

Berthoud Town Administrator Report –June 8, 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:

- The monthly Berthoud Municipal Court will be on Thursday, June 14, 2018. Scheduled on the docket are 14 arraignments, 6 case reviews, 1 trial and 4 liquor license requests.

Business Development:

- Launched the new web site for Berthoud Business Development.
- Drafted articles for the June issue of the Berthoud business newsletter.
- Responded to three inquiries for site information (retail and industrial).
- Spoke to the Sertoma Club of Loveland.
- Sent 2nd invitation for the June Business Breakfast to businesses in the 1st and 2nd street corridor.
- Drafted and distributed the press release for the Hale & Bradford Tasting Room, which appeared in BizWest.
- Assisted the land owner for Berthoud Commons in his attempt to attract a retail establishment to the site.
- Met with Triton Communities and a developer to discuss development activity in Town.
- Completed updates for and printed the Berthoud Brochure.
- Berthoud ad/article ran in the Colorado Real Estate Journal (CREJ).

Community Development:

- Staff is offering a tour of development for Planning Commissioners on Saturday.
- Refinements to the block diversity standards and residential design standards are being developed.
- Staff has added maps to all public notice requests, to assist residents in locating development sites.
- Oil and Gas operations will begin next week adjacent to Serenity Ridge (in Weld County—not within the Town's jurisdiction).
- Staff has set up a meeting with the Weld County Commissioner to discuss oil and gas options for wells located close to Berthoud.
- Three commercial site plans were submitted this week.

Parks & Recreation:

- CARA Track program began.
- Purchased summer camp supplies, training for camp counselors, camp shirt arrival.
- Pickleball court maintenance.
- Pool Concessions restocked.
- Finalized Fall Brochure and sent to print.
- Updated Parks and Recreation website pages.
- Created youth baseball participation certificates.
- Supervised youth baseball/softball games and adult softball games.
- Prepped ballfields for games.

- Little Sluggers baseball program and CARA tennis program started.
- Deep cleaning of entire pool facility.
- Repainted pool deck.
- First swim team practices and sessions for swim lessons.
- Staff met with high country pool rep to review maintenance/operations of pool (on-site), replaced parts of pool pump system.
- Updated pool chemical check policies.
- Updated pool bump procedure- begin training of head guards on pool pump system.
- Staff Supervised Martial Arts program.
- Receipt of money for baseball hats, and upcoming Rockies challenge.
- Laminated information signs for the pool.
- Scheduled rentals in several of our local Parks and provided clean-up prior to events.
- Attended the summer camp counselor meeting.
- Parks irrigation system sprinkler replacements and adjustments (pioneer, T Park, Fickel, baseball fields).
- Staff worked on current RFP and research of potential summaries to questions.
- Staff worked with consultants of upcoming presentation of Master plans for the board meeting.
- PORT committee meeting- review of current completed master plans.
- Town park clean-up, facilities put back in order from Berthoud day festival.
- Staff conducted initial walk through with developer of new open space/trail along 5th and Nebraska for potential developer release of maintenance to the parks department.
- Mowing, trimming, edging of parks turf.
- Staff worked with VDCI on initial mosquito report and data summary, researched Town policy and maintenance prevention plan.
- Removal of Berthoud day banner and hanging of upcoming Sunfest banners.
- 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 Berthoud Day and held an informative booth with the Tree Advisory committee and answered questions regarding tree/pest management as well as cost share program application.
- Removed emerald ash borer awareness ribbon from ash trees in Fickel Park and along Mountain Avenue.
- Reviewed and commented towards Heritage Ridge and Farmstead landscape development plan.

Public Works:

Streets:

- Street sweeping weekly underway with warmer weather.
- CR 44 bridge update: Project aiming for opening Early June.
- Berthoud Day clean up.
- Grading WCR 7.
- Weed spraying.
- Reservoir mowing.

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- Alley repair in Fickle Farm.
- Grade alleys in Old Town area.
- Mowing, fertilizing, and weed trimming at Cemetery along with two services.

Water:

- Water Department preparing to investigate capacity and hydraulic issues with our Raw Water Transmission line as well as repair sections of line that are severely corroded and currently leaking.
- Backflow tests still being received. – 2nd Letter will be sent out in June. The High Hazard users identified per Policy 7, ie. Chemical Storage facilities, heavy industrial, restaurant, agricultural operations, etc. which have not responded will be contacted directly by the Town.
- 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.
- Water Department is collecting quotes for a small maintenance boat.
- Water Department worked on getting samples done for Berthoud Reservoir.

Code Enforcement:

- Contacted a local developer regarding weeds in areas where homes are being built.
- Contacted two local home owner associations in regard to weeds surrounding retention ponds.
- Issued 17 notices for low hanging tree branches.
- Continued Presence at Hillsdale Trail for dogs off leash.
- Have received a significant amount of complaints regarding weeds in non-residential areas. Staff will address the complaints accordingly.
- Other violations include
 - Campers
 - Trailers
 - Vehicles expired plates