

Berthoud Town Administrator Report – April 20, 2018

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 and Finance:

- The April Municipal Court had 8 arraignments, 3 trials/hearings, 9 case reviews, and 6 citations paid before the court date.
- The Liquor Authority had one hearing in April for a new liquor license at the Conoco convenience store on N 1st Street in Berthoud. The application was concurrently reviewed by the Town and the State of Colorado. All aspects of the application were in order and was approved by the Liquor Authority.
- Continued work on the agenda and materials for the Board orientation scheduled for May 4, 2018.
- Met with Sam Mamet, director of the Colorado Municipal League (CML), to discuss Town activities and possible support from CML.
- Continued development of a comprehensive personnel plan, including drafting updates to the Town's classification system.

Business Development:

- Staff began working with Xcel Energy to draft marketing materials promoting Wilson Ranch as a certified site.
- Continued to make contact with retail companies attending the ICSC Conference to set up appointments for staff.
- Staff reviewed drafts of the brochure to be used specifically for the ICSC Conference.
- Working with CGM consulting on refreshing the Business Development Section of the Berthoud web site.
- Met with multiple interested developers to discuss Berthoud's development opportunities.
- Met with 1st Bank and a developer to discuss Berthoud's current and future development activity
- Drafted a press releases for the site certification of the Wilson Ranch site.
- Attended the Economic Development Council of Colorado Public Policy Committee meeting to review the proposed bills impacting economic development activity in Colorado.

Community Development:

- Staff is happy to report that the Developer of The Farmstead, in working with Staff, has been able to revise the section adjacent to Mary's Farm, into alley loaded rear-loaded cottage lots, to provide a more seamless transition between subdivision, and different and more attainable product types . The change of this block will be represented in their Final Plat, which will be heard by the Planning Commission.
- O'Reilly Auto Parts has also resubmitted their site plan for review at Berthoud Commons, which appears largely consistent with Staff comments and the new development code.
- The Mountain Avenue RFP has received official interest from 8 firms.
- Staff met with commercial developers regarding 3 different sites.
- Staff completed 8 development reviews, and has received a small annexation request.
- Permits are still on pace with the record numbers of 2017.

- Staff would like to thank Jennifer Baker, Tim Hardy and Kelly Dunkelberger for their service on the Planning Commission.
- Staff met with the Tree Board, and believes a solution with all parties has been found regarding tree species diversity requirements, and will be brought back to the Town Board in the coming months.

Parks & Recreation:

- Parks crews have made repairs to several backflow prevention devices.
- Staff worked to ensure that the Bein Facilities are current on maintenance and that the concessions building is clean for upcoming season.
- Preparations have been made at Roberts Park for the Arbor day event.
- Conducted consultations to the public regarding tree/pest management.
- Removed one (1) ash trees from Roberts Lake Park, including the stump.
- Removed hazardous and storm damaged branches from wind storm throughout Town.
- Staff attended monthly Tree Advisory Committee meeting.
- Received Colorado blue spruce seedlings for elementary school students.
- Purchased three (3) trees for the Town's Arbor Day celebration, one (1) raffle tree, pre-planted a Tulip Tree, and pre-dug planting holes for this weekend's event.
- Reviewed landscape development plan for Berthoud Crossing.
- Rec staff attended CARA meeting and gave updates on CARA Tennis.
- Prepped ballfields for youth and high school baseball games.
- Marketed summer activities to community members through email newsletters, Facebook Posts and distributing flyers to local businesses.
- Rec staff supervised Little Strikers and Little Lombardi's program, women's volleyball, youth programs over weekend.
- Booked/permited reservations for summer season, including a wedding at Pioneer Park.
- Continued accepting and processing registrations for summer activities.
- Prepped soccer fields for games.
- RFP to companies for prices on CARA Track jersey's-new 2018 rec program.
- Continued to work on finalizing/hiring summer pool staff-lifeguards and coaches.
- Met with Red Cross Territory Aquatics Specialist to have aquatics manager provide CPR/first aid training in-house.
- Began updating pool rules/procedures, booked pool parties.
- Entered in receipts for Parks/Recreation Budget tracking system.
- Director working with consultants to finalize plans, surveys, and information for May 2nd meeting.

Public Works:

Streets:

- Staff has been sweeping street on warm days when weather permits.
- Streets crews worked to fill potholes with cold patching this week.
- County Road 44 has the second box culvert in place, all adjacent concrete pours are underway; the project is scheduled to be open again in mid-May.
- Three of the consultants that submitted design proposals for the Public Works facility have been asked to submit additional information in preparation of interviews.

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Water:

- Backflow results for the prevention program are starting to be returned back to the Town.
- Water plant Expansion is on track and aiming for producing water by end of May.

Larimer County Sheriff/Code Enforcement:

- The Student Resource Officers and Sergeant Anderson met with the District Attorney, FBI, Thompson School district on sexting problems in the schools.
- The Berthoud Squad met with Larimer Health Department regarding how to handle rabid animals.
- Met with Berthoud Methodist and Grace Place churches for guidance on how to most help the Berthoud community.
- Participated with Carrie Martin Elementary School for a presentation for "Future Leaders".
- Provided security for Berthoud High School Prom and After Prom.
- Code Enforcement working on a junk yard with several vehicles parked on the property, graffiti abatement, and other complaint driven items.
- Spent extra time increasing presence in the school zones.