

# Berthoud Town Administrator Report – September 14, 2018

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*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:**

- 18 passports were processed this week.
- There were 22 Arraignments in court
- 18 of those 22 Arraignments appeared in court
- 0 Trials
- 10 Citations paid before their court date
- 2 Special Event Liquor Licenses were approved Oktoberfest and Softball Tournament put on by the Chamber.
- 2 Marijuana Licenses were approved
  - BeMindful has 90 days to be in compliance with the Town Recommendations for Electrical and ADA compliance
- We had One Committee Registration Form turned in this week Committee Name: Kids and Community
- We sent out a Liquor Application
- Town Clerk and Deputy Town Clerk will be working on a Quilt Block to be displayed at Town Hall for the Barn Quilt Trail. Chamber will have a Berthoud Barn Quilt Trail Map in support of economic growth, community collaboration and celebration of the area agricultural heritage.
- Staff and multiple Board members attended the Love's Travel Center ribbon cutting ceremony hosted by the Chamber of Commerce.
- Met with Pat Karspeck to discuss a possible tree nursery.
- Staff met with a representative from the school district and interested citizens to begin planning a Safe Routes to School project and grant application.
- Met with Steve Adams, City Manager of Loveland.
- Met with the owners of a property east of County Line Rd to discuss possible conservation of the property.
- Met with staff to review the proposed junk ordinance.
- Prepared documents necessary for the purchase of 4 CBT units.

## **Code Enforcement**

- Handled parking issue on 5<sup>th</sup> where vehicle was left in area of construction
- Currently dealing with 4 separate barking dog complaints
- Assisted the water dept. with contacting a resident that needed to move vehicle to replace water meter
- Assisted Turner SRO with afterschool traffic
- Met with Chris and Sgt. Anderson about Chapter 16 municipal code review
- Other calls and violations include
  - Expired plates
  - Animal neglect
  - Dog bite
  - Weeds

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## **Community Development:**

- Staff met with a property owner about a proposed annexation, which may come to the Board for discussion.
- Staff had discussions with two commercial developers about potential projects in Berthoud.
- Permit activity remains extremely strong.
- Staff would like to thank those that attended the Overlay tour this Friday.

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

- Staff conducted 4 consultations to the public regarding tree/pest management
- Staff continued conducting tree inventory at newly developed subdivisions while updating the online tree inventory
- Finalized the 2018 surveying season for emerald ash borer via traps and rearing cages
- Inspected newly planted trees at Heritage Ridge and marked trees needing replacement
- Creation of agenda and notice for the September Tree Advisory Committee meeting
- Forestry staff removed/trimmed juniper bushes along 5<sup>th</sup> street for sidewalk repairs/street improvements
- Removed tree limbs blocking sight of cross-walks along Mountain Ave. and at newly placed signs @ Turner middle school crossing
- Performed routine maintenance on forestry equipment and machinery
- Painted 12U soccer field for upcoming games
- Added infield mix to both infields, warning track improvements, material added around concessions area at Bein Park complex, foul poles cleaned and painted.
- Started baton twirling class
- Updated game day binders for fall rec activities
- Supervised adult volleyball drop-in program and women's league
- Supervised adult kickball league
- Painted football field for BYAA tackle football games
- Recreation Staff attended CPRA Annual Conference in Snowmass, Co
- Little strikers and little Lombardi/s team pictures coordinated and taken
- Ordered and delivered 1<sup>st</sup> and 2<sup>nd</sup> grade basketball flyers
- Coached 11U flag football and 14u soccer teams
- Staff worked on Parks master plan and rec facility-meetings with consultants
- Staff completed rough draft of bid notice, lease agreements, contacts for 2019 farm lease agreements for Town property
- Budget review and meetings interdepartmentally for 2018/19 budget paperwork
- Acquisition of bids for requested 2019 budget items
- Multiple meetings, phone conversations, site viewing discussions held by staff regarding the building of a Town Dog park and Town Nursery with other governmental entities.
- Continued mowing operations throughout town
- Staff completed bloodborne pathogens training
- Irrigation repairs @ Bein ballfield (head replacements) and wiring diagnosis, irrigation maintenance done at the Roundabout at 1<sup>st</sup> street.

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- Assisted Rec dept. with painting game and practice BYAA football fields at Turner Middle School
- Completed Parks equipment inventory documentation and pictures for budget
- Picked up grass seed/fertilizer for upcoming seeding project at Fickle Park, Berthoud Town Park, Pioneer Park, Robert's Pond, Railroad Park, and Skate Park.
- Coordinated equipment rentals and machine use for seed project
- Weed mitigation @ rock beds at Roundabout, Skate Park, Bein Park, and Hillsdale natural area
- Checked and fixed several flags along Mountain Ave.

## Public Works:

### Streets:

- Coordinating with consultant to get surveys ready for sidewalk program. The survey is now available on the website by clicking on the spotlight on the main page. Additional promotion of the survey will be done via social media and press release.
- Street sweeping weekly underway with warmer weather.
- Cold mix pothole patching for minor holes
- 2019 road project supervision, including concrete work on 5<sup>th</sup> Street
- Assist CDOT with asphalt bump at Berthoud Pkwy and 287
- Roadside spraying (along County Roads) and trimming for woodsy brush/saplings in problem areas
- Hot mix patching Lake Ave between 8th and 9th Street
- Prep/checking V-box sander for winter
- Various sign repairs
- Continued second round of roadside mowing
- Mowing, watering, and weed trimming at Cemetery
- One funeral
- Sidewalk inspections Hammond and proof roll at Vantage
- Work on 2019 budget
- Working with consultants on PW Facility design.

### Water:

- UMS (Town meter contractor) has been in Town these past three weeks helping to replace old meters (residential); Water Department busy helping UMS as needed for this work. UMS to start changing out meters inside homes starting next week, will connect 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 9/24 tentatively for Generator tie in to existing plant power supply systems
- Working on the 2019 budget.
- Water Department posting for open position, replacement of an existing water operator.
- Water Department Staff busy with contractor assisting for the 1st and scheduling into 2nd week of September, new main filling, flushing, and water quality testing

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- 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. This includes a new information request from CDHPE regarding the current sample pool of volunteers for the town, due September 15th. The state is collecting additional information re: plumbing materials

### 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.