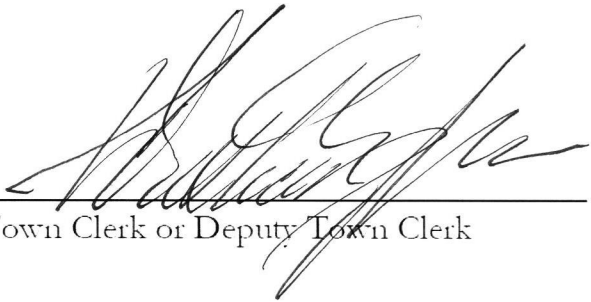
Administrator Kirk reported that staff will present a new grant program for consideration by the Town Board. Kirk also stated that he will be meeting with regional officials regarding a citizen academy program.

7. EXECUTIVE SESSION

Trustee Ayers moved to enter into Executive Session pursuant to C.R.S. Section 24-6-402(4)(b) for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions. And the following details are provided: Potential Litigation and Request for Reconsideration of Prior Land Use Approvals. Trustee Hardy seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

8. ADJOURN

The meeting adjourned at 11:41 P.M.



Town Clerk or Deputy Town Clerk



William Karspeck, Mayor

