

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: May 28, 2024

SUBJECT: Town Manager Report

- Meet, Greet, and Eat with the Board of Trustees has been scheduled for the summer of 2024. The Board hosts these events to engage with residents in their neighborhood. The 2024 dates are June 25th at Founders Park, July 30th at Margil Farms Park, and August 27th at Mead Town Park. Each event includes a free entrée and dessert from a food truck.
- The next Coffee with the Mayor will be held Saturday, June 1st, 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 now has two commercial car washes up and running. Agfinity's car wash is located at 201 3rd Street and Club Car Wash is located at 3531 Highland Drive. Both are open for business.
- Mead Motorheads held its annual car show festival on Memorial Day in the Town Park.
- On April 11th, Weld County hosted a meeting with towns and cities to discuss the respective planning roles of the County and municipalities. Mayor Whitlow, Trustee Brodhead and Community Development Director, Jason Bradford, attended on behalf of the Town. Attached is a letter sent to Weld County memorializing the position of the Town.
- CDOT will hold a groundbreaking ceremony on Thursday, May 30th at 11:00 a.m. at the Berthoud exit off I-25 to commemorate the beginning of the Segment 5 I-25 Construction Project. The public is invited to attend. Further details can be found in this link:
<https://mailchi.mp/codot/i-25-north-segment-5-groundbreaking-ceremony?e=545ae8540d>
- The Colorado Municipal League annual conference is scheduled for June 18th-June 21st at the Embassy suites in Loveland. Several staff and Board members will attend the educational seminars. CML is also hosting the District 2 Spring meeting on May 29th at 5:00 p.m. at the Urban Egg in Johnstown.
- 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>
- The Community Center will soon be under construction. The project is slated to begin later this spring with a completion date of early 2025.
- The Town's 2023 Financial Audit kicked off the onsite work on April 22nd. The audit team completed its onsite work and is continuing with their efforts. The audit must be filed with the Office of the State Auditor by July 31, 2024.
- Mead Spring Clean-Up Days wrapped up on May 18th. The Town issued 297 vouchers, between May 4 and May 15, 131 vouchers were redeemed at Front Range Landfill. Staff will have a final report by early June.
- The Colorado State Legislature ended its 2024 session on May 8th. Several bills are still being considered by the Governor for his signature. The Town Attorney will provide a legislative session recap at tonight's Board meeting.
- At the May 16th Municipal Court arraignment and review hearing there were over 40 cases on the docket. One trial is scheduled for June 10th. The second, which was scheduled for that date, has been resolved. Due to the increasing docket, Judge Thrower will move up the start time to 5:00 p.m. beginning in July and will also consider adding a second monthly court date starting later this fall.

- 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 – Staff continues real estate transactions and utility relocation coordination.
 - Community Center – The contract with Dohn has been executed and Staff will be scheduling a pre-construction soon.
 - SH66 Pedestrian Crossing – A draft agreement was routed to the affected ditch companies for review now that the trail alignment design has been finalized.
- YTD totals for new single family home permits:
 - 2024 YTD: 41 SF Permits, 36 Certificates of Occupancy
- Boards and Commissions
 - The June Planning Commission meeting has been rescheduled to June 26th, due to the Juneteenth holiday. In June the Commission will consider solar regulations.
 - Staff is preparing a recommendation to the Board of Trustees for the Planning Commission Alternate position. There were five candidates for the vacant position. Three have attended the two meetings as required by the Mead Municipal Code.
- 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 and Police Officer.

Community Development

- The RFP for the Land Use Code Revision was posted on May 10th with a closing date of June 14th. This effort will include drafting new Land Use Codes and completing public outreach.
- Staff is drafting the proposed renewable energy regulations which will be scheduled to be presented to the Board in late July.
- O'Reilly Auto Parts has revised their plans and will be submitting their 2nd submittal of the Site Plan in the next week. Construction is planned for later this year.
- Both the Agfinity Carwash and the Club Carwash received their certificates of occupancy.
- Our busy streak for PACs (pre-application consultation) continues. Staff received more PAC meeting requests this week, including for Elevation 25 – Phase 2, Liberty Ranch Filing No. 2 (the commercial property on the SE corner of Hwy 66 and CR 5.5), the Red Barn Community Center and pool, and a vacant industrial property located south of Hwy 66 and west of CR 9.5, north of Elevation 25. These are all in the preliminary stages of conceptual review before official applications are submitted.

Public Works and Engineering

- The annual pavement marking contract closed May 7th. No bids were received. Staff is making modifications to the scope of work and will rebid at the end of May.
- The concrete removal and replacement project started May 20th. Staff is preparing a Board update of the project along with the 2024 pavement management plan for the June 10th meeting.
- Staff met with Berthoud regarding an IGA for designing CR 7 between the two municipalities. The final agreement will be presented to the Board at the next meeting.
- Staff met with CDOT regarding the I-25 widening project and its effect on Town utilities.
- Public Works sprayed weeds in the right-of-way and public property.

Community Engagement

- Fishing is Fun! The town's annual fishing clinic will be held June 1st, from 8 a.m. to 12 p.m., at Lorin Mead Park at Highland Lake. Participants will receive a free fishing pole from Colorado Parks and Wildlife and a free lunch from the Mead Area Chamber of Commerce.
- Youth summer baseball will begin June 15th and run through July. Currently 108 participants have registered.
- Staff is coordinating with the Children's Entrepreneur Market program to attend Mead movie nights. Youth vendors will set up on Main St. before movies in the park. It's a farmers' market...run entirely by kids! <https://childrensentrepreneurmarket.com/markets/?state=CO>
- The Mead Area Chamber of Commerce will host the Summer Block Party on June 8th from 3:00 to 8:00 p.m. featuring vendors, live music, and food.
- Rockin' N Reelin' Music and Movies begin June 14th. Each music and movie night will offer adult beverages and food truck options for purchase.

Police Department

- The May Mid Monthly Report is attached.
- Police Officer candidate interviews are scheduled for the first week of June. We are still looking for one officer.
- Mead's two School Resource Officers are wrapping up their school duties this month. The last day of school was Thursday May 23rd. The officers will be supplementing patrol this summer when not attending training.
- The outpouring of support during Police Week was much appreciated.