

# Berthoud Town Administrator Report –July 20, 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:**

- The Parks Master Plan continues to proceed at a rapid pace. In addition to the feedback received at the first two public meetings, staff prepared a survey to be distributed online with the intent of gathering additional information for the board to consider at Tuesday's upcoming meeting. Over 325 responses to the survey have been received as of Friday afternoon.

## **Business Development:**

- Continued to follow up with contacts made at ICSC to update them on Berthoud development activity.
- Generated interest in Berthoud from a national retail business for a possible location in Berthoud Commons.
- Continued to assist a Berthoud manufacturer with their employee hiring needs.
- Met with a group possibly interested in purchasing lots 6A and 6B at Berthoud Commons for a mixed-use development.
- Spoke to the employees of Northern Water about Berthoud's business development activity.
- Conducted follow up activity regarding the redevelopment of the Old Town Hall site.
- Continued to make updates to the new Business Development section of the Berthoud web site.
- Participated on the group that interviewed candidates for Larimer County's economic development specialist position.
- Attended the meeting of the Chamber's Experience Berthoud planning committee.
- Attended the Chamber's Business After Hours event.
- Placed an ad in BizWest's Annual Economic Profile and Market Facts Book.

## **Larimer Sheriff's Office/Code Enforcement:**

### Larimer Sheriff's Office:

- Working on the crosswalk video and will have it up soon.
- Meeting with the school district about traffic patterns during the school year.
- Michelle Adams and Barb Noeller to Larimer Emergency Telephone Authority so they could get set up to send Berthoud announcements out to residents who have registered.
- Coffee with a Cop was this week and we still get a pretty good turn-out.
- Attended the Berthoud Faith Leaders meeting. This is about Berthoud churches getting together to help the community together.
- Met with the new Thompson School District Superintendent Dr. Marc Schaffer about the Berthoud SRO program. (very supportive)
- Presented "Neighborhood Watch Program" to residents in the Mary's and Fickle Farms community. Lots of residents are signing up.
- Gave training to all of the RAFT drivers about "Duty to Report" laws.
- Gave presentation at Grace Place on drug use.
- Both of our School Resource Officers are attending the annual CASRO conference (Colorado Association of School Resource Officers).

### Code Enforcement:

- Continued work on alley/easement issue between neighbors on Franklin and Bruce with LCSO and Building/Planning dept.
- Assisted Larimer Sheriff's Office on 3 separate calls:
  - Recovered a bicycle.
  - Complaint regarding a neighbor shooting a BB gun.
  - A child with a dog that was not accompanied by an adult.
  - Addressed issues in two developing neighborhoods regarding weeds.
- A Stop work order for an address on 2<sup>nd</sup> that is spraying paint and damaging vehicles nearby.
- Other violations include
  - Campers on public streets/right of way
  - Vehicles with expired registrations.
  - Weeds above what is permitted by the Berthoud Municipal Code.

### Community Development:

- Larimer County will be holding a Comprehensive Plan update visioning event next Thursday July 26<sup>th</sup>, at Grace Place Church from 5:30 P.M. to 7:30 P.M.
- Ads will be published for two Planning Commission openings with terms that begin in September. Both Celentano and Gilmore are term limited and cannot be reappointed. The Community Development Staff would like to thank them for their service and hard work over the last six years.
- Draft updates to the Development Code are complete and have been advertised for August.
- Staff met with prospective developers of additional pad sites at Berthoud Common.
- The Technical Review Committee process continues to be completely booked, and has been extremely helpful in handling development matters with the Town's many partners.

### Finance Department:

- Cindy Leach and Carla Gustafson attended an Employer's Council workshop on Wage and Hour Law. Staff received confirmation that the Town's current payroll procedures are in compliance with DOL laws and guidelines.

### Parks and Recreation Department:

- Held Multi-Sport Summer Camp - Session 3
- Continued marketing fall activities via flyers and social media.
- Started equipment inventory for fall activities.
- Attended last regular season track meet before state competition.
- Prepared baseball fields for games.
- Held and supervised the 12U USSSA Semi-final and Championship Game.
- Attended the Parks and Recreation Center Master Plan meeting with consultants.
- Organized CARA Tennis District Bracket for 18's.
- Organized CARA Tennis State Tournament Bracket.
- Prepped for recreational baseball end of season tournament on Friday and Saturday.

- Hosted second home swim meet.
- Session 6 of swim lessons started.
- Cleaned and maintained the facility.
- Hosted the summer camp pool party.
- 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.
- Attended monthly Tree Advisory Committee meeting.
- Contacted all Emerald Ash Borer Cost Share Pilot Program applicants regarding treatment procedures and dates.
- Reviewed and commented towards Heron Lakes Lonetree Grill site and landscape development plan.

### **Public Works:**

#### **Streets:**

- Street sweeping weekly underway with warmer weather.
- Poured concrete sidewalk on alley between Hubbell and Victoria
- The catch basin and concrete at 1<sup>st</sup> and Indiana Street has been installed.
- Various sign repairs
- Walk through/inspection Hammond, Loves, and Heritage Ridge
- Reinstall in street crosswalk signs
- Hot mix patching South 1<sup>st</sup> Street and 10E
- Mowing, watering, and weed trimming at Cemetery
- One Funeral

#### **Water:**

- Water Department busy prepping for the meter swap out season that will be occurring early next month.
- Water plant Expansion Update: Plant receiving, treating, and delivering water to Berthoud Distribution system and customers. There are final items left for the plant, such as the Generator installation and some final effluent piping to be placed.
- Water Department Staff working to improve the Water Plant Facility Site now that the construction equipment is out.
- OCCT Pilot Program, Water Department in the design and equipment allocation phase for the pilot study. CDPHE is issuing an official start date, we expect to have that letter soon.
- Water Department seeing extremely high demand during day time hours for construction water use purposes. This use is causing undesirable effects in the distribution system.

#### **Wastewater:**

- Ramey is starting collection cleaning in August.
- UV replacement project is in design.