

## Berthoud Town Administrator Report – February 16, 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:**

*Administrator –*

- Met with Deanna Mulvihill at the Chamber of Commerce offices to discuss ways that the Town and the Chamber can collaboratively support business in Berthoud.
- Met with Russell Eason to understand the proposed storage project on 1<sup>st</sup> Street.
- Met with Russell Baker to discuss the Creekside townhomes project being proposed on 8<sup>th</sup> Street.
- Attended a meeting with other Administrators in the region to learn more about Greeley's successful revitalization efforts in their downtown.

*Clerk –*

Why is the Mayor being elected to a 2-year term instead of a 4-year term?

- In accordance with the Berthoud Municipal Code, all terms of office for the Berthoud Town Board are 4-years. The current Mayor was elected in 2016 to fill a vacancy that was created following the 2016 election. The term of the current Mayor is set to expire in 2018, which is in accordance with the provisions of the Colorado Municipal Election Code. Had the vacancy not occurred, the Mayor's term would be set to expire in 2020.
- The Colorado Municipal Election Code requires a vacancy to be filled until the next regular election, and that the following term must be shortened if that office would not have otherwise been elected at that election. In light of the fact that the Mayor's term would have otherwise expired in 2020, the term elected in 2018 must be shortened to two years to be in compliance with the Election Code.
- During the nomination process for the 2018 Regular Municipal Election, the Town understood the Mayor's term to be elected for a 4-year term. However; during the process of preparing and verifying information for the 2018 ballot, the Town determined that the Mayor's term must be for 2-years to be in compliance with the Colorado Municipal Election Code.

### **Business Development:**

- Responded to two inquiries regarding available sites in Berthoud for expanding companies.
- Prepared and distributed the bimonthly Business You Can Use Newsletter.
- Met with a company that is considering submitting a response to the Old Town Hall RFP.
- Met with the President and Vice President of the Metro Denver Economic Development Corporation regarding marketing Northern Colorado.
- Attended the monthly NoCO Manufacturing Partnership Networks Committee meeting.
- Attended the Larimer County Business Retention Group Meeting.
- Attended the Larimer County Workforce Development Board meeting.

### **Planning and Building:**

- The Planning Commission finished its review of the Development Code updates at a special study session on Thursday, February 15, 2018.

- The Historic Preservation Committee met with owners of Bradfords regarding changes to the exterior and façade of their building to ensure any Historic Preservation requirements are satisfied.
- Staff completed a draft brochure regarding the Dark Sky regulation.

### **Public Works:**

#### *Streets –*

- There has been more progress made on filling cracks in the streets, but this has been dependent on the weather. still working on crack fill for streets, but this has all been weather dependent.
- Crews have completed the pedestrian crossing at 1<sup>st</sup> St. and Indiana Streets.
- The bridgework on County Road 44 is still underway; the concrete box culverts will be placed within the next few weeks.
- The Welcome to Berthoud sign fixed and repaired on northbound lane of US 287.

#### *Water –*

- The backflow prevention program still moving forward and letters will be mailed out customers that have commercial or private irrigation taps.
- The Water Plant construction is still in progress.