



**Garden  
Spot of  
Colorado**

## **MEETING MINUTES OF THE TOWN BOARD**

**Town Board Room  
807 Mountain Avenue  
Town of Berthoud, Colorado  
Tuesday, December 12, 2023, 6:30 p.m.**

12/12/2023 - Minutes

**1. Meeting Called To Order - Mayor William Karspeck**

Mayor Karspeck called the meeting to order at 6:30 pm.

**2. Pledge Of Allegiance - Mayor William Karspeck**

Mayor Karspeck led the Pledge of Allegiance.

**3. Roll Call - Mayor William Karspeck**

The following Board members were present:

Chris Kurtz, Trustee  
Tim Hardy, Trustee  
Karl Ayers, Trustee  
Sean Murphy, Trustee  
Mike Grace, Mayor Pro-Tem  
Will Karspeck, Mayor

The following Board members were absent:

May Albrecht, Trustee

The following staff members were present:

Chris Kirk, Town Administrator  
Christian Samora, Town Clerk  
Lexi Weissman, Deputy Town Clerk  
Walt Elish, Director of Economic Development  
Ken Matthews, Director of Water Utilities  
Anne Johnson, Planning Director

**4. Citizen Participation**

No one spoke during citizen participation.

**5. Scheduled Items And Estimated Time For Discussion**

**5.I. Consent Agenda**

Items

- a) December 12, 2023 Meeting Agenda
- b) November 28, 2023 Meeting Minutes

- c) 2024 Regular Mail Ballot Election Resolution 2023-24
- d) October 2023 Financial Information
- e) Maynes, Bradford, Shipps & Sheftel Engagement Letter
- f) Larimer County Statement of Work

**Mayor Pro-Tem Grace moved to combine and approve the items on the Consent Agenda. Trustee Kurtz seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

#### 5.II. Broadband Update

Director of Economic Development, Walt Elish, gave an introduction.

Eric Ryplewski with Hilltop Broadband gave some background information.

Mayor Karspeck opened it up to public comment.  
No one spoke during public comment.  
Mayor Karspeck closed public comment.

**The Board was supportive of staff negotiating an agreement with Hilltop Broadband.**

#### 5.III. Water Dedication Requirements At Annexation - Public Hearing

Director of Water Utilities, Ken Matthews, gave an introduction.

Mayor Karspeck opened up the Public Hearing.  
No one spoke during the Public Hearing.  
Mayor Karspeck closed the Public Hearing.

**Trustee Murphy moved to approve Ordinance 1330, an ordinance of the Town of Berthoud amending Ordinance 1300, concerning dedication of historical water rights. Mayor Pro-Tem Grace seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

#### 5.IV. Appointments To Planning Commission And Local Licensing Authority

Trustee Ayers and Trustee Murphy gave an introduction.

**Trustee Ayers moved to appoint Lynn Larsen to the Local Licensing Authority for a term of 2 years, and to appoint Mark Hofmans to the Planning Commission for a term to expire May 11, 2024. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

#### 5.V. Adoption Of 2024 Annual Budget - Public Hearing

Town Administrator, Chris Kirk, gave an introduction.

Director of Water Utilities, Ken Matthews, gave some background information.

Mayor Karspeck opened up the Public Hearing.  
Ruth Fletcher Carter spoke during the Public Hearing.  
Mayor Karspeck closed the Public Hearing.

**Mayor Pro-Tem Grace moved to adopt Resolution No 2023-25, a resolution summarizing expenditures and revenues for each fund and adopting a budget for the Town of Berthoud, Colorado for the calendar year beginning on the first day of January 2024 and ending on the last day of December 2024. Trustee Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

**Mayor Pro-Tem Grace moved to adopt Resolution No 2023-26, a resolution appropriating sums of money to various funds, in the amounts and for the purposes set forth, for the Town of Berthoud, Colorado, for the 2024 Budget Year. Trustee Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

**Mayor Pro-Tem Grace moved to adopt Resolution No 2023-27, a resolution of the Town of Berthoud adopting a fee schedule for all the Town Fees as provided in the Berthoud Municipal Code, including**



**rates and fees as discussed at the November 14, 2023 Town Board Meeting. Trustee Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.VI. 3-Mile Plan - Public Hearing

Planning Director, Anne Johnson, gave an introduction.

Mayor Karspeck opened up the Public Hearing.  
No one spoke during the Public Hearing.  
Mayor Karspeck closed the Public Hearing.

**Trustee Hardy moved to approve Ordinance 1328, an ordinance of the Town of Berthoud adopting the Town of Berthoud Three-Mile Plan. Trustee Ayers seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.VII. General Code Changes - Public Hearing

Planning Director, Anne Johnson, gave an introduction.

Mayor Karspeck opened up the Public Hearing.  
No one spoke during the Public Hearing.  
Mayor Karspeck closed the Public Hearing.

**Trustee Ayers moved to approve Ordinance 1329, an ordinance amending certain sections of the Berthoud Municipal Code Chapter 30, specifically Section 2 regarding landscape design, Section 9 regarding historic resources, Section 3 regarding planned unit development, and Section 2 regarding outdoor lighting and dark sky standards. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.VIII. Farmstead Filing 2 Condition Of Approval Discussion

Town Administrator, Chris Kirk, gave an introduction.

Steve Schroyer gave a presentation.

Mayor Karspeck opened it up to public comment.  
No one spoke during public comment.  
Mayor Karspeck closed public comment.

**Mayor Pro-Tem Grace moved to direct staff to choose Option 1: Roundabout construction with a cost-sharing agreement to be negotiated between the applicant and the Town as outlined in the attached materials. Reimbursement would come in the form of traffic impact fees collected at the time of building permit; with the addition to place pedestrian lights around the roundabout unless such action is refused by CDOT. Trustee Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.IX. Executive Session

**Trustee Ayers moved to enter into Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402 (f)(I) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or of an elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. And the following details are provided: Town Administrator Annual Evaluation. Mayor Pro-Tem Grace seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

**Mayor Karspeck directed Attorney Smith to take Administrator Kirks current contract with the 3% already built in and include an additional 3% raise plus an additional 5% bonus to bring it up to \$228,660 plus an additional 40 hours per year.**

Attorney Smith will bring the contract back at the first meeting in January.

6. Elected Official Reports

Trustee Kurtz:

Trustee Kurtz reported on the Holiday Light Parade.

Trustee Hardy:

Trustee Hardy inquired about the Town holiday party and the Larimer County Sheriff's report.

Trustee Ayers:

Trustee Ayers inquired about information on snow shoveling in the winter.

Trustee Murphy:

Trustee Murphy reported on the energy cohort, and gas infrastructure and land use bills from the State. Trustee Murphy reported on the most recent Tree Committee meeting and inquired about short-term rentals.

Mayor Pro-Tem Grace:

Mayor Pro-Tem Grace reported on the upcoming Youth Advisory Commission meeting. Grace inquired about an issue with the sign code and code enforcement, and CDOT updates.

Mayor Karspeck:

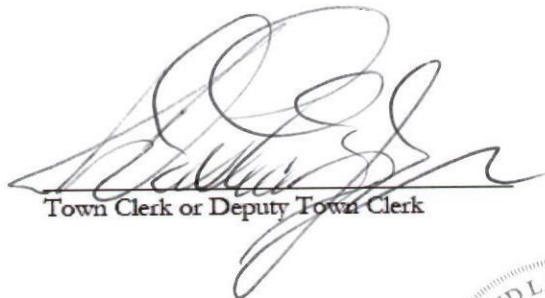
Mayor Karspeck reported on railroad crossings, the passenger rail, and the anniversary of the Larimer County Behavioral Health facility.

Attorney Smith:

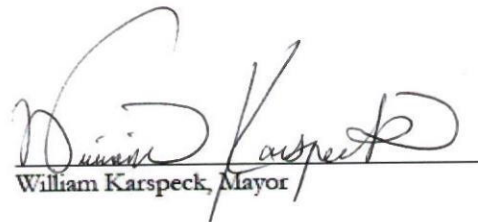
Attorney Smith wished everyone a happy holiday and expressed gratitude for the approval of her rate increase for 2024.

7. Adjourn

The meeting was adjourned at 9:34 pm.



Town Clerk or Deputy Town Clerk



William Karspeck, Mayor

