

Berthoud Town Administrator Report –August 24, 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:

- 32 New passport applications were processed this week.
- Met with the developers of Heritage Ridge and Hammond Farms to discuss current issues and future development plans.
- Met with Mayor Karspeck and residents interested preparing a Safe Routes to School grant application.
- Met with Amie Pilla, CEO of the Berthoud Library District to discuss possible partnership opportunities.

Business Development:

- Provided a regional developer with site information along the Mountain Avenue corridor.
- Provided material to the owners of Berthoud Commons to support their efforts in attracting a commercial development.
- Provided site information to a national retail company considering Berthoud for a location.
- Assisted the commercial broker for the Gateway property in promoting their listing.
- Responded to an inquiry from an Alabama developer considering development options in the Berthoud area.
- Assisted an OTH tenant with their office expansion.
- Contacted a Denver based retail brokerage firm regarding Berthoud's growth and available commercial sites.
- Met with a developer to discuss their interest in a project for the Love's site.
- Arranged a meeting with CDOT, Wilson Ranch and staff regarding the proposed Weld County Road 9.5.
- Spoke with Ursa Major Technologies regarding their plans for their Berthoud location.
- Provided available manufacturing site information to an existing Berthoud businesses considering an expansion.

Code Enforcement:

- Prepared background information for junk ordinance for board meeting next week.
- Meeting with property owner about ongoing issue with parking.
- Handled dog bite with assistance from Longmont Humane Society.
- Contacted Gateway HOA about graffiti on bridges.
- Getting multiple complaints from Mary's Farm about low hanging trees.
- Violations this week include:
 - Vehicles expired registrations
 - Several barking dog complaints
 - Weeds
 - Other parking violations

Community Development:

- Changes to the development code were approved last night and will be forwarded to the Town Board next month.

- The Mountain Avenue Tour is almost entirely booked with all PC and TB members participating.
- Staff will be taking a construction site maintenance ordinance to the PC next month.
- August has been a record breaking month for permits.
- Staff would like to thank Christine Celentano and Bill Gilmore for their service and contributions over the last six years on the Planning Commission.
- A new quick service coffee/restaurant chain is in advanced discussions with Town staff about the possibility of breaking ground on a project before the end of the year.

Finance Development:

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

Parks, Recreation, and Forestry

- Marked and lined football fields for BYAA tackle football.
- Attended the monthly CARA meeting and presented updates to CARA committee regarding CARA Tennis.
- Staff attended the special board meeting discussing the parks and recreation master plan.
- Prepped ballfields for HS Softball game and Adult Kickball games.
- Supervised Adult Kickball games, fall youth jersey orders placed, marketing completed for women's VB league, fall practices started for 11U flag football team, and fall youth sports.
- Attended CARA meeting.
- Collaborated with TRPR (Johnstown) for fall youth flag football.
- Scheduled fall youth photos.
- Start 14u soccer, game schedules for youth VB and flag football.
- Follow up with LS/LL coaches/helpers, updated rosters, contacted parents.
- Received quotes for pool filter chem cleaner for annual maintenance to pool.
- Attended CPRA aquatics meeting.
- Continued reviewing pool employee exit interviews.
- Continued noting updates/changes for 2019 pool season.
- Continued mowing operations throughout the parks.
- Reduced watering frequency in Berthoud Town Park, Railroad Park, Skate Park, Pioneer Park, Robert's Pond, and Fickle Park for fall season.
- Repaired irrigation line break on Town South (ball field).
- Currently working to diagnose and repair Pioneer Park irrigation (zone 3, tree lawns).
- Sprayed 2-4-D for broadleaf weeds in Berthoud Town Park, Town North (ball field), Fickel Park, Robert's Pond, Pioneer Park, Skate Park, and Railroad park in preparation for future seeding.
- Set up orange fence in Fickle Park for the Farmer's Market.
- Installed new drain pipe behind shop.
- Staff working on researching and providing data for Parks master plan.
- Staff meeting and discussion of presentations, alternative concepts, and cost estimates to parks master plan.

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- Contracted Bein warning track, infield, and concession area improvement project to be completed with G&S solutions.
- Conducted 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.
- Staff attended monthly Tree Advisory Committee meeting.
- Reviewed and commented towards Heron Lakes 10th and 11th Filing Preliminary Plat Landscape Development Plans.
- Performed routine maintenance on forestry equipment and machinery.

Public Works:

Streets:

- Street sweeping weekly underway with warmer weather.
- Pothole patching.
- Repaired water valves and manholes to prevent plow damage.
- Assisted CDOT with installation of bases for rapid flashing lights at Mountain and 10th St.
- Assisted Berthoud Police and Turner Middle School with signs and cones for traffic lanes at school.
- Assisted Berthoud Police with traffic control for accident.
- Various sign repairs.
- Final walk through inspection for Prairie Star and Berthoud Lakes Enclave.
- Started second round of roadside mowing.
- Mowing, watering, and weed trimming at Cemetery.
- Clean up and removal of branches dumped at cemetery.
- One Funeral.
- Coordinating with consultant to get surveys ready to help get resident input on sidewalks and routes for the pedestrian master plan.
- Received permit from CDOT to construct pedestrian improvements at 56 and Berthoud Pkwy.

Water:

- UMS (Town meter contractor) has arrived in Town this week to start replacing 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.
- Water Department Staff working on improving plant maintenance and Reservoir upkeep.
- OCCT Pilot Program, Water Department in the design and equipment allocation phase for the pilot study.
- Staff has been busy working getting sample program updated for Berthoud Reservoir.
- Staff has been working on inspections for new systems, also new home meters, and getting final inspections for Love's.

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.