

# Berthoud Town Administrator Report –June 15, 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:**

- Malcom Lester from the Institute for Specialized Alternative Education made a presentation to the Municipal Judge and Prosecutor to illustrate the various types of classes that are offered by his organization. The classes are a way to provide alternative sentencing and educate defendants to make positive changes in their lives.
- Four liquor licenses were issued by the Liquor Authority on Thursday, two special event licenses and two Hotel & Restaurant licenses.
- 100 passports were issued in the month of May, a total of 696 passports have been issued thus far in 2018.
- The generator on the roof of the Town Hall facility was inspected and tested. The thermostat was replaced because the existing thermostat was stuck in the closed position and would cause the engine to overheat if it had automatically started. The generator is now in good running order.

## **Business Development:**

- Responded to inquiry requesting information for a possible light manufacturing operation at the M & C Real Estate (Love's) site.
- Met with a developer to discuss the permitted uses for the Jackson Industrial site.
- Met with a Hall-Irwin executive to discuss Berthoud development activity.
- Sent 3rd invitation for the June Business Breakfast to businesses in the 1<sup>st</sup> and 2<sup>nd</sup> street corridor.
- Met with the land owner and a party interested in purchasing 70 acres at the Berthoud Tech Center for industrial development.
- Met with a developer to discuss possible redevelopment opportunities in downtown Berthoud.
- Attended Upstate Colorado's meeting to discuss regional branding and marketing strategies.

## **Community Development:**

- Staff took Planning Commission members on a tour of development examples in Northern CO. The tour went very well.
- Provided policy guidance to local builders on the new residential design diversity requirements.
- Staff will begin hosting Technical Review Committee meeting made up of staff members each week. The goal is to provide formal comprehensive comments from town staff and other impacted agencies early in the development process.

## **Finance Development:**

- This week, we had 4 AED's (Automated External Defibrillator) installed: 1 at Town Hall on the main floor, 1 at Water Plant, 1 at the Parks/Rec building, and 1 at the Streets building. This was possible through a small grant we received from CIRSA.

## **Parks & Recreation:**

- Game prepped & maintained ballfields.
- Staff held session one of youth summer camp (half day-week).

- Hosted first CARA tennis matches.
- Track team prep for first CARA meet on Saturday (Eaton).
- Facilitated Rockies event for Berthoud baseball league night at Coors Field.
- Completed various repairs (ORP readers, chlorine feeder), chemicals ordered, maintenance to pool pump/system. Boiler cleaning scheduled for next week.
- Facilitated programming and paperwork for home swim meets.
- Swim team prep for first meet and staff organization for next week home meet.
- Irrigation repairs- Bein Park lateral, Town South ballfield adjusted heads, drinking fountains repaired and operational, Roberts Pond backflow replaced, Welch ave heads cleaned/adjusted.
- Pioneer Park extra maintenance for a rental event.
- Richardson property, Waggener ditch, and Hillsdale park open space mowed and trimmed.
- All parks mowed and weed trimmed.
- Sun Fest Event Set up in Fickel Park.
- Staff received seven proposals for recent advertised Parks and Recreation master plan RFP.
- Staff reviewed proposals and scheduled interviews with the selected firms for June 19<sup>th</sup> Town Board meeting for presentation of completed Trails and Reservoir master plans.
- 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.
- Met with Historical Committee regarding ash tree management at the McCarty-Fickel House.
- Reviewed and commented towards Heritage West and Vantage landscape development plans.
- Met with Blue Mountain Landscaping regarding tree plantings at Heron Pointe.
- Developed and publicized the June Tree Advisory Committee meeting agenda.
- Finalized 2018 cost share pilot program applications deadline.
- Fixed drip line irrigation for trees along Nelson Greenway trail.

## Public Works:

### Streets:

- Street sweeping weekly underway with warmer weather.
- CR 44 bridge update: **Road opened Wednesday after all guard rail and paint was completed.**
- Roadside mowing continues.
- Installed in crosswalk pedestrian signs throughout town.
- Thermoplastic installation.
- 4<sup>th</sup> Street culvert cleaning.
- Mow lift stations.
- Pothole patching.
- Grade and add material to Clayton Place.
- Various street sign repairs.
- Mowing, and weed trimming at Cemetery.
  - 1 funeral

### Water

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- Backflow tests still being received. – 2<sup>nd</sup> Letter will be sent out by end of June.
- Water plant Expansion Update: Plant receiving, treating, and delivering water to Berthoud Distribution system and customers. The WTP is still under construction in some of the areas for final items to be completed.
- East side reservoir is full, West side filling.
- Raw water quality sampling results- still waiting algal species counts.
- **Congratulations to Theodore McMurdo on his Distribution 1 and Operator D licenses.**
- **Congratulations Paul Dreyer on passing his Distribution 2.**

### Wastewater

- Contractor has been coordinating Serenity ridge decommission.

### **Code Enforcement:**

- Gateway and Hammond Farms have mowed vegetation in and around the retention ponds.
- Continued presence at Hillsdale Trail – have not seen anybody walk their dog off leash in this area in a few weeks.
- Violations/Calls this week include
  - Vehicles with expired or no plates.
  - Campers on the street.
  - Weeds exceeding allowable height.