



Board of Trustees Meeting Minutes

**807 Mountain Avenue
Town Board Meeting Room
Berthoud, Colorado 80513
Tuesday, April 28, 2026, at 6:30 PM**

4/28/2026 – Minutes

I. Call to Order

Mayor Karspeck called the meeting to order at 6:31 PM.

II. Pledge of Allegiance

Mayor Karspeck led the Pledge of Allegiance.

IV. Oath of Office - Newly Elected Official

Clerk Samora swore in newly elected Trustee Arno Olbricht.

III. Roll Call

The following Board members were present:

Trustee Karen Anderson
Trustee Casey Grace
Trustee Arno Olbricht
Trustee May Soricelli-Albrecht
Trustee Brett Wing
Mayor Pro-Tem Sean Murphy
Mayor Will Karspeck

The following staff members were present:

Town Attorney Nick Hartman
Town Administrator Chris Kirk
Town Clerk Christian Samora
Deputy Town Clerk Lexi Dovel
Larimer County Sheriff Sergeant Justin Williamson
Community Development Director Anne Johnson
Water & Waste Water Engineer Savana Dumler
Water Operations Manager Tyler Carpenter
Director of Water Utilities Ken Matthews

Water Resources Administrator Alex Tennant
Project Engineer Daniel Buendia
Public Works Operational Manager Keith Knoll

V. Citizen Participation

Jack Balas spoke regarding curbs in Town Park.

Sarah Lincoln spoke regarding the Newell Farm Park design plan.

Jeff Hindman spoke regarding Board member conduct and the Mayor Pro-Tem appointment.

VI. Scheduled Items and Estimated Times for Discussion

1. Consent Agenda

Consent Agenda items are considered to be routine by the Town Board and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, an item may be removed from the Consent Agenda and considered separately.

**(5
Min)**

Trustee Wing requested item g be removed from the Consent Agenda for individual consideration.

Trustee Anderson requested items e and b be removed from the Consent Agenda for individual consideration.

Trustee Wing moved to combine and approve the items on the Consent Agenda, less items b, e, and g. Trustee Grace seconded the motion. In a 7-0 roll call vote, the motion Passed.

Mayor Pro-Tem Murphy moved to approve item b) April 14, 2026 Meeting Minutes. Trustee Wing seconded the motion. In a 5-0 roll call vote, the motion Passed, with Trustee Anderson and Trustee Grace abstaining.

Community Development Director Anne Johnson provided information on the annexation process.

Trustee Wing moved to approve item e) Berthoud Industrial Annexation Petition Substantial Compliance - Resolution 13-2026. Trustee Anderson seconded the motion. In a 7-0 roll call vote, the motion Passed.

The Board had further discussion on item g.

Trustee Anderson moved to approve item g) Berthoud Recreation Center Scheel's Sponsorship Contract. Trustee Wing seconded the motion. In a 7-0 roll call vote, the motion Passed.

- a. April 28, 2026 Meeting Agenda
- b. April 14, 2026 Meeting Minutes

- c. April 21, 2026 Meeting Minutes
- d. April 2026 Board Report
- e. Berthoud Industrial Annexation Petition Substantial Compliance - Resolution 13-2026
- f. Appointment of Municipal Officers - Resolution 14-2026
- g. Berthoud Recreation Center Scheels Sponsorship Contract
- h. Open Stage Denver Contract for July 3rd Event Stage, Sounds, and Lighting

2. Appointment of Mayor Pro-Tem (15 Min)

Mayor Karspeck provided an introduction to the Mayor Pro-Tem appointment. Clerk Samora provided additional information.

Trustee Wing nominated Trustee Soricelli-Albrecht and Trustee Olbricht. Mayor Pro-Tem Murphy nominated Trustee Grace and Trustee Anderson.

Board members each indicated their top two choices for the Mayor Pro-Tem position, and those choices were read aloud into the record.

Trustee Wing moved to appoint Trustee Soricelli-Albrecht to serve as Mayor Pro-Tem on the Berthoud Town Board of Trustees until the next regular election. Trustee Olbricht seconded the motion. In a 7-0 roll call vote, the motion Passed.

3. Town Board Committee Liaison Assignments (10 Min)

Mayor Karspeck provided an introduction to the Town Committees and Commissions.

Trustee Murphy will serve as the Board liaison to the Tree Committee.

Trustee Anderson will serve as the Board liaison to the Historic Preservation Advisory Committee.

Trustee Grace will serve as the Board liaison to the Parks, Open Space, Recreation, and Trails Committee, with Trustee Olbricht serving as the backup liaison.

Mayor Pro-Tem Soricelli-Albrecht will serve as the Board liaison to the Youth Advisory Committee, with Trustee Wing serving as the backup liaison.

4. Appointment of Planning Commission Members (5 Min)

Trustee Murphy and Trustee Wing provided information on the interviews to fill the vacancies on the Planning Commission.

Trustee Murphy moved to appoint Marleene Buttice to the Planning Commission for a term to end on September 30, 2027, and to appoint Brandon Terrazas to the Planning

Commission for a term to end on September 30, 2028. Trustee Wing seconded the motion. In a 7-0 roll call vote, the motion Passed.

5. INTRODUCTION: Amendment of the Municipal Code Regarding Backflow Prevention and Cross-Connection Control - Ordinance 1380 (15 Min)

Water & Wastewater Engineer Savana Dumler and Water Operations Manager Tyler Carpenter gave a presentation on the Backflow Prevention and Cross Connection Control Ordinance.

Director of Water Utilities Ken Matthews provided additional information.

Mayor Karspeck opened the item to public comment.

Whitney Way spoke during public comment.

Mayor Karspeck closed public comment.

The Board provided feedback on the proposed Ordinance. Trustee Grace raised that the proposed Ordinance language identified only HOA's and that metro districts, being legally distinct under the Colorado Revised Statutes, would not be covered, and requested that the relevant section be amended to specifically identify and make sure that metro districts were not inadvertently exempt from the code requirements.

Mayor Karspeck called for a 5-minute break.

6. 2026 Drought Response Plan Update (15 Min)

Director of Water Utilities Ken Matthews provided an introduction and Water Resources Administrator Alex Tennant gave a presentation on the 2026 Drought Response Plan.

The Board provided feedback on the Drought Response Plan. Trustee Grace asked whether the Town had a drought plan with defined trigger thresholds. It was noted by Director Matthews that the Town did not have a formal plan. The Board discussed the triggers and how to review them, and Director Matthews recommended not doing so quantitatively. Trustee Grace noted that it would be good to have attention on this topic and it would be proactive to formalize a plan. Mayor Pro-Tem Soricelli-Albrecht expressed support for this, and Trustee Murphy requested that Director Matthews provide the Board with a draft memo to serve as a baseline for this drought plan with the tiered response levels. Director Matthews indicated he would provide that during the Board's Water 101 session.

7. Storm Water Master Plan Presentation and Contract Award (20 Min)

Project Engineer Daniel Buendia gave a presentation on the Stormwater Master Plan and provided information on the Contract Award.

Mayor Karspeck opened the item to public comment.

No one spoke during public comment.

Mayor Pro-Tem Soricelli-Albrecht moved to authorize the Town Administrator to execute an agreement with Wilson & Company for the creation of a Stormwater Master Plan,

subject to approval of the Town Attorney. Trustee Wing seconded the motion. In a 7-0 roll call vote, the motion Passed.

8. Newell Farm Park Project Concept Design Update (30 Min)

Trustee Grace recused herself from the discussion.

Public Works Operational Manager Keith Knoll gave a presentation on the Newell Farm Park project design.

Mayor Karspeck opened the item to public comment.
CW Walker and Christine Torres spoke during public comment.
Mayor Karspeck closed public comment.

The Board provided feedback on the design concept.

Trustee Murphy moved to extend the meeting to 10:30 pm. Trustee Anderson seconded the motion. In a 6-0 roll call vote, the motion Passed.

9. Sidewalk Cost Share Program Expansion (10 Min)

Public Works Operational Manager Keith Knoll gave a presentation on the Sidewalk Cost Share Program Expansion.

Trustee Murphy moved to expand the Sidewalk Cost Share Program. Trustee Wing seconded the motion. In a 7-0 roll call vote, the motion Passed.

10. Elected Official Reports (20 Min)

- a. Town Board - Sean Murphy, May Albrecht, Brett Wing, Casey Grace, Karen Anderson, and Arno Olbricht.

Trustee Anderson reported on the upcoming Berthoud Local Plant Sale on Saturday, May 2.

Trustee Murphy reported on the recent Arbor Day event and on SB 26-100 regarding youth sports safety requirements.

Trustee Wing thanked Trustee Murphy for his service as Mayor Pro-Tem, welcomed the new Trustees, and congratulated Mayor Pro-Tem Soricelli-Albrecht on the appointment.

Mayor Pro-Tem Soricelli-Albrecht reported on the Youth Advisory Commission's upcoming Youth Summit in Greeley and their objectives for the year. Soricelli-Albrecht provided an update on Town Branding Committee discussions.

- b. Mayor -

Mayor Karspeck thanked Trustee Murphy and welcomed Mayor Pro-Tem Soricelli-Albrecht to her new position. Karspeck reported on the Arbor Day event, the Carrie Martin Elementary

School Leadership Day, and on a meeting with CDOT regarding Spartan Avenue.

c. Staff - Town Administrator, Attorney

Administrator Kirk discussed scheduling a Strategic Planning session and reported on digital resources for the Board Members.


Attorney Hartman reported that staff will be working to implement the results of the April election.

VII. Adjourn

The meeting was adjourned at 10:27 pm.



Town Clerk or Deputy Town Clerk



William Karspeck, Mayor