

## Berthoud Town Administrator Report – March 23, 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:**

- Processing of mail ballots will begin on March 29, 2018 @ 8:00 A.M. There will potentially be more ballot processing the following day if necessary. Otherwise the remaining ballots will be processed on Election Day.
- Met with Linda Hoffman, Larimer County Administrator, to discuss coordination between the two agencies.
- Met with a representative with Comcast to discuss a possible update of the Town's franchise agreement and other development related issues.

### **Business Development:**

- Walt and Chris hosted a breakfast with local businesses from the 1<sup>st</sup> and 2<sup>nd</sup> street area.
- Continued to schedule appointments with retail companies for the ICSC Conference in June.
- Worked on design update to the Town's Business Development webpages.

### **Parks & Recreation:**

- Finalized the Town's street and public area tree inventory and uploaded it online via website for public access and resources
- Hosted Adult Kickball and Softball coach's meetings
- Held youth softball coaches meeting
- Updated summer activities for ActiveNet registration
- Registered for aquatic risks seminar and training
- Prepared Summer brochures for mailing, counted and separated brochures per mailing routes and delivered to Post office
- Jeremy attended Tom Donnelly meeting in Estes Park for tour of the recreation facility
- Jeremy attended a GOCO hosted meet/greet in Estes Park about upcoming grant opportunities
- Held a kick-off meeting with PORT members regarding master plan of trail system
- Forestry attended monthly Tree Advisory Committee meeting and discussed Arbor Day 2018 Celebration and Ash Tree Ordinance No. 1232
- Vandalism repair Bein restrooms