



Board of Trustees Meeting Minutes

**807 Mountain Avenue
Town Board Meeting Room
Berthoud, Colorado 80513
Tuesday, June 9, 2026, at 6:30 PM**

6/9/2026 – Minutes

I. Call to Order

Mayor Pro-Tem Soricelli-Albrecht called the meeting to order at 6:30 PM.

II. Pledge of Allegiance

Mayor Pro-Tem Soricelli-Albrecht led the Pledge of Allegiance.

III. Roll Call

The following Board members were present:

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

The following Board members were absent:

Mayor Will Karspeck

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
Project Engineer Daniel Buendia
Community Development Director Anne Johnson
Community Engagement Manager Stephanie Horvath
Director of Recreation and Cultural Services Amanda Gustafson
Director of Water Utilities Ken Matthews
Engineering Supervisor Luke Seeber

Town Planner Bella Manzo
Planning Manager Tawn Hillenbrand

IV. Citizen Participation

Woody Geoghegan thanked the Trustees and the Town Administrator for meeting with him to discuss his concerns. Geoghan spoke regarding controlled growth and receiving public input on Town projects, and encouraged Board members to vote according to their individual judgment.

V. Scheduled Items and Estimated Times for Discussion

1. Consent Agenda

**(5
Min)**

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.

Trustee Grace requested the following items be removed from the Consent Agenda for individual consideration: "d. April 2026 Financial Information", "f. Berthoud Arboretum Preconstruction Services Agreement", "g. 2nd Amendment to Westside Crossing Commercial Development Agreement", and "h. Agreement Between the Town of Berthoud and Social Pinpoint, Inc for Berthoud Engage Community Engagement Software".

Administrator Kirk requested item "i. Agreement Between the Town of Berthoud and the Town of Erie for the Lease of CBT Water Rights" be removed from the Consent Agenda to be considered at a future meeting because a required document was inadvertently omitted from the meeting packet.

Trustee Anderson moved to combine and approve the items on the Consent Agenda, with the exception of items "d", "f", "g", "h", and "i". Trustee Grace seconded the motion. In a 6-0 roll call vote, the motion Passed.

The Board had further discussion on item "d" and inquired about several specific transactions listed on the check register.

Trustee Anderson moved to approve item "d. April 2026 Financial Information". Trustee Wing seconded the motion. In a 6-0 roll call vote, the motion Passed.

The Board had further discussion on item "f" regarding the selected contractors, project timelines and costs. Project Engineer Daniel Buendia addressed Trustee questions and provided additional information.

Trustee Anderson moved to approve item "f. Berthoud Arboretum Preconstruction Services Agreements" contingent upon the Town's receipt of a new Exhibit B letter provided by Wenk Associates, Inc. Trustee Grace seconded the motion. In a 6-0 roll call vote, the motion Passed.

The Board had further discussion on item "g" including the proposed amendments to the agreement, outstanding balances owed, the development timeline, and next steps. Community Development Director Anne Johnson addressed Trustee questions and provided additional information.

Trustee Grace moved to approve item "g. 2nd Amendment to Westside Crossing Commercial Development Agreement". Trustee Anderson seconded the motion. In a 6-0 roll call vote, the motion Passed.

The Board had further discussion on item "h" regarding administrative user access, the availability of Spanish translation on the web page, and the project timeline. Community Engagement Manager Stephanie Horvath addressed Trustee questions and provided additional information.

Trustee Wing moved to approve item "h. Agreement Between the Town of Berthoud and Social Pinpoint, Inc for Berthoud Engage Community Engagement Software". Trustee Grace seconded the motion. In a 6-0 roll call vote, the motion Passed.

- a. June 9, 2026 Meeting Agenda
- b. May 12, 2026 Meeting Minutes
- c. May 26, 2026 Meeting Minutes
- d. April 2026 Financial Information
- e. Invitation for Bid – Serenity Ridge Stormwater Project
- f. Berthoud Arboretum Preconstruction Services Agreement
- g. 2nd Amendment to Westside Crossing Commercial Development Agreement
- h. Agreement Between the Town of Berthoud and Social Pinpoint, Inc for Berthoud Engage Community Engagement Software
- i. Agreement Between the Town of Berthoud and the Town of Erie for the Lease of CBT Water Rights
- j. Intergovernmental Agreement Between the Town of Berthoud and Larimer County Regarding the Wilson Farm Conservation Project Funding

2. Annual Committee Report - Youth Advisory Commission (20 Min)

Members of the Youth Advisory Commission, Joe Rohnke, Harper Weisen, Oliver Ray and Jackson McKinney, presented an overview of the Commission's accomplishments during the past year and its goals for the upcoming year.

Staff Liaison to the Youth Advisory Commission, Amanda Gustafson, provided additional information regarding scholarship funding.

3. Updated Water Supply - Demand Outlook (40 Min)

Director of Water Utilities Ken Matthews provided an introduction to the Town's water rights and water supply outlook. Water Counsel, Pete Johnson and Bradley Kershaw, presented an

overview of water fundamentals, the Town's water rights and resources portfolio and provided an update on the progress of the Water Resources Master Plan. Andrew Case, Project Manager and Civil Engineer with Spheros Environmental, presented a snapshot of the Town's water supply and demand.

Mayor Pro-Tem Soricelli-Albrecht opened the item to public comment.
No one spoke during public comment.
Mayor Pro-Tem Soricelli-Albrecht closed public comment.

The Board thanked staff and counsel for their work.

Mayor Pro-Tem Soricelli-Albrecht called for a 10-minute break.

4. Berthoud Drought Response Plan (20 Min)

Director of Water Utilities Ken Matthews gave a presentation on the Town's Drought Response Plan.

Trustees provided feedback including proposed inclusions and exclusions from the template provided by the Colorado Water Conservation Board, public notification and communication outreach efforts, and strategies to help residents conserve water and reduce household costs.

Mayor Pro-Tem Soricelli-Albrecht opened the item to public comment.
No one spoke during public comment.
Mayor Pro-Tem Soricelli-Albrecht closed the public comment.

The Board supported the Drought Response Plan returning for consideration at a future Board meeting.

5. Intersection Model Presentation (15 Min)

Engineering Supervisor Luke Seeber presented the completed Town wide Traffic Model. The presentation included information on why the Town developed its own model, current intersection levels of service, and projected intersection levels of service throughout the Town.

Trustee Anderson moved to extend the meeting past 9:30 pm. In a 6-0 voice vote, the motion Passed.

6. Public Hearing: Berthoud Industrial (Buckner) Annexation and Zoning (15 Min)

Mayor Pro-Tem Soricelli-Albrecht opened the Public Hearing.

Planner Bella Manzo provided an overview of the Land Use Process and gave a presentation on the Berthoud Industrial (previously known as Buckner) Annexation and Zoning request. Manzo provided the annexation and zoning review criteria for the Board to utilize in their review.

Mayor Pro-Tem Soricelli-Albrecht opened the public comment portion of the Public Hearing.
No one spoke during public comment.

Mayor Pro-Tem Soricelli-Albrecht closed the public comment portion of the Public Hearing.

Trustee Wing moved to approve Resolution 2026-15, a Resolution of the Town of Berthoud Making Certain Findings of Fact Regarding the Proposed Annexation to the Town of the Real Property Known as Berthoud Industrial. Trustee Anderson seconded the motion. In a 6-0 roll call vote, the motion Passed.

Trustee Wing moved to approve Ordinance 1382, an Ordinance of the Town of Berthoud Annexing the Real Property Known as Berthoud Industrial to the Town of Berthoud and Zoning the Property Industrial, and Approving an Associated Annexation Agreement. Trustee Grace seconded the motion. In a 6-0 roll call vote, the motion Passed.

Mayor Pro-Tem Soricelli-Albrecht closed the Public Hearing.

7. Introduction: Amendment to Landscape Guidelines in consideration of (15 Min) the newly adopted Colorado Wildfire Resiliency Code - Ordinance 1383

Planning Manager Tawn Hillenbrand gave a presentation on the amendment to the Landscape Guidelines in consideration of the newly adopted Colorado Wildfire Resiliency Code.

Mayor Pro-Tem Soricelli-Albrecht opened the item to public comment.

No one spoke during public comment.

Mayor Pro-Tem Soricelli-Albrecht closed public comment.

The Board was supportive of bringing the item back for a Public Hearing at the June 23, 2026, Board of Trustees meeting.

8. Amendment to Chapter 17 of Berthoud Municipal Code Regarding Off Highway Vehicles - Ordinance 1385 (15 Min)

Sergeant Justin Williamson provided information on the proposed amendment to Chapter 17 of the Municipal Code regarding Off-Highway Vehicles, including the types of vehicles and activities that would be prohibited under the ordinance.

Trustee Anderson moved to approve Ordinance 1385, an Ordinance of the Town of Berthoud Amending Section 17.19 of the Berthoud Municipal Code Prohibiting the Operation of Certain Vehicles Within the Town of Berthoud and Clarifying Permitted Uses. Trustee Wing seconded the motion. In a 6-0 roll call vote, the motion Passed.

VI. Elected Official and Staff Reports

9. Town Board -

Trustee Olbricht had no report.

Trustee Grace requested Administrator Kirk provide an update from the PORT Committee on the Newell Farm Park project. Grace commended staff for their prompt response to a public comment request for the installation of a visual barrier at a ramp at Town Park. Grace also

reported on the recent Berthoud Day event and noted a scheduling conflict between the upcoming Colorado Municipal League (CML) conference and the June 23, 2026 Board of Trustees meeting.

Trustee Grace moved to reschedule the upcoming Board of Trustees meeting from June 23, 2026, to June 30, 2026. Trustee Anderson seconded the motion. In a 4-0 roll call vote, the motion Passed, with Trustee Murphy and Trustee Wing abstaining.

Trustee Anderson reported on the Historic Preservation Advisory Committee (HPAC) meeting including discussion of goals and educational efforts, the pursuit of grants for historic preservation, the historical walking tour, and review of an alteration request. Anderson also reminded attendees of the upcoming Roam and Rummage event on June 13, 2026.

Trustee Murphy reported on his participation at the Tree Advisory Committee booth at the Berthoud Day event.

Trustee Wing also reported on the Berthoud Day event, including the Old Time Baseball Game.

10. Mayor -

Mayor Pro-Tem Soricelli-Albrecht reported on the Berthoud Day event and a meeting of the Loveland-Berthoud Association of Realtors (LBAR). Soricell-Albrecht discussed golf cart pathways and associated restrictions.


11. Staff - Town Administrator, Attorney

Administrator Kirk reminded the Board of the upcoming Strategic Planning Session on Saturday, June 13, 2026.


Attorney Sellars had no report.

VII. Adjourn

The meeting was adjourned at 10:25 pm.



Town Clerk or Deputy Town Clerk



William Karspeck, Mayor

