

## Berthoud Town Administrator Report – March 16, 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:**

- Mail ballots were mailed to all active voters on March 15, 2018.
- A total of 4,960 ballots were mailed to active voters in Larimer and Weld Counties.
- The Clerk's Office will be attending a regional Clerk's Luncheon to discuss new board orientation outlines on March 19, 2018.
- The next Municipal Court is scheduled for Thursday, April 12, 2018. Berthoud Municipal Court is held 9:00 A.M. – 12:00 P.M. on the second Thursday of each month. There are currently 13 arrangements, 2 trials, 1 hearing and 3 case reviews scheduled for the April Court. The Court has been diligently researching and identifying alternative sentencing for defendants that are indigent and unable to pay fines without creating a hardship.

### **Business Development:**

- Staff continued to work with Xcel Energy and Wilson Ranch regarding having the Wilson Ranch site included in Xcel's site certification program.
- Staff continued to network with companies attending the ICSC Global Real Estate Convention, which will be in Las Vegas, Nevada on May 20-23, 2018.
- Elish attended the Berthoud Chamber's Experience Berthoud Committee meeting.
- Elish Conducted additional business retention visits to businesses located on 1<sup>st</sup> and 2<sup>nd</sup> Streets and also inviting them to meet the Town Administrator.
- Staff responded to an Office of Economic Development and International Trade prospect inquiry for building information.
- The Town of Berthoud hosted the NoCO Manufacturing Partnership's monthly lunch and learn meeting on March 13, 2018 in the Town Board Room. Staff was also in attendance at the meeting.
- Staff communicated with and sent information to a developer regarding the construction of a spec building on the Jackson Industrial site.
- Elish began working with the consultant to update the Business Development section of the Berthoud web site.

### **Finance Department:**

- Cindy Leach attended a 2-day Human Resources training class in Loveland, Colorado. The training class provided a great overview of HR responsibilities, updated employment laws, and a variety of ideas/tips/procedures that would be beneficial for our management team.

### **Parks & Recreation:**

- The Berthoud Recreation Department hosted and attended the Colorado Association Recreational Activities Tennis meeting in Longmont, Colorado.
- Staff prepared baseball fields for high school baseball games.
- Staff updated the website for summer activities and updated the ActiveNet Registration site with 2018 summer activities.
- Staff attended the Certified Pool Operator certification course.

- Staff ordered all the jerseys for the youth soccer and flag football programs this spring.
- New sod is currently being laid on the east side of Fickel Park; the project is expected to be completed By March 23, 2018.
- The park lights at Pioneer Park will be operable by Friday.
- The Town of Berthoud's grant application for the Fishing Is Fun program was submitted to Colorado Parks and Wildlife on Wednesday.
- Steff met with Eggers Electric regarding capping and burying the electrical infrastructure at the north ball field. Eggers will also repair two street lights in Fickel park.

### **Planning and Building:**

- Staff will send out a notice letter informing builders of the development code changes, and the substantial new requirements.
- The Community Development Department is advertising for an open administrative position.
- There have been 93 new single-family permits issued that are ready to be picked up by the applicant.
- Staff would like to thank the Development Code Update Committee, and the Planning Commission for their assistance and hard work on the Development Code updates.

### **Public Works:**

#### **-Streets**

- The Streets Crew has completed filling cracks in Mathews Farms and is moving east into Gateway Park and Collins Park subdivision. Work is being completed as weather permits.
- There will be a flagger training & certification class for staff on Monday, March 19<sup>th</sup> at Town Hall.
- Public Works accepted delivery of new roadside mower for the 2018 season.
- Crews have been working on cleaning and inspection storm drains and detention ponds within the Town of Berthoud.

#### **-Water & Wastewater**

- The New Water Operator, Theodore McMurdo, is in Training & is scheduled to take both Water & Distribution Exams in May.
- Existing Employees Don Long, Paul Dreyer, Aaron Evans also scheduled for licensing level increase exams in May.
- The Water Treatment Plant Expansion Project getting close to completion, plate settlers are currently being installed and filters should be completed with the addition media next week.
- Crews started the Golf Course Irrigation Pump Station week of 3/12, providing the golf course 2CFS per day.
- Berthoud Tank booster pump station scheduled for new 800gpm pump install mid-April to meet high season demand
- Staff is continuing with customer service, working with plumbers, etc regarding the backflow program and requirement.
- Early Preparation for Lead and Copper Sampling, letters will be sent to sample site volunteers in April.

- The repair of the 16" water line at the I-25 crossing is completed.

### **Sheriff's Office-Berthoud Squad/Code Enforcement:**

- Code Enforcement has actively monitoring development sites within the Town. This includes taking pictures and notes to document construction site maintenance deficiencies, discussing deficiencies with site superintendents, and preparing for possible citations. Site maintenance has improved but is being monitored several times per week.
- A radar speed trailer will be set up on Canyonlands Road to help slow the speed of traffic.
- Staff is researching options for kennels and other shelter for when dogs-at-large are captured by Code Enforcement.
- Coffee with a Cop was Thursday afternoon at Da Bean in Berthoud.