

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: July 29, 2024

SUBJECT: Town Manager Report

- National Night Out is scheduled for August 6th 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. Last year's festivities rained out, so hopefully, we'll have better weather this year.
- Mead Recreation is sponsoring a trip to Bally's Black Hawk Casino on September 20th. Registration includes transportation, \$10 of free play, and \$15 food credit. Participants must be 21 or over, and the cost is \$20 per person.
- Building a Stronger Mead Community is a non-profit organization dedicated to promoting citizen-led initiatives within the Town of Mead. This year, their primary focus is advocating for additional support for the Mead Police Department. Residents can contribute to creating a safer, more resilient Mead community by volunteering their time. For more information, residents should contact: buildingstrongermeadcommunity@gmail.com
- The next Meet, Greet, and Eat with the Board of Trustees is slated for July 30th at Margil Farms Park, and the final one will be held August 27th at Mead Town Park. This is an opportunity to chat with the Board – food will be provided.
- The upcoming Coffee with the Mayor is scheduled for Saturday, August 3rd, at 8:00 a.m. at Town Hall. Mayor Colleen Whitlow hosts this event on the first Saturday of each month. Citizens are encouraged to attend and participate in an open discussion about any issues.
- Implementation of ClearGov budgeting software is almost complete and will be used for the 2025 budget process. This software is anticipated to make the budget process more user-friendly to departments and allow for more complete tracking of capital projects, in addition to other technological advantages.
- Installation of the Town of Mead's EV (Electric Vehicle) Chargers at Town Hall is complete. Users will pay \$0.25 per kWh and have a four-hour limit.
- Mead's Regular Municipal Election is scheduled as a coordinated election on November 5th. The Town Clerk's office mailed notice (attached) to all registered voters of the open Trustee position and about ballot issues being considered by the Town and St Vrain Valley School District.
- Construction of the Mead Community Center is underway. A lot of dirt is being moved for the excavation of the foundation and site grading. Expected completion is in 2025.
- Explore the daily operations of Mead Police officers and staff. Whether responding to service calls, engaging with students, or interacting with residents at community events, the Mead Police Department is committed to improving the quality of life for residents, businesses, and visitors. View the Mead Police Safety and Education Outreach Videos here: <https://bit.ly/MPDvideos>.
- 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>
- Municipal Court was held on July 18th with a new earlier start time of 5:00 p.m. The change in time allows for Mead's expanding docket to be handled in a reasonable time. The next arraignment date is August 15th at 5:00 p.m. There are currently 45 cases on the docket, with more to be set. One trial is scheduled for August 12th.

- 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 relocations are delayed due to permitting from the railroad. The team is still awaiting final CDOT approval to release the project to ad.
 - Community Center – Excavation is underway for the building foundation and site grading.
 - SH66 Pedestrian Crossing – Final plans are under review by Town staff, and Staff continues to work with utilities and ditch companies for final CDOT clearances.
- YTD totals for new single family home permits:
 - 2024 YTD: 49 SF Permits, 58 Certificates of Occupancy
- Boards and Commissions
 - The Planning Commission meeting for August has been cancelled due to a lack of items for review.
 - With the resignation of Diane Kure, staff will be preparing a request to move one of the alternate members to the open regular seat. Staff will reach out to the other eligible applicant for the alternate seat. If that person is still interested, staff will prepare a packet to recommend the appointment of that seat as well.
- Human Resources
 - The Town is advertising open positions here: <https://www.governmentjobs.com/careers/townofmead>
 - Open full-time positions include Police Officer and Maintenance Worker I/II/III.

Community Development

- Staff has invited two firms that responded to the Land Use Code Revision RFP (Bohannon Huston and Ayers Associates) to interview with the staff selection committee. Those interviews will be held on July 31st. Staff will present a recommendation to the Board later this summer.
- The Kiteley Ranch property, located at the SE corner of Hwy 66 and CR 7, is scheduled for a Pre-Application Consultation meeting with staff on Aug. 22nd
- The Gopher Gulch RV Park is working toward a TCO (Temporary Certificate of Occupancy). They hope to be open for business on August 1st.

Public Works and Engineering

- The bid package was rescinded for the Gold Star Memorial project due to the monument manufacturers delay.
- The annual slurry seal project is complete. Chip seal and asphalt reconstruction areas are scheduled to begin in the coming weeks. The 5th street sidewalk is scheduled to begin at the end of June.
- Restriping of the basketball court at Margil and courts at Founders Park are complete.
- An offer was extended to a candidate for Deputy Town Engineer.
- 2700 tons of road base was placed and graded on CR 38 west of CR 7.

Community Engagement

- The last Rockin' N Reelin' series concert was held on July 12th with the Six Foot Joe Band. Concerts and movies have been well attended this year, with approximately 150-200 people for each session.
- The Business and Marketing Specialist position has been filled, and the new employee will start on August 12th.
- Fall Youth Sports are open for registration. This year, fall volleyball will be offered in partnership with Carbon Valley and Berthoud. Games will be held on Friday evenings at Carbon Valley and on Saturday in all three towns. New this year is NFL Flag Football for Mead residents. We have 46 participants registered so far.

- Mead Community Day is scheduled for September 14th. The event will offer local vendors, various food trucks, free activities, and fireworks. Live music will be performed by Eric Golden and The Long Run. The Colorado Country Music Hall of Fame awarded Eric Golden the 2021 Entertainer of the Year. The Long Run Band is a legendary Eagles tribute band who have been performing across Colorado for over a decade.

Police Department

- Chief Newbanks is working with CDOT on ways to improve traffic flow and reduce crashes on I-25 and detour routes. Chief joined other stakeholders in a site visit last Friday.
- Officers attended the concert in the park.
- The mid-monthly report for July is attached.
- The candidates being considered for officer have been rejected and the position is being re-opened.
- One crossing guard resigned and the position is being posted.