

## Berthoud Town Administrator Report – October 12, 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:**

- 14 passports processed
- Court
  - 13 Arraignments
  - 1 Trial
  - 4 Reviews
  - 11 Paid Before Court
- Staff is working on a barn quilt that will be displayed at Town Hall in the coming weeks.
- One Special Liquor Permit was Issued.
- One retail marijuana application is pending and will be issued when improvements to the licensed premises are completed.
- Three regular liquor license renewals were processed.
- Staff participated in training for the forthcoming document management system that will be implemented in the coming weeks.
- The republished municipal code is on schedule to be online and live by the beginning of December.

### **Business Development:**

- Continued to assist an expanding tenant at the OTH to move into additional space in the building.
- Provided information to a commercial broker to assist him in marketing their listing along 2<sup>nd</sup> Street.
- Conducted business retention visits to six Berthoud manufacturers.
- Continued to market Berthoud commercial and industrial sites to Denver area commercial brokers.
- Updated the property listings on the Berthoud web site.
- Conducted a tour of Berthoud's development activity for executives with the Larimer County Economic and Workforce Development Department.
- Spoke to a developer for a national retail business about sites along S.H. 56.
- Drafted articles for the bi-monthly Berthoud Business Newsletter.
- Responded to an inquiry regarding the Clayton Place Lot #4 site.

### **Code Enforcement:**

- With the assistance of Michelle and Sgt. Anderson, handled a habitual barking dog complaint stemming from last week. Told complainant that she must hire an attorney and handle the situation civilly
- Worked with several individuals to decide how to proceed with short-term rentals in town limits.
- Still enforcing campaign signs in town right of way.
- 2 separate loose dog calls
  - Both had tags with correct owner information. All 3 dogs were returned home safely.
- Handled an abandoned vehicle call, the vehicle was set to be worked on at Fleet Pros, but was not parked on the road near the business.
- Assisted 2 deputies with a trash dumping by transient individuals.
- Other violations include

- Expired vehicle registrations.
- Campers parked on street longer than 4 days.
- Camper being lived in on private property, gave family 3 weeks to find somewhere else to stay.

### **Community Development:**

- The Community Development Department would like to remind everyone that the Mountain Avenue Overlay Plan open house is scheduled from 5-9 on Oct. 25<sup>th</sup>.
- Representatives from BHA were on hand at the Oktoberfest to discuss the overlay project.
- Staff met with another potential commercial developer.
- Staff met with the owners of Heron Lakes regarding the construction of trails and the trailhead.
- The new expanded noticing requirements will begin in less than two weeks.
- Staff met with the County, regarding their offer to provide additional assistance with health-related planning efforts.

### **Finance Department:**

- Carla and Cindy attended an Employer's Council HR class on "Employee Termination Procedures".

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

- Winter recreation activity brochure finalized by staff and sent to print.
- Staff communicated revised game schedules and activity changes to programming per weather cancellations.
- Began next session of Martial Arts program, Little Lombardi's football program completed.
- Staff meeting with BYAA football to discuss upcoming playoff game scheduling.
- Hosted 3<sup>rd</sup> annual flag football night games to complete 8U season.
- Issued end of season participation certificates for youth soccer and youth flag football.
- Staff completed sponsorship information, letter, and mailed for participation of upcoming 2019 year.
- 2019 pool fee scheduling meeting with staff.
- Recruit coaches for 1<sup>st</sup>-2<sup>nd</sup> grade basketball league and organization of rosters/selection of teams.
- Prepped high school softball field for final game.
- Meeting with TRPR (Johnstown) regarding upcoming/organization of girls 1<sup>st</sup>/2<sup>nd</sup> basketball league.
- Updated budget purchase receipts and updated 2018 purchasing budget spreadsheet for P&R dept.
- Forestry staff pruned street trees and hanging branches to code for the start of the milling project on Elm Drive and Willow Drive for the public works dept.
- Conducted consultations to the public regarding tree/pest management and tree licensing within Town limits.
- Reviewed and commented towards two landscape development plans: Berthoud Crossing Preliminary Plat Resubmittal and Heron Lakes 12<sup>th</sup> Filing Preliminary Plat.
- Staff hosted an informational booth at Oktoberfest and provided education to the public about EAB.
- Continued conducting street tree inventory at new developments while updating the online inventory.

- Met with Historical Society regarding ash tree management at the McCarty-Fickel House.
- Staff pruned several parks trees to improve health of park canopy.
- Staff met with representatives from Heron Lake development to discuss, plan, and coordinate trails within the development.
- Staff met with and received feedback from consultants regarding replacement playground equipment at Bein park per Town insurance audit.
- Parks staff finished and completed Fickel, Town North ballfield, Bein parks over-seeding and aeration of turf to the last areas for the project.
- Staff reviewing applications for current job openings in the Parks and Rec dept.
- Parks staff completed winterization of irrigations system blowouts located @ Skate Park, Collins Park, Park shop.
- Staff organizing and calls for design bids Roberts Lake Dock project as part of DOW grant.
- Ongoing Parks daily maintenance of trash removal and branch clearing.
- Parks staff competed tear down of Oktoberfest event from weekend at Fickel Park.
- Banner removal from overhead location @ 6<sup>th</sup> street.
- Staff attended budget meeting with Admin/Finance dept to review 2019 department line items, projects, and equipment requests.
- Farm lease bids due for Town owned properties and will be reviewed by Admin staff next week.

### **Public Works:**

#### Streets:

- Grade/add road base to alleys.
- Storm drain inspection.
- Cold mix pothole patching for minor holes.
- 2018 road project supervision.
- Prep/check trucks for possible snow.
- Various sign repairs.
- Mowing, watering, and weed trimming at Cemetery.
- One funeral.
- Place cones and barricades for Boy Scouts.
- Proof roll Vantage.
- install 1 sign for Planning and Development.
- meeting on Budget and projects for 2019.

#### Water

- UMS (Town meter contractor) has been in Town these past month helping to replace old meters (residential); Water Department busy helping UMS as needed for this work. UMS is done with meters in Town. Town staff will work to try and identify meters still not replaced and can have UMS come back in to Town once a longer list is finalized.
- OCCT Pilot Program, Water Department preparing to begin 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. UPDATE: OCCT has been delayed further due to shut downs required for generator work.

## Berthoud Town Administrator Report – October 12, 2018

---

- Meeting on the 2019 budget.
- Water Department reviewing open positions applications and coordinating interviewing.
- Water Department planning for Comprehensive Inspection for the 3MG storage tank per CDPHE.
- 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. Water Dept. planning to start sampling near end of October.

### Wastewater

- Ramey is in Town and has started to jet (clean) and camera system. Ramey has been in the Campion area for the past week.
- UV replacement project is in design.