Board of Trustees Meeting Minutes

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

6/30/2026 – 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 Arno Olbricht
Mayor Pro-Tem May Soricelli-Albrecht
Mayor Will Karspeck

The following Board members were absent:

Trustee Sean Murphy
Trustee Brett Wing

The following staff members were present:

Town Attorney Nicholas Hartman
Town Administrator Chris Kirk
Town Clerk Christian Samora
Deputy Town Clerk Lexi Dovel
Larimer County Sheriff Sergeant Justin Williamson
Water Resources Administrator Alex Tennant
Director of Finance Cindy Leach
GIS Analyst Nathan Gabbard
Planner Bella Manzo
Planning Manager Tawn Hillenbrand

Public Works Operational Manager Keith Knoll

IV. Citizen Participation

Brian Laak deferred his allotted speaking time to Rick Rupp, providing Rupp with a total of 5 minutes for public comment. Rupp discussed the results of the 2024 PORT Community Survey and expressed concern regarding the lack of budget prioritization for the improvement and expansion of the Town's trail system.

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 items "d", "e", and "g" be removed from the Consent Agenda for individual consideration.
Trustee Anderson also requested items "d" and "g" be removed.

Mayor Pro-Tem Soricelli-Albrecht moved to combine and approve the items on the Consent Agenda minus items "d", "e", and "g". Trustee Anderson seconded the motion. In a 5-0 roll call vote, the motion Passed.

The Board had further discussion on item "d. Conflict Waiver Regarding Lyons Gaddis Representation of the Town of Berthoud and the Town of Erie" specifically addressing the safeguards that will be implemented to ensure information remains segregated within the law firm. Board members requested that future conflict waiver letters include specific information outlining the processes and safeguards that will be used.

Trustee Olbricht moved to approve item "d". Mayor Pro-Tem Soricelli-Albrecht seconded the motion. In a 5-0 roll call vote, the motion Passed.

The Board had further discussion on item "e. Agreement Between the Town of Berthoud and the Town of Erie for the Lease of CBT Water Rights" focusing on the delivery and use of the water. Water Resources Administrator Alex Tennant provided additional information regarding the proposed water use.

Trustee Anderson moved to approve item "e". Trustee Grace seconded the motion. In a 5-0 roll call vote, the motion Passed.

The Board had further discussion on item "g. Fee Forgiveness Request - Habitat for Humanity". Trustee Anderson recused herself from the discussion and associated vote due to her position as Co-President of the Habitat for Humanity Board of Directors. Trustee Grace requested clarification regarding the fee waiver, including the total amount proposed to be waived.

Mayor Pro-Tem Soricelli-Albrecht moved to approve item "g". Trustee Grace seconded the motion. In a 4-0 roll call vote, the motion Passed.

Mayor Karspeck acknowledged the passing of two Larimer County Sheriff officers, Deputy Ethan Powers and Sergeant Jeremy Coleman, and called for a moment of silence in their honor.

- **a.** June 30, 2026, Meeting Agenda
- **b.** June 9, 2026, Meeting Minutes
- **c.** Board Report - June 2026
- **d.** Conflict Waiver Regarding Lyons Gaddis Representation of the Town of Berthoud and the Town of Erie
- **e.** Agreement Between the Town of Berthoud and the Town of Erie for the Lease of CBT Water Rights
- **f.** Agreement Regarding American Red Cross Shelter
- **g.** Fee Forgiveness Request - Habitat for Humanity

2. Presentation: 2025 Audited Financial Statements (30 Min)

Director of Finance Cindy Leach gave an introduction to the 2025 Audit.

Wade Fisher with Hinkle & Company provided an overview of the audit process, including the scope of the audit and the findings of the 2025 Audit. Fisher noted that the 2025 Audit identified no deficiencies or material weaknesses.

Trustee Anderson requested clarification regarding interfund transactions and identified an error on page 45 related to material weaknesses.

Trustee Anderson moved to accept the 2025 Audited Financial Statements as presented. Mayor Pro-Tem Soricelli-Albrecht seconded the motion. In a 5-0 roll call vote, the motion Passed.

3. Contract award to PSD Citywide for Asset Management and Permitting platform (15 Min)

GIS Analyst Nathan Gabbard presented an overview of the PSD Citywide software, including background information, the implementation process, anticipated benefits to the Town, and next steps.

The Board requested additional information regarding the contract, including the agreement terms, performance expectations, remedies for nonperformance, and the data extraction process. Trustees also requested clarification regarding current out-of-scope integrations, potential future integrations, and the implementation, training and payment timelines. The Board requested a future update on the project's progress.

Trustee Grace moved to approve the contract with PSD Citywide and authorize the Mayor

to execute the contract. Trustee Anderson seconded the motion. In a 5-0 roll call vote, the motion Passed.

4. Public Hearing: Request for a Major Alteration of a Historic Structure Located at 224 Mountain Ave (15 Min)

Mayor Karspeck opened the Public Hearing.

Planner Bella Manzo presented the major alteration request for 224 Mountain Avenue and provided the criteria for approval for the Board's consideration.

Applicant, Andrew Wayland of the Berthoud Historical Society, provided additional historical context regarding the structure and further details on the proposed alteration.

Mayor Karspeck opened the public comment portion of the Public Hearing.
No one spoke during public comment.
Mayor Karspeck closed public comment.

Trustee Olbricht moved to approve Resolution 2026-16, a Resolution approving the request for major alterations to the designated Historic Landmark at 224 Mountain Avenue. Trustee Grace seconded the motion. In a 5-0 roll call vote, the motion Passed.

5. Public Hearing: Amendment to Landscape Guidelines in Consideration of the Newly Adopted Colorado Wildfire Resiliency Code - Ordinance 1383 (15 Min)

Mayor Karspeck opened the Public Hearing.

Planning Manager Tawn Hillenbrand reported that there have been no changes to the proposed ordinance since its introduction at the previous meeting.

Trustee Anderson moved to approve Ordinance 1383, an Ordinance of the Town of Berthoud Amending the Landscape Design Guidelines in consideration of the newly adopted 2025 Colorado Wildfire Resiliency Code, with updates to the Ordinance date and section numbers. Trustee Grace seconded the motion. In a 5-0 roll call vote, the motion Passed.

6. Newell Farm Park Master Plan (30 Min)

Trustee Grace requested that the PORT Committee's recommendations be read aloud into the record and recused herself from the discussion and associated vote.

Public Works Operational Manager Keith Knoll provided background information on the history of Newell Farm Park and the conceptual design process. Tyler Kiggins with Wenk Associates provided additional details regarding the Master Plan concept design.

The Board inquired about public education and participation relating to the project, noise buffering between the proposed amphitheater and the adjacent neighborhood, events and other park amenities, potential sponsorships and outside funding sources, parking, and the future performing arts center.

Mayor Karspeck opened the item to public comment.
Sarah Lincoln and Butch Hause spoke in support of the design concept. Hause offered assistance with testing for sound leakage and requested signage on the property to inform the public about the project.
Mayor Karspeck closed public comment.

After additional discussion, the following motion was made:

Trustee Anderson moved to approve the Newell Farm Park Preferred Concept Master Plan and directed staff to pursue a community survey and sponsorship opportunities. Mayor Pro-Tem Soricelli-Albrecht seconded the motion. In a 4-0 roll call vote, the motion Passed.

Mayor Karspeck called for a 5-minute break.

7. Jaskowski Property Update **(30 Min)**

Public Works Operational Manager Keith Knoll provided an update on the Jaskowski property, including potential uses for the site.

The Board inquired about park usage and amenities, as well as budget appropriations and project timing.

Mayor Karspeck opened the item to public comment.
Dave Heldt and Wes Dillon with the Platte Valley Hunting Retriever Club spoke regarding potential retriever training on the property. Dillon requested a variance to allow the Club to use the property for an event on August 22, 2026.
Mayor Karspeck closed public comment.

Trustees requested additional information from the Platte Valley Hunting Retriever Club regarding their training practices and agreements with other entities. Dave Heldt and Joe Soucek provided the requested information.

Trustee Anderson moved to direct staff to proceed with finalizing the construction documents, coordinate with the Platte Valley Hunting Retriever Club regarding use of the property on August 22, and designate the property as "Jaskowski Open Space". Trustee Grace seconded the motion. In a 5-0 roll call vote, the motion Passed.

8. Elected Official Reports **(20 Min)**

a. Town Board -

Trustee Grace expressed concern over parking along Welch Street near Town Park obstructing visibility at intersections and requested consideration of limiting parking near corners and intersections. Grace reported on the recent Colorado Municipal League (CML) Conference, including discussions with officials from neighboring municipalities and sessions on unique funding sources for small towns and on data center moratoriums. Additionally, Grace provided a recap of the Board's Strategic Planning Session, noting that the Board's primary objectives for the year include economic development, communication and transparency, and financial sustainability.

Trustee Olbricht noted the Board's upcoming tour of Town-owned facilities on July 1, and inquired about any Town concerns over the upcoming firework display at the TPC Golf Course.

Trustee Anderson reported on a citizen concern regarding rumors of data centers coming to Town. Anderson also reported on Habitat for Humanity's Good Neighbor event scheduled for July 9, 2026, the upcoming Library book sale in August, and the recent Supreme Court ruling in Kavanaugh v. Telluride and its potential impact on the citizen initiative process. Anderson also inquired about price thresholds and criteria under which a contract must be presented to the Board for approval rather than being executed by the Town Administrator alone.

Mayor Pro-Tem Soricelli-Albrecht discussed wildfire prevention and community concerns regarding wildfires. Soricelli-Albrecht reported on the Larimer County Sheriff's Office online illegal firework reporting tool. Sergeant Williamson provided additional information on the Sheriff's Office response process for firework-related calls. Soricelli-Albrecht thanked staff for adding timestamps to videos of previous meetings.

Three Board members, Trustee Grace, Trustee Anderson, and Mayor Pro-Tem Soricelli-Albrecht, expressed support for bringing forward a discussion on a data center moratorium at a future meeting.

The Board discussed Study Sessions and scheduling. A Study Session is scheduled for August 4, 2026 to discuss the Strategic Action Plan and meeting management.

b. Mayor -

Mayor Karspeck reported on a recent Larimer County regional meeting regarding the Poudre Trail connection, and on the recent CML conference.

c. Staff - Town Administrator, Attorney

Sergeant Williamson reported that the Loveland Police Department and Colorado State Patrol will assist with law enforcement coverage in Town while the Larimer County Sheriff's Office attends funeral services for the two officers.

VI. Adjourn

The meeting was adjourned at 10:23 pm.

TOWN OF BERTHOUD LARIMER & WELD COUNTIES
INCORPORATED OCT. 3, A.D. 1888
SEAL
COLORADO