

## Berthoud Town Administrator Report – May 4, 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 and Finance:**

- Our Deputy Clerk, Michelle Adams, visited the Larimer County Sheriff office and met with various officials that the Town coordinates with to facilitate the Municipal Court.
- The online application put on the website for potential new employees to use and upload their documents to submit online. They have a choice to also use a fillable form to help their application look like it was typed up. They can e-mail it and include supporting document in the email.
- The online application for employment has been updated so that applicants can fill their applications online and submit for consideration. Applicants previously had to print and fill out the form by hand.
- Worked with the Town Attorney to prepare Ordinances for the regulation and taxation of retail marijuana sales.
- Staff met with a representative from FCI Constructors to obtain information on possible processes for planning and constructing a community recreation center.
- Prepared a draft Town Board Information Handbook to be provided at the Board Orientation planned for May 4.
- Staff met with representatives for the Wilson Ranch project to discuss possible site development options.

### **Business Development:**

- Received confirmation that the Wilson Ranch site has been certified by Xcel Energy and prepared the press release to announce the designation.
- Met with the Northern Colorado Economic Alliance to discuss regional marketing activity.
- Met with Berthoud company, Rapid Production Tooling to learn about their product development activity in Berthoud.
- Hosted a meeting with the Neenan Company to discuss Berthoud's business development opportunities.
- Responded to an inquiry for the construction of a 20,000 sf building in Berthoud Commons.
- Attended the NoCo Manufacturing Partnership Networks Committee Meeting.
- Attended Advantage Bank's event.
- Spoke with the Fort Collins Magazine about their upcoming article about Berthoud.
- Finalized the draft for the brochure to be used specifically for the ICSC Conference.
- Continued to work with CGM consulting on refreshing the Business Development Section of the Berthoud web site.

### **Community Development:**

- Received 5 RFP's for the Mtn. Avenue Corridor Plan.
- Staff is working on creating pollinator garden standards for the new code.
- Met with three commercial developers about potential projects.

- Staff would like to welcome the three new Planning Commissioners, who will have their first meeting on May 10<sup>th</sup>.
- Permit and development activity remains very strong.
- Heron Lakes Clubhouse (over 60,000 sq. ft) building plans are in review.

### **Finance Department:**

- Next week, we will install and implement Xpress Bill Pay, which is an online system allowing utility customers to pay their bill online, set up automatic payments, and opt for paperless billing.
- The staff will receive training and the program will be available to customers by the end of next week.

### **Parks & Recreation:**

- Prepped ballfields for youth baseball and softball games.
- Recreation Manager met with High Altitude Archery- potential to add rec archery program.
- Recreation Manager with an instructor to talk about offering a baton twirling program.
- Secured coaches for youth baseball league over the summer and scheduled coaches meeting.
- Rec Staff supervised flag football, softball, and soccer games.
- Pool clean-up- pumped out water, leaves, and debris. cleaned liner and pool basin.
- Pool bathrooms, water heater filled and maintenance checks.
- Supervised Little Strikers soccer program.
- Staff created Sand volleyball proposal & marketing materials- new program.
- Developed and edited Department video presentation for board retreat.
- Began interviews for CARA track coach.
- Town Park restroom opened for 2018- cleaned, water drips and graffiti cleaned.
- Main Street back flows plumbed in and raised above ground. Poured concrete and caged.
- Bein concessions painted, electrical repairs done to lights.
- Attended Port meeting to review master plans.
- Parks staff working on presentation for Fishing Is Fun Grant (May 22.).
- Roundabout weeded and maintained.
- Conducted consultations to the public regarding tree/pest management.
- Staff reviewed landscape development plans for Rose Farm and Fickel Farm.
- Planted four (4) sucker punch chokecherry trees: two (2) Pioneer Park; two (2) Mountain Ave.
- Updated online tree inventory to reflect removals and replacements.
- Received bids from contractors regarding standard price per inch for cost share program ash tree treatments.
- Met with Colorado State Forest Service regarding EAB management.
- Reviewed 2018 seasonal employees' salaries and info to payroll department.
- Staff met with High Country pools rep to review maintenance contract.

### **Public Works:**

#### **Streets:**

- Street sweeping now weekly underway with warmer weather.
- CR 44 bridge update: all concrete pours will be done next week.

- Cleaned storm water inlets and other known problem areas this week for handling the rain.
- Cleaned storage areas during the week.
- Assist weed cutting at Water Plant
- Pothole patching with cold mix
- Finish irrigation ditch cleaning and yard clean up at WW plant
- Graded CR7, WW, Recycling center, and Water plant roads
- Aeration of cemetery grounds
- 1 cremains service and dig grave for Full body next Monday
- Continue edging flat markers

### Water:

- Backflow tests are still being received. A second letter will be sent out in May identifying High Hazard facilities.
- Water plant Expansion Update: final equipment to arrive and be installed next week. Staff is anticipating the expansion being operational by end of May.
- Staff has been training on new mechanical equipment at the Water plant.
- Staff is continuously working with the meter provider to have them contract for the Town to get all old radio units plus meter replacements as needed. The Town was provided with quote to replace 500 meters and radio units through a Sensus contract-operating company.
- Lead and copper sampling is 95% complete this week, staff was able to collect 39/40 required samples from town. Working on last sample, which due to lab by 6/30
- Due to Decree Water delay through our normal Carter Lake carriage route, PW Director and Water Department will consider moving decree water through the Welch pump station to Berthoud Reservoir.
- 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 mixing and ultra-sonic algae units.
- Monday May 14<sup>th</sup>, electrical work by Ramey ESD contractor on Berthoud Tank BPS additional pump should be complete, programming has been delayed however so manual operation of this pump will be required of staff.
- 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.

### Wastewater

- Ramey is working to help get Serenity ridge decommissioned.

### Code Enforcement:

- Continued enforcement of vacation rental properties regarding zoning issues.
- Continued enforcement of dogs off of leash in areas that are prohibited.
- Working with other departments about an ongoing issue in an alley/easement.
- Violations this week have included:
  - Multiple vehicles with expired registrations.
  - Trailers/Campers being stored on streets.

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- Dog welfare checks.
- Dog at large enforcement.