

Berthoud Town Administrator Report –August 17, 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:

- 32 New passport applications were processed this week.
- 1 Special Events Liquor Application was received for an event in September.
- Implementation of the electronic document management system will begin on September 17th.
- Address libraries have been updated and transmitted to Larimer and Weld Counties for the upcoming election. This helps to ensure that voters are within the correct district when new voters register to vote.
- Staff in the Clerk's Office is working to accurately index all resolutions and ordinances from when the Town was incorporated in 1888 forward to the present. When complete, the index will be available on the Town's website.
- New window lettering for Town Hall has been ordered and will be installed next week to replace what is worn or missing. This includes signage regarding operation of the ADA door, new address lettering for the transom window and new hours of operation. All signage will have a consistent size and style for a uniform appearance.
- A new lock mechanism and door closer will be installed on doors leading to tenant-shared spaces in Town Hall to increase facility security.
- Many light fixtures had LED and other replacement bulbs installed as part of a maintenance project at Town Hall. Over 70 bulbs were changed in all.
- Nearly 300 completed surveys have been returned to Town Hall regarding the Parks and Recreation Master Plan and possible ballot measure.

Business Development:

- Met with a Colorado Enterprise Fund executive to discuss the possibility of creating the Berthoud Enterprise Fund as a financing option for small business.
- Attended a meeting with CDOT to learn more about the proposed Weld County Road 9.5 that would possibly go through Wilson Ranch.
- Provided a national retail company, that is considering a Berthoud location, with Berthoud demographic and development activity information.
- Responded to two site information inquiries from the Metro Denver EDC.
- Provided Berthoud information to the Taco Johns national marketing firm.
- Developed and distributed the “Berthoud News You Can Use” bimonthly newsletter.
- Met with a person interested in locating a auto repair business in Berthoud.
- Listed the available 9,696 sf building, located at 502 2nd Street, on our web site and referred the space to a potential new business.
- Met with Slate Communications to discuss assisting staff in developing a Quality of Life Brochure for the Town.

Community Development:

- There are still openings on the Planning Commission and Historic Preservation Board.
- Staff would like to thank Sue Bowles, Patti Swiger and Jill Wilson for the enormous amount of work they have been smoothly handling over the summer.
- August may prove to be a record setting month for permitting.

- The Mountain Avenue Overlay kickoff was this week, and a Public Open House is planned for September.
- Staff met with oil and gas companies and to discuss a possible MOU.
- The Historic Preservation Advisory Committee has met with the owner of the Moon Theatre and may work out a compromise where the original façade (an almost art deco look) is restored for the property to be eligible for tax credits.
- The development code updates were heard at the PC meeting last week and will be heard again next week. After discussion with members of the public and Staff, some new public involvement steps on development will be proposed in a new draft to the PC that Staff believes will go a long way into building trust with the public in the development process.

Parks, Recreation, and Forestry

- Created Adult Kickball Game Schedule.
- Held Adult Kickball Manager's meeting.
- Organized and Hosted Coaches Appreciate BBQ.
- Recruited officials for youth sports.
- Researched Team Sideline scheduling software.
- Recruited players for youth soccer team.
- Recruited coaches for fall youth softball team.
- Assigned youth fall soccer and flag football coaches.
- Held youth soccer coaches training and meeting.
- Held youth flag football coaches training and meeting.
- Built youth soccer teams.
- Built youth flag football teams.
- Designed wellness committee newsletter.
- Deep clean of pool facility.
- Hosted pool parties.
- Organized little strikers and little Lombardi's rosters.
- Designed and ordered shirts for Little Strikers & Little Lombardi's.
- Recruited helpers to staff Little Strikers & Little Lombardi's.
- Sent out exit interview questionnaire to pool staff.
- Continued working on changes/updates for 2019 pool season.
- Finished the last Summer Session of Martial Arts Wednesday night.
- Contacting parents, seeking volunteer coaches to help with Fall Soccer and Flag football.
- Collected equipment from summer baseball & Softball volunteer coaches.
- Prepped packets for Soccer and Flag Football Coaches meeting (Tues. & Wed.).
- Conducted consultations to the public regarding tree/pest management.
- Continued conducting tree inventory at newly developed subdivisions while updating the online tree inventory.
- Continued surveying for emerald ash borer via traps and rearing cages.
- Conducted storm debris cleanup throughout the Town and Town parks.
- Door hung informative letters on 7 houses regarding work needing to be done to bring properties in compliance with Town code.
- Staff met with Larimer County Forestry regarding EAB cost share program.

- Removed hazardous tree branch along Welch Ave to improve stop sign visibility.
- Re-mulched and weeded tree rings as well as rock beds along Spartan Ave.
- Conducted an in-house safety meeting regarding tree trimming.
- Installed a memorial bench at Pioneer Park.
- Continued mowing operations in the parks.
- Treatment applied to Roberts pond and Pioneer pond for algae.
- Replaced filters for pond pumps at Roberts pond.
- Repaired the dumping mechanism and bent grass catcher on a Walker mower.
- Repaired infield sprinkler on Bein South ball field.
- Irrigation repairs at Bein Soccer, Collins Park, and Pioneer park (laterals, solenoids, and heads).
- Staff working on grant with CDOW for Roberts pond dock.
- Continued work providing info and data to consultants working on Parks master plan.
- Prepped fields and supervised adult kickball.
- Recruited coaches for fall softball teams.
- Completed field maintenance on Bein South and Bein North.
- Participated in Parks/Recreation Center Master Plan meetings and PORT Committee Meeting.
- Continue working on Recreation Department Marketing Plan.
- Received bids for Bein Baseball fields warning track project.
- Researched and received price bids for batting cages at Bein Park for 2019 project.
- Pool is closed for season.
- Clean pool facility & move equipment into storage.
- Begin/plan pool winterization process.
- Contact 14u soccer parents, organized youth soccer, flag football coaches, helpers.
- Registered the last of late registrations for fall soccer.
- Worked on receipts for Parks, Rec and Pool budgets.
- Continued to collect baseball gear from coaches.
- Updated park rentals & banner calendars.
- Ordered Fall jerseys for youth soccer, flag football, volleyball.
- Created game schedules for youth soccer and volleyball.
- Hosted youth volleyball coaches meeting.
- Marketed late fall programs by handing out flyers to local business'.
- Learned details in new ActiveNet system with conference call demo.
- Last week of summer pickleball session.
- Parks staff gathering information for fall parks seeding project and turf repairs.

Public Works:

Streets:

- Street sweeping weekly underway with warmer weather.
- Pothole patching.
- Asphalt repairs in Serenity Ridge.
- Various sign repairs.
- Clean up line of sight at intersection of Meadowlark and SH 56.

- Remove and construct ADA ramps on Spartan at High school.
- Add/change no parking signs on S. 8th per Larimer Police.
- Started second round of roadside mowing.
- Mowing, watering, and weed trimming at Cemetery.
- One Funeral.
- One stone set.
- Streets Pavement project awarded this week to Asphalt Specialties, Notice sent to Asphalt Specialties.
- NFRMPO Technical Advisory Committee meeting occurred this week.

Water

- Department busy prepping for the meter swap out season that will be occurring early next month. Contractor set to come into Town early next week, Aug. 20th. Flyers will be sent out to homeowners within the areas of meter work. Initial meeting on Monday.
- Water plant Expansion Update: still awaiting final items left for the plant, such as the Generator installation and some final effluent piping to be placed both have been ordered and waiting on delivery.
- Water Department Staff time demands in utility locating and distribution maintenance this month.
- OCCT Pilot Program, this is in design and equipment allocation phase for the pilot study. CDPHE is issuing an official start date, we expect to have that letter soon.
- Staff has been busy working on grounds maintenance Reservoir and raw water quality sampling.
- Water Department received several taste and odor complaints after attempting to use 1/3 total flow from Berthoud Reservoir. Water Department has stopped using Berthoud Reservoir Raw source for now, until the activated carbon system design is finalized and reconstructed.
- Water Department waiting on permanent repair of 20" finished water line near the 3MG tank site. Line was struck by a contractor and a temporary repair has been put in place.
- Water Department looking into WIMS Plant and Data Management System which can be utilized by both Water and WW facilities, including field Distribution and Collections.
- Water Department looking into purchase options for Valve Maintenance Equipment including valve exerciser and valve box cleaning unit.

Wastewater:

- Meeting with Ramey this week to go over areas to start in for the collection cleaning. Ramey is planning to start the week of the 20th.
- UV replacement project is in design.
- Working on Sanitary sewer maps for Ramey to have next week.