

Berthoud Town Administrator Report – May 18, 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 will be attending the Annual International Institute of Municipal Clerks Conference in Norfolk, Virginia May 19-May 24, 2018. Carla Gustafson will be taking minutes at the May 22, 2018 Town Board Meeting. This annual conference will draw in over 1,000 municipal clerks from 15 different countries from around the world.
- The Deputy Town Clerk attended the Colorado Municipal Clerk's Association Nuts & Bolts training session on Friday, May 18, 2018.

Business Development:

- Met with a person interested in leasing space at the Old Town Hall. Sent a draft lease for their consideration.
- Drafted and distributed the Press Release for Creative Foam's expansion.
- Continued to work with CGM consulting on refreshing the Business Development Section of the Berthoud web site.
- Confirmed appointments for the ICSC conference next week.
- Distributed the Wilson Ranch Press Release to national site location consultants and worked with Xcel on developing the marketing brochure.
- Sent information on the Jackson Industrial site in response to a Metro Denver EDC inquiry.

Community Development:

- Permit and development activity remains at record levels.
- Staff is in the process of reorganizing the Community Development Department for efficiency and in response to record levels of submittals for permits and development.
- Staff will be offering a new planning commissioner training session before the PC meeting next week.
- Staff is organizing a tour of Northern Colorado development for Planning Commissioners.
- Revised tree diversity standards were sent to the Tree Board for their upcoming meeting.
- A draft pollinator garden guide is being prepared, as well as potential updates to the Development Code regarding pollinator and community gardens.

Finance Department:

- Staff attended an all employee wellness meeting. Employees learned more about the myriad of benefits included with the CIGNA health insurance and they also received a brief "how-to" from our 401a/457 representative. CIGNA will provide free wellness classes; they passed out a survey to determine which classes would be most beneficial for the employees.

Parks & Recreation:

- Rec staff attended CARA meetings and CARA track meeting.
- Summer Camp activity planning.

- Concluded co-ed drop in volleyball until fall.
- Finished Little Strikers and Lombardi's youth seasons.
- Create first two weeks of schedules for the pool.
- Painted ladders, diving board, pool signs. Pool Filter and plumbing hooked up system up and running, added chemical.
- Cleaned pool guard office, locker rooms, and grounds.
- Created and distributed adult softball, t-ball, 8U baseball schedules.
- Led meeting with tennis coaches in preparing for tennis season.
- Ordered equipment for youth programs this summer.
- Unloaded Skate park ramp extension materials for project addition.
- Weed's in tree rings on Main Street pulled.
- Rail Road Park backflow repaired and pressurized.
- Mowing and weed mitigation throughout Parks system.
- Staff met with Farmer's Market representative for upcoming season.
- Conducted consultations to the public regarding tree/pest management.
- Deployed 11 EAB purple prism and green multi-funnel surveying traps throughout the Town to assist in early detection of EAB.
- Fixed drip line irrigation for trees along the trail and Spartan Ave.
- Staff met with Blue Mountain Landscaping at Hammonds regrading tree plantings for second phase.
- Began conducting tree inventory at newly developed subdivisions while updating the online tree inventory.
- Reviewed and commented towards Arbor Ridge landscape development plan.

Public Works:

Streets:

- Street sweeping now weekly underway with warmer weather.
- Staff oversaw the slurry seal work done on 1st St. and Berthoud Parkway (LCR 17).
- Crews also working on improvement to drainage along CR 7.
- Roadside and detention area mowing in progress.
- Mowing, fertilizing, and weed trimming at Cemetery.
- Staff and Town Administrator interviewed possible design firms for new public works building.

Water:

- Water plant Expansion Update: Plant receiving water and plant is underway in startup process.
- Staff has been busy helping to target issues with starting the Water plant.
- Staff is meeting 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.
- Lead and Copper Sampling completed, all participants were mailed their results this week. The Town of Berthoud has met the compliance requirements for the first round of annual sampling
- Quarterly DBP sampling to take place in May Berthoud, Quarterly 3MG Water Storage tank inspection to be done in May

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- 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
- Water Department will gain a public water system upon the opening of the Loves Station, staff have head-start on the Monitoring Plan required to submit to CDPHE, also preparing for the additional sampling and monitoring required for this system.
- Water Department has two employees taking Operator Certification advancement exams on 5/18

Wastewater:

- Contractor has been out to start the Serenity ridge decommission.
- Ramey will be taking over the Vac truck early next week.

Code Enforcement:

- Handled a dog bite incident that occurred over the weekend.
- Quarantined a cat for a cat bite that occurred in Fort Collins.
- Helped a cat find its owner.
- Spoke with owner of Berthoud commons property to cut their grass/weeds before Berthoud Day.
- Strong emphasis on weeds violations.
- With the help of Jeremy, getting updated signage for Hillsdale Trail regarding dogs off leash and animal waste cleanup. Receiving more complaints regarding people walking their dogs in the morning off leash. Continued presence there when available.
- Other violations:
 - Property/junkyard issues
 - First Street Transitional property/ multiple violations
 - Weeds
 - Vehicles expired tags