

# Berthoud Town Administrator Report –January 4, 2019

---

*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:**

- Processed 68 Passport Applications
- Two Special Event applications were received.
- The Town of Berthoud hosted the January Metropolitan Planning Organization (MPO) Meeting at Town Hall.
- The Town of Berthoud InFocus “2018 Year in Review” will be included in the upcoming utility billing statement, which will be in the mail the beginning of next week.
- Cindy Leach’s title has been changed from Senior Accountant to Director of Finance and HR to reflect the work that she does. Cindy is a great asset to our leadership team and is playing a significant role in helping our organization improve every day.

## **Business Development:**

- Staff had follow up discussions with a national retailer regarding their interest in locating on a site in Berthoud
- Attended the Technical Review Committee meeting regarding the planning for Weld County Road 9.5 on the east side of I-25.
- Had discussions with the firm doing work for the market research analysis for PrairieStar.

## **Parks, Recreation, and Forestry:**

- The Parks and Recreation Department wishes everyone a Happy New Year and is eager to do big things in 2019!
- Parks/Forestry Dept began collecting and inspecting Christmas trees for the free drop-off @ Parks shop location. Hours are 7am-4:30pm M-F with two Saturdays Dec 29<sup>th</sup>, Jan 5<sup>th</sup> from 9am-1pm. Ends January 7<sup>th</sup>.
- Staff is updating 2018 budgets- invoices, closing out PO’s, purchases.
- Staff promoted Martial Arts and Baton Twirling in community and social media
- Staff meeting, collaboration on developing new format for the Park Permit as well as a brochure with park information. Began entering fees associated with field and pavilion rentals for easier tracking of reservations.
- Sent out RFPs to sign printing companies.
- Worked on design of signs that will be placed at each baseball field which will help patrons identify their assigned field and updating signs at field locations for way finding, policy/guidelines to usage.
- Created basketball flyer informing current registered participants about our basketball clinic and nuggets skills challenge- Staff continued updating new recreation website, development of reservation calendar on Town owned software.
- Began surveying nearby parks and recreation communities regarding baseball and soccer field rental fees in our area and size.
- Routine trash collection in parks system
- Air compressor trailer annual maintenance complete
- Baby changing station installed/replaced at Pioneer women’s restroom due to vandalism

## Berthoud Town Administrator Report –January 4, 2019

---

- Winter stored equipment pulled out and tested, ran, minor repairs
- Contractor access upgraded at Berthoud Reservoir, seeding bids back from contractors and scheduled
- Staff progressing on guidelines for a new nursery project in 2019
- Fickel Park sidewalk replacement/repairs of cracks and tripping hazards bids received and contractor selected for work.

### **Public Works:**

#### **Streets:**

- Snow shift Monday.
- Clean and repair equipment from snow shifts.
- Crack filling work was done on Spartan Avenue.
- Clean up at North yard.
- Cold mix pothole patching for minor holes.
- Various sign repairs.
- Completed ADA ramps Spartan and 5<sup>th</sup>, NW corner.
- Graded County Road 7.
- Thermoplastics applied on Spartan and 5<sup>th</sup> Street.

#### **Water:**

- Water Department is in the 2<sup>nd</sup> phase of the OCCT pilot program continues, Phase 3/3 started January 4th adding Soda Ash to Sodium Bicarbonate (baking soda) and run for 30 days.
- Water Department staff has been busy cleaning and removing buildup from Flocc/Sed Train B
- Sed Basin B cleaning delayed due to a leak in the new effluent trough. Plant was shutdown January 3<sup>rd</sup>- January 4<sup>th</sup> to allow for Moltz to re-seal. Work will resume on Sed basin B the week of January 6<sup>th</sup>.
- Sed Basin A will be taken off-line and cleaned following completion of current project.
- Moltz construction has been on site since December 3<sup>rd</sup> performing pipe upgrades/modifications from the expansion project, final paint work left to finish. Moltz is planning to wrap up next week.
- Water Department is looking at establishing an entire SOP- Standard Operating Procedure Library for the Water Plant and Distribution System Operations.
- PAC design is underway.
- Water Department welcomed new employee Julie Harley this week. Julie has joined us from South Dakota and has years of water plant operations and public service experience.

## Berthoud Town Administrator Report –January 4, 2019

---

### Wastewater:

- Ramey and Public Works Department are continuously working on plans to identify priority projects for the sanitary collection system replacement as a result of the video work.
- Gopher excavating will be starting the south end for the final sewer main connection for the LCR 17 (Berthoud Parkway Sanitary main); this line connects to the larger dry creek line and improves the capacity for the sewer system.