



**Garden  
Spot of  
Colorado**

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

**Town Board Room  
807 Mountain Avenue  
Town of Berthoud, Colorado  
Tuesday, November 26, 2024, 6:30 p.m.**

11/26/2024 - 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:

May Albrecht, Trustee  
Tim Hardy, Trustee  
Chris Kurtz, Trustee  
Brett Wing, Trustee  
Sean Murphy, Mayor Pro-Tem  
Will Karspeck, Mayor

The following Board members were absent:

Karl Ayers, Trustee

The following staff members were present:

Alicia Garcia, Town Attorney  
Chris Kirk, Town Administrator  
Christian Samora, Town Clerk  
Lexi Dovel, Deputy Town Clerk  
Sergeant Justin Williamson, Larimer County Sheriff  
Walt Elish, Economic Development Director

**4. Citizen Participation**

No one spoke during Citizen Participation.

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

**5.I. Consent Agenda**

Items:

- a) November 26, 2024, Meeting Agenda
- b) November 12, 2024, Meeting Minutes

- c) November 2024 Board Report
- d) Library Board Appointments
- e) 2025 City of Fort Collins Flex Agreement
- f) Habitat for Humanity Fee Waiver Request

Mayor Pro-Tem Murphy requested item F) Habitat for Humanity Fee Waiver Request be removed from the Consent Agenda for individual consideration.

**Trustee Kurtz moved to combine and approve the items on the Consent Agenda minus item F. Trustee Wing seconded the motion. By unanimous decision, THE MOTION CARRIED.**

There was further discussion on item F.

**Trustee Kurtz moved to approve item F) Habitat for Humanity Fee Waiver Request. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

#### 5.II. Youth Advisory Committee Update Presentation And Residency Update

The Youth Advisory Commission gave a presentation on their 2024 activities and goals for 2025. The Commission members provided information on Resolution 2024-17 and residency requirements.

**Mayor Pro-Tem Murphy moved to approve Resolution 2024-17 with a modification to the phrasing of point 3 regarding the requirement to reside within the Town of Berthoud; a resolution of the Town of Berthoud Board of Trustees revising the residency requirements of the Youth Advisory Commission. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

#### 5.III. Larimer County Open Space Funding Request

Meegan Flenniken and Alex Swartz with Larimer County gave a presentation on the Open Space Funding Request.

Mayor Karspeck opened the item up to public comment.  
No one spoke during public comment.

#### 5.IV. Assumption Of Welch Avenue Out Lots

Administrator Kirk gave an introduction on the Assumption of Welch Avenue Out Lots.

Mayor Karspeck opened the item up to public comment.  
No one spoke during public comment.

**Trustee Kurtz moved to approve Resolution 2024-18, a resolution of the Town of Berthoud Board of Trustees approving the payment of outstanding taxes for and accepting title to certain real property parcels in the Town of Berthoud. Mayor Pro-Tem Murphy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

#### 5.V. 270 Mountain Ave Property Purchase Contract

Economic Development Director, Walt Elish, gave a presentation on the 270 Mountain Ave Property Purchase Contract.

Administrator Kirk provided some additional information.

Jinger Tomassi with House of Neighborly Service provided some additional information.

Mayor Karspeck opened the item to public comment.  
No one spoke during public comment.

**Trustee Kurtz moved to authorize the Town Administrator to execute the Contract to Buy and Sell Real Estate located at 270 Mountain Avenue, Berthoud, CO 80513. Mayor Pro-Tem Murphy seconded the**

**motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.VI. 2025 Annual Budget - 2nd Draft Presentation

Administrator Kirk gave a presentation on the 2025 Annual Budget 2nd Draft.

Mayor Karspeck called for a 5 minute break.

Mayor Karspeck opened the item to public comment.  
No one spoke during public comment.

**Mayor Karspeck extended the meeting to 9:50 pm. The Board was supportive of this action.**

**Trustee Kurtz moved to schedule a public hearing on December 10, 2024 at the hour of 6:30 pm, or as soon thereafter as is practicable, to consider adoption of 2025 Annual Budget and associated ordinances for the Town of Berthoud and to direct staff to publish a notice for the same in accordance with the local government budget law of Colorado. Trustee Wing seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

5.VII. WCR 5 Property Purchase Update

**Mayor Karspeck moved to extend the meeting to 10:00 pm. Trustee Kurtz seconded the motion. By unanimous decision, THE MOTION CARRIED.**

Administrator Kirk provided an introduction on the Weld County Road 5 Property Purchase.

**Mayor Pro-Tem Murphy moved to direct the Town Administrator to continue with the acquisition of the WCR 5 open space and to fulfill the nonrefundable deposit requirement of the purchase and sale agreement. Trustee Wing seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

6. Elected Official Reports

Trustee Albrecht:

Albrecht commented on the aesthetics of park signage. Albrecht discussed concerns about the Arboretum costs and water use.

Trustee Kurtz:

Kurtz complimented the Mayor's appearance at South Platte Forum.

Trustee Wing:

Wing complimented the budget draft that was presented. Wing inquired about traffic stops by law enforcement.

Mayor Pro-Tem Murphy:

Murphy reported on Tree Committee discussions and plans for the upcoming year. Murphy also reported on the calendars created from Arbor Day picture submissions. Murphy complimented the budget draft presentation. Murphy requested a review of Board compensation.

7. Executive Session

Mayor Karspeck explained that the Executive Session for the Town Administrator Annual Evaluation will be rescheduled to Tuesday, December 3, 2024 at 6:30 pm prior to the Study Session.

8. Adjourn

The meeting was adjourned at 9:59 pm.

  
Town Clerk or Deputy Town Clerk

  
William Karspeck, Mayor

