

Berthoud Town Administrator Report –January 25, 2019

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:

- 28 Passport Applications were processed.
- 1 Special Event Liquor Application was processed and approved.
- Clerk's Office staff participated in regional committee meetings regarding the 2019 Clerk's Conference and the upcoming 2020 Census.
- Staff continues to digitize Town records, which will become available online in the coming months.
- Met with a prospective vendor to discuss a July 4th fireworks display. We reviewed multiple sites and discussed various options that we'll bring to the Board at a future meeting to consider.
- Worked with HR team to finalize draft employee handbook changes.

Business Development:

- Attended the meeting of the Weld/Larimer County Economic Development Partners Meeting.
- Attend the monthly meeting of the Business Expansion and Retention Partnership of Larimer County.
- Sent out the 3rd notice for the Berthoud Business Appreciation breakfast meeting.
- Hosted a planning meeting of a Larimer County company in Town Hall.
- Met with the representation of the M & C Real Estate site to discuss development activity (Love's site).
- Met with a national retailer interested in locating a facility in Berthoud Commons.
- Attended the Berthoud Chamber's Experience Berthoud committee meeting.
- Attended the meeting of the Economic Development Council of Colorado's Public Policy Committee.

Community Development:

- The Planning Commission received an informative question and answer session with the Town Traffic Engineer John Seyer, PE, about traffic planning and modelling for the Town of Berthoud.
- An architecture firm out of Ft. Collins with significant corridor Planning experience has been selected to complete the Mtn. Avenue Plan, after Thorpe Associates was forced to back out of the project due to the health of Mr. Thorpe.
- Staff has sent revised future traffic modelling numbers based on current development rates to the MPO for its 2045 plan.

Finance Department:

- The payoffs for the 2006 and 2007 Water bonds are being sent today. This leaves us with 1 Water bond, which will be paid off later this year, and 1 Wastewater bond, which we are hoping to pay off in 2021.

Parks, Recreation, and Forestry:

- Recreation staff management of youth soccer, baton twirling, Adult basketball, Adult volleyball, basketball tournament, youth basketball activities
- Staff meeting with game official contractor to discuss 2019 contract
- Creation of January employee wellness newsletter for delivery to Town staff.
- Staff distributed spring brochures for post office and mailing, delivery to local businesses
- Staff preparation of forms and activities for spring registration to begin
- Staff reviewing and revising daily pool rules for 2019 season, publish on website
- Staff researching swim meet management software for better efficiency at meets, tracking heats/times.
- Staff interviewed Nuggets Skills Challenge 1st place finishers and submitted article to Surveyor
- Staff edited and worked on E-newsletter that will be sent out in February
- Staff working on budget spread sheets for 2019 to track upcoming revenues and expenditures
- Parks Staff completed monthly playground Inspections. Repairs were documented and sent in for estimates
- Staff met with contractor to finalize Fickel park sidewalk repairs. Demolition is finished. Pouring will start as weather permits and should be completed in a couple of days.
- Parks truck and equipment maintenance inspections completed
- Walker mowers returned from maintenance. Blue trailer sent out for inspection, annual maintenance and modifications.
- Parks staff completed snow removal from sidewalks, school sidewalks, and trails throughout town.
- Staff began painting and repairs of wood irrigation box covers
- Staff serviced John Deere tractor. Attached front loader
- Parks staff installed protective covers and base for heaters in Bein restrooms.
- Forestry staff conducted two (2) consultations to the public regarding tree/pest management
- Staff presented three (3) proposed forestry programs, for the year 2019, to the Town Board of Trustees: Town owned and maintained tree nursery; Street Tree Replacement Program; Street Tree Work Permit
- Staff began developing Urban Forestry Manual
- Staff was on conference call with Reservoir consultants working on project
- Staff worked on Roberts Pier grant to update bid and submit additional engineering paperwork
- Procedural, directional and way finding field signs received and will be hung at locations at Bein and Town ballfields next week.
- Ballfield bleachers built and delivered

Public Works:

Streets:

- 3 Days of snow removal and transporting snow out of downtown.
- Clean and repair equipment and shop.
- Finish cleanup of ADA ramp at Spartan and 8th.
- Sidewalk inspections Hammond Farm and Heritage Ridge.

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Water

- Water Department is in the 3rd and final phase of OCCT. This final phase will run approximately until February 4th.
- Waiting for Equipment manufacturers and the installing contractors to return and inspect the new equipment in the empty/clean basin; Following this inspection, the clean basin will put back into service and Sedimentation basin B will be taken off line for thorough cleaning and inspection. – COMPLETED! We can now fill clean basin and take down West Side for cleaning and inspection- this work will begin week of January 28th.
- Water Department is continuously working with JVA to start on the Standard Operating Procedure catalog being established for Water Treatment Plant Operations. Update: Project officially began Friday 1/25! Water Department Staff provided all current documentation to JVA and agreed on a format and platform for communications. Moving forward, plant staff will be very involved in communicating operating procedures to JVA, as well as providing any and all photographs, diagrams, O&M manuals, job safety analysis, etc. pertinent to a complete SOP.
- Water Department will be continuously working to prepare for 2019 Sanitary Survey conducted by CDPHE. UPDATE: CDPHE will provide Berthoud WTP Staff with training on February 20th to highlight key points of the Sanitary Survey.
- Friday January 25th- On Site demonstration with WACHS for automatic valve exercising equipment. Water Department looking to purchase equipment for distribution system maintenance.
- PAC design is underway. UPDATE: PAC design is back to the drawing board to solve a “contact time” limiting factor.

Wastewater:

- Gopher excavating is starting the south end for the final sewer main connection for the LCR 17 (Berthoud Parkway Sanitary main); this line connects to the larger dry creek line and improves the capacity for the sewer system.