

Berthoud Town Administrator Report – February 23, 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:

- Ballots for the upcoming April 3, 2018 election were mailed to overseas voters on February 16, 2018. Overseas voters must have their ballots postmarked by 7:00 P.M. on election day and must have them returned to Town Hall no later than 8 days after the election to be counted. All other ballots will be mailed to all active voters March 12 - March 19, 2018.
- The Deputy Town Clerk, Michelle Adams, is creating a new plot map for the Green Lawn Cemetery. The final cemetery plot map will contain detailed information about the ownership of the plots and which are still available to purchase. Michelle is doing an excellent job, so please watch for future updates regarding this project.
- The Berthoud Municipal Court for the month of February was on Thursday, February 8th, 2018. There were 10 arraignments, 7 case reviews, and 1 trial. The next Municipal Court is scheduled for Thursday, March 8, 2018. Berthoud Municipal Court is held 9:00 A.M. – 12:00 P.M. on the second Thursday of each month.
- Met with Chief Charles from the Berthoud Fire District to discuss a possible change to the IGA and to discuss the funding challenges the District is experiencing because of reduced residential property assessments.
- Met with a pair of local residents about their concerns with pedestrian routes and safety in town. It was a great chance to hear their feedback and to discuss the practical challenges, but also the great opportunities in front of us, for making pedestrian and bicycle improvement.

Business Development:

- Staff reviewed responses to the Old Town Hall Request for Proposal.
- Staff met with Chrisland Real Estate to discuss the ICSC Conference and Expo coming up in May.
- Met with the Colorado Office of Economic Development and the Larimer County Small Business Development Center to learn about the Certified Small Business Community program.
- A broker and his client met with staff to discuss their interest in locating a convenience store within the Town of Berthoud.
- The Town received two inquiries about available sites in Berthoud for expanding companies and responded accordingly.
- Staff attended the Unity in the Community event in Longmont on February 22, 2018.
- Staff also attended the Public Policy Committee Meeting of the Economic Development Council of Colorado

Finance:

- Carla Gustafson, the Accounting Technician, has been heading the safety committee for the past year. During that time, Carla has been responsible for helping every department become compliant with CIRSA's safety requirements, to receive higher scores on our annual workers' compensation and property audits. Cristina Barthle, the Loss Control Representative for CIRSA, was on-site yesterday to begin work on the Town's safety audit and the results are as follows:
 - Workers' Compensation – 116 points out of a possible 120.

- Property Casualty – 114 points out of a possible 120.
- For contrast, in 2015 the Town received 39 and 31 points for Workers' Compensation and Property Casualty respectively.
- In 2016 the Town received 79 and 71 points for Workers' Compensation and Property Casualty respectively.

A big thank you to Carla for her leadership and everyone on staff for their participation. They've done an excellent job collaborating to achieve these excellent results.

Parks & Recreation:

- A big welcome to Jimmy Rodriguez who started on Tuesday as our new Aquatics Manager.
- Parks crews have diligently been working to remove snow from trails, park sidewalks, main street sidewalks & bus stops.
- Josh Embrey and Evan Gordon in the Forestry Department attended an annual winter tree care workshop in Greeley.
- Work to re-mulch the roundabout at the intersection of Mountain Avenue and 1st Street began February 15th and is expected to be completed by February 28th, weather permitting.
- Repairs have been made to park lights at Fickel Park. Two of the four lights in the park are now operational. Repairs will be made to lights in other parks and in the parking lots as well. The work is scheduled to be completed by early March 2018.
- Staff met with Peterson Electric at Pioneer Park regarding an electrical line break, causing an outage to the parking lot. The line has been located and flagged; repairs to the line have not yet been scheduled.
- Bethany Surowka and Wes Joy attended CARA meeting in Parker with other recreational professionals. Joy gave an update on the 2018 CARA Tennis program as the Chair of the program.
- The youth basketball league is wrapping up for the 2018 season

Planning and Building:

- Planning staff met with two commercial developers interested in developing property in the Town of Berthoud.
- Staff also met with a large developer interested in developing a mixed-use project.
- The Planning Department sent a warning and had meeting with builders in PrairieStar to resolve various construction issues and complaints.
- Permit and development activity remains strong, and continues to intensify so far in 2018.

Public Works:

Streets –

- There has been more progress made on filling cracks in the streets, but this has been dependent on the weather. still working on crack fill for streets, but this has all been weather dependent.
- The bridgework on County Road 44 is still underway; the concrete box culverts will be placed within the next few weeks.
- Crews have been plowing snow as needed. Excess snow has been piled near the railroad tracks.

Water –

- The backflow prevention program still moving forward and letters were mailed today to customers that have commercial or private irrigation taps.
- The Water Plant construction is still in progress. All concrete work has been finished; the mechanical and plumbing work is now starting.

Wastewater-

- Ramey Environmental Compliance is helping the Town to update the Fats, Oils, and Grease program.