

Berthoud Town Administrator Report – October 5, 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:

- Met with representatives from the Larimer County Public Health department to discuss implementation and enhancement of our recently adopted no-smoking ordinance.
- Continued work on the Safe Routes to School grant application.
- Staff met with Paul Zilas to work through on-going water projects.

Business Development:

- Arranged and hosted a meeting with CDOT representatives, Weld County Public Works executive, Wilson Ranch executives and consultants and Town staff to discuss the Weld County Road 9.5 and its proposed route through the Wilson Ranch site.
- Met with Manufacturer's Edge executive to discuss the organizations programs and how they can benefit Berthoud's manufacturers.
- Hosted a meeting with a national retail company to discuss their possible interest in a site along Mountain Avenue.
- Continued to work with a company interested in purchasing 70 acres at the Berthoud Tech Center.
- Spoke to the owners of the Berthoud Tech Center and the Love's site regarding the interest they are receiving from businesses in purchasing land.
- Spoke to a broker about their client's possible interest in the Clayton Place Lot #4 site.
- Attended the Berthoud Chamber of Commerce's monthly Board meeting.
- Assisted an expanding tenant at the OTH to move into additional space in the building (only one office is currently available).
- Organized and prepared the materials for the Town's booth at Oktoberfest.

Code Enforcement:

- Had mediation between two neighbors with Sgt. Anderson. Both parties came to agreements about parking and what to do if dogs are barking. Follow up will be in one month.
- Began enforcing election signs in the right of way violations. So far total of 21 violations.
- Had a complaint from lady whose vehicle we towed last week after 2 months of warning her to move it. Total of 6 attempted contacts to vehicle owner before towed.
- 2 loose dogs:
 - One belonging to a resident on 5th Street that had been contacted previously.
 - One caught by parks at baseball fields, for the first time the dog had tags with owner name, address, phone number, and Berthoud license.
- Trailer blocking fire hydrant on 4th across from Mi Cosina. Trailer owner was doing repair work at Mi Cosina.
- 3 barking dog complaints:
 - 1 new in Peakview Meadows subdivision
 - Ongoing complaints on 6th after citation was written by an LCSO Deputy

- Ongoing complaint on 4th from one individual. Went to other neighboring houses to see if they notice the dogs barking. Both individuals maintained that the dogs do not bark all the time and they only bark at people or a cat passing by.
- Assisted Turner SRO Kingston with transporting Turner students from Berthoud El during storm with lightning.
- Had complaint from somebody who thought that Ramey Environmental Compliance was stealing water from fire hydrant.
- Other violations include:
 - Weeds.
 - Vehicles with expired plates.
 - Camper.

Finance Department:

- Safety committee gave out their first safety award. There was a random drawing of all employees who were accident free for the year. Michelle Adams and Jeremy Olinger each received a Town of Berthoud “Safety Award” lunch box.
- Carla and Cindy attended an Employer’s Council class on “Interviewing and Hiring”.

Parks, Recreation, and Forestry:

- Met with NCSO to debrief officiating process.
- Maintained ballfields and extra prep for senior night softball game @ BHS.
- Painted Turner Middle School fields for BYAA football and youth soccer/flag football.
- Completed Little Strikers Tuesday & Thursday sessions and issued certificates.
- Final pickleball session for year.
- Issued farm lease applications and managed questions
- Staff marketing and communication out for 2019 recreation sponsorships.
- Finish pool winterization- pipe blowouts, added algaecide and treat the water, power wash filters.
- Conducted consultations to the public regarding tree/pest management.
- Shadow planted 1 tree (bald cypress) at Fickel Park for the upcoming EAB concerns.
- Updated online tree inventory to reflect newly planted tree.
- Door hung 3 residential properties requesting tree work to be conducted to bring properties into compliance with Town Code.
- Removed low hanging branches at Fickel Park to allow more access along sidewalks.
- Prepared educational material and handouts for the Forestry Department and Tree Advisory Committee’s Oktoberfest informational booth.
- Staff attended monthly Safety Committee meeting.
- Held inhouse safety meeting regarding dog bite prevention.
- Practiced infrequent watering techniques for newly planted trees.
- Applied treatments to Roberts Lake for muck and algae.
- Continued mowing operations throughout parks.
- Lessening mowing frequency and irrigation according to weather in all parks.
- Disassembled orange fence in Fickle from the weekend Farmer’s Market.

Berthoud Town Administrator Report – October 5, 2018

- Temporarily patched vandalism in Bein ball field restrooms (begin locking after games and at night) vandalism occurred 3 times in 5 evenings.
- Spread starter fertilizer on newly seeded areas (Pioneer Park, Berthoud Town Park, Skate Park, Railroad Park, and Roberts Pond).
- Continuing extra water routine on new sod (Bein ball fields).
- Assisted aquatics department with cleaning/draining and winterizing the pool.
- Staff conducted initial parks superintendent interview of prospective candidates.
- Budget work for 2019 and bid procurements for equipment and projects.
- Staff organizing Oktoberfest set-up and booth markings, event clean-up.
- Town Park vandalism clean-up.
- Staff completed shop clean-up, vehicle maintenance to recreation truck.

Public Works:

Streets:

- 2nd Street cleanup and hot mix patching south of Indiana
- 3rd Street between Mountain and Massachusetts diagonal parking layout/install
- Street sweeping weekly underway with warmer weather.
- Cold mix pothole patching for minor holes
- 2018 road project supervision
- Prep/checking V-box sanders for winter
- Various sign repairs
- ADA ramp at 1st and Indiana
- Mowing, watering, and weed trimming at Cemetery
- One funeral
- Place cones and barricades for Oktoberfest
- Curb Flow test Heron Lakes
- Proof roll Vantage
- Clean out storm pipe at Roberts Lake
- Install 2 signs for Planning and Development

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 wrapping up meters in Town. Town staff will work to try and identify meters still not replaced.
- 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 the plant shut downs required for generator work. The OCCT pilot study relies heavily on only allowing water treated at the Berthoud Plant to enter the distribution system and not introducing Little Thompson treated water source for the duration of the test.
- Working on the 2019 budget.
- Water Department reviewing open positions applications and coordinating interviewing.

Berthoud Town Administrator Report – October 5, 2018

- Water Department planning for Comprehensive Inspection for the 3MG storage tank per CDPHE.
- Preparing for the 2nd 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.

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.