

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: January 13, 2025

SUBJECT: Town Manager Report

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- Board Retreat was held on Saturday, January 6<sup>th</sup> to discuss project updates and Board priorities / goals. Five members of the Board of Trustees were present along with the Town Manager, Town Attorney and Town Staff. Future retreats are scheduled quarterly starting April 7<sup>th</sup>.
- Human Resources Manager, Josh Neeble, started on Monday January 6<sup>th</sup>. Over the next 30 days he will meet with all staff to introduce his role and review any Employee Handbook changes and will be scheduling quarterly trainings for all managers/supervisors.
- There are a number of state laws that went into effect January 1<sup>st</sup>. One of the laws forbids the use of handheld phones by drivers. This new law has been included in the Employee Handbook update. The law has an exemption for those reporting emergencies, first responders, code enforcement/animal control officers and utility workers.
- Attached is a letter of support for the regionally significant SH 287 bridge replacement project over the Big Thompson River. A flyer explaining the need for the project is also attached.
- The Town of Mead is a member of the I-25 Corridor Coalition and participates in monthly meetings with our regional partners. This week we learned that tolling on I-25 between Prospect Avenue and Berthoud will go live in April of 2025. Dynamic pricing will be used. Furthermore, CDOT will be installing speed check devices along I-25 which will automatically assess fines for speeding. These will be installed in the Spring of 2025 as well. Construction work on the Mead stretch of I-25 continues.
- Coffee with the Mayor is held at the Public Works Facility Training Room, 1341 WCR 34, the first Saturday of the month. The most recent Coffee was held Saturday, January 4<sup>th</sup>, from 8:00 – 10:00 a.m. Residents are encouraged to attend this monthly event to ask questions or discuss any concerns.
- December marks the start of the annual sewer rate reassessment period. For those users of Mead sewer, water usage for the three winter months are averaged to determine sewer rates. New rates go into effect March 1<sup>st</sup>.
- The High Plains Blvd (WCR 9.5) project is moving forward. Construction of two miles of this road between WCR 32 and WCR 36 will include two travel lanes, bike lanes and a ten feet wide detached sidewalk. The project is a collaboration between Mead, Weld County and local developers and is slated for completion in December 2025. Weld County will construct the section of High Plains Blvd between WCR 32 and WCR 34. Local developers will construct the piece from WCR 34 to WCR 36.
- Construction of the Mead Community Center, alley improvements and adjacent parking lot is underway. The alley paving was started but now awaits warmer weather and completion of utility work before the final lift of asphalt. The Community Center is expected to be completed in mid to late 2025.
- Municipal Court is scheduled for January 16<sup>th</sup> at 5:00 p.m. with a lighter docket of 32 cases on the docket. Some offenders may be able to make an early payment to avoid a court appearance. There are also several review hearings for defendants previously ordered to pay a fine or take a class.
- The Town paving and street maintenance projects are complete for 2024, but a few development-related road projects in Mead are still ongoing. 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:
  - 3<sup>rd</sup> and Welker Intersection – The 3<sup>rd</sup> and Welker contractor is starting to mobilize to the site, and work is expected to begin January 13<sup>th</sup>. The first phase of the project generally will maintain through traffic in all directions while construction of the curb, gutter, and sidewalk is underway on the outside edges of the roadway.
  - Community Center – The steel siding and insulation continues, along with interior wall framing. This will be the primary activity for the next few weeks.
  - SH66 Pedestrian Crossing – Staff met with Fox Tuttle who is assisting with the grant application for additional funding to support the project.
  - Snow removal crews were busy this week clearing the trails, facilities and roadways.

- YTD totals for new single family home permits:
  - 2024 YTD: 92 SF Permits, 95 Certificates of Occupancy
  - 2023 YTD: 97 SF Permits, 114 Certificates of Occupancy
- Boards and Commissions
  - The Planning Commission will meet on January 15, 2025, to discuss a minor clarification to the commission bylaws, appoint the Chair and Chair Pro Tem, and to meet with the consultant team that will be assisting staff with the Land Use Code Update.
- Human Resources
  - The Town is advertising open positions here:  
<https://www.governmentjobs.com/careers/townofmead>

### **Community Development**

- Staff interviewed the top three consultants for the Trails Master Plan. The staff team will propose a top consultant to the Board of Trustees for approval.
- Two new Pre-Application Consultation meetings are planned for January – a proposed Oil and Gas site at the NWC of Town (on the Hylandtown property) and a proposed Mixed-Use PUD for the Westridge Property (south side of Welker Ave).
- Mead Town Center has been granted a Certificate of Occupancy for the building core and shell. Tenant Improvement permits will be reviewed as the owner's secure leases for the individual commercial spaces. Six residential apartment units are currently under construction under tenant improvement permits.
- The Mead Place subdivision has been granted a grading permit for over lot grading and construction of public infrastructure.
- Mountain View Fire Rescue District has submitted a Site Plan application for their newest station (Fire Station #14) on the Municipal Facilities property on the east side of Liberty Ranch. It is currently under review by staff and external agencies.

### **Public Works and Engineering**

- Staff approved CDOT's floodplain use permit related to the I-25 widening project at North Creek.
- Staff is assembling the recently purchased park equipment and has started replacements in the parks. The equipment includes replacement tables, trash cans and benches.
- A Right Of Way meeting was held with CDOT related to the Safe Routes to School project on January 8<sup>th</sup>. Once the plans are approved, the project can move forward to real estate acquisition.

### **Community Engagement**

- The Recreation Department is enhancing active adult programs with new activities and exciting trips. This year's offerings include visits to Crazy House Casino in Wyoming and a weekend getaway to Mount Rushmore and the Black Hills of South Dakota.
- Spring registration is now open for youth sports, including soccer, volleyball, and the newly added softball league. Mead Recreation collaborates with Berthoud and Carbon Valley to expand opportunities and host games, providing a wide range of activities for young athletes.
- Built for Mead Economic Development is hosting a shop local event in February. Residents are encouraged to support Mead businesses and Mead Area Chamber of Commerce members for a chance to win prizes. Submit your receipts to Town Hall to enter weekly gift card drawings and compete for the grand prize—a \$500 gift card. Shop locally and celebrate our community.

### **Police Department**

- Candidates for the Police Administrative Clerk and Community Service Officer clerk are in backgrounds and should be starting later this month.
- Andres Salazar was promoted to Sergeant after December's testing and interview process.
- Officers Smith and Begano continue to progress through field training.
- Interviews for the one opening for police officer occurred last Wednesday, January 8<sup>th</sup>.