

Berthoud Town Administrator Report – April 27, 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 and Finance:

- 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:

- Continue to work with Xcel Energy on drafting marketing materials promoting Wilson Ranch as a certified site.
- Met with a developer and Wilson Ranch executive to discuss submitting the site as a possibility for the development of a regional government facility.
- Reviewed drafts of the brochure to be used specifically for the ICSC Conference.
- Presented to The Group, Inc. (Fort Collins office) at their weekly all brokers meeting.
- Presented to RE/MAX Traditions, Inc. (Longmont office) at their weekly all brokers meeting.
- Provided a Boulder area property owner and developer with additional information about Berthoud's development opportunities and process.
- Assisted a home-based Berthoud company in search of office and assembly space.

Community Development:

- Staff received inquiries from an industrial prospect, and two commercial developers. Communication and meetings with each prospective business/developer were handled in conjunction with the Business Development Department.
- New inspection processes for water meter pit installation, and trees installation within subdivisions, were launched this week.
- Staff met with the trails master plan consultant to refine the draft maps regarding developer constructed trails.
- Staff reviewed 8 development plans in the last 2 weeks.
- Staff met with six developers this week regarding plans, new policies, the new required block diversity map and design standards.
- Staff met with three more firms interested in the Mountain Avenue plan. Proposals are due next week.
- Community Development Staff met to refine the process for the new block diversity map and design standards.

- Staff is exploring the recommendations with the development code, including buffer area adjacent to roadways, tree diversity, noticing requirements, community/pollinator gardens, and other items that have been identified by staff since the adoption of the new code.
- A new building inspection line, and online scheduling system, has been rolled out for building permits and has been placed on the website.

Parks & Recreation:

- Prepped fields for high school and youth baseball games.
- Organized equipment for youth baseball league.
- Attended youth baseball league meeting with representatives from Thompson Rivers Parks and Recreation District and Windsor Recreation.
- Started organizing fall programs and marketing materials for rec activities.
- Booked facilities with Thompson School District for winter and spring 2019.
- Staff is working through details of proposing a summer sand volleyball tournament.
- Conducted Arbor Day Celebration and planted two (2) trees: American Sycamore; Shumard oak in Roberts Lake park.
- Staff Reviewed landscape development plan for Heron Lakes Comfort Station.
- Gathered ash branches for six (6) EAB rearing cages.
- Conducted EAB Management survey for the Colorado State Forest Service.
- Planted four (4) tulip poplar trees: one (1) Bein Park; one (1) Pioneer Park; two (2) Collins Park.
- Updated online tree inventory to reflect recent removals and new plantings.
- Replaced flag at Railroad Park with new edition 35-year Tree City USA flag.
- Irrigation repair and maintenance at Bein athletic complex.
- Installation of new protective cages and back flow prevention valves, for Mainstreet irrigation system to comply with new water code. To be completed by 4/30.
- Continued updating of pool rules/procedures for 2018 use.
- Finalized pool staff and hired a new swim team head coach.
- Worked with consultants to continue to shape ongoing master plans in preparation for upcoming PORT meeting.

Public Works:

Streets:

- Street sweeping is underway weekly during warm weather days.
- Pothole (Cold patching) done all through Town this week
- CR 44 bridge update: adjacent concrete pours walls (wing, toe, etc.) are underway, still planning on opening road mid-May.
- Cleaned irrigation ditch at Wastewater plant
- Cleaned storage area, built containments for materials, and added road base to roads at cemetery.
- Repaired the School Zone light on 5th Street by Ivy Stockwell.
- Aerated the grass at cemetery.
- Worked on edging flat markers at cemetery.
- Graded and added road base to CR7.

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Water

- Backflow tests still being received, staff has been looking into backflow testing software.
- Water Plant Expansion Update: final electrical, pumps, and pipework are in progress. SCADA system and communication integration is also underway.
- Staff preparing letters and sample kits for Lead and Copper testing to occur within Berthoud and Serenity Ridge.
- Staff is working with the meter provider to have them contract for the Town to handle all old radio units plus meter replacements as needed.
- Staff is preparing to resume filling Berthoud Reservoir starting tomorrow (4-28).

Wastewater

- Ramey Environmental Compliance will be working with the Town to start implementing the Fats, Oils, and Grease (FOG) program.