

## Berthoud Town Administrator Report –June 29, 2018

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*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 a professional development course specifically tailored for municipal court administrative staff. In addition, our Deputy Clerk will be attending the Colorado Clerks Association Summer Academy the week of July 8<sup>th</sup>-13<sup>th</sup>. The Summer Academy is a three-year program for new clerks or for clerks that are in pursuit of the CMC (Certified Municipal Clerk) designation.
- The Town Clerk visited another municipal clerk's office within the region for a day this week to offer assistance in records management and structuring staff responsibilities. Last week, the Clerk's Office arranged for a new clerk in the region to shadow regular business activities at Town Hall to learn best practices for elections and liquor licensing. This exercise was an excellent way to be active in the Colorado Clerks community and mentor those who are new to the profession with hands-on education.
- Met with Northern Colorado Municipal Water District about their long-term facility plans.
- Began work with George K Baum and Associates on a draft for the public opinion survey work to be performed in conjunction with the parks master plan.
- Met with a consultant team to refine a scope of work for an impact fee analysis.

### **Business Development:**

- Hosted the second Business Breakfast of the year.
- Responded to an inquiry from OEDIT for a food processing company looking for 50 to 100 acres.
- Continued to assist a company interested in purchasing 70 acres at the Berthoud Tech Center.
- Submitted a preliminary development proposal for a company considering a Berthoud location.
- Met with the owner of the Berthoud Commons site to discuss current activity.
- Toured 7,500 sf of industrial space that is coming on the market and offered to assist the owner in marketing the space.
- Provided materials to assist a company executive in recruiting a potential new employee.
- Provided information to a company considering leasing space at 357 Mountain Ave (former Church).
- Provided site information to a developer considering responding to a Federal Government RFP for a project along the north I-25 corridor.

### **Code Enforcement:**

- Sent weed enforcement letters to property owners of vacant lots that have vegetation that is not in compliance with the Municipal Code.
- Sent weed enforcement letters to a local homebuilder to ensure that lots, where homes are yet to be built, are being maintained.
- Addressed a bat bite on Bimson Avenue – The bat was tested by Larimer County Health, which determined that it did not have rabies.
- Captured an unwanted bat that was present at a residence.
- Addressed a fence height complaint in Mary's Farm.
- The weeds at the Berthoud Commons have been addressed.
- Other calls:
  - Several expired vehicle registrations.

- 2 barking dog calls.
- Addressed several campers and trailers parked on the street.

### **Community Development:**

- Staff met with Weld County, to discuss a Planning IGA for properties in Weld County. We currently have an IGA with Larimer for any development within the County located within the Town's GMA, but no agreement with Weld. Weld is amiable to an IGA, and is also happy to include potential design guidelines to this agreement as well.
- Weld County has also agreed to attend a future Board session, to discuss changes in their Oil and Gas permitting process.
- Working on updating the electrical code for consideration at an upcoming Board meeting.
- Staff met with a large industrial entity who plans to relocate to Berthoud to discuss their site plan, as well as future development plans.
- Staff is also working on changing noticing standards for development, along with other process changes to address some recent issues.

### **Parks & Recreation:**

- Hosted and staffed 2<sup>nd</sup> session of weeklong youth summer camp.
- Supervised youth baseball and softball games; adult softball games.
- Prepped ballfields for games.
- Updated website and Active Net for fall programs registration.
- Average daily open swim pool attendance this week is @ 100 pp (123 pp is capacity).
- Created July recreation newsletter.
- Worked on creating activity flyers for fall programs.
- Initial preparations for 2019 budget items for recreation.
- Hosted first home swim meet, Session 4 of swim lessons, 4<sup>th</sup> week of swim team practice.
- Held June pool employee meeting/training (cleaning, saves, safety).
- Picked up chemicals and testing supplies, maintenance to boiler.
- Fall recreation brochures received from printer and taken for mailing. (7,000 count).
- Second summer session of Martial Arts began.
- Received Farmers Markets banners, park permits and reservations.
- Meeting with contractors to go over parks shop electric system.
- Irrigation repairs- Town park ballfield, welch/17<sup>th</sup>, Collins park, Town park west.
- Town Board meeting to present final RFP proposal for WENK associates- Parks/Rec Facilities.
- Mowing and trimming ongoing in parks, Ballfield prep.
- Staff consultation with park reservation for upcoming event (Pioneer Park).
- Staff met with person interested in donating memorial bench- pioneer park.
- Conducted consultations to the public regarding tree/pest management.
- Reviewed EAB cost share applications and conducted site evaluations; overall tree conditions/locations were assessed and DBH's were measured and recorded. All data was compiled into a spreadsheet which was used for calculating overall treatment costs and estimated Town reimbursement prices.
- Attended monthly Tree Advisory Committee meeting.

- 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.
- Met with Historical Committee regarding ash tree management at the McCarty-Fickel House.
- Met with Pioneer Museum representatives regarding tree management.
- Conducted a landscape evaluation at Loves Travel center and discussed tree planting concerns with landscape developer.
- Supported Code enforcement regarding trimming of tree branches in right of way/signage.
- Outreach with VDCI mosquito management contractor.
- Outreach done with RFP consultants for master plan.
- Coordination with Land trust for monitoring Jaskowski property and meeting.

### **Public Works:**

#### Streets:

- Street sweeping the streets weekly is underway with warmer weather.
- Mowing operations along the roadsides will continue.
- Finish first round of weed spraying.
- Re-Installed crosswalk pedestrian signs at 5<sup>th</sup> and Mountain and 8<sup>th</sup> St.
- 4<sup>th</sup> Street culvert repair completed.
- Pothole patching.
- Grade WCR 7.
- Various street sign repairs.
- Shoulder work along South 1<sup>st</sup> St.
- Trench drain repairs in sidewalk along Mountain at 5<sup>th</sup> St.
- Mowing, and weed trimming at Cemetery.

#### Water:

- Backflow tests still being received. – 2<sup>nd</sup> letter and notices are in progress to be sent early next week.
- Water plant Expansion Update: Plant receiving, treating, and delivering water to Berthoud Distribution system and customers.
- The Berthoud Water Plant is treating and serving more water than anytime in Berthoud history, big thank you to all construction and town staff for making this a successful project.
- The WTP is still in construction in some areas. Pending parts of the expansion project include generator installation in late summer and filter piping modifications, which will take place in the fall.
- WTP is looking at upgrades to larger capacity chemical pumps and increasing size for some of the chemical storage tanks.
- Please be aware of and report any irrigation/outdoor watering between 10am- 6pm per code.; Notices are being sent on Facebook and also to new neighborhood HOA's.
- Welch pump station is repaired and on to pump water to golf course.

### Wastewater:

- Cleaning and overhaul work underway on the south digester.