



**Garden
Spot of
Colorado**

MEETING MINUTES OF THE TOWN BOARD

**807 Mountain Avenue
Town Board Meeting Room
Berthoud, Colorado 80513
Tuesday, November 25, 2025, at 6:30 PM**

11/25/2025 – 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-Tern
May Albrecht, Trustee
Brett Wing, Trustee
Karl Ayres, Trustee
Mark Brodie, Trustee
Tim Hardy, Trustee

The following staff were present:

Jeremy Olinger, Deputy Town Administrator
Erin Smith, Town Attorney
Anne Johnson, Community Development Director
Cindy Leach, Finance Director
Paul Furnace, Town Forester
Christian Samora, Town Clerk

4. CITIZEN PARTICIPATION

There was not any comment from the public.

5. SCHEDULED ITEMS and ESTIMATED TIMES FOR DISCUSSION

1. Consent Agenda

Trustee Wing moved to combine and approve the items on the Consent Agenda with exception to items "F" and "D". Trustee Ayers seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Alex Tennant provided additional information regarding the water purchase items.

Trustee Wing moved to approve Consent Agenda item "D". Trustee Ayers seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Bella Manzo provided additional background information regarding the City Star Brewing Façade Alteration Request.

Trustee Wing moved to approve Consent Agenda item “F”. Trustee Hardy seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

2. INTRODUCTION: Adoption of 2025 Engineering, Infrastructure Design Standards and Construction Specifications by Reference

Anne Johnson and Luke Seeber provided an introduction regarding Ordinance 1371 - An Ordinance 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.

The ordinance will be considered at a Public Hearing on December 9, 2025.

3. INTRODUCTION: Adoption of Amendment to Comprehensive Plan

Anne Johnson provided an introduction regarding Ordinance 1372 - An Ordinance 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.

The ordinance will be considered at a Public Hearing on December 9, 2025.

4. INTRODUCTION: Adoption of 3-Mile Plan

Anne Johnson provided an introduction regarding Ordinance 1373 - An Ordinance adopting the Town of Berthoud Three-Mile Plan.

The ordinance will be considered at a Public Hearing on December 9, 2025.

5. PUBLIC HEARING: 2024 International Building Codes and 2024 International Fire Code Adoption by Reference

Anne Johnson gave an introduction and provided background information regarding Ordinance 1365 and Ordinance 1366.

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 1365, an Ordinance amending Chapter 11 of the Municipal Code of the Town of Berthoud for the purposes of adopting the 2024 International Building Code by reference with amendments, the 2024 International Residential Code by reference with amendments, the 2024 International Existing Building Code by reference with amendments, the 2024 International Energy Code by reference with amendments, the 2023 National Electrical Code by reference with amendments, the 2024 International Plumbing Code by reference with amendments, the 2024 International Mechanical Code by reference with amendments, the 2024 International Fuel Gas Code by reference with amendments, the Greywater Systems Control Colorado Regulation 86 by reference, the 2024 International Swimming Pool and Spa Code by reference with amendments, the 2024 International Property Maintenance Code by reference with amendments. Trustee Wing seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

Mayor Pro-Tem Murphy moved to approve Ordinance 1366, an Ordinance amending Chapter 11 of

the Municipal Code of the Town of Berthoud by adopting the 2024 International Fire Code as adopted with amendments by the Berthoud Fire Protection District for the purpose of establishing minimum requirements for providing a reasonable level of life safety and property protection from the hazards of fire. Trustee Brodie seconded the motion. In a 7-0 roll call vote, **THE MOTION CARRIED.**

6. Repeal of Vendor Fee

Cindy Leach gave an introduction and provided background information regarding Resolution 2025-22, a Resolution eliminating the Sales Tax Vendor Fee.

Trustee Wing moved to approve Resolution 2025-22, a resolution of the Town Board of Trustees eliminating the Sales Tax Vendor Fee. Trustee Hardy seconded the motion. In a 2-5 roll call vote, THE MOTION FAILED. Ayers, Albrecht, Brodie, Hardy, and Wing had dissenting votes.

7. Tree Cost Share Program

Paul Furnace gave an introduction and provided background information regarding the Tree Cost Share Program.

Trustee Albrecht moved to approve the 2026 Street Tree Replacement Cost Share Program. Trustee Wing seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

8. Richardson Park Design - Pool and Phasing Change Order

Jeremy Olinger gave an introduction and provided background information regarding the Richardson Park Change order.

Mayor Pro-Tem Murphy moved to deny authorizing the Town Administrator to enter into a contract with DTJ Design for the completion of the Richardson Park construction drawings. The motion died for lack of a second.

Trustee Wing moved to authorize the Town Administrator to enter into a contract with DTJ Design for the completion of the Richardson Park construction drawings. Trustee Brodie seconded the motion. In a 6-1 roll call vote, THE MOTION CARRIED. Mayor Pro-Tem Murphy had the dissenting vote.

6. ELECTED OFFICIAL REPORTS

Trustee Wing:

Trustee Wing asked about a specific trail along Heron Lakes Parkway that is indicated on the trails map. Deputy Town Administrator indicated that he would look into it and follow up.

Trustee Hardy:

Small Business Saturday is the Saturday following Thanksgiving. Hardy encouraged the community to support their local businesses.

Trustee Albrecht:

The Youth Advisory Commission will be entering the parade of lights. The Commission is also planning their trip to Washington D.C.

Mayor Pro-Tem Murphy:

There is a lot of interest in goal setting and creating an onboarding packet for new Tree Advisory Committee Members.

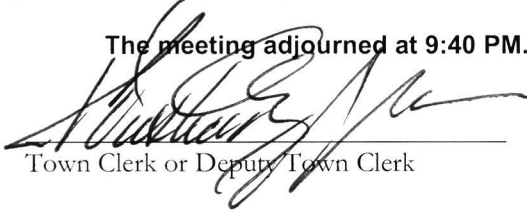
Murphy indicated that he was invited to participate on the branding subcommittee for the Larimer County Climate Smart Future Ready program.


7. EXECUTIVE SESSION

Trustee Ayers moved to enter into Executive Session pursuant to C.R.S. Section 24-6-402(4)(f) for discussion of a personnel matter 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 Wing seconded the motion. In a 7-0 roll call vote, the motion carried.

8. ADJOURN

The meeting adjourned at 9:40 PM.


Town Clerk or Deputy Town Clerk


William Karspeck, Mayor

