

# Berthoud Town Administrator Report –August 24, 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:**

- 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.

- 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 10<sup>th</sup> and 11<sup>th</sup> 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 10<sup>th</sup> 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.

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### 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.