

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: January 27, 2025

SUBJECT: Town Manager Report

- The Board of Trustees Retreat has been scheduled for Monday, April 7th at 5:30 p.m. at the Public Works Training Room. The Trustees plan to discuss long term goals and priorities.
- The State of Colorado Department of Labor and Employment has renewed the Town's Workers' Compensation Premium Cost Containment Certificate for three years. This certification provides a 5% reduction on workers' compensation premium. The three-year certificate is the longest available and was awarded based on improved supervisor investigations in the last 12 months.
- The Town's workers' compensation carrier, Pinnacle, met with managers from administration, police department and public works for an annual safety consultation. The consultation included a review of safety procedures, accident investigation, training and claims handling. The Town's new Human Resources Manager will implement a more robust safety training schedule for all employees.
- The Colorado State Legislature is now in session and will consider bills that have a local impact. 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>.
- Colorado Municipal League provides education and support to local officials and legislative advocacy for local governments. CML provides a biweekly newsletter and periodic magazines to municipalities statewide. Per the attached notice, the newsletter will be changing from a printed format to an electronic format later this year. New officials will only receive the emailed digital newsletter.
- DMC Auditing and Consulting has been engaged to complete the 2024 Financial Audit. This will be their second year working with staff. Onsite work is scheduled for the week of April 28, 2025. The Audit Report will be presented to the Board and filed with the Office of the State Auditor as required prior to the July 31 deadline.
- Coffee with the Mayor is held at the Public Works Facility Training Room, 1341 WCR 34, the first Saturday of the month. The next Coffee will be held Saturday, February 1st, from 8:00 – 10:00 a.m. Residents are encouraged to attend this monthly event to ask questions or discuss any concerns.
- The Annual Records Retention Report is attached, as required by Mead Municipal Code 2-11-40. The Clerk's office collected records designated for destruction under the Records Retention Policy. Shred-It provided secure shredding services on January 21, 2025.
- There is still one more month of the annual sewer rate reassessment period. For those users of Mead sewer, water usage for the winter three winter months is averaged to determine sewer rates. New rates go into effect March 1st.
- Cybersecurity awareness training with KnowBe4 has been renewed for 2025. Phishing tests and training are assigned to staff quarterly and monthly (respectively) to keep staff alert to the hazards. Industry experts warn that phishing emails containing QR codes are on the rise.
- 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. The Town of Mead will construct the piece from WCR 34 to WCR 36.
- Construction of the Mead Community Center, alley improvements and adjacent parking is ongoing. The Community Center is expected to be completed in mid to late 2025.
- Mead Municipal Court was held on January 16th at 5:00 p.m. with a lighter docket of 24 cases after early payments were accepted. The docket included arraignments for traffic and criminal cases along with 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:
 - 3rd and Welker Intersection – The 3rd and Welker contractor has mobilized, and utility work is underway. Two structure demolitions are scheduled for early February. 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.
 - Phase 1 Jan thru April Outside lanes, all legs, removals, storm, utilities, house demo
 - Phase 2 April thru June Shift traffic to outside lanes, construct inside lanes
 - Phase 3 June Pipe and manhole in intersection
 - Phase 4 July 3rd Street medians, railroad crossing
 - Phase 5 July thru September Welker medians
 - Community Center – The building is nearly dried in and interior electrical, mechanical, plumbing and drywall is underway.
 - SH66 Pedestrian Crossing – Staff is still awaiting final CDOT approval to move forward with real estate acquisition of the single remaining parcel
- YTD totals for new single family home permits:
 - 2025 YTD: 4 SF Permits, 3 Certificates of Occupancy
- Boards and Commissions
 - The Planning Commission met on January 15, 2025. The Commission elected Karen Peterson as Chair and Ryan Sword as Chair Pro Tem.
- Human Resources
 - The updated Employee Handbook will be reviewed with all Town employees by department in the next month.
 - The Town's new Human Resources Manager has scheduled quarterly manager and supervisor training sessions.
 - The Town is advertising open positions here:
<https://www.governmentjobs.com/careers/townofmead>
Current open positions are HR / Finance Clerk, Business and Marketing Specialist and Crossing Guard.

Community Development

- Land Use Code (LUC) update: Staff and the consultant team met with the Planning Commission on January 15th. Staff introduced the Commissioners to the consultant team, discussed the purpose of the LUC update, discussed the overall schedule, and chose a logo and marketing design for this endeavor.
- Kiteley Ranch Property: The Kiteley Ranch Property (SEC of Hwy 66 and CR 7) has submitted an application for annexation and zoning (PUD).
- Maggie's Kitchen has taken over the space formerly occupied by Josie's Tacos at 237 Main Street. Maggie's moved to Mead from Firestone and appears to have a good breakfast following. The new restaurant made several building improvements to meet the building code and was granted a Temporary Certificate of Occupancy on January 22nd. The restaurant should be opening soon.

Public Works and Engineering

- Staff approved the SVVSD grading permit related to the new school construction adjacent to Mead High.
- Extensive multi-agency coordination is underway between the Town's 3rd and Welker intersection project, Mead Place development at CR 7 and SH 66, and CDOT's removal of the CR 32 bridge structure. Staff is working hard to minimize confusion with these potentially overlapping detour routes.
- The Gold Star memorial bids are due January 31, and the Liberty Ranch restroom bids are due February 4.

Community Engagement

- The 2024-2025 Community Report has been finalized and will soon be mailed to Mead residents. This comprehensive annual report serves as a valuable resource, offering an in-depth look at the Town's accomplishments over the past year, updates on ongoing projects, and an outline of future goals and Town budgeting.

- Valentine's Day BINGO Bash is on Friday, February 14, from 11:00 a.m. to 1:00 p.m. at the Merc's upstairs banquet room. Enjoy lunch catered by The Merc and exciting rounds of BINGO for \$10 per person. Registration closes on Monday, February 10th.
- Youth sports registration for spring is now open, featuring soccer, volleyball, and a new softball league. Mead Recreation partners with Berthoud and Carbon Valley to offer young athletes expanded opportunities and host a variety of games and activities.
- Registration is open for the co-ed adult volleyball tournament on April 19th. Four-person teams can register for the one-day tournament, which will be hosted at Mead Middle School.

Police Department

- The new police admin clerk will be starting at the end of January.
- Isabella Michel started last Tuesday as the new Code Enforcement / Animal Control / Community Service Officer.
- Officer Smith completed field training and has been assigned a patrol shift.
- Officer Begano continues to progress through field training.
- Two officer candidates are in backgrounds for the remaining opening.
- 201 Welker has been cleaned out and is no longer available for police use. It is slated for demolition as part of the 3rd and Welker Intersection Project.
- The mid monthly report is attached.