

## Berthoud Town Administrator Report –June 22, 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:**

- Attended the 96<sup>th</sup> Annual Colorado Municipal League conference. The conference is a chance to attend educational sessions on a variety of topics related to local government including things like comprehensive planning, metro districts, downtown development authorities, employment law, and more. It was a great chance to build knowledge but to also spend valuable time with colleagues and the Board members and staff that attended.
- Staff from Parks and Recreation, Community Development, and Administration, as well as representation from the PORT Committee, interviewed possible consultants for the preparation of the Parks and Recreation capital improvements master plan.

### **Business Development:**

- Met with a company interested in opening a restaurant in Town and discussed possible locations.
- Assisted a company interested in purchasing land in the Berthoud Tech Center.
- Drafted an incentive proposal for a company considering a Berthoud location.
- Assisted the owners of Berthoud Commons with information in their attempts to attract a business to their site.
- Welcomed Northern Colorado Credit Union to Berthoud.
- Met with two tenants at the OTH to discuss their specific needs to expand and better serve their clients.
- Distributed our business development bi-monthly newsletter and updated the web site <https://berthoudeconomicdevelopment.com/news/>
- Sent out the 4<sup>th</sup> invitation to our upcoming business breakfast.
- Staff attended the CML conference.

### **Community Development:**

- Met with a prospective industrial business, and two commercial businesses.
- The new Technical Review Committee process is working well, is booked up for weeks, and has been praised by builders and developers.
- Met with two builders on residential design standards. Again, these standards are now applied to the new phases about to be constructed.
- Assisted Code Enforcement and the Sheriff on multiple zoning/Code issues.

### **Parks & Recreation:**

- 5,500 fall brochures processed and sorted to be mailed.
- Ongoing registering swim lessons, pool parties, summer camp and park reservations in office.
- Hosted MVP volleyball camp at Turner Middle School- 30 participants.
- Completed marketing flyers for upcoming fall recreation season.
- Preparation for CARA track meet in Brighton on Saturday- 37 participants on team.
- Issued over 160 Rockies tickets for Baseball/Softball League to Berthoud Recreation league.
- Participated in Rockies Baseball Game and Parade Night at Coors field for youth teams.

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- Preparation for session 2 of summer week long sports camp.
- Picked up chairs and ribbons & set-up bleachers for home swim meet, organized online sign-ups for volunteers.
- Restocked concessions, pool maintenance done, chemicals ordered, and expanded menu at snack shack.
- Scheduled monthly pool employee liability and injury training for June and July.
- Park event set-up and extra maintenance for Fickel Park, Town Park, Bein, and Pioneer Parks.
- Events in parks this weekend- MS ride, Hops and Harley, Farmers market, multiple party rentals, wedding reservation.
- Vandalism in Pioneer Park restroom- repaired drywall and sink damage.
- Main St irrigation repair to flower pot dripline, Roundabout irrigation troubleshooting and repairs.
- Organization of applications, contractor, and scheduling of EAB cost share treatment/removal program.
- Ongoing irrigation maintenance in parks and mowing of parks.
- Ditch and open space mowing @ 10<sup>th</sup> and Franklin.
- Pool Home Swim meet Saturday- 3 teams participating.
- Staff follow up to Fishing is Fun grant for Roberts Lake pier- budget/additional bid work requested.
- Weekly Mosquito data and test reports began for the season- processed.

### **Public Works:**

#### Streets:

- Street sweeping weekly underway with warmer weather.
- Roadside mowing continues
- 4<sup>th</sup> Street culvert cleaning
- Mow lift stations
- Pothole patching and alley work in Mary's Farm area.
- Various street sign repairs
- Mowing, and weed trimming at Cemetery

#### Water:

- Water plant Expansion Update: Plant receiving, treating, and delivering water to Berthoud Distribution system and customers. The WTP is still in construction in some areas. Areas are being cleaned and finalized.
- Please be aware of and help to report any irrigation/outdoor watering between 10am- 6pm per code.
- East side reservoir is full, West side filling
- Welch pump station damaged to lightning in area this past week. Work underway to get this system back on.

#### Wastewater:

- Cleaning and overhaul work has started on the south digester.