

## Berthoud Town Administrator Report – April 6, 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:**

- In the 2018 Town of Berthoud Election, 2,179 registered voters cast their ballot to determine four available seats on the Town Board and to provide approval for Retail Marijuana Sales and the Heron Lakes Annexation.
- The Town received 1,609 ballots prior to Election Day and received 570 ballots on Election Day.
- Unofficial Results were available and posted by 8:30 P.M. on Election Day.
- The Election will be certified with Official Results by April 13, 2018.
- Met with Chief Charles of the Berthoud Fire District to tour their downtown fire station and to discuss ongoing opportunities for the Town and the District to work together.
- Staff met with representatives from BizWest, the business journal for Northern Colorado, to talk about commercial development opportunities in Berthoud.

### **Business Development:**

- Elish began drafting a marketing brochure to be used specifically for the ICSC Conference.
- Business and Community Development staff met with The Coloradoan to discuss business development in Berthoud and their upcoming article.
- Staff met with Cushman/Wakefield to discuss Berthoud's business development activity.
- Responded to multiple development inquiries, including an inquiry for industrial site information.
- Continued to work with the consultant to update the Business Development section of the Berthoud web site.
- Drafted article/ad to be placed in the Colorado Real Estate Journal.
- Drafted articles for the bimonthly business newsletter, "Business News You Can Use".
- Attracted another tenant to the Old Town Hall bringing the number of paying tenants to four (4).
- Attended the EDCC Public Policy Committee meeting to review the proposed bills impacting economic development activity in Colorado

### **Community Development:**

- Staff has drafted an RFP for the Mountain Avenue Corridor Plan, which includes updating the sign code, and creating a Town wayfinding sign program. This RFP will be released Friday April 6<sup>th</sup>.
- A preliminary meeting was had between the Town Administrator and Community Development staff with the Tree Board. Staff believes the discussion was fruitful and will attend the next Tree Board meeting.
- Staff received development applications for six new projects.

- A preliminary development meeting between Staff/Town Engineer, and the owners and representatives of Hometown Liquors was held to discuss the future commercial development of the site. It does appear the owners fully intend to develop the site now that it has been annexed into Town.
- Staff met with the consultants on the Master Trails Plan, to help them refine their plan based on current development approvals.

### **Parks & Recreation:**

- Pioneer park maintenance and clean-up for recreation activities.
- Restrooms at Pioneer Park opened for the season and are available for public use.
- Landscaping improvements at Railroad Park have been completed.
- Parks and Rec Staff hosted a community open house for the Berthoud Reservoir and Trail master planning projects.
- Replacing ballfield light bulb outages at Town South. Project to be completed by end of next week, parts/ weather permitting.
- Town Forester conducted consultations with the public regarding tree/pest management
- Forestry Staff reviewed three development landscape plans (Farmstead; Heron Pointe; Heritage Ridge) and provided feedback
- Removed hazardous ash tree from Fickel Park and stump-grinded stump.
- Line painted soccer and flag football fields for Berthoud youth leagues
- Prepped baseball fields for high school games.
- Put new soccer goals together for the start of the season for league use.
- Weed pre-emergent applied to all turf areas and irrigation systems are being evaluated for maintenance for the upcoming spring.

### **Public Works:**

#### Streets

- Crackseal work is still ongoing in the neighborhoods on the westside of town.
- Stormwater system cleaning will begin next week along with street sweeping.
- Pothole patching is still on going, primarily in Mary's Farm. Many neighbors called in to thank the Town.
- CR 44 is scheduled to remain closed until early May, due to weather changes.
- Staff reviewed submittals from architectural design teams for the proposed Public Works facility.

#### Water

- Staff handling specific backflow regulators requests as needed if customers require more time to help comply to this regulation. Many customers have been responsive and working to meet the new regulation.

- Water plant Expansion Update: materials are still being delivered next week, new filters will have all media by next week.

### **Code Enforcement/ Sheriff's Office**

- We have been asked to put on several presentations to students regarding bullying, Safe2Tell, internet protection, preventing sexual assault. Also attending a job fair for Thompson School District.
- Met with Jr. ROTC high school students.
- Provided security for Thompson School District board meeting at Berthoud High School.
- Working with Thompson School District on security details for graduation.
- Planning on enforcing removal of political signs next Monday, 5 days after the election as per Berthoud ordinance.
- We attended Alex Sabados Day of Kindness fair last Saturday.