

Berthoud Town Administrator Report –August 3, 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:

- The Deputy Town Clerk attended an advanced Municipal Court professional development opportunity on August 3, 2018.
- The Town Clerk assisted two other Colorado Municipal Clerks regarding election process and establishing occupational fees.
- License Processing:
 - 2 Liquor License Renewals
 - 2 Special Event Liquor Licenses
 - 2 Hearings Scheduled for Retail Marijuana Applications
 - 1 Liquor Application picked up for a new business.
 - 1 Neighborhood Event Application
- All license files have been reorganized into a new filing system. Old license files have been archived or purged in accordance with the Records Retention Schedule.
- There are 17 active liquor licenses within the Town of Berthoud.
- The Town's website has been updated to include more detailed information regarding liquor licensing, vendor licensing, solicitor licensing, sales tax licensing, and Open Records.
- The Trustee Document Archive page on the Town's website has been reformatted for easier user access.
- The process to convert the Berthoud Municipal Code to a user-friendly, searchable online code has started. The process to do so is scheduled to be completed by the beginning of November and should be significantly below budget.
- Devices for paperless packets have been delivered and will be ready the beginning of next week. Staff will be contacting the Elected Officials to finish the device setup and for a brief tutorial.

Business Development:

- Participated in the One NOCO Site Selectors event.
- Met with a Denver based retail brokerage and development firm in Berthoud to discuss Berthoud's current development and future activity and their possible interest in Berthoud.
- Met with a company interested in constructing a facility in Berthoud Commons for a mixed-use development.
- Responded to an inquiry by a consulting firm on behalf of their client looking for an industrial site for their expansion. Staff submitted the Jackson Industrial site as a possibility.
- Attended the Economic Development of Colorado (EDCC) Public Policy Committee Meeting.
- Continued to have discussions with a company interested in locating a restaurant in Berthoud.
- Contacted a growing Denver based restaurant to introduce them to the possibility of locating a facility in Berthoud.
- Assisted a current tenant in the OTH with their expansion into another office in the facility.

Code Enforcement:

- Drafted language for junk and junk yard regulations.
- Followed up with a developer regarding weed complaints.
- Handled a few dispatch calls relating to animals

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- 1 deceased raccoon
- 3 loose dogs at a residence
- Other Violations
 - Vehicles with expired plates/no plates
 - Trailers
 - Campers
 - Weeds
 - Sign in town right of way

Larimer County Sheriff:

- Recovered a stolen vehicle from Welch St after a short pursuit; the driver was identified and arrested the next day.
- A serious accident on Hwy 287 and Berthoud Parkway involving a van hitting a 13 year old bicyclist which had the northbound traffic blocked for several hours. The 13 year old is in critical condition at the hospital.
- Met with the new youth pastor at Grace Place about the community needs for kids.
- Taught a class at Little Thompson Water District on what to do with an angry customer.
- Had a "Neighborhood Watch" training for Mary's Farm.
- Deputy taught drug identification class to Berthoud Teachers.
- Attended the BHS principal's informal open parents meeting at Fickle Park.

Community Development:

- Staff met with a developer planning a 20,000 sq. ft. multi-tenant retail/office building.
- Staff will begin updating the planning and building sections on the website, to offer more information to the public.
- New forms for development applications have been created and are now being used.
- Staff has met with citizens and developers about rectifying issues in new developments.
- New development code updates will be heard by the Planning Commission next week.

Finance Department:

- We were funded on our CIRSA grant for the AED's in town staff facilities.
- We held our first Wellness Committee meeting. B Fit is the proposed committee name. We are in the initial stages of developing health and fitness options for the employees, such as team fitness challenges, nutrition classes and health workshops.

Parks and Recreation

- Continued mowing operations throughout town.
- Irrigation repairs- 12 sprinkler heads at Skate, Railroad, Fickel, Town Parks.
- Memorial bench consultation and order of plaque for Pioneer park.
- Event tear down- Farmers Market in Fickel Park.
- Prepared and extra maintenance Town Park and Pioneer for four weekend reservations.
- Community service volunteers weeded rose beds on Cedar.
- Conducted consultations to the public regarding tree/pest management.

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- 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.
- Finalized 2018 EAB Cost Share Pilot Program.
- Grinded several stumps at cemetery and clean-up.
- Safety equipment purchased and installed for bucket truck (strobes, bar lights).
- Staff will be hosting a booth at the Farmers Market on August 4th for the Parks and Rec master plan.
- Reviewed Soccer Rules for upcoming season with staff.
- Updated ActiveNet Registration Software, fall registration taking place.
- Created August Newsletter for upcoming Parks and Rec activities.
- Updated field schedules for fall activities, booked school facilities for spring.
- Supervised Adult Softball League Tournament.
- Staff attended weekly update meeting with consultants on Parks and Rec master plan.
- Started program cost evaluation of New Baton Twirling Class program.
- Developed incident reports for recreation programs.
- Researching expenses for improvements for 2019.
- Final session of multi-sport summer camp, maintenance of pickleball courts.
- Contacted coaches for fall youth sports and fall equipment inventory.
- Assembled profit/loss documents for previous recreation season.
- Staff attended first wellness committee meeting.
- Swim team competed in final swim meet and last week of lessons, post-program surveys out.
- Staff deep clean of pool facility and maintenance of pool filters.
- Communication/Information gathering with CDOW on Fishing is Fun grant for Roberts Dock project.
- Vandalism reported and clean-up at Baseball shed.
- Weekend parks maintenance for multiple parks reservations at Pioneer park.

Public Works:

Water:

- Officially began treating water from Berthoud Reservoir. Current proportions are 1/3 Berthoud Reservoir to Carter Lake pipeline water. Water Plant will slowly increase Reservoir Raw Water proportion to the plant over the next week.
- The main finished water line near the tank was struck and damaged by a contractor on Tuesday. A repair band was placed same day by Gopher Excavating and a permanent repair will be done when parts are delivered.
- Staff working on a town wide valve box cleaning and exercise program. With the new ESRI Mapping system near completion, we will have increased ability to track and record all preventative maintenance performed and prioritize repairs for any problematic areas.
- Staff is researching a new collective treatment plant management and automated data collection software program which can be utilized for both Water and Wastewater treatment plants.