

Berthoud Town Administrator Report – October 19, 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 attended the second annual Colorado Municipal Clerks Association Conference in Colorado Springs. The 2018 Conference was the second standalone conference for continuing education that is tailored specifically for Municipal Clerks in Colorado. Approximately 120 clerks from across the state were in attendance. The theme for the conference was “Going for the Gold”; a take on Colorado Springs being Olympic City USA. The Clerk’s Office Team attended many beneficial sessions regarding changes in legislation, best practices and team building. The conference attendees also participated in additional events in the evening hours. Notably, a tour of the Team USA Olympic Training Facility, which can give anyone in attendance a better appreciation of the hard work, determination and dedication of the USA Olympic Team.
- Spoke to a gentleman interested in hosting a historical themed event in Town in 2019.
- Continued work on budget planning for 2019.
- Working with Comcast on an update of their existing franchise agreement with the Town.

Business Development:

- Hosted a business breakfast meeting for several Berthoud’s primary employers
- Developed and distributed the bi-monthly Business News You Can Use Newsletter
- Met with the owner of Bradford’s to learn more about the hot spots offices and the progress being made with the restaurant
- Provided additional information to a national retailer considering a location in Berthoud
- Continued to market Berthoud commercial and industrial sites to Denver area commercial brokers
- Responded to a general inquiry regarding the newly listed 2.3 acre site along 2nd Street

Code Enforcement:

- Worked with Chris to reach final decision regarding metal detecting in town parks. Had 2 separate inquiries about this. Both were told that any sort of digging probing were prohibited due to damaging town property ordinance
- Dispatch call about teenagers driving golf carts in Heritage Ridge. Teen operator had permit, but no adult. Spoke with parents and were told that golf cart must be driven by someone with valid driver’s license
- Getting multiple complaints about things that will be in violation when the new junk ordinance/new chapter 16 goes into effect
- Heron pointe HOA complaint about “large commercial vehicles” and trailers parked on the street. Explained that detached trailers are in violation, but large commercial vehicles are not as long as they are legally parked
- Handled complaint about an Airbnb. Spoke with owner who had people renting month to month. Hasn’t used Airbnb in over 8 or 9 months due to room already rented out.
- Other violations include

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- Loose dog at Turner – handled by SRO
- Trailer
- Signs in right of way
- Vehicles with no plates and expired plates

Community Development:

- The new noticing expanded noticing and public review standards begin next week, including much more obvious public notice signage. Public notice signage will be placed on development projects for as long as the project is in review (up to the hearing).
- A new development calendar will be posted on the website this week and sent to developers.
- The new construction rules and regulations will be sent to all builders and developers next week, contingent upon Board discussion at the upcoming meeting.
- Met with a commercial developer on a C-store/Gas Station.

Finance Department:

- Carla and Cindy attended an Employer's Council HR class on "New Employee Orientation and Training"

Parks, Recreation, and Forestry:

- Conducted 3 consultations to the public regarding tree/pest management
- Staff met with landscape developers at Hammond regarding future tree plantings (e.g., species, planting numbers, and planting locations)
- Staff created and publicized agenda for the October Tree Advisory Committee meeting
- Staff composed and mailed corrective action letter to Colorado Parks and Wildlife regarding the details of work taken to fix the vandalism at Bein Park restrooms to be compliant with the Land and Water Conservation Fund per their site visit
- Fixed several American flags along Mountain Ave. light poles
- Prepped game field for BHS softball scrimmage
- Staff wrapped up and completed youth volleyball 5th/6th grade season
- Staff contact and communication with district for upcoming basketball season facility availability confirmations
- Hosted 1st/2nd grade basketball coaches meeting, created scheduling for season
- Organized and developed team rosters for boys' and girls' basketball
- Staff organizing a step-challenge for departments via Wellness Committee
- Staff organizing work and schedule for upcoming annual community Christmas coloring contest
- Continued work on upcoming community park scavenger hunt event (donations, clues, prizes, etc)
- Provided coaching credit programming to Fall soccer/flag football volunteer coaches
- Sponsorship letters continued to go out and delivery to local business for 2019
- Inaugural recreation Baton Twirler's program performed at BHS football game
- Initial leaf clean-up and fall maintenance in parks
- Continued irrigation blowouts and winterization of irrigation systems on 10th Street/Welch, Cedar Ave, Mountain Ave, and Roberts Pond

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- Assisted Rec Dept. with field prep and ballfield maintenance
- Completed maintenance and repairs to several Walker mowers
- Staff delivered old Town Hall files back to storage in new building
- Staff worked with consultants to procure construction document contract and plan schedule for upcoming Reservoir project
- Staff contacting companies for boiler repair work at Town owned property
- Staff in communication with contractors for upcoming playground replacement projects
- Staff completed acceptable farm lease with potential successful bidder for 2019
- Staff communication with engineers for Roberts dock project
- Staff communication with irrigation consultant regarding 2019 parks system project
- 2018 EAB cost share pilot program completed with re-imbursements and final planting of tree
- Continued work on open Parks position and Rec position application review and job posting updates
- Ballfield painter delivered and received for unexpected repairs
- Staff met with contractor regarding infield/warning track maintenance
- Staff oversight of Hillsdale park fence removal

Public Works:

Streets:

- Street Sweeping
- Grade/add road base to alleys throughout old Town
- Storm drain inspection
- Cold mix pothole patching for minor holes
- 2018 road project supervision
- Wash/inspect trucks from snow
- Various sign repairs
- Mowing, watering, and weed trimming at Cemetery
- Patch of alley between 4th and 5th south of Mountain
- Hot mix patching 2nd Street
- Hot mix patching CR7
- Grade CR7 and 10E
- Proof roll inspect at Vantage
- Install 1 sign for Planning and Development
- Design meeting for new Public Works Building
- Attended meeting with FLEX participating regional communities for quarterly meeting

Water:

- UMS is done with meters in Town. Water staff is working to try and identify meters still not replaced and can have UMS come back in to Town once a longer meter list is finalized.

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- OCCT Pilot Program, Water Department preparing to begin the first chemical pilot with Soda Ash (sodium carbonate). The purpose of this chemical is to increase pH and add Alkalinity to the finished water. UPDATE: OCCT is now scheduled to be started Nov. 6.
- Meeting on the 2019 budget.
- Water Department reviewing open positions applications and coordinating interviewing.
- Water Department planning for Comprehensive Inspection for the 3MG storage tank per CDPHE.
- Preparing for the 2nd round of Lead and Copper Sampling for 2018. Berthoud re-built the lead and copper sample pool in 2016 to reflect all Tier 1 sites per CDPHE requirements. We greatly appreciate the participation of these volunteers for this sampling program.

Wastewater:

- Ramey is continuing to jet (clean) and camera the collection system.