

# Berthoud Town Administrator Report – March 9, 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:**

- Mail ballots will be mailed to all active voters beginning March 12, 2018. Ballots will be mailed to the voter's mailing address on file in the counties' voter registration records. If a voter will be temporarily away and unable to receive mail at their address in the voter registration records, an absentee application form may be filled out to have the ballot delivered to a different address. The form may be picked up at Town Hall or downloaded from the Berthoud.org Election page.
- A total of 4,960 ballots are being mailed to active voters in Larimer and Weld Counties.
- Please keep in mind that the US Postal Service does not forward ballots to forwarding addresses.
- Any permanent address changes can be made at [www.govotecolorado.com](http://www.govotecolorado.com).
- The Berthoud Municipal Court for the month of March was on Thursday, March 8<sup>th</sup>, 2018. There were 15 arraignments and 10 case reviews. The next Municipal Court is scheduled for Thursday, April 12, 2018. Berthoud Municipal Court is held 9:00 A.M. – 12:00 P.M. on the second Thursday of each month.
- Staff met with representatives from the Larimer County Office of Emergency Management to discuss ways that the Town can work with the County to improve emergency and disaster response.
- Met with representatives from George K. Baum & Company to have a broad discussion about the Town's finance opportunities.

## **Business Development:**

- Staff continued to work on having the Wilson Ranch site included in Xcel Energy's site certification program.
- Staff has been networking with companies attending the ICSC Global Real Estate Convention, which will be in Las Vegas, Nevada on May 20-23, 2018.
- Elish conducted business retention visits to businesses on 1<sup>st</sup> and 2<sup>nd</sup> Streets while also inviting them to meet Chris Kirk.
- Staff Responded to an inquiry for information regarding the Berthoud Commons site.
- Staff met with another potential tenant for the Old Town Hall.
- Elish provided demographic information to the consultant managing the development of the Berthoud Chamber booklet.
- Staff accepted an offer to present to a group of residential and commercial brokers in Loveland, Colorado.

## **Parks & Recreation:**

- The Parks and Recreation Director and the Town Administrator met with Thompson School District staff to discuss a possible IGA amendment related to facility use.
- Staff attended the PORT Committee on March 7, 2018.
- The Recreation Department held youth flag football and soccer coaches meetings.
- Notices regarding hazardous trees were delivered to community members.
- The light pole at Pioneer Park was repaired.
- Staff met with contractors for the *Fishing is Fun* grant.

### **Planning and Building:**

- The Development Code revisions and the Hometown Liquor Annexation were unanimously approved by the Planning Commission at the March 7, 2018 Planning Commission Meeting.
- Staff received two requests for information/review for convenience store/gas stations.
- Staff received three exploratory calls on the development process for properties located near I-25.
- Staff received an inquiry regarding annexation for a mixed-use development.
- Staff from the Community Development and Public Works departments are working together to improve the process for closeout of building permits.
- The ad for new planning commission openings has been published. There will be three openings for Board appointment in April.