

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: April 8, 2024

SUBJECT: Town Manager Report

- The Arbor Day Foundation recognized the Town of Mead as a Tree City USA for 2023—our second straight year. The recognition is attached to this report. An Arbor Day Proclamation is included in the Board Packet.
- Registration is now open for the Colorado Municipal League’s 102nd Annual Conference, to be held June 18 through June 21, 2024 in Loveland.
- The Town has received several calls regarding railroad cars parked on the Great Western Railway tracks between Adams and Hwy 66. While the tracks are generally used very sporadically, they have been used for similar railcar storage over the past several years in that location and further south down the line.
- Mead Police School Resource Officers continue to collaborate with the students, faculty and staff at all three of the Mead schools. The partnership that has been forged between the St. Vrain Valley School District and our Mead Police Department has helped to foster an atmosphere of trust and accountability throughout the schools.
- Mead Police Department and TBK Bank hosted a document shredding event on April 6th. This event provided a free and secure way for community members to shred sensitive documents, reducing identity theft risk.
- The Town continues to work steadily towards website accessibility compliance, per the State of Colorado Technical Standard TS-OEA-002 and House Bill 21-1110. This effort has included a full review of all web pages, converting documents to accessible documents when appropriate, implementing accessibility tools, and continuing to test the website for deficiencies. The Website Accessibility Plan and statement has been submitted to legal for review. The deadline for compliance is July 1, 2024
- The Town is hosting a Community Open House on April 22nd from 6 to 8 p.m. at the Public Works Facility located at 1341 WCR 34. The Open House will provide information to residents about upcoming town projects and to solicit input on these projects.
- Established in 2017, following Weld County's decision to withdraw public safety services, the Mead Police Department has grown to provide round-the-clock community policing coverage. The Town recently surveyed community members regarding the Mead Police Department, their services, and residents’ willingness to support additional police resources. The survey results revealed overwhelming support for the department and its community policing efforts.
- Bids are due next week for construction of the new Community Center. The project is slated to begin later this spring with a completion date of early 2025. The community is invited to the Open House on April 22nd to view the plans and ask questions of staff.
- CIRSA has a new Cost Sharing Initiative which will go into effect for the 2025 policy year. Based on increased claims costs CIRSA will be increasing minimum deductibles for property, auto physical damage, and police liability. The CIRSA member report which explains this initiative along with benefits of CIRSA membership is attached.
- Mead Clean-Up Days will be held twice this year, in May and again in October. Each event will be open for a two-week period at Front Range Landfill. All residents may pick up a voucher at Town Hall for one free trip to the Front Range Landfill starting on April 22nd. These changes were implemented because the local site is no longer sustainable due to the amount of waste and environmental

regulations. The move to Front Range Landfill provides increased drop-off hours and more drop-off days, plus they accept more types of waste.

- The Town's 2023 Financial Audit is scheduled for onsite work the week of April 22nd. Pre-audit work started last week with gathering financial statements and reports. The audit must be filed with the Office of the State Auditor by July 31, 2024.
- Meet, Greet and Eat with your Board of Trustees has been scheduled for summer of 2024. The Board hosts these events to engage with residents in their neighborhood. 2024 dates are: June 25th at Founders Park, July 30th at Margil Farms Park, and August 27th at Mead Town Park.
- Coffee with the Mayor was held Saturday April 6th 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 Colorado State Legislature is in session for one more month and has been considering bills that affect citizens and municipalities. 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>.
- Municipal Court was held on April 4th with 52 cases on the docket. The increase in cases appears to be based on increased police calls and Code violations. May's court date will be back to the regular third Thursday of the month, May 16, 2024. Due to the time between court dates, May is expected to also have a large docket.
- 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 continued real estate transactions, conducted progress meeting with FHU & Dewberry, met with CDOT regarding real estate transactions.
 - Community Center – Preliminary plat approved by the Board. The Site Plan and Final Plat will be presented on April 29th for Board approval. Closing of the railroad property purchased on the southeast corner of the site occurred on April 1st. Construction bids are due April 9th.
 - SH66 Pedestrian Crossing – Staff corresponded with Mead Place regarding utility easements. Design of trail alignment is being finalized to avoid as many utility conflicts as possible.
- YTD totals for new single family home permits:
 - 2024 YTD: 23 SF Permits, 29 Certificates of Occupancy
- Boards and Commissions
 - The April Planning Commission meeting has been canceled as there are no projects for the Commission to review.
 - Several candidates for the open Alternate Planning Commissioner seat attended the Planning Commission meeting, on March 20th. Most of the candidates will still need to attend one (1) more meeting to be eligible to be appointed to the open alternate seat.
- 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. A Building Permit Technician has been hired to start on April 8th and Administrative Clerk on April 18th.

Community Development

- The Mead Community Center Final Plat and Site Plan will be presented to the Board on April 29th.
- The DRC members held a meeting on March 14th, with the High Plains Library District and Mountain View Fire Rescue District, to review staff comments regarding the PAC (Pre-Application Consultation) application. The districts will submit a Preliminary Plat application in late April or early May.
- Community Development Director Jason Bradford will attend the APA (American Planning Association) conference in Minneapolis from April 12 – 16.

Public Works and Engineering

- CR 38 Bridge Deck Replacement – CR 38 remains closed east of I-25 over the Mead Lateral through April. Staff conducted a progress meeting with the contractor: deck has been replaced, on target for paving April 8th and re-opening the 2nd week of April.
- High Plains Boulevard - Staff continued collaborative efforts with the County project managers.
- Gold Star Families Monument/Liberty Ranch Restroom – Staff continued coordinating the agreement with the Woody Williams Foundation for supply of the granite monument.
- Safe Routes to School – met with Rec staff regarding education components, coordinated with Wilson regarding affected property owners' comments.
- CR 34 Bridge Design – conducted progress meeting with EST/MWB.

Community Engagement

- Mead Recreation received a \$1,000 grant from the United Way of Weld County for youth scholarships. In 2023, Mead approved 19 scholarship applications for youth sports and Girls on the Run. Kaitlyn Newbanks will attend the award reception on April 18 in Greeley.
- We're celebrating Arbor Day and Mead's second recognition as a Tree City by offering complimentary trees to residents. Limited quantities are available, and tree vouchers are obtained on a first-come, first-served basis. Residents can choose from Honeylocust and Pear (Fruitless) trees. Voucher pick-up will occur at Town Hall on Saturday, April 20, from 9 a.m. to 12 p.m.; proof of residency is required. Trees can be picked up on Arbor Day (Friday, April 26, from 8 a.m. to 2 p.m.) at the Public Works Facility.
- All summer programs are now open for registration. This year's offerings include summer baseball, Crafty Critters, Miles of Smiles, and Adult Cornhole.
- The Town-wide garage sale is scheduled for June 22, 2024. Garage sale forms must be received by June 14 to be included in the Times-Call advertisement.

<https://www.townofmead.org/communications/webform/2024-town-wide-garage-sale>

Police Department

- The March Monthly Report is attached.
- For the two police officer candidates, one backed out, the other is in backgrounds.
- Application for DOLA EIAF Grant for planning of a police facility has been submitted.
- A POST in-service training grant application has been submitted.
- Officer Hansen completed Level 2 Crash Investigation certification.