



Town Administrator's Report

February 2022



Town of Columbine Valley
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Communications & Administration

- Updates to the Town’s municipal code and employee handbook continue. The handbook is currently being reviewed by Employers Council to ensure compliance with all state and federal laws and should be ready for adoption by the Trustees at the April meeting.
- Human Resource firms are being interviewed to provide professional support to the Town Administrator and Chief of Police in an on-call capacity. Support will be extended for ongoing compliance audits, employee onboarding and transitions, and other services as needed.
- The Town is currently looking for a new public works/ maintenance support contractor to support Staff at Town Hall and throughout Columbine Valley. This has been a challenging position to keep staffed based on the expertise required and hours/compensation allotted. Until filled, some regular maintenance and projects will be reprioritized.
- Staff is now in full planning mode for the summer concerts and 4th of July activities, including the second annual 5K Fun Run.
- The Capital Improvement Program, initially set for review by the Trustees this month, has been pushed back to March due to staffing challenges at Town Hall.



Town Website Feb. Statistics

899

Visitors

2,961

February Page Views

Top Pages

Police Department

Building Permits

Newsletters

Town Staff

Town Directory

A postcard was mailed to all residents in January about the Town directories.

Approximately 130 households have picked up a printed directory at Town Hall.

Approximately 45 households have opted-in to participate in the online directory through DirectorySpot.

No households have opted out of the online directory aside from those few who have opted out of all directories.



Public Works Department

- **Town Wall:** Repairs to the damaged section of the Burning Tree brick wall have been completed. The damage had been caused by an auto accident and the repair process involved many contractors and multiple sub-projects. Original excavation was required to determine the stability of the foundation. New drawings were designed after a thorough structural engineering review. Demolition then took place followed by pouring of a new concrete foundation. After working with many brick manufacturers, acceptable bricks that have a similar appearance to the existing wall were located and installed.
- **Fleet:** Repairs this month included replacing a broken power switch on the salt spreader, replacing a broken wiper transmission on the Expedition and replacing a broken eye bolt on the Gator plow. The F350 also passed emission testing as it went for registration renewal.
- **Wild Plum:** The underdrain system on Wild Plum Lane is designed to move water runoff into the stormwater system. After installation, it was buried, but never tested. The inlets have all been uncovered and testing has started in each section as the house goes through final inspections. The entire system has been jet washed and video scoped. Repairs are made to the pipe as deficiencies are detected.

Municipal Court

	<u>2021</u>	<u>2021 YTD</u>	<u>2022 YTD</u>
Jan	\$2,816.00	\$2,816.00	\$8,264.00
Feb	\$11,445.00	\$14,261.00	
Mar	\$13,540.00	\$27,801.00	
Apr	\$15,330.12	\$43,131.12	
May	\$13,577.12	\$56,708.24	
June	\$11,777.00	\$68,485.24	
July	\$5,895.00	\$74,380.24	
Aug	\$8,090.00	\$82,470.24	
Sept	\$3,276.80	\$85,747.04	
Oct	\$6,856.45	\$92,603.49	
Nov	\$11,440.00	\$104,043.49	
Dec	\$11,777.12	\$115,820.61	

February Total Stats

- Total paid before Court: 47
- Total on docket: 43
- Cases heard by Judge: 24
- Continuances: 3
- Default Judgments 3
- Stays of Execution: 1
- Classes Ordered: 0
- Bench Warrants 5
- Trials 1

January Snow Report

- High of 63, Low of -2
- 6 days with plowing activity
- 19.9" of accumulated snow
- 0" of rain
- 3 days with salt spreading activity