

Berthoud Town Administrator Report –June 1, 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:

- Staff has received several inquiries regarding retail marijuana licensing for existing medical marijuana license holders.
- Town Hall will have a new set of menu options for incoming phone calls the beginning of next week. The system will direct callers to the appropriate department, or callers can dial an extension to reach a specific person without going through menu prompts.
- Staff met with the developer of Heritage Ride and a representative of American Legend Homes to discuss new architectural diversity requirements for the next phase of the neighborhood.
- Staff and Paul Zilas met to discuss a variety of water related issues.
- The 2017 population estimates from the US Census Bureau were released last week. According to their estimates, the Town's population is now 8,889. This is an estimate but represents nearly 75% population growth since 2010.
- Met with public works to discuss short-term and long-term organizational changes to increase operational efficiencies.

Business Development:

- Followed up with over 20 contacts made at the ICSC RECON Retail Conference.
- Met with a retail company to discuss their possible location in Berthoud.
- Met with Upstate Colorado executives to discuss their regional marketing activity.
- Prepared the materials for the Town's booth at Berthoud Day.
- Worked with the Northern Colorado Economic Alliance's upcoming event for national site location consultants.
- Finalized updates to the Berthoud Brochure and sent it to the printer.
- Sent invitations for the June Business Breakfast to businesses in the 1st and 2nd street corridor.
- A new website for economic development information is now live. Minor changes will still be made in the coming weeks, including creating appropriate links through the Berthoud.org website, but the current page can be seen at www.berthoudeconomicdevelopment.com

Community Development:

- Staff would like to acknowledge the very hard-working Community Development and Engineering/Public Works Staff, for handling the most growth in Northern Colorado, with a fraction of the Staff and resources of other NOCO communities.
- Staff has worked on revising the building permit process. Builders and Developers have been notified of changes, which include extending estimated permit times (requiring additional time for review, permitting and routing) consistent with our limited levels of staffing, while staying within the same permit time-periods of surrounding communities. The process workflow has also been streamlined to eliminate unnecessary steps.
- Staff is working out a similar change in reformatting and making the development process more efficient, related to both Planning and Engineering.
- Met with two commercial prospects regarding proposed commercial development.

- Development Code changes are being prepared for July that are consistent with the Town Board's direction when the major code revision was adopted earlier this year.
- Staff has also worked out the design review policy for new homes, as per the adopted code, and may take further code changes to the Board in July to tighten these requirements.
- Received Census Estimates, and disseminated to appropriate agencies.
- Staff has approached Weld County about oil and gas development to discuss options for review and comment from the Town on wells being developed within the Growth Management Area.

Finance Department:

- 200 customers have signed up for paperless billing, in the first 3 weeks of the Express Bill Pay program.

Parks & Recreation:

- Finalized Fall Activity Brochure.
- Created Recreation June Newsletter.
- Supervised youth baseball/softball games.
- Held staff meeting with all Little Sluggers baseball program staff.
- Attended CARA Track & Field district meeting.
- Interviewed for assistant CARA track and field coach.
- Scheduled camp counselors for multi-sport camp.
- Prepped pickleball courts for upcoming season.
- Meeting with swim coach and CARA rep to discuss upcoming meet schedules.
- New swimmer swim test and swim team parent meeting.
- New lifeguard schedule spreadsheet for upcoming season.
- Replace carbon dioxide tanks at pool, working on consistency of treatments to pool water.
- Main St. clean up and weeds pulled for parade route.
- Round About weeded and cleaned up.
- Cedar median and Welch Ave tree lawn irrigation repaired and system turn on.
- Painted picnic benches at Town Park.
- Town Park, Town ballfields, and Fickel parks set up for Berthoud Day event.
- Continued conducting tree inventory at newly developed subdivisions while updating the online tree inventory.
- Wrapped ash trees in Fickel Park and along Mountain Avenue with emerald ash borer awareness (green) ribbon.
- Mowed natural areas and trails at Neilsen's Greenway and Main St., 5th-CR17.
- Reviewed and commented towards Heritage Ridge landscape development plan.
- Staff working with consultants and communication of new RFP out for Parks and Rec.
- Electrical repairs and minor outlet upgrades to Town park.

Public Works:

Streets:

- Street sweeping weekly underway with warmer weather.
- CR 44 bridge update: Project still aiming for opening Early June.
- Streets crews busy prepping and cleaning for Berthoud Day.
- Move polymer tank and generator for Wastewater.
- Mowing at Reservoir and Water Plant.
- Curb and roadside spraying.
- Mowing and weed trimming at Cemetery.

Water:

- Water Department preparing to investigate capacity and hydraulic issues with our Raw Water Transmission line as well as repair sections of line that are corroded and currently leaking.
- Backflow tests still being received. – 2nd Letter will be sent out in June. The High Hazard users identified per Policy 7, ie. Chemical Storage facilities, heavy industrial, restaurant, agricultural operations, etc. which have not responded will be contacted directly by the Town.
- Water Plant and Berthoud Reservoir have been on Town River decree water since May 23rd.
- Water plant Expansion Update: Plant receiving, treating, and delivering water to Berthoud Distribution system and customers. The WTP is still under construction in some of the areas for final items to be completed.
- Updates to treatment processes have proven valuable in water quality results and extended filter run times. WTP will be turned OFF June 5th and 6th for some filter piping modifications and a Raw Water Transmission Line Repair. Plant scheduled to re-start Thursday June 7th.
- Water Department with the assistance from Town consultants performed thorough Raw Water Quality sampling on Berthoud and Welch Reservoirs Thursday 5/31. The focus was on algal species. The approach from the Water Department will be to get ahead of the formation of any of these with our solar mechanical mixers and ultra-sonic units. We are anticipating improved water quality from the newly renovated Berthoud Reservoir.
- Water Department has been notified by CDPHE that Serenity Ridge area Lead and Copper sampling will need to be repeated. 5 samples will need to be collected again from this system. All lead and copper results from the May sampling were within regulation. With the recent reduction in sampling per CDPHE for SR system, the Department Supervisor collected the samples in MAY, a month early.

Wastewater:

- Contractor has been coordinating Serenity ridge decommission.

Code Enforcement:

- Quarantined a dog after a dog bite incident.
- Handled a few neighbor dispute/possible code violations with LCSO.
- Spoke with a local business regarding an ongoing dumpster issue.
- Continued presence at Hillsdale Trail for dogs off leash.

- Other Code Violations/Issues
 - Weeds
 - Campers
 - Loose Dogs
 - Possible trash dumping
 - Signs
 - Graffiti abatement