



Board of Trustees Meeting Minutes

**807 Mountain Avenue
Town Board Meeting Room
Berthoud, Colorado 80513
Tuesday, May 12, 2026, at 6:30 PM**

5/12/2026 – 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.

III. Roll Call

The following Board members were present:

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

The following Board members were absent:

Trustee Arno Olbricht

The following staff members were present:

Town Attorney Kathryn Sellars
Town Administrator Chris Kirk
Town Clerk Christian Samora
Deputy Town Clerk Lexi Dovel
Larimer County Sheriff Sergeant Justin Williamson
Community Development Director Anne Johnson
Town Planner Bella Manzo
Water & Wastewater Engineer Savana Dumler
Water Operations Manager Tyler Carpenter

IV. Citizen Participation

Abigail Smith, Randy Niece, Becky Dittmer, and Ann Karspeck spoke regarding the Berthoud Arboretum.

V. 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 Grace requested items b, d, f, and g be removed from the Consent Agenda for individual consideration.

Trustee Murphy requested item h be removed from the Consent Agenda for individual consideration.

Trustee Anderson requested item c be removed from the Consent Agenda for individual consideration.

Trustee Wing moved to approve item a. Trustee Anderson seconded the motion. In a 6-0 roll call vote, the motion Passed.

The Board had further discussion on item b) April 28, 2026 Meeting Minutes. Trustee Grace requested additional comments be included for item 5. Amendment of the Municipal Code Regarding Backflow Prevention and Cross-Connection Control - Ordinance 1380 and for item 6. 2026 Drought Response Plan Update.

Trustee Wing moved to approve item b with the changes noted by Trustee Grace. Trustee Anderson seconded the motion. In a 6-0 roll call vote, the motion Passed.

Trustee Anderson recused herself for the discussion of item c) Habitat for Humanity Grant Application Letter of Support.

Trustee Wing moved to approve item c. Trustee Grace seconded the motion. In a 5-0 roll call vote, the motion Passed, with Trustee Anderson abstaining.

The Board had further discussion on item d) March 2026 Financial Information.

Trustee Wing moved to approve item d. Mayor Pro-Tem Soricelli-Albrecht seconded the motion. In a 6-0 roll call vote, the motion Passed.

Trustee Wing moved to approve item e. Trustee Anderson seconded the motion. In a 6-0 roll call vote, the motion Passed.

The Board had further discussion on item f) CDOT HWY 56 Maintenance Agreement.

Trustee Wing moved to approve item f. Trustee Grace seconded the motion. In a 6-0 roll

call vote, the motion Passed.

The Board had further discussion on item g) Approval of Amendment to Applied Controls & Engineering Professional Services Agreement.

Trustee Anderson moved to approve item g and authorize the Town Administrator to contract with Applied Controls for the amount referenced in the agreement, subject to the final approval of the agreement by the Town Attorney. Trustee Grace seconded the motion. In a 6-0 roll call vote, the motion Passed.

The Board had further discussion on item h) Limited Waiver and Consent of Potential Conflict - HPWC/Hick Legacy Water Regional Authority.

Trustee Murphy moved to approve item h. Trustee Grace seconded the motion. In a 6-0 roll call vote, the motion Passed.

- a. May 12, 2026, Meeting Agenda
- b. April 28, 2026, Meeting Minutes
- c. March 2026 Financial Information
- d. Habitat for Humanity Grant Application Letter of Support
- e. Local Planning Grant from DOLA - Share deliverable - Land and Water Banking Memorandum
- f. CDOT HWY 56 Maintenance Agreement
- g. Approval of Amendment to Applied Controls & Engineering Professional Services Agreement
- h. Limited Waiver and Consent of Potential Conflict – HPWC/Hick Legacy Water Regional Authority

2. Main Street 3-Year Presentation and Funding Request

(30 Min)

Whitney Way and Katie Hittelman with Berthoud Main Street gave a presentation. Gayle Langley and Traci Stoffel with Colorado Main Street provided additional information.

Mayor Karspeck opened the item to public comment.

Kimberly Wilhelm, Marleene Buttice, Rudi Taylor, Melissa Feldbush, David Stranathan, and Ann Karspeck spoke during public comment.

Mayor Karspeck closed public comment.

Trustee Murphy moved to direct Town staff to create an agreement, a formal resolution, and a memorandum of understanding with Berthoud Main Street encompassing the \$85,000 initial ask and intent for a 3-year plan or relationship and return it to the Town

Board for final consideration, including the following requirements:

- **Berthoud Main Street will include a Town liaison position.**
- **An annual agenda item is added before the Town Board, including a visit by Berthoud Main Street along with an annual report of financial expenditures and revenues, achievements from the year, and goals for the coming year, and any other supplemental DOLA requirements.**

In tandem with Town staff, Berthoud Main Street will provide:

- **A statement of planned expansion for Berthoud Main Street.**
- **A mission statement.**
- **Berthoud Main Street will engage in stakeholder engagement.**

Trustee Wing seconded the motion. In a 6-0 roll call vote, the motion Passed.

Mayor Karspeck called for a 5-minute break.

3. Annual Committee Report - Historic Preservation Advisory Committee (30 Min)

Leslie Moore, Chair of the Historic Preservation Advisory Committee, gave an annual committee report.

4. Proclamation - National Historic Preservation Month (5 Min)

Mayor Karspeck read the proclamation aloud and declared May 2026 as Historic Preservation Month.

5. Adoption of the Town of Berthoud Historic Preservation Master Plan (15 Min)

Community Development Director Anne Johnson provided an introduction to the Historic Preservation Master Plan.

John Schuttler with Chronicle Heritage gave a presentation.

Town Planner Bella Manzo provided additional information.

Mayor Karspeck opened the item to public comment.

Whitney Way spoke during public comment.

Mayor Karspeck closed public comment.

Trustee Anderson moved to adopt Ordinance 1381, an ordinance of the Town of Berthoud adopting the Historic Preservation Master Plan. Trustee Murphy seconded the motion. In a 6-0 roll call vote, the motion Passed.

**6. Amendment of the Municipal Code Regarding Backflow Prevention and (30 Min)
Cross-Connection Control - Ordinance 1380**

Water and Wastewater Engineer Savana Dumler and Water Operations Manager Tyler Carpenter gave a presentation on Ordinance 1380 regarding backflow prevention and cross-connection control.

Trustee Murphy moved to extend the meeting past 9:30 pm. Trustee Anderson seconded the motion. With all in favor, the motion Passed.

Mayor Karspeck opened the item to public comment.
Whitney Way spoke during public comment.
Mayor Karspeck closed public comment.

Trustee Anderson moved to adopt Ordinance 1380, an ordinance of the Town of Berthoud repealing and reenacting Section 6.28 of the Berthoud Municipal Code regarding backflow prevention, adopting a new Section 6.29 regarding non-potable cross-connection control, and repealing provisions in conflict therewith. Trustee Grace seconded the motion. In a 6-0 roll call vote, the motion Passed.

7. Elected Official Reports (20 Min)

a. Town Board -

Trustee Grace inquired about the use of AI to transcribe Board meetings or to create meeting summaries. Grace reported on PORT Committee discussions regarding bike park improvements, a beautification project at Pioneer Park, engaging with Northern Water for plant care around Town, and the Berthoud Arboretum.

Trustee Wing discussed a Housing at a Crossroads report by the NoCo Foundation and housing needs in Northern Colorado.

Trustee Anderson reported on HPAC discussions regarding an application to remove a historic landmark designation and concerns about Town branding. Anderson noted the upcoming Historic Walking Tour on June 13, 2026.

Trustee Murphy provided an update on SB26-100 regarding Youth Sports and reported on discussions with County Commissioner Shaddock McNally regarding Pine Beetle information and conversations with Chief Charles on the Community Wildfire Protection Plan. Murphy reported on Tree Committee conversations regarding America in Bloom, the upcoming Berthoud Day event, community outreach about the Emerald Ash Borer, the Berthoud Arboretum, and tree management around town.

Mayor Pro-Tem Soricelli-Albrecht discussed the Berthoud Arboretum and inquired about water restrictions. Soricelli-Albrecht expressed concern about board members acting as Town liaisons for outside boards and committees.

b. Mayor -

Mayor Karspeck reported on the NOCO Foundation housing report, Turner Middle School philanthropy, the Berthoud Business Appreciation breakfast, and a recent MPO meeting. Karspeck reports that the next MPO meeting will be held in Berthoud.

c. Staff - Town Administrator, Attorney

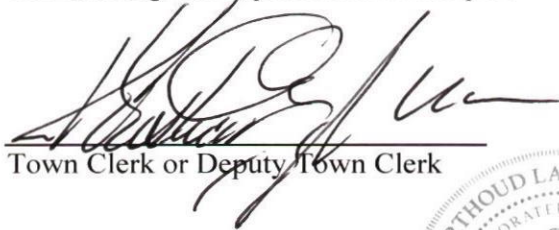
Administrator Kirk provided an update on cost estimates for pickleball court lighting and on the status of the County Line Road construction.

8. Executive Session to determine positions relative to matters that may be (30 Min) subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to C.R.S. § 24-6-402 (4)(e), regarding lease of 290 Mountain Avenue

Trustee Anderson moved to go into Executive Session pursuant to C.R.S. 24-6-402(4)(e)(I) to determine positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators regarding 290 Mountain Ave. Trustee Murphy seconded the motion. In a 6-0 roll call vote, the motion Passed.

VI. Adjourn

The meeting was adjourned at 10:59 pm.



Town Clerk or Deputy Town Clerk



May Soricelli-Albrecht, Mayor Pro-Tem

