

# Berthoud Town Administrator Report –August 31, 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:**

- 24 New passport applications were processed this week.
- Met with President of Ryan Gulch to discuss future needs of the reservoir company.
- Met with local residents interested in supporting the creation of a dog park.

## **Business Development:**

- Met with Thompson School District executives to discuss CareerWise, a work based apprenticeship program, and introducing it in the Berthoud H.S.
- Met with executives of The Group Inc. to discuss Berthoud's development activity.
- Updated national retailers on Berthoud's development activity and provided site information.
- Assisted a commercial broker with information regarding his new listing of the 2.3 ac site on 2<sup>nd</sup> Street.
- Met with the owners of Berthold Commons to discuss their recent activity on the site.
- Responded to another potential tenant for office space at the OTH.
- Communicated with the Weld RE-5J School District Superintendent about the Wilson Ranch development.
- Communicated with the broker for the "Safeway Pad" site about the recent interest in the site.
- Provided additional information on the Gateway commercial site to a commercial developer.
- Responded to a Metro Denver EDC inquiry, whose client is search for an available industrial building.
- Updated the web site with additional site information.

## **Code Enforcement:**

- Contacted Gateway HOA regarding graffiti on bridges near bank.
- Spoke with Streets Department regarding trees cut by the Town.
- Helped citizen obtain cones for a dumpster delivery.
- Calls/Violations include:
  - Abandoned vehicle.
  - Barking dogs.
  - Weeds.
  - Loose dogs.
  - Semi-tractor truck parked on street.
  - Vehicles with expired registrations.
  - Trailers on street.

## **Community Development:**

- Community Dev. Staff so far has issued 85 new home permits so far in the month of August.
- Staff met with two commercial developers, and an assisted living developer, interested in Berthoud.
- Staff will begin a monthly in-service day (closing the development office for permits) in late September, to catch up on administrative work which has been neglected during this very busy time of year.

- Staff will be putting PC meeting information on the Berthoud Facebook page ahead of meetings, to assist with improving public information.
- Staff will also begin updating the Berthoud Com. Dev. webpage, to increase public information.
- Love's Travel Stop will be opening in September.

## **Finance Development:**

- Acquired a program to update water meters, allowing for more accurate meter readings and improved utility billing.

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

- Conducted sports officials meeting/training.
- Game Prepped fields and supervision off adult kickball league.
- Created September Recreation Monthly Newsletter.
- Field maintenance on all ballfields and marking for fields of flag football/soccer.
- Collaborated with Windsor for 12U soccer schedule.
- Scheduled staff and supervisors for fall games, updated scheduling and officials.
- Started fall session of pickleball, Little strikers and Little Lombardi's second session.
- Scheduled women's fall volleyball league.
- Ordered filter chemical cleaner for pool.
- Continued consultations to the public regarding tree/pest management.
- Continued conducting tree inventory at newly developed subdivisions while updating the online tree inventory.
- Continued surveying for emerald ash borer via traps and rearing cages.
- Reviewed and commented towards Heron Pointe Lot 2 Concept Plan and Preliminary Plat Landscape Development Plans.
- Mowed natural area/trail at Hillsdale and drainage areas at CR17-5<sup>th</sup> street.
- Removed Russian olive cluster and grinded stumps at Hillsdale for trail extension.
- Removed trees/shrubs and mowed retention pond for potential public use at Welch/10<sup>th</sup>.
- Hung Berthoud Run/Walk banner at 5<sup>th</sup> and Welch Ave.
- Performed routine maintenance on forestry equipment and machinery.
- Continued mowing operations through town.
- Diagnosed electrical issue and re-wired Pioneer irrigation clock, irrigation clock @ welch sent in for repairs.
- Irrigation repairs and maintenance at Collin's Park, Pioneer Park and Fickel Park.
- Assisted Forestry with picking up trash, trimming, mowing, and the removal of trees in the Welch retention pond
- Extra maintenance and troubleshooting at Railroad Park, Collins Park, Welch, and Pioneer tree lawns to address dry spots (zone specific).
- Spot treatment of weeds in mulch beds, rock beds, and bare ground in Pioneer Park, Berthoud Town Park, Spartan Ave. (tree lawn), and roundabout.
- Tear down of Farmer's Market event from the weekend in Fickel park.
- Extra maintenance in Fickel Park in preparation for this week's Farmer's Market.

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- Staff meetings and discussions preparing Parks master plan to board of trustees.
- Staff met with representatives interested in partnering on a community dog park.
- Grant follow-up with CDOW regarding award for Roberts Lake dock improvements.

### Public Works:

#### Streets:

- Street sweeping weekly underway with warmer weather.
- Pothole patching.
- Repair water valves and manholes to prevent plow damage.
- Prep, form and pour ADA ramps at Berthoud Pkwy and SH 56.
- Grade, water application and trash removal CR 7.
- Various sign repairs.
- Started second round of roadside mowing.
- Mowing, watering, and weed trimming at Cemetery.
- Pre-con meeting for 2018 road project.
- Work on 2019 budget.
- Coordinating with consultant to get surveys ready for sidewalk program.
- working with consultants on PW design.

#### Water:

- UMS (Town meter contractor) has been in Town these past two weeks helping to replace old meters (residential); Water Department busy helping UMS as needed for this work.
- 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.
- OCCT Pilot Program, Water Department preparing to begin the first chemical pilot with Soda Ash in early September. The purpose of this chemical is to add pH and Alkalinity to the finished water. It is possible there will be some water complaints of white residue or spots on dishes, as this is very common in systems with soda ash addition.
- Water Department will be giving a fond farewell to Ted McMurdo, who has developed into a successful plant operator during his time with Berthoud.

#### Wastewater:

- Ramey is in Town and has started to jet (clean) and camera system. Will be in the Campion area to start.
- UV replacement project is in design.