

## Berthoud Town Administrator Report –July 13, 2018

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*The Town Administrator Report is intended to include work highlights from the week as reported by Department Heads. If you have any questions, please don't hesitate to contact me*  
*-Chris Kirk, Town Administrator*

### **Administration:**

- The Deputy Town Clerk spent the week at Regis University completing the first of three years as part of a summer continued education program through the Colorado Municipal Clerks Association.
- Two new liquor licenses were issued along with two medical marijuana renewals, one modification of premises. One application for a retail marijuana license was received by a local Medical Marijuana license holder.
- The Town's Parks Master Plan is well underway. A significant amount of work has already been done in the week since the internal kickoff meeting. The PORT Committee meeting held Monday, July 9, was a successful opportunity to get public feedback. Approximately 25 people attended and participated in the discussions. The open house held July 12 was also a success. The Board meeting room was full of people interested in seeing the initial concepts and providing their feedback. The concepts shared at the meeting and some of the feedback that was written down by participants will be available on the Town's website for review.

### **Business Development:**

- Followed up with contacts made at ICSC to update them on Berthoud development activity.
- Followed up with an inquiry considering the Love's site for a new facility.
- Assisted a two Berthoud manufacturers with their employee hiring needs.
- Continued to assist a company considering purchasing 70 acres at the Berthoud Tech Center.
- Met with a developer representing a company considering locating a facility at Berthoud Commons.
- Conducted follow up activity regarding the redevelopment of the Old Town Hall site.
- Continued to make updates to the new Business Development section of the Berthoud web site.
- Met with a company interested in opening a restaurant in Berthoud and provided them with options to consider.

### **Code Enforcement:**

- Completed first draft of junk/junkyard ordinance.
- Let Animal Control know the final status of a cat bite.
- Violations/calls include:
  - Abandoned vehicle
  - RV on private property
  - Short term rentals.
  - Weeds taller than allowed by the code.
  - Inoperable vehicle.
  - Business signage.
- Handled lots of phone calls. More than usual

### **Community Development:**

- Met with a C-store retailer about expanding into Berthoud.
- Met with an industrial prospect.

- Had a handful of on-site meetings with builders regarding landscaping and street trees, and continue to hold up permits in new phases until issues are resolved, along with the resolution of other public works matters.
- Had a variety of discussions with DOLA over census and housing estimates.
- The HPAC will soon have another house apply to be landmarked.
- Staff will attend the Larimer County Comp Plan as part of the steering committee.
- Staff has reached out to O & G companies about a possible MOU.
- Staff has met with the majority of builders on the new architectural standards.
- The updated Technical Review Committee process has been booked solid for over a month, and has so far been extremely successful.
- The new O'Reilly auto parts at Berthoud Common has been approved after almost a year of review regarding requiring higher level design standards. Staff understands the project is out to bid, and construction should start soon.

### **Finance Department:**

CSAFE account has been opened and our first deposit has been made.

### **Public Works:**

#### Streets:

- Street sweeping weekly underway with warmer weather.
- Poured concrete approach on alley between Hubbell and Victoria.
- Various sign repairs.
- Reinstalled in street crosswalk signs.
- Grade and water WCR 7 and LCR19/10E.
- Mowing, watering, and weed trimming at Cemetery.
- One Funeral.

#### Water:

- Water Department busy prepping for the meter swap out season that will be occurring early next month.
- Backflow tests still being received. – 2<sup>nd</sup> Letter will be sent out now in mid-July since more tests were still being received.
- Water plant Expansion Update: Plant receiving, treating, and delivering water to Berthoud Distribution system and customers. There are final items left for the plant, such as the Generator installation and some final effluent piping to be placed.
- Water Department is collecting quotes for a small maintenance boat for use at the reservoir.
- Water Department working on collecting quotes for chemical pump upgrades for added capacity.
- OCCT Pilot Program, Water Department in the design and equipment allocation phase for the pilot study. CDPHE is issuing an official start date, we expect to have that letter soon.
- Water Department seeing extremely high demand during day time hours for construction water use purposes.