



**MEETING MINUTES OF THE TOWN BOARD**  
**Town Board Room**  
**807 Mountain Avenue**  
**Town of Berthoud, Colorado**  
**Tuesday, January 27, 2026, 6:30 p.m.**

1/27/2026 - 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  
Mark Brodie, Trustee  
Tim Hardy, Trustee  
Brett Wing, Trustee  
Will Karspeck, Mayor

The following Board members were absent:

Sean Murphy, Mayor Pro-Tem

The following staff members were present:

Erin Smith, Town Attorney, via Zoom  
Chris Kirk, Town Administrator  
Christian Samora, Town Clerk  
Lexi Dovel, Deputy Town Clerk  
Sergeant Justin Williamson, Larimer County Sheriff  
Audry Bothun, Building Permit Technician  
Daniel Buendia, Project Engineer  
Keith Knoll, Public Works Operational Manager

**4. CITIZEN PARTICIPATION**

No one spoke during Citizen Participation.

**5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION**

**5.I. Consent Agenda**

Items:

- a) January 27, 2026, Meeting Agenda
- b) January 13, 2026, Meeting Minutes
- c) January 2026 Board Report
- d) Larimer County Law Enforcement Services Agreement
- e) Appointment of Local Licensing Authority Member
- f) Verizon Cell Tower Lease

**Trustee Wing 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. Town Attorney Appointment

Administrator Kirk provided information about the Town Attorney appointment.

**Trustee Wing moved to authorize the Town Administrator to execute the Letter of Engagement with Hoffman, Parker, Wilson & Carberry, P.C. for municipal legal services. Trustee Brodie seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.III. INTRODUCTION: Reenactment Of Certain Portions Of Chapter 14 Regarding Licensing

Building Permit Technician, Audry Bothun, gave a presentation on Ordinance 1376.

Mayor Karspeck opened the item to public comment.  
No one spoke during public comment.

**The Board was supportive of bringing the item back for Public Hearing on February 10, 2026.**

5.IV. Road Improvement Plan Update

Project Engineer, Daniel Buendia, gave a presentation on the Road and Sidewalk Improvement Plan.

Mayor Karspeck opened the item to public comment.  
Ann Karspeck spoke during public comment.

**Trustee Wing moved to proceed with soliciting bids for the 2026 Road and Sidewalk Improvement Projects. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.V. Newell Farm Update

Public Works Operational Manager, Keith Knoll, gave an introduction on Newell Farm Park.

Tyler Kiggins with Wenk Associates gave a presentation.

Mayor Karspeck opened the item to public comment.  
Sarah Lincoln, Casey Grace, and Butch Hause spoke during public comment.

**The Board provided feedback on the Newell Farm Park design concepts.**

6. ELECTED OFFICIAL REPORTS

Trustee Hardy:

Hardy provided an update on Berthoud Main Street and discussed compensation for Board members.

Trustee Ayers:

Ayers thanked the Streets department staff for their work during the inclement weather this past weekend.

Trustee Albrecht:

Albrecht discussed increasing the number of meetings for the Youth Advisory Commission and having Trustee Wing serve as a second liaison to the committee.

Trustee Wing:

Wing discussed estimated times for items on the meeting agendas and potentially having Town Hall staff in the office on Fridays.

Mayor Karspeck:

Karspeck reported on potentially updating Board compensation. Karspeck reported on the recent Branding Open House event and thanked Attorney Smith for her service.

Attorney Smith:

Smith thanked the staff and Board members who served on the interview panels for the new Town Attorney.

Administrator Kirk:

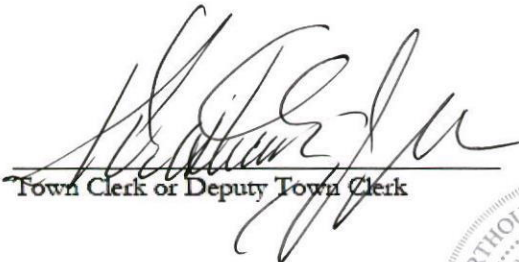
Kirk reported that there are no available spots at the National League of Cities Conference for the Youth Advisory members to attend. The Board discussed potential alternatives, including a scholarship for a trip to Washington D.C.

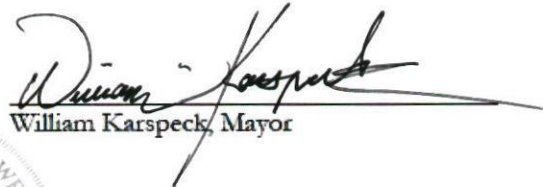
Sergeant Williamson:

Williamson reported on the recent Larimer County Sheriff's Office award ceremony where several Berthoud deputies were recognized.

## 7. ADJOURN

The meeting was adjourned at 8:35 pm.

  
Town Clerk or Deputy Town Clerk

  
William Karspeck, Mayor

