

## Berthoud Town Administrator Report – October 26, 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:**

- There were 16 passport applications processed this week.
- The Laserfiche (electronic records management) system has been implemented. The documents scanners have been ordered and the project is on track to be under budget. The type of scanners have been carefully selected, so that they may be used for other purposes as well.
- Met with a residential developer about the raw water dedication policy.
- Met with Wells Fargo Financial Services to learn more about what they can offer to local agencies.
- Staff met together to discuss the acceptance process for public improvements constructed by developers.
- Staff met with the building inspection team and construction observer to discuss the draft construction site maintenance regulations.

### **Business Development:**

- Attended the annual conference of the Economic Development Council of Colorado.
- Attended the Larimer-Weld County Economic Development Partners meeting.
- Met with Xcel Energy Economic Development executives to discuss the Wilson Ranch site's utility infrastructure.
- Followed up with Upstate Colorado regarding their client's possible interest in the Love's site for a light manufacturing facility.
- Worked with Slate Communications in developing a Berthoud Quality of Life brochure. Received and reviewed the first draft.
- Requested and received testimonials from a couple of Berthoud manufacturers and realtor explaining the advantages of a Berthoud location.

### **Code Enforcement:**

- Last Friday afternoon had a meeting with residents who I keep getting complaints from their neighbor. Told them to take care of a few things so neighbor has no ammunition for code violations. Situation has been ongoing.
- Handled call about a rabbit with a broken leg in a resident's backyard. Upon arrival the rabbit was gone.
- Continue to enforce election signs in the right of way.
- Got agreement document signed by 200/202 E Nebraska as a result of mediation.
- 2 loose dog calls:
  - One was a report of a dog continuing to get out and go on his property
  - Other dog was found by a resident Friday morning
- Other violations include:
  - Expired plates
  - Trailers

### **Community Development:**

- The Mountain Avenue Open House was a success with 50-60 people in attendance, and tons of great comments.

- The next public open house for the Mountain Avenue Plan will be in early December, so mark your calendars.
- Staff received a commercial site plan proposal for Berthoud Commons.
- The new public notice signs are going up, and will be very hard for the public to miss.
- The Historic Preservation Meeting will be moved to Nov. 19<sup>th</sup> on account of Veterans Day.
- There is still an opening on the HPAC for anyone interested in serving.

### **Finance and HR Department:**

- This week, we enhanced our hiring procedures checklist. It is our goal to make the hiring process easier, standardized across departments, and to ensure legal compliance.
- The Wellness Committee hosted a “healthy lunch” for all employees in conjunction with the employee insurance open enrollment meetings. The Committee also launched their employee health program known as B-Fit. They started by announcing a 4-week ‘step challenge’ for the different departments.

### **Parks, Recreation, and Forestry:**

- Conducted seven (7) consultations to the public regarding tree/pest management.
- Staff attended the October Tree Advisory Committee meeting and discussed a proposed Town tree nursery.
- Staff planted one (1) Kentucky coffee tree at 1602 Willow Dr. for a street ash tree replacement as part of the 2018 EAB Cost Share Pilot Program, and updated the online tree inventory to reflect the newly planted tree.
- Two staff members received education and successfully tested regarding OSHA compliant aerial lift training course and became certified aerial lift operators.
- Ordered 1<sup>st</sup>/2<sup>nd</sup> grade basketball jerseys, basketball equipment.
- Sent surveys for fall activities and processed winter activity brochures for mailing.
- Updated ActiveNet registration program for winter activities to begin accepting registrations online.
- Painted 14U soccer field for final soccer game, removed/stored soccer goals for season.
- Prepared, hosted Wellness committee luncheon and presentation of staff wellness challenge/program.
- Started 1st/2nd grade basketball practices, developed Baton twirling class marketing materials for upcoming season.
- Completed regular season for women’s volleyball and organized tournament schedule.
- Pool filter replacement parts ordered.
- Staff attended insurance benefit open enrollment & wellness presentation.
- Re-organized Recreation office for better customer efficiency.
- Reviewed final applications and set-up interviews for Parks Supervisor position.
- Continued mailing sponsorship forms to new business for 2019.
- Posted Lost and Found items on Facebook page to help promote costumer pick-up.
- All staff began the Town of Berthoud Step challenge!
- Staff continued leaf clean-up operations in parks system.
- Staff continued irrigation blowouts @ Town Park, restroom, and ballfields. Jaskowski property, Collins park.
- Spread starter fertilizer on new seed (Town North ball field, Bein sports fields, and Fickel Park).

- Removed and cleaned fountain in Pioneer pond for the winter.
- Ordered concrete aggregate for Town Park Ball Field parking area for upcoming project.
- Assisted Recreation dept. with sports fields maintenance.
- Numerous bids for equipment procured for upcoming 2019 budget.
- Meetings scheduled with consultants regarding Berthoud reservoir.
- Staff met with contractor to review parks irrigation overlay estimate and bid.
- Staff met with contractor to discuss boiler improvement project at Town owned property.
- Reviewed Recreation Supervisor applications for upcoming interview selection.
- Farm lease finalized and accepted for 2019 regarding all Town owned properties.

### **Public Works:**

#### Streets:

- Street Sweeping continued all week in old Town and in Mary's farm.
- Hot mix patching for CR 44.
- 2018 road project supervision.
- Downtown parking paintwork.
- Various sign repairs.
- Mowing and weed trimming at Cemetery.
- 2 funerals to manage this week.
- 3 final sidewalk inspections.
- ADA final landscape finished at 1<sup>st</sup> and Indiana.
- Attended meeting with FLEX participating regional communities for quarterly meeting.

#### Water:

- UMS came into Town Wednesday to finish meter replacement. Town staff will try and work on finalizing the list to see what is left for meter replacement.
- OCCT Pilot Program, Water Department started the first chemical pilot with Soda Ash (sodium carbonate). The purpose of this chemical is to increase pH and add Alkalinity to the finished water.
- Water Department was able to confirm a new employee, finalizing steps for another new open position.
- Water Department coordinated with Gopher Excavating to have a main line repaired near the Water Tank.
- Preparing for the 2<sup>nd</sup> round of Lead and Copper Sampling for 2018. Berthoud re-built the lead and copper sample pool in 2016 to reflect all Tier 1 sites per CDPHE requirements. We greatly appreciate the participation of these volunteers for this sampling program.
- Water Department was trained for the new Water plant generator.

#### Wastewater:

- Ramey is in Town and has started to jet (clean) and camera system. Ramey is now in Town cleaning the sewer system. Working their way north to south.
- Ramey helped to remediate a sewer line that needed immediate cleaning on the north side of Town.
- UV replacement project had a pre-bid meeting at the WW plant.