

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: November 12, 2024

SUBJECT: Town Manager Report

- Coffee with the Mayor has moved to the Public Works Facility Training Room to allow for more space. At the November Coffee, Mayor Whitlow hosted guests Barbara Kirkmeyer, Gabe Evans and Ryan Armogast. Coffee was provided by local business, Redemption Road Coffee. The next Coffee is scheduled Saturday, December 7th, from 8:00 – 10:00 a.m. at Public Works, 1341 WCR 34. Residents are encouraged to attend this monthly event to ask questions or discuss any issues they may have with the Town.
- Mountain View Fire Protection District (MVFPD) will offer car seat checks on the third Friday of each month, starting November 15th. Appointments will be available from 10:00 a.m. to 12:00 p.m., with each appointment lasting 30 minutes. The checks will take place at the Mead Town Hall gravel parking lot, specifically in the east parking spots along the sidewalk of 3rd Street. Small yard signs will be placed to mark the location. Appointment registration will be conducted by MVFD.
- Annual renewals for business licenses are being emailed to all active business owners. Year to date 2024, there are 467 active business licenses for those businesses physically located in Town or doing business in the Town. Enhanced credit card acceptance for payments is available on the Town's website. Pet license renewals have been emailed to current pet owners.
- The Built for Mead website is live with a variety of business interviews: <https://builtformead.com/>. New videos continue to be released and the website is updated quarterly. The business directory is live.
- The November 5th Election Results are still being tabulated. Current Mead and Weld County results can be found on the Weld County Elections website: <https://www.weld.gov/Government/Departments/Clerk-and-Recorder/Elections-Department>. Statewide election results can be found on the Secretary of State website: <https://www.sos.state.co.us/pubs/elections/resultsData.html>.
- Christmas in the Park is coming December 7th! The event features free activities, food vendors, and the annual Tree Drawing by the Mead Area Chamber of Commerce. A special appearance by Santa is scheduled, along with the opportunity to participate in a curling activity. New this year is the Pop-up Holiday Market, providing an opportunity for holiday shopping; limited booth space is available for vendors. Attendees may also enjoy a ride on the trackless train, offering a scenic tour of Town Park.
- Mayor Whitlow and Trustee Parr, along with several Town staff, attended the Renee's Garden ribbon cutting and facility tour on November 5th. The Town is excited that Renee's Garden chose to relocate and expand their facility in Mead.
- Staff presented the draft 2025 Budget to the Board of Trustees on October 14, 2024. After further input from the Board, a public hearing will be held on December 9, 2024, to consider adoption. MURA and Elevation 25 GID budgets will also be presented on these same dates.
- The High Plains Blvd (WCR 9.5) project is moving forward. The construction of two miles of this road between WCR 32 and WCR 34 will include two travel lanes, bike lanes and a ten feet wide detached sidewalk. This project is a collaboration between Mead, Weld County and local developers and is slated for completion in December 2025.
- Construction of the Mead Community Center, alley improvements and adjacent parking lot is underway. The structure has gone vertical and is starting to be closed in. The alley paving was started but now awaits warmer weather and completion of utility work before the final lift. The Community Center is expected to be completed in mid to late 2025.

- Municipal Court is scheduled for November 21st at 5:00 p.m. with 43 cases on the docket for arraignment and review hearings. The court schedule for 2025 is attached to this report.
- 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 – LTWD completed the vault work at 201 Welker, less the final electrical connections. Staff conducted a preliminary meeting with the general contractor, Jalisco, and are finalizing the contract and construction schedule. Work will likely begin in earnest after the holidays.
 - Community Center – The steel framing of the building is nearly complete, and the first lift of alley paving was placed. If the top lift cannot be completed due to weather, the alley will be reopened to the public later this month.
 - SH66 Pedestrian Crossing – Staff is submitting final clearances to CDOT for approval at the end of October and expects to initiate the right-of-way acquisition phase in November.
- YTD totals for new single family home permits:
 - 2024 YTD: 87 SF Permits, 89 Certificates of Occupancy
- Boards and Commissions
 - The Planning Commission meeting for November has been cancelled due to a lack of items for review.
- Human Resources
 - The Town is advertising open positions here:
<https://www.governmentjobs.com/careers/townofmead>
 - Open full-time positions include Police Officer, Police Admin Assistant, Police Sergeant, Deputy Town Engineer, Human resources Manager, and Planner I.

Community Development

- Interviews have begun for candidates for the open Planner 1 position.
- The AMK property (aka Iron River Business Park, located south and east of Postle and Raterink properties), has submitted an annexation application to expand the size of the property with the purchase of property directly to the east.
- High Plains Library District has submitted the first Site Plan submittal. Plans are under review.
- Mountain View Fire Protection District has begun the process of submitting a Site Plan application for the new station at the Liberty Ranch Municipal Facilities Site. An official submittal is expected in the next week or so.

Public Works and Engineering

- CR 7 design for paving is advancing. Geotechnical testing will occur the week of October 11th, weather permitting. CR 7 will need to be closed for 2 days in order to provide a safe work zone for these efforts. VMB's will be placed 5 days prior.
- Aeration of park turf is underway in anticipation of winter weather.
- Staff interviewed two candidates for the Deputy Town Engineer position.
- Tree lighting by United Power is scheduled for the week of November 12th, weather permitting.

Community Engagement

- Community Engagement and Slate Communications hosted a free Marketing 201 Workshop for local businesses on Monday, November 4, 2024. This workshop, exclusively for Mead businesses, focused on building a standout brand and enhancing online presence, providing practical tools to elevate marketing efforts.

- Registration is open for the Parade of Lights and is free to participate. Registration forms are due by November 15th. The parade will take place on Saturday, December 7th, at 5:00 p.m.
- On Friday, December 13th, Mead's older active adults will travel to Broomfield for dinner and a tour of holiday lights. Participants will meet at Mead Town Hall at 3:30 p.m. They will travel by bus to dinner at Cracker Barrel followed by a tour of Broomfield's best-lit neighborhoods, including City Hall. The trip costs \$15 per person (dinner is included). Registration is required by Friday, December 6th.
- The Town and TBK Bank will host "Mead's Mingle and Jingle," an appreciation event for local businesses, on Wednesday, December 5, from 5:00 to 7:00 p.m. at TBK Bank. The event will feature dinner, exciting raffle prizes, and opportunities for businesses to socialize. Business owners are encouraged to reserve their spot, along with a guest, by the November 25th deadline.

Police Department

- Recruiting for admin tech, CSO, police officer, and police sergeant position vacancies.
- Interviews for police officer resulted in one conditional offer being made and accepted.
- The sergeant's process is tentatively scheduled for early December.
- The two officers in field training continue to progress. One should be on solo duty before the end of the year and the other shortly thereafter.