

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: July 10, 2023

SUBJECT: Town Manager Report

- The first Meet, Greet and Eat was held June 20th at the North Creek neighborhood park. The next event is scheduled for July 25 at Coyote Run. This is a great opportunity for the residents of Mead to meet with the Trustees and discuss any concerns.
- The final Rockin' N Reelin' Summer Music and Movies event will feature the Custom Shop Band on July 14th. Click the link to see the full schedule of summer music and movies:
<https://www.townofmead.org/parksandrec/page/rockin-n-reelin-summer-music-and-movies>
- The calendar for developing the 2024 budget is attached. A work session was held with the Board of Trustees on Saturday, July 8th to discuss priorities for 2024.
- National Night Out is scheduled for August 1 as a community event to promote safety and crime prevention. The event will feature live music, safety information, safety vehicles, kid's activities, and food.
- The Town has increased the frequency of its mosquito spraying this year in response to the dramatic increase in mosquitoes. The Town continues to monitor the situation.
- Mead Municipal Court is being held with remote participation via Zoom due to the construction of the boardroom/courtroom. There are 43 cases currently scheduled for July 20th.
- The attached disclosure was received from Mayor Whitlow due to her election to the Board of the Mountain View Fire Rescue District. Confirmation of proper filing with the Secretary of States office has been received.
- At CIRSA's annual meeting on June 28, 2023, the discussion surrounded catastrophic events – hail, fire, tornados – in Colorado, which continue to affect the insurance and reinsurance industry. In addition, statewide there have been some large police liability settlements. CIRSA expects to see increases from the reinsurance industry which will result in increased rates for 2024.
- Due to the retirement of Mead Municipal Court's long-time prosecuting attorney, an RFP was released to seek a new prosecutor for the Court. Two responses were received by the June 21 deadline. A contract for the new prosecutor is in the Board Packet.
- A draft of the 2022 annual financial audit with CLA will be presented to the Board of Trustees on July 31.
- Correspondence was received from the Arbor Day Foundation congratulating the Town for earning the 2022 Tree City USA recognition. A press release was issued by the Town on May 28, 2023.
- Current road closures due to construction updates can be found on the town's website:
<https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- The renovations to the boardroom/courtroom in Town Hall should be complete in August with furniture delivery and AV installation scheduled for late July.
- Key projects update:
 - 3rd and Welker Intersection – Staff conducted the monthly progress meeting with the design team on June 27. Real estate acquisition is underway, and the team has reached out to all affected property owners to start the process.
 - Mead Community Center – Staff conducted a biweekly progress meeting on June 26 and are reviewing the updated budget with the cost estimating firm. The team has finalized the scope with the PEMB supplier.

- SH66 Pedestrian Crossing – The biweekly progress meeting was held on June 30. Staff is reviewing the structure selection analysis for the various overpass/underpass options and the updated budget.
- YTD totals for new single family home permits:
 - 2023 YTD: 68 SF Permits, 75 Certificates of Occupancy
- Boards and Commissions
 - There will be no July Planning Commission meeting due to a lack of agenda items.
 - The Finance Committee receives monthly updates and has no scheduled in-person meetings.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
 - Open positions include Police Officer and Finance/HR Clerk.

Community Development

- Construction of the QuikTrip Store is continuing with a targeted opening this autumn (Sept./Oct.).
- June 19th was the first day for our new Code Enforcement Official, Karl Ford. He has already had several positive interactions with citizens and businesses in town.
- Preliminary discussions have begun with a potential developer for the Welker Farms property, located on the north side of Welker Avenue (WCR 34), west of the I-25 interchange. The property is zoned DMU (downtown mixed-use) and the proposed development would include components of multi-family and single-family attached housing and retail/service commercial uses.

Public Works and Engineering

- The headworks improvement project at the Wastewater Treatment Facility is substantially complete.
- Burnt Mountain Construction continues the concrete removal and replacement for the annual street maintenance project, which is approximately 75% complete.
- Staff supported the movie and concert in the park events.
- The annual sewer flushing project is complete.
- The new full-time Maintenance I employee, Zach Boguslawski, started June 19.
- The CR38 and I-25 interchange 1601 scope has been finalized with Wilson & Company, Inc, Engineers & Architects and the developer. The costs will be passed through to the developer.
- Staff is reviewing the updated scope and fee from EST, Inc. for the CR 34 bridge design. The Town received a grant to supplement the design costs.

Community Engagement

- The first Rockin' N Reelin' event scheduled for June 23rd was unfortunately cancelled due to severe wet weather. The department is considering an alternative date for the performance. The first movie in the park was successful and had about 100 attendees, doubling the number of movie goers from previous years.
- Youth summer baseball had a total of 125 participants. Games are being hosted on Saturdays in Berthoud.
- Crafty Critters program was held throughout the month of June. The program doubled participants in 2023.
- Adult cornhole league began July 7 and will run through the entire month of July. Mead Area Chamber of Commerce continues to support Town events by selling snacks and adult beverages during cornhole, Rockin' N Reelin' Music & Movies, and Community Day.
- Community Day activities, fireworks, and performances have been finalized. Those interested in becoming a vendor can register here: bit.ly/MeadCivicRec

Police Department

- The second patrol vehicle from 2022 was received on June 27th.
- Officers trained in firearms on June 28 and July 5.
- All officers are participating in active shooter training in July.
- Electrical work has begun on the shop at the police department.
- Working on speed enforcement capabilities out on WCR 5 from 38 to 40.5
- Multiple traffic enforcement projects in progress with SROs.