

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: June 24, 2024

SUBJECT: Town Manager Report

- The first Meet, Greet, and Eat with the Board of Trustees for the summer of 2024 is coming up tomorrow night, June 25th at Founders Park. This is an opportunity to chat with the Board – food will be provided. Future dates are scheduled for July 30th at Margil Farms Park, and August 27th at Mead Town Park
- Coffee with the Mayor will be held next Saturday, July 6th, at 8:00 a.m. at Town Hall. Citizens are encouraged to attend and participate in an open discussion about any issues. Mayor Colleen Whitlow hosts this event on the first Saturday of each month.
- The Town of Mead received a \$150,000 planning grant from the State of Colorado Division of Local Government to assist with the Police Building Design. A copy of the letter as well as a thank you letter is attached.
- Staff is wrapping up the annual financial audit with DMC Auditing and Consulting, LLC. A draft is expected with a presentation to the Board of Trustees scheduled for July 8th.
- CIRSA renewal documents for 2025 property casualty insurance were submitted on June 11th. The renewal process involved a review of building, vehicle and personal property inventories. Due to adverse claims paid related to hail, other disasters and law enforcement liability, CIRSA has increased the minimum deductibles offered. For example, minimum for law enforcement liability has increased from \$1,000 to \$25,000
- The Town of Mead's annual Independence Day Bike Parade will be on Thursday, July 4 from 10 a.m. - 12 p.m. Residents are invited to decorate their bikes or scooters at Town Park and participate in the parade.
- The amended Citizens' Initiative received by the Clerk's office to approve a ballot question for legalizing marijuana sales in the Town of Mead. The petition has been approved as to form and the petition sponsors may seek signatures from registered electors.
- Highlandlake Brewing Company LLC brew pub application will be heard tonight. The application is for a brew pub at 333 Main St. The building is still under construction for tenant finish. The public hearing was rescheduled from June 10th to June 24th as the applicant made changes to the proposed licensed premises.
- The Colorado Municipal League annual conference was held June 18th - June 21st at the Embassy suites in Loveland. Several staff and Board members attended the educational seminars.
- The fall Mead Police Citizens' Academy will be held every Wednesday from September 11th to October 16th, from 6:30 p.m. to 9:00 p.m. Applications are now being accepted. Last year's Academy was very well received. This is an opportunity for citizens to learn about and interact with the Mead Police Department. More information about the Academy can be found on the town's website: <https://www.townofmead.org/police/page/citizens-police-academy>
- A groundbreaking ceremony to kick off construction of the Community Center is scheduled for this afternoon, June 24th at 5:30 p.m. on site. The project has a completion date of early 2025.
- Municipal Court for July is scheduled on Thursday, July 18th with a new earlier start time of 5:00 p.m. Court is starting earlier due to the large dockets this year. Eventually, Judge Thrower may need to add a second court date. The docket for July is currently at 57 cases. The trial scheduled for June 10th was dismissed due to the unavailability of the victim.

- 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 – United Power is undergrounding overhead lines in the area. This utility work is expected to last approximately one month.
 - Community Center – The general contractor, Dohn, mobilized to the site and a groundbreaking ceremony is scheduled for June 24th. Anticipated construction timeline is 12 months.
 - SH66 Pedestrian Crossing – Staff are reviewing comments from the affected ditch companies on the draft crossing agreements and preparing the final CDOT plan submittal for approval.
- YTD totals for new single family home permits:
 - 2024 YTD: 47 SF Permits, 50 Certificates of Occupancy
- Boards and Commissions
 - The June Planning Commission meeting has been rescheduled to June 26th, due to the Juneteenth holiday. At this public hearing, the Commission will consider renewable energy regulations.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
 - Open full-time positions include Maintenance Worker, Police Officer and Business and Marketing Specialist

Community Development

- Staff is reviewing the responses to the Land Use Code Revision RFP and will present a recommendation to the Board in July or August. This effort will include revisions to the existing Land Use Codes and public outreach.
- Staff will present the draft renewable energy regulations to the Planning Commission and bring the Commission's recommendation to the Board at a public hearing scheduled for July 29th.
- Pre-Application Conference meetings have been scheduled for Phase 2 of the Elevation 25 Property and for the property on the SW corner of Hwy 66 and CR 9.5 (Emme Property).
- The draft IGA for the Municipal Facilities site at Liberty Ranch (the Library and Fire Districts) is in review by the Districts' respective counsel.

Public Works and Engineering

- The annual pavement marking contract closed June 14th and had no bidders. This is the 3rd time staff has bid the project without success. We are looking to change order the work into existing paving and chip seal contracts moving forward.
- The bid is expected to be released this week for the Gold Star Memorial project.
- Staff conducted a pre-construction meeting with the chipseal contractor for the 2024 project, expected to begin in mid-July.
- A pre-construction meeting was held with Asphalt Specialties, the contractor who completed the 3rd Street Reconstruction Project. Warranty repairs are scheduled for the week of June 24th.
- Tennis court resurfacing is scheduled for the week of June 17th, weather permitting.

Community Engagement

- Community Engagement continues to work on website improvements and ADA compliance. The Clerk's office is working on Laserfiche archival system which will dovetail with this project.
- The Town-wide garage sale was held on June 22nd. The town advertised in the Longmont Times-Call. This year, 60 Mead homes participated, a 40 percent increase from last year.
- The Independence Day Bike Parade will be on July 4th from 10 a.m. to 12 p.m. at Mead Town Park. The town will provide decorations and a treat after the parade. Mead Police and MVFRD will both be in attendance.
- Youth Sports Camps began in June and will continue throughout July. This year, we are offering camps for volleyball, soccer, basketball, and flag football.

Police Department

- Department members met with one HOA last week and are working to connect with others as a part of community policing efforts this summer.
- Officers attended the movie in the park last Friday evening.
- Officers attended advanced scenario training at the new AIMS police training facilities in Windsor.
- Officers served a search warrant for internet crimes against children last week. Longmont SWAT and the Boulder area computer forensics task force assisted with this investigation.
- The mid monthly report for May is attached.