

Berthoud Town Administrator Report –January 11, 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:

- 53 Passport Applications were processed. With spring break approaching, the volume of passport applications has been significantly higher the past few weeks.
- Municipal Court was on Thursday, January 10, 2019 and the following were processed:
 - 2 Trials, one was rescheduled, and one was dismissed.
 - 2 Failure to appear.
 - 7 Arraignments.
- 1 New liquor application was reviewed and approved.
- Work has started to scan older minutes and index them as part of the Laserfiche electronic records management system.
- The republication of the Berthoud Municipal Code will be online within the next two weeks a physical copy will be delivered to the Town next week. The new code will be searchable and much more easy to navigate than the current .pdf version.
- Staff worked with Wenk and BRS on developing a scope, schedule and fee for design of Waggener Farm Phase I.
- Staff met with water attorney, Paul Zilas, to discuss a variety of on-going raw water matters, including possible acquisition opportunities.
- Had a conference call with Alan Pogue to discuss the metro district policy presentation planned for the January 22 board meeting.
- Began working on a new format for the Administrator Report. We are considering a monthly report, rather than weekly, with an emphasis on information regarding current projects and how they are helping to accomplish the goals articulated in our Strategic Plan. The report would include more narrative and pictures of ongoing efforts.

Business Development:

- Continued to have discussions, providing follow up information, with two national retail companies regarding their interest in locating in Berthoud
- Attended the committee meeting for the upcoming Experience Berthoud event
- Attended the Berthoud Chamber's annual Board retreat
- Met with the firm doing the market research analysis for PrairieStar to discuss current and future development activity in Berthoud
- Distributed the 2nd notice for the upcoming Berthoud Business Appreciation Breakfast
- Had follow up discussions with the Director of Franchise Development for a national hotel chain considering Berthoud for a possible facility
- Began preparations for hosting the NoCO Manufacturing Partnership's all manufacturers meeting at the Berthoud Town Hall next week

Community Development:

- The timeline for the Mountain Avenue Corridor Plan will unfortunately be extended by a few months, as the architect was recently diagnosed with a very serious illness and has been forced to resign from the project. BHA design is in the process of hiring a new architect, and has continued to work on some very exciting ideas. Staff expects a 2 month delay—time for a new architect to be hired and to get acquainted with the corridor.

- Met with multiple commercial developers this week, regarding potential Berthoud projects.
- Training on a new permit tracking and management software system kicked off this week.
- Staff began work on a development process workflow in order to better clarify roles, responsibilities, and steps and also to support the new software program.

Parks, Recreation, and Forestry:

- The Parks Dept would like to welcome a parks maintenance employee, Matthew Poland, to the team.
- Shop maintenance, clean-up, light fixture replacements/photocells, at the parks shop, multiple parks, and pool.
- Removed and disposed of another deer carcass from 8th/10th street trail.
- Maintenance completed for two parks mowers, parks bobcat and additional mowers delivered for maintenance, parks vehicle upkeep, took delivery of sprayer/spreader for parks turf and maintenance.
- Christmas decorations have been removed from Town areas and placed into storage.
- Tear down of chicken coop at Jaskowski property.
- Staff evaluating fees and banner policies, updated sponsorships.
- Staff meeting and evaluation of a new format for quarterly recreation brochure, went to RFP.
- Updated recreation website and management of pages, training on ActiveNet software.
- Staff attended a webinar and begin draft proposal for CARA Swim organizational changes and maintenance of aquatic swim meet procedures, pool employee job descriptions.
- Office organization of Park Permits, Sponsorships, Banner permits and field reservations.
- Continued to collect and inspect Christmas Trees recycling program for drop-off at Parks shop.
- Staff maintenance and organization of youth basketball, little dribblers sport, adult volleyball, baton twirling, and martial arts activities.
- Recreation Staff organized and will host the annual Denver Nuggets basketball skill challenge this weekend.
- Forestry staff conducted one (1) consultation to the public regarding tree management.
- Staff conducted tree committee agendas, outreach, and subsequent information for January meeting.
- Forestry staff created two (2) proposed/preliminary Forestry programs: Street Tree Replacement Program; Street Tree Work Permit to be taken to the tree committee and board of trustees for approval.
- Forestry staff began developing a revised tree planting standards policy.
- Staff ongoing work on Berthoud Reservoir phase 1 and initial work on a Heron Lakes Trailhead plan.
- Parks staff purchased ditch mower to replace older unsafe equipment, received approval to repair hazardous Fickel park sidewalks, and conduct seeding at Berthoud reservoir.
- Staff attended Board of Trustees and PORT meetings.

Public Works:

Streets:

- General street sweeping work was completed.

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- Clean-up and repair of equipment as well as maintenance shop.
- Crack filling work was done on Spartan Ave, Monroe Ave, Madison Ave, and started in the Peakview Subdivision.
- Clean up at North yard.
- Cold mix pothole patching for minor holes in various locations.
- Various sign repairs.
- A new ADA accessible ramp in under construction at the intersection of 8th Street and Spartan Avenue.
- County Road 7 was graded.

Water

- Water Department is in the 3rd and final phase of OCCT. This final phase will run approximately until February 4th.
- Plant staff completed cleaning Sedimentation basin A this week. Equipment manufacturers and the installing contractors will return to inspect the new equipment in the empty/clean basin the Week of January 14th. 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 met with engineers Friday January 11th JVA to review a proposed scope of work for the Standard Operating Procedure catalog being established for Water Treatment Plant Operations.
- Water Department is 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.

Wastewater

- Ramey and PW dept. are continuously working on plans to identify priority projects for the sanitary collection system replacement as a result of the video work.
- 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.