

## Berthoud Town Administrator Report – April 13, 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 Finance/HR staff organized and hosted a Performance Management and Documentation training for all supervisors and managers. The course instructors were provided by Employers Council.
- Continued work on the agenda and materials for the Board orientation scheduled for May 4, 2018.
- Attended a tour of local schools with the Thompson School District and interested members of the public to better understand some of the current challenges with local schools.

### **Business Development:**

- Staff sent out the News You Can Use newsletter to subscribers. Several positive responses were received and even spurred some business networking connections.
- The Wilson Ranch project received Site Certification from Xcel Energy. In addition to the data availability, Xcel will begin promoting the project on its website and to potential development prospects.
- Attended the Northern Colorado Manufacturing Partnership 2018 Expo at The Ranch.

### **Community Development:**

- Com. Dev. and Econ. Dev. met with a developer very interested in developing retail/office along the core of downtown and also Mountain Avenue.
- Met with a developer interested in a C-store/gas station on 17 or 287.
- Mountain Avenue Design and Overall Signage RFP has already obtained interest from four firms.
- Staff has received five applications for the open Planning Commission positions.
- The plaque for the Edmundson House on the local historic register was cast and is now ready to be placed on-site. A post with the plaque will be erected in the coming months.
- The Director would like to thank its Staff for continuing to process permits and development in an efficient and timely manner.

### **Parks & Recreation:**

- Rec staff attended IPGSA scheduling meeting for youth league softball games.
- Ballfield prep for adult softball and youth baseball games.
- Painted youth soccer and flag football fields for upcoming games.
- Rec staff delivered summer program newsletters to schools and local businesses.
- Rec Dept hosted adult men's 3 v 3 basketball tournament.
- Roundabout weeded and spring clean-up to center median.
- Bein Bathrooms plumbing repairs completed due to vandalism.
- Town South Ball field lights replaced and repaired.
- Forester conducted consultations to the public regarding tree/pest management.

- Removed two (2) ash trees from Bein Park and stump-grinded stumps; removed one (1) hazardous apple tree from Roberts Lake Park.
- Mowed all Town owned natural areas and drainage ditches under parks dept.
- Forestry staff removed winter tree-wrap from last year tree plantings and monitor of trees.
- Director worked with current master plans developing links and surveys for public input.
- Aquatics staff and Director working through hiring of seasonal aquatics staff and applications.

### **Public Works:**

#### Streets:

- Stormwater cleaning is underway along with street sweeping, starting east side of Town moving west over the next few weeks.
- Pothole (Cold patching) done all through Town this week
- Started demo for Hillsdale lift station that was decommissioned last year.
- CR 44 is getting the next box culvert placed next week, still planning on opening road early May.

#### Water

- Backflow testing results have been submitted over the past week, reminder letters will be sent out again regarding the policy.
- Water plant Expansion Update: update is on track and aiming for producing water by end of May.