

Berthoud Town Administrator Report – September 21, 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:

- 21 passports were processed this week.
- A draft chapter of the municipal code republication has been approved. Work on the rest of the code will continue until completion, which is anticipated to be in early December.
- Synapse will be initiating the document management system and scheduling onsite training prior to the system going live. This is anticipated to happen in the next two weeks.
- Ballot issue notices were delivered to each of the Counties for the upcoming November election.

Code Enforcement

- Set up a date for mediation with Sgt. Anderson between two residences about ongoing complaints and issues.
- Continued work on ordinance changes.
- Took stray cat to Larimer Humane Society that Berthoud Animal Hospital had since 9/13.
- 2 loose dogs by high school, assisted by student who found owners through Facebook.
- Resident called about curfew questions and what to do if children are out past curfew.
- Still handling several barking dog issues:
 - 1 citation issued this week.
 - 1 has complainant that says dogs bark until 1am, but owner kennels them at 9pm.
- More phone calls complaining about Mary's Farm trees.
- Other violations:
 - Weeds, weeds in alley.
 - Vehicles with expired plates.
 - Trailers on right of way.

Community Development:

- The Overlay Tour was a success, and Town Staff would like to thank all of the Commissioners and Board members who gave their Friday for the project.
- The HPAC has approved two plaques for recently landmarked homes.
- There is still one opening on the HPAC for any citizen who is interested.
- Construction rules and regulations will be heard at next Thursdays' PC meeting.
- Staff will be providing a training session before the PC meeting for new commissioners.
- Three commercial developers again met with Staff this week, as commercial development is now being strongly considered in Berthoud.
- Staff presented the overlay plan at Experience Berthoud this week.

Parks, Recreation, and Forestry:

- Continued conducting tree inventory at newly developed subdivisions while updating the online tree inventory.
- Staff attended the Tree Advisory Committee meeting.
- Staff met with Blue River Forestry & Tree Care regarding ash tree removals and pruning's at the McCarty-Fickel House.

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- Staff met with City of Greeley Forestry Staff regarding City tree nurseries, practices, and toured both nurseries.
- Performed routine maintenance on forestry equipment and machinery.
- Purchased six trees (3 tulip poplars and 3 American yellowwood) to begin shadow plantings at Fickel Park.
- Removed multiple branches blocking visual sight of pedestrian sign along 1st Street.
- Created new Fall 2019 Certificates for 6U & 8U soccer, Little Lombardis, Little Strikers.
- Staff created notices, maps, and advertisement to receive bids on the 2019 farm leases.
- Staff worked with the BACC to coordinate the Berthoud Forestry Department at Oktoberfest.
- Soccer fields painting and maintenance, baseball field maintenance ongoing.
- Hosted CARA Tennis Meeting for other municipalities.
- Supervised youth soccer & flag football, pickleball, baton twirling.
- Prepped fields and supervised the Berthoud Chamber softball tournament.
- Attended Wellness Committee Meeting.
- Staff hosted and managed flag football inaugural “under the lights” night games.
- Began winter brochure materials & updates.
- Attended CPRA aquatics meet.
- Begin pool winterization- tarp cleaning and storage, equipment cleaned and stored.
- Continued mowing operations throughout the parks.
- Drained garbage cans at Collins Park.
- Capped broken drip lines along the trail.
- Trimmed vines, weed mitigation at Berthoud Town Park tennis court and Bein playground.
- Staff met with LCSO to give vandalism report for Berthoud Town Park restrooms, Bein Men’s restroom, and Hillsdale Natural Area restroom.
- Staff working to repair vandalized areas mentioned above.
- Staff attended mandatory safety meeting (Slips, Falls, and Back injuries).
- Began over seeding project to repair damaged turf at Pioneer Park, Berthoud Town Park, Railroad Park, Skate Park, and Roberts Pond areas.
- Finished aerating operations at Pioneer Park, Berthoud Town Park, Railroad Park, Skate Park, and Roberts Pond.
- Top-dressed bare spots that have been aerated/seeded.
- Continuing extra maintenance to irrigation and watering routine to address dry spots.
- Irrigation repairs at 10th street and Parks shop.
- Continuing to water new sod along Bein Baseball foul lines.
- Staff met with VDCI and discussed past season as well as upcoming season changes to mosquito maintenance plan.
- Parks vehicle sent in for maintenance and field painter for repairs.
- 2019 budget bid acquisitions for equipment.
- Staff initial review of 150 applicants for the open Parks Superintendent position.
- Staff hosted and presented at Experience Berthoud summit.
- Director would like to thank and recognize the efforts of the parks and rec staff for all of their hard work over the few weeks and getting a lot accomplished being down a staff position as well as other staff out sick.

Public Works:

Streets:

Safety training.

Wellness Committee meeting.

Street sweeping weekly underway with warmer weather.

Cold mix pothole patching for minor holes.

2019 road project supervision.

Move furniture old Town Hall.

Roadside spraying and trimming for woody brush/saplings in problem areas.

Remove/replace ADA ramps on Spartan.

Prep/checking V-box sanders for winter.

Various sign repairs.

Storm drain inspection and labeling old town area.

Continued second round of roadside mowing.

Mowing, watering, and weed trimming at Cemetery.

Work on 2019 budget.

Coordinating with consultant on sidewalk program.

working with consultants on PW design.

Water:

UMS (Town meter contractor) has been in Town these past month helping to replace old meters (residential); Water Department busy helping UMS as needed for this work. UMS to start changing out meters inside homes started this week, UMS has been connecting with homeowners for this process.

Water plant Expansion Update: still awaiting final items left for the plant, such as the Generator installation and some final effluent piping to be placed both have been ordered and waiting on delivery.

Water Department Staff projecting plant shut down for 9/25 & 9/26 tentatively for Generator tie in to existing plant power supply systems.

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.

Working on the 2019 budget.

Water Department posting for open position, replacement of an existing water operator.

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Water Department Staff responded effectively and isolated water main break in Hammond area this week, Berthoud Lake Ranchettes experienced a pressure drop, but maintained at 45psi. Water main repaired by contractor and pressure returned to normal the next day.

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.

Continuing research and considerations for the most appropriate pre-treatment process to combat the seasonal taste and odor causing compounds.

Wastewater:

Ramey is in Town and has started to jet (clean) and camera system. Ramey has been in the Campion area for the past week.

UV replacement project is in design.