

Berthoud Town Administrator Report – May 25, 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 Town Clerk and Deputy Town Clerk attended the 72nd Annual International Institute of Municipal Clerks (IIMC) Conference in Norfolk, Virginia May 19-May 24, 2018. The conference had over 800 municipal clerks in attendance from across the nation and from 14 other countries. There were 56 different general and concurrent sessions on various subjects that pertain to municipal government. Attendees receive credit towards Certified Municipal Clerk and Master Municipal Clerk designations by attending these sessions.
- Prepared the RFP for Recreation Center and Park Development Master Plans. Closing date for submission from interested consultants in June 13. Information is available on the Town website, industry publications, industry websites, and has been sent directly to numerous consulting firms.
- Met with Mayor Karspeck and Fort Collins Mayor Pro-Tem, Gerry Horak, to discuss funding for the I-25 project.
- Submitted documentation to the Northern Colorado Water Conservancy District for the transfer of Windy Gap units and Carter Lake Outlet Works capacity from Plate River Power Authority to the Town.
- Congratulations to TPC Colorado for reaching opening day. Members teed off this morning for the first official rounds at the course.

Business Development:

- Attended the ICSC RECon Conference and Expo meeting with twenty-five (25) companies to discuss Berthoud's retail development opportunities.
- Met with Upstate Colorado executives to discuss regional economic development marketing activity.
- Drafted an incentive policy for future consideration.

Community Development:

- Staff has organized a June 9th tour of new and progressive development in the Front Range for Planning Commissioners.
- Staff conducted a PC training session for new and existing members before the regularly scheduled meeting this week.
- Staff selected a preferred design/architecture firm regarding the Mtn. Avenue RFP.
- Staff double checked, and the gentleman who spoke at the Annexation hearing about not receiving notice, did indeed receive notice for both the PC and the TB meeting.
- Staff worked with Code Enforcement, to clear up a number of issues/violations.
- A letter to all builders/developers regarding the new Fire District fees was sent out last week.
- Permit and development activity remains at a high level.

Parks & Recreation:

- Conducted consultations to the public regarding tree/pest management.
- Staff attended monthly Tree Advisory Committee meeting.

Berthoud Town Administrator Report – May 25, 2018

- Continued conducting tree inventory at newly developed subdivisions while updating the online tree inventory.
- Mowed natural areas and trails at Neilson's Greenway-Main St.
- Hung Berthoud Day banners over Mountain Ave and at the round-about.
- Begin pickleball summer session – chalk courts.
- Finalized summer day camp coaches.
- Working on editing the fall programming brochure.
- Held youth baseball skills clinic with HS baseball team.
- Updated and edited the parks and recreation webpage.
- Updated baseball/softball practice and game schedules.
- Supervised youth softball and adult softball games.
- Finish cleaning pool for opening, filled and heating for Saturday May 26th opening.
- Got pool concession stand cleaned out, inventoried, and supplied for opening.
- Meet with and train employees before pool opening.
- Continued meetings with master plan consultants for reservoir and trails.
- Staff presented a grant to CDOW board for the fishing is fun cycle for the Roberts Lake dock.
- Irrigation repairs at Pioneer park, vandalism at Bein Park.
- Detailed maintenance at Pioneer, Town Park, Spartan ave in preparation for graduation ceremonies.
- New skate park ramp extensions/equipment installed and complete per the Trustees prior approval.
- Berthoud Day meetings held with Chamber and staff for next week's festivities.

Public Works:

Streets:

- Street sweeping now weekly underway with warmer weather.
- Roadside mowing/trimming
- Grading of CR 7
- Mowing, fertilizing, and weed trimming at Cemetery
- Took delivery of new Jetter trailer and 1-ton dump truck
- Cleaned irrigation culvert with new jetter at Wastewater Plant
- Started mowing Berthoud Reservoir
- Street sign repair

Water:

- Backflow tests still being received. – 2nd Letter will be sent out in June.
- Water plant Expansion Update: Plant receiving water and plant is on and producing water.
- Staff met with contractor next week that will help to replace all old radio units plus meter replacements as needed. Contractors plan to replace 500 meters and radio units through a Sensus contract-operating company, hoping to start in mid-July or early August.
- Quarterly DBP sampling to take place in May Berthoud, Quarterly 3MG Water Storage tank inspection to be done in May
- Water Department is collecting quotes for a small maintenance boat for our reservoir raw water quality testing, and maintenance to the solar mixing and ultra-sonic algae units

Berthoud Town Administrator Report – May 25, 2018

- Water Dept. will be working on getting water quality samples of Berthoud Reservoir next week.

Wastewater:

- Contractor has been out to start the Serenity ridge decommission.

Larimer County Sheriff's Office:

- Working on a plan for speeders on 10th Street & Welch due to a complaint and a recent accident.
- SRO's very busy with the last week of school. School was out today at noon.
- Assisted with striping on 1st Street & Berthoud Parkway.
- Worked with Colorado Information Assessment Center, Colorado State Patrol & Thompson School District with threat assessment for BHS graduation.
- Met with several Berthoud Church pastors about a Faith Coalition and needs of the town
- Working with property owner on 1st Street on noise complaint and code violations.
- Coordinating with Berthoud Chamber & Berthoud Fire about Berthoud Day action plan.
- Busy handling calls for service.
- Taught 2 Safe Serve classes for workers at the Berthoud Day Beer Garden.
- Assisted Investigations with a search warrant of a sexual assault suspect.
- Continuing with Coffee with a Cop as it has been very successful.