

# Berthoud Town Administrator Report –August 10, 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:**

- Municipal Court was on Thursday, August 9, 2018. The following cases and application were processed during the court proceedings:
  - 6 Arraignments
  - 2 Failed to Appear
  - 1 Trial
  - 1 Case Review
  - 2 Special Event Liquor Permits Approved
  - 1 Change in Premises for a Medical Marijuana License Approved
- 15 New passport applications were processed this week.
- 1 Neighborhood event application was received for an event in October.
- Staff is working with a vendor to implement an electronic document management system for the Town's records. A system of this nature will greatly enhance the efficiency for staff to access records and will also improve the accessibility of records to the public.
- Electronic Town Board Packets are being formatted to include a bookmark pane that corresponds to the agenda item numbers and each page is watermarked with the page number to make navigation easier. All packets are available on the Trustee Document webpage.
- The Town website has a new page for pet licensing that allows residents to submit pet license applications on-line using a fillable form. Users can also upload any supporting documentation, like an image of a rabies certificate, to submit with the application. The electronic application and attachments are instantly received by staff for processing.
- The links in the “How Do I...?” tab on the Town’s website have all been updated to contain the most up to date information and to improve the quality of information.
- Provided data to consultant in support of impact fee development for small cottages.
- Created drafts for a variety of documents to be utilized in internal budget processes.
- Met with Slate Communications to discuss prior year communication efforts and successes and to discuss possible options for a different scope of services in the coming fiscal year.
- Met with representatives from Comcast to discuss their operations in Town and to review a proposed update to their franchise agreement.
- Attended a meeting with other Town Administrators and HR Directors in the region to discuss each agency’s approach to compensation and benefits for next fiscal year.

## **Business Development:**

- Met with a company to discuss Berthoud’s development activity and their interest in possibly bringing a business to Berthoud.
- Continued to have discussions with a company interested in locating a restaurant in Berthoud.
- Contacted a Denver based retail brokerage firm to update them on Berthoud’s development activity.
- Discussed the possible sale of the Safeway pad with the brokerage firm and the potential buyer.
- Provided Berthoud development and site information (ICSC Brochure) to M & C Real Estate for their use in their marketing material.
- Contacted a growing Denver based restaurant and presented information about Berthoud’s increasing population and development activity.

## Berthoud Town Administrator Report –August 10, 2018

---

- Met with Slate Communications to discuss the development of a Berthoud quality of life focused brochure.

### **Code Enforcement:**

- Coordinated with Sergeant Anderson to discuss changes to the Municipal Code.
- Assisted LCSO with National Night Out at Fickel Park.
- Code Enforcement has received 1-2 calls this week; however, most activity has been proactive.
- Finished case file for dog bite that was on the Court docket.
- Violations include
  - Weeds/weeds in alleys
  - Vehicles with expired registrations
  - Trailers in the right of way.
  - Signs in right of way
  - Dogs left in unattended cars
  - Campers in the right of way

### **Larimer County Sheriff:**

- Investigating an accident involving a vehicle and a bicycle on Hwy 287 & Berthoud Parkway which left a 13-year old boy in critical condition at Children's hospital.
- Arrested a 19-year old Berthoud man for the 10th time except this time he has a plethora of felony charges. He is Berthoud's biggest burglar & thief.
- Worked with Berthoud High School on threat assessments.
- Had National Night Out Tuesday night but the rain and hail kinda messed that up.
- Had several unlocked cars entered in the Heron Point section of town. Investigation Unit is now involved and took over the investigation.
- Had several vehicle crashes this week.

### **Community Development:**

- There are still openings to the Planning Commission and Historic Preservation Advisory Committee.
- Development Code updates went to the PC this Thursday, and were continued to the next meeting, after fruitful discussion.
- Habitat for Humanity has applied for a plat revision, to potentially build 9 more habitat homes at their current site.
- The owners of the Moon Theatre are interested in Historic Tax Credits to do some historically accurate restoration work.
- The Mountain Avenue overlay plan will kick off next week.

### **Parks and Recreation**

- Created Adult Kickball Game Schedule.
- Held Adult Kickball Manager's meeting.
- Organized and Hosted Coaches Appreciate BBQ.
- Recruited officials for youth sports.

# Berthoud Town Administrator Report –August 10, 2018

---

- Researched Team Sideline scheduling software.
- Recruited players for youth soccer team.
- Recruited coaches for fall youth softball team.
- Assigned youth fall soccer and flag football coaches.
- Held youth soccer coaches training and meeting.
- Held youth flag football coaches training and meeting.
- Built youth soccer teams.
- Built youth flag football teams.
- Designed wellness committee newsletter.
- Deep clean of pool facility.
- Hosted pool parties.
- Organized little strikers and little Lombardi's rosters.
- Designed and ordered shirts for Little Strikers & Little Lombardi's.
- Recruited helpers to staff Little Strikers & Little Lombardi's.
- Sent out exit interview questionnaire to pool staff.
- Continued working on changes/updates for 2019 pool season.
- Finished the last Summer Session of Martial Arts Wednesday night.
- Contacting parents, seeking volunteer coaches to help with Fall Soccer and Flag football.
- Collected equipment from summer baseball & Softball volunteer coaches.
- Prepped packets for Soccer and Flag Football Coaches meeting (Tues. & Wed.).

## **Weekly Forestry Report**

- 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.
- Conducted storm debris cleanup throughout the Town and Town parks.

## **Parks Department Weekly Job Report**

- Continued mowing operations across all the parks
- Replaced 1 broken sprinkler head on Bein North (ball field)
- Repaired broken irrigation valve, and replaced 2 broken sprinkler heads at Railroad Park
- Located and repaired lateral break in irrigation on Welch
- Provided trash bags for Trash Clean-up Day (Aug 11)
- Community service volunteer pulled weeds at Berthoud Park

## **Public Works:**

### **Streets:**

- Street sweeping weekly underway with warmer weather.
- Pothole patching
- Various sign repairs
- Prep and pave alley between Hubbell And Victoria

## Berthoud Town Administrator Report –August 10, 2018

---

- Proof rolls for Bunyan Ave
- Started second round of roadside mowing
- Prep/ grade Cr 7 and LCR 10E/19
- Dust suppressant/stabilizer applied for CR7 and LCR10E/19
- Add road base to Welch pump house area
- Mowing, watering, and weed trimming at Cemetery
- One Funeral
- One stone set
- ADA transition and Sidewalk Plan kickoff meeting occurred with Consultant this past week, they plan to be in Town in the next weeks to gather data.
- PW building kick off meeting occurred this week also with Design Arch Team.
- CR 7 DOLA grant application was sent out last week. A meeting to go over application with DOLA is in the works.
- Bids came in this week for the 2018 Pavement Improvement project; this will be presented at the Board next week's meeting.

### Water:

- Department busy prepping for the meter swap out season that will be occurring early next month. Contractor set to come into Town by Aug. 20<sup>th</sup>. Flyers will be sent out to homeowners within the areas of meter 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, this is in design and equipment allocation phase for the pilot study. CDPHE is issuing an official start date, we expect to have that letter soon.
- Staff has been busy working on grounds maintenance, reservoir and raw water quality sampling.
- Water Department seeing extremely high demand during day time hours for construction water use purposes.
- Water Department received several taste and odor complaints after attempting to use 1/3 total flow from Berthoud Reservoir. Water Department has stopped using Berthoud Reservoir Raw source for now, until the activated carbon system design is finalized and constructed.
- Water Department waiting on permanent repair of 20" finished water line near the 3MG tank site. Line was struck by a contractor and a temporary repair has been put in place.
- Water Department looking into WIMS Plant and Data Management System which can be utilized by both Water and WW facilities, including field Distribution and Collections.
- Water Department looking into purchase options for Valve Maintenance Equipment including valve exerciser and valve box cleaning unit.

### Wastewater

- Meeting with Ramey this week to go over areas to start in for the collection cleaning. Ramey is planning to start the week of the 20<sup>th</sup>.
- UV replacement project is in design.