

## Berthoud Town Administrator Report – March 2, 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:**

- Mail ballots will be mailed to all active voters March 12 - March 19, 2018. Ballots will be mailed to the voter's mailing address on file in the counties' voter registration records. If a voter will be temporarily away and unable to receive mail at their address in the voter registration records, an absentee application form may be filled out to have the ballot delivered to a different address. The form may be picked up at Town Hall or downloaded from the Berthoud.org Election page.
- Please keep in mind that the US Postal Service does not forward ballots to forwarding addresses.
- Any permanent address changes can be made at [www.govotecolorado.com](http://www.govotecolorado.com).
- Staff met with the Berthoud Fire District to continue discussions about their efforts to maintain their current Insurance Services Office (ISO) rating.
- Participated in a conference call with Trustee Karspeck and a representative from Larimer County Solid Waste about the regional wasteshed and what regional improvements may need to be made to the handling of refuse and recyclables in the future.
- Staff met to discuss a variety of water related topics including water rights acquisition efforts and possible policy changes.

### **Business Development:**

- Staff met with a broker from The Group Inc. to discuss Berthoud's development activity and an upcoming presentation at their weekly all-broker meeting.
- The Town accepted an invitation to present to the REMAX Alliance of Residential Brokers at their Loveland office.
- Staff attended the Northern Colorado Commercial Association of Realtors quarterly meeting
- Staff has engaged a firm to update the business development section of the Town of Berthoud's website.
- Staff has engaged a firm to conduct an appraisal of the Old Town Hall property to be considered in the determination of future uses of the property.
- The town received an inquiry regarding available sites in Berthoud for an expanding company; staff has responded accordingly.
- Staff has been networking with companies attending the ICSC Global Real Estate Convention, which will be in Las Vegas, Nevada on May 20-23, 2018.
- The inaugural Experience Berthoud event was held by the Chamber of Commerce on February 27<sup>th</sup>. Staff participated in the sold out event by presenting an overview of Town government to the participants. It was an excellent opportunity for everyone in attendance to learn more about the community.
- Staff attended the Upstate Colorado Economic Development Annual Meeting.
- Attended the Public Policy Committee meeting of the Economic Development Council of Colorado.

### **Larimer County Sheriff – Berthoud Squad:**

- The Berthoud Squad School Resource Officers will be giving an internet safety class this Monday, March 5<sup>th</sup>, 2018 at 6:00pm at Berthoud High School. We are expecting approximately 350 residents to be in attendance at the event.

- The department has been monitoring truck traffic on Welch Avenue as discussed at the Town Board meeting.
- Larimer County Sheriff's Office will be helping set up for the Day of Kindness scheduled for Saturday, March 31<sup>st</sup>, 2018.

### **Parks & Recreation:**

- Snow has been plowed from trails, park sidewalks, and main street sidewalks/bus stops.
- Staff worked on inventory updates to the Urban Forestry online program.
- Trees blocking road signs throughout Town were pruned to increase visibility and to promote adequate structure and development for the trees.
- Staff developed informational/educational page regarding Forestry and emerald ash borer for the Recreation Summer Brochure.
- Staff met with landscape developers regarding corrections to existing street tree plantings at the Hammond subdivision.
- The Town Park street lamp replacement project has been completed and all street lamps are operable.
- The Bein Park exercise/fitness trail equipment has been painted and repaired by staff.
- Staff met with Northern Water regarding the Fishing is Fun Grant for Roberts Lake Pier Project. The grant deadline is March 1 and staff is working to finalize a grant application for an upgraded dock, pump house, and pavilion.
- The Town accepted delivery of new Parks ATV/mule for snow plow operations and trail maintenance.
- The re-mulch project of the planter sections was completed at round-about.
- Additional Skate Park equipment has been ordered subsequent to the approval at the last Town Board Meeting.
- Planting arrangements have been ordered for the planters on Mountain Avenue.
- The Parks Director met with Eaton Parks and Recreation District to gather general information on building a recreation center. Staff also toured the Eaton recreation facility.
- Staff is preparing for the End of Season Basketball Skills Competition for all players in the youth basketball league. The event is on Saturday, March 3<sup>rd</sup>, 2018.
- Recreation staff has started putting teams together for youth soccer and flag football spring season. Staff has also been recruiting coaches for spring programs and working on marketing plan for all programs.

### **Planning and Building:**

- The O'Reilly Auto Parts project is still in review. To that end, Staff sent another round of comments related to their site plan proposal on Mountain. Each successive review has generated fewer comments and progress is being made.
- Staff has been working with the developer of the proposed Creekside development to address issues raised by staff and local residents. The project will be coming to the Board for action soon.
- Site maintenance quality has been addressed with the builder and developer at Prairie Star. The Planning Commission also approved another final plat last week, in which the developer is now providing a number of alley-loaded cottage and townhouse lots. The developers worked with Staff to make these more new-urbanist lots a reality, and also redesigned the project to

incorporate tree lawns throughout this entire new phase, including a dog park, and other amenities. The applicants will be breaking ground on a community pool in coming months.

- Home construction has begun at Heron Lakes. This is a big milestone for the community. The Applicant has also submitted the plans for the full clubhouse for preliminary review, and Staff is confident that this is a facility that will make the community proud.
- Staff fielded exploratory calls from three commercial chains related to development standards and zoning.
- The Planning Commission has spent multiple meetings reviewing the Development Code since December, including holding special work sessions. Based upon the Planning Commission review, the Development Code revisions are nearly ready for consideration by the Town Board. Staff feels that the revisions incorporate some of the best standards of surrounding communities, and represent a step forward for future development.

### **Public Works:**

#### Streets –

- The bridgework on County Road 44 is still underway; the next box culvert cannot be placed for another two weeks, since more concrete work is still being poured.

#### Water –

- Staff has handling specific requests as needed if customers require more time to help comply with the Town's backflow requirements.
- Staff is working on a simple Q&A form on the backflow prevention policy to post on the website and for handouts.
- The Water Plant construction is still in progress. All concrete work has been finished; the mechanical and plumbing work is now starting.

#### Wastewater-

- Ramey Environmental Compliance is helping the Town to update the Fats, Oils, and Grease program.