

## Berthoud Town Administrator Report – September 28, 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:**

- 11 passports were processed this week.
- Met with developer to discuss open sites by Love's.
- Met with developer of Heritage Ridge to discuss a new upcoming project.
- Staff met with PFS Consulting to review initial numbers for benefit renewals.

### **Code Enforcement**

- Helped Jeremy go over garage at Old Town Hall to clear some stuff out.
- Inquiries about codes include:
  - Parking on private property.
  - Metal detecting on town parks.
- Began enforcing election signs in right of way.
- Presented junk ordinance to town board.
- Exchanged emails and met with Krysta from Gateway HOA about ditch area south of Matthews Farm. Was receiving complaints about trees and bushes being overgrown as well as standing water.
- With assistance from Berthoud Deputy, a vehicle was towed that had been on the street since my first contact on July 24<sup>th</sup>. Gave owner multiple attempts to move it and/or contact me with proof of insurance.
- Other violations include:
  - Expired plates
  - Trailers
  - Campers
  - Weeds

### **Community Development:**

- The Community Development Office has processed 68 new home permits in the month of September.
- Staff met with two commercial developers.
- The Construction Rules and Regulations were recommended for approval by the Planning Commission.
- Staff finished its first in-service day on Wednesday, in which the office closed to catch up with filing and other administrative tasks.
- Staff will attend the State Planning Conference next week.

### **Finance Development:**

- As part of our quarterly safety training program, we coordinated an all employee training on "Preventing Back Injuries", and "Slips, Trips, and Falls Prevention".

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

- Baseball field maintenance-infield and warning track improvements complete.
- Prepped fields for high school softball games.
- Soccer/Flag football field maintenance, Pickleball courts upkeep.
- Staff currently marketing and correspondence e-mails for upcoming 1<sup>st</sup>/2<sup>nd</sup> grade basketball.
- Organizing and formatting winter recreation activity brochure to ready for print.
- Field Painter repairs- machine with low pressure.
- Completed current session of Martial Arts.
- Attended baseball meeting to incorporate Carbon Valley into league.
- Met with Skyhawks for summer camp recap and plans next season.
- Applications reviewed by Staff and interviews coordinated for Park Superintendent position.
- Job description edited, job advertisements out for open Recreation Supervisor position.
- Staff worked on completing final summary for Parks and Rec master plan- submitted with WENK.
- Bid work coordinated and received for tennis court resurfacing in 2019 for Town Park and Fickel Park.
- Staff worked on special project/equipment requests and accompanying summary for 2019 budget process.
- Canadian thistle spot sprayed in parks turf system.
- Began working on Novembers Scavenger hunt- community recreation event.
- Cleaned up budget for 2018 and 2019, ongoing bid submittals requested.
- Distributed Fall Recreation Team photos.
- Continued winterizing pool for season and organization of guardhouse/office, housekeeping done to close utilities and phone for the season.
- Continued mowing operations throughout the parks.
- Assisted the aquatics dept. with cleaning and winterizing of pool.
- Irrigation repairs at Bein Complex, troubleshooting turf dry spots in various parks.
- Ongoing vandalism at Bein ball field restrooms- various repairs/multiple.
- Currently working to repair Berthoud Town Park restrooms from last week's vandalism.
- Irrigation and monitoring of freshly seeded areas in Pioneer Park, Berthoud Town Park, Skate Park, and Railroad Park.
- Finished and completed overseed/topsoil project on turf in damaged park areas.
- Parks staff put up orange fence for event at the Fickel Farmer's Market.
- Extra clean-up/maintenance done at Fickle Park in preparation for the Farmer's Market.
- Conducted consultations to the public regarding tree/pest management.
- Forestry staff planted 8 trees at Fickel Park to shadow plant for the upcoming EAB concerns- (2 tulip poplar, 2 American yellowwoods, 1 Ohio buckeye, 1 American sycamore, 1 choice city elm, 1 June snow dogwood) and 2 trees at Pioneer Park (1 tulip poplar, 1 American yellowwood).
- Updated online tree inventory to reflect newly planted trees.
- Removed wind-aided fallen narrow leaf cottonwood from Pioneer park and grinded stump.
- Hung Oktoberfest banners over Mountain Ave and at the Roundabout.

### **Public Works:**

#### Streets Department:

- Snow and ice show and training.
- Wildfire diagonal street parking layout/install at the end of this week.
- 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.
- Storm drain inspection and labeling old town area.
- Continued second round of roadside mowing.
- Mowing, watering, and weed trimming at Cemetery.
- Place cones/no parking for Homecoming Parade.
- Landscaping repairs by new ADA ramps at Mountain and Berthoud Pkwy.
- Remove old markings and removed no parking on Gateway Park Blvd.
- Rick flagger training.
- Work on 2019 budget.

#### Water Department:

- 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 in Town until next week changing out meters inside homes. UMS has been connecting with homeowners for this process.
- Water plant Expansion Update: Generator was installed and electrical connected this week. Final test run waiting on coordinating with Xcel.
- The water plant is running again after the 2 day shut down for electrical work.
- 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 posting for open position, replacement of an existing water operator.
- 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. We greatly appreciate the participation of these volunteers for this sampling program.
- Continuing research and considerations for the most appropriate pre-treatment process to combat the seasonal taste and odor causing compounds.

### 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.