

Berthoud Town Administrator Report –January 18, 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:

- 23 Passport Applications were processed.
- 3 Renewal liquor applications were processed.
- The republication of the Berthoud Municipal Code will be online is now online and accessible from Berthoud.org

Business Development:

- Attended the meeting of the NOCO Manufacturing Partnership Networks Committee.
- Attended the Colorado Real Estate Journal's annual Retail Summit.
- Attended the Weld County regional tourism meeting in Erie.
- Met with the commercial broker regarding the pending sale of the "Safeway" site.
- Hosted, at Town Hall, the semi-annual meeting of the NoCO Manufacturing Partnership all manufacturers meeting.
- Made arrangements to meet with the regional director for a national hotel chain in Denver.
- Began doing research and making initial contact with retail companies to arrange for appointments at the upcoming ICSC Meeting.
- Made contact with a national retail company about the Berthoud development opportunities.

Community Development:

1. The Community Development Website has been updated to include all active developments, charts of where developments are in the development process, as well as all necessary forms. Staff will keep these pages updated.
2. Staff has also put together a full development review chart, including the infrastructure stages, from the conceptual stages of a project, all the way to finally receiving a Certificate of Occupancy. Slate communications is making this chart user friendly, with the idea that any developer and any citizen interested in the process, will have a handy guide going forward.
3. The implementation of the online Municode has made the Development Code especially easy to search from the Town's website.
4. Staff had meetings with two prospective industrial projects, and one commercial project.

Parks, Recreation, and Forestry:

- Staff attended a marketing meeting for the recreation department improve efficiency and creativity in reaching the Berthoud community.
- Recreation staff hosted a vocational counselor and client, who shadowed the sports coordinator position.
- Staff managed youth basketball leagues, website content improvements, activity fliers, sponsors and team photos, and future competitive organization baseball/softball scheduling meetings.
- Staff attended CPRA Aquatics meeting in Colorado Springs and is now represented by our own Aquatics Supervisor, Jimmy Rodriguez, on the CARA Aquatics Board.

- Staff meeting with director to discuss new ways of efficiently bringing pool operations online regarding maintenance, lessons, scheduling, and staff organizational charts for the upcoming season at the Town pool.
- Staff organized and filed annual donations of businesses, adult registrations, and credit machine auditing.
- Completed routine trash collection in parks and monitoring of damage.
- Staff met with sales representative for product demonstration of remote mowers.
- Parks staff removed and painted over vandalism in Bein Park Playground, concession stand, Town bathrooms, and playgrounds throughout Town from an occurrence the previous night.
- New mulch added to Pioneer playground and Collins Park, created ramps to comply with ADA standards.
- The first set of bleachers built with railings to replace bleachers at Bein Park Playground per CIRSA safety audit.
- Staff met with Trustee Alaback and Northern Water representatives to discuss xeriscape and other water-wise options and certifications we can implement in our parks. This could be an opportunity to apply for a grant.
- Pavilions at Town park have been painted.
- The parks maintenance vehicle is being serviced
- Irrigation mapping and master plan started of Town parks systems.
- Forestry staff conducted two (2) consultations to the public regarding tree/pest management.
- Staff met with Forestry Department Heads from Fort Collins, Windsor, Loveland, Larimer County, and Larimer/Weld County Extension Agents regarding federal EAB regulation proposals. The group discussed what the Colorado Department of Agriculture plans to do for the year 2019, and how Larimer County municipalities are currently managing EAB.
- Staff attended the January Tree Advisory Committee meeting and discussed two (2) proposed Forestry programs: Street Tree Replacement and Street Tree Work Permit to go to the Town Board for approval.
- Staff met with City of Loveland staff to discuss forestry related topics and programs carried out by the Town's Forestry Department.
- Staff developed Board of Trustees packet composed of information regarding the proposed Town owned nursery, Street Tree Replacement Program, and Street Tree Work Permit which will be presented at the next Town Board meeting on the 22nd.
- Town staff participated in a conference call with WENK Associates to discuss questions relating to the draft of construction documents for the Berthoud Reservoir.
- Staff met with a concrete contractor to discuss upcoming sidewalk repairs at Fickel Park.

Public Works:

Streets:

- Street sweeping throughout Town.
- Clean and repair equipment and shop.
- Crackfilling continued in Peakview Subdivision and Collins Park.
- Various sign repairs throughout Town.
- Grade CR7.

- Sidewalk inspections in Hammond Farm and Heritage Ridge.

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.
- Water Department is working with JVA to start on the Standard Operating Procedure catalog being established for Water Treatment Plant Operations.
- Water Department will be continuously working to prepare for 2019 Sanitary Survey conducted by CDPHE.
- PAC design is underway. UPDATE: PAC design is back to the drawing board to solve a “contact time” limiting factor.
- Attended Northern Water Winter Efficiency Meeting.
- Software was purchased for Backflow Notices and updates, continuously updating customer to this list to send out new letters for commercial customers.

Wastewater:

- Ramey and PW dept. have met to discuss and plan maintenance items for 2019.
- Gopher excavating will soon be 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.
- UV system is in the beginning of construction procurement process with the manufacturer and Moltz.