

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: March 11, 2024

SUBJECT: Town Manager Report

- The annual EGGstravaganta Egg Hunt is March 23rd at Founders Park. Families can bring their own basket or bag to hunt for over 12,000 eggs. Volunteers will be stuffing eggs on Thursday, March 21st at the upstairs banquet room at The Merc. The event is free and for children ages 0-12.
- Registration is now open for the Colorado Municipal League's 102nd Annual Conference, to be held June 18 through June 21, 2024 in Loveland.
- Town Hall and the Police Station have been plagued by unstable internet and intermittent internet outages over the past two weeks. TDS is working to resolve the problems.
- The new Community Center is out for bid. The project is slated to begin later this spring with a completion date of early 2025.
- Mead Police and TBK Bank are hosting a free Community Shred Event on April 6th from 9 to 12 p.m. This event allows residents to dispose of sensitive documents while being protected from identity theft. Shredders will be on-site at the north parking lot across from Town Hall.
- The 2024 Community Event Postcard was mailed to all Mead residents last week. The postcard outlines 2024 community events and provides additional information on Clean-Up Day changes.
- Mead Clean-Up Days will be held twice this year, in May and again in October. Each event will be open for a two-week period at Front Range Landfill. All residents can pick up a voucher at Town Hall for one free trip to the Front Range Landfill. These changes were implemented because the local site is no longer sustainable due to the amount of waste and environmental regulations. The move to Front Range Landfill provides increased drop-off hours and more drop-off days, plus they accept more types of waste.
- The Town's 2023 Financial Audit is scheduled for onsite work the week of April 22nd. The audit must be filed with the Office of the State Auditor by July 31, 2023.
- Mayor Whitlow and the Town Manager continue to participate in the I-25 Corridor Coalition which meets the first Wednesday of every month at 6:30 p.m. The Town is awaiting the design of Section 5 of the I-25 widening project. Section 5 includes the area between SH 56 in Berthoud south to SH 66 in Mead. Construction activities are slated to begin in May of this year.
- Pinnacol completed an annual payroll audit for 2023 in February. An additional premium of \$18,056.00 is due based on actual wages paid. This is in line with the audit adjustment after the 2022 audit.
- The Town's 2023 Financial Audit is scheduled for onsite work the week of April 22, 2024. Preaudit work will start in March. The audit must be filed with the Office of the State Auditor by July 31, 2024.
- Kyle Estrada-Clark and Collin Mieras, Community Development Department planners, attended the Rocky Mountain Land Use Institute Conference at the University of Denver March 7th – 9th.
- The police education survey was made available to residents and business owners to provide feedback on the police department's community policing efforts. The closing date was extended to February 23, 2024, to allow for additional responses. Results will be presented to the Board of Trustees at tonight's regularly scheduled board meeting.
- The Colorado State Legislature is now in session and will consider bills that affect citizens and municipalities. Colorado Municipal League follows the legislative process and advocates for its members on several bills. The CML Statehouse Report is issued weekly on the CML website. Link: <https://www.cml.org/home/advocacy-legal/statehouse-report>.

- The Merc has applied for a temporary use permit for a Meat-In BBQ competition to be held at their location on March 17, 2024.
- Homes for Our Troops held a community kick-off honoring Marine Corporal Zachary Dinsmore. The nonprofit is building a home for the Dinsmore family in Mead.
- Municipal Court for both March and April are scheduled early in the month due to scheduling conflicts. March 7, 2024 had 41 cases on the docket.
- Current road closures due to construction can be found on the town's website: <https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- Key projects update:
 - 3rd and Welker Intersection – Real estate acquisition is nearing completion, which is the final step to getting final CDOT clearance to advertise for construction. Little Thompson Water District has advertised their related vault relocation project for construction, which needs to be completed in advance of the intersection construction.
 - Community Center – The project was released for bid and approximately 50 contractors attended the pre-bid meeting held on March 4th. Bids are due March 26th.
 - SH66 Pedestrian Crossing – Staff reviewed design alternatives to address utility conflicts along the Liberty Ranch property and will further develop the concept of moving the trail to the west approximately 10' to avoid most utilities.
- YTD totals for new single family home permits:
 - 2024 YTD: 16 SF Permits, 3 Certificates of Occupancy
- Boards and Commissions
 - The March Planning Commission meeting will be held on March 20th, to consider the Preliminary Plat for the Mead Community Center.
 - Staff will invite all the applicants for the open seat for Alternate Commissioner to introduce themselves to the Commission.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
 - Open full-time positions include Economic Development Director, Permit Technician and Police Officer.

Community Development

- The Mead Community Center Preliminary Plat will be presented to the Board of Trustees for consideration on March 25th. The Final Plat and Site Plan will be presented to the Board on April 8th.
- The Mead Towne Center building permit was issued and work has begun on the building. The owners are working with the Town's engineering staff to complete some of the remaining engineering documents.
- High Plains Library District and Mountain View Fire Rescue District have submitted a Pre-Application Consultation meeting application. The DRC members will review the comments with the Applicant team on March 14th.
- The Waterfront Final Plat for Filing No. 1 (that portion of the property north of Ronald Reagan Blvd. (WCR 28)) has been recorded. Grading for the site is likely to begin this spring.
- Staff will provide the Board with a map of those County enclave parcels that are eligible for annexation and seek guidance for a strategy to move forward.

Public Works and Engineering

- CR 38 Bridge Deck Replacement – the contractor has initiated the bridge deck repair. CR 38 is closed east of I-25 over the Mead Lateral through April. The detour route includes the I-25 frontage road, CR 36, and CR 13.

- Preparation of the annual contracts for asphalt and concrete are nearing completion. These will be renewals of existing contracts.
- Staff met with CDOT regarding the Segment 5 schedule and replacement plan for the CR 32, 34 and 38 bridges.
- The grading permit for Vale View has been issued.
- High Plains Blvd – The Public Works Director attended 3 pre-proposal meetings at Weld County with shortlisted design-build teams relative to the County’s High Plains design/build project between CR 32 and CR 34.

Community Engagement

- Community Shred Event will be held on April 6th, from 9-12 p.m. with Mead Police Department and TBK Bank. The shredding event is free to the public and allows residents to dispose of sensitive documents while protecting them from identity theft.
- Community Engagement mailed a community postcard to residents outlining the 2024 events and changes to Mead Clean-Up Days.
- Mead Clean-Up Days vouchers for spring will be available for pick up at the end of April.

Police Department

- The February Monthly Report is attached.
- Training completed on Victim’s Services, Victim’s Rights, Fraud, ID Theft, Dementia, and CarFax Driver’s Exchange.
- Last month officers responded to 965 calls, made 170 traffic stops, issued 33 traffic citations, and made 16 arrests.