

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: October 30, 2023

SUBJECT: Town Manager Report

- The 2023 Fall Clean-Up Days were held on October 13th and 14th. The final count of visits was 548.
- Mead Municipal Court was held October 19th with 38 cases on the docket. Court went smoothly in the new space, with the new computer/printer and new prosecuting attorney.
- Chief Newbanks and Commander Smith attended the IACP conference in San Diego October 13th through October 18th.
- Ballots have been mailed out for the November 7th Statewide Election and must be returned by mail or dropped off at a Weld County Election Site. To register to vote, obtain a ballot or request a replacement ballot, citizens must visit the Weld County Election Services Center. The nearest center is at the Southwest Weld County Services Center 4209 WCR 24 ½.
- The next Coffee with the Mayor is scheduled for Saturday, November 4th, from 8:00 – 10:00 a.m. at Town Hall. Residents are encouraged to attend this monthly event to discuss any issues they may have with the Town.
- Public hearings are scheduled for December 11, 2023, to consider adoption of the 2024 Town Budget and the 2024 Mead Urban Renewal Authority (MURA) and Mead Elevation 25 General Improvement District (GID) budgets. Drafts were presented at the respective October 10th meetings.
- A Special Meeting of the Board of Trustees may be required to be held between December 30th and January 5th if Proposition HH is approved by the voters on November 7th. SB 23-303 – Reduce Property Taxes and Voter-approved Revenue Change (Proposition HH) was referred to voters by the state legislature. If Proposition HH is approved by voters, the final certification of values will not be completed by Weld County until December 29, 2023 and the Town of Mead will need to certify its mill levy on or before January 5, 2024. This will also impact MURA and Mead Elevation 25 GID budget approvals.
- Staff is working with the Town Attorney’s office on an ordinance which would codify the state’s bag fee which was adopted in 2021. According to state legislation, retail stores in Colorado are obligated to charge a \$0.10 fee for each single-use plastic bag or paper bag (with some exemptions) commencing January 1, 2023. The retailer may retain four cents of the fee to cover their expenses and must remit six cents of the fee to the local municipality. Since retailers must start remitting in January 2024, information and reporting forms are being created for the Town’s website.
- Charge Ahead Grant for procurement of EV charging stations at Town Hall was approved. The grant award notification for \$12,500 toward the cost of two (2) 19-49 kW charging ports is attached.
- The Town paving and street maintenance projects are continuing through early October. In addition, there are several development-related road projects in Mead. 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 – Real estate acquisition continues. Staff is awaiting CDOT comments on the plan set. Staff continues to correspond with OmniTRAX regarding the Construction and Maintenance agreements for the crossing improvements.
 - Mead Community Center –Staff presented the project to DOLA as part of the application for additional grant funding under the Energy Mineral Impact Assistance program. Staff continues

to correspond with OmniTRAX regarding the land lease agreement for use of railroad property for stormwater detention.

- SH66 Pedestrian Crossing – Staff conducted the bi-weekly progress meeting with the design team on October 20th.
- YTD totals for new single family home permits:
 - 2023 YTD: 85 SF Permits, 107 Certificates of Occupancy
- Boards and Commissions
 - The next Planning Commission meeting is scheduled for November 15th at 6:00 p.m. at Town Hall. A Public Hearing will be held for proposed land use code amendments.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
 - Open full-time positions include one Police Officer. Interviews are underway.

Community Development

- The library and fire districts are working with Town Staff to establish a pre-development agreement and finalize their applications for the municipal facilities property in Liberty Ranch. Applications for platting and site plan are expected sometime this autumn or winter.
- The new Mead Town Center owners have continued their work on demolition of damaged materials inside the building and are working to submit several new building permits. The owners plan to complete the sidewalk at the front of the building before winter.

Public Works and Engineering

- Staff conducted a pre-construction meeting for WWTF Structures Rehab project.
- The concrete pad for the new generator at WWTF was installed.
- Staff supported the Clean Up Day event and the tub grinder was on site to mulch the yard waste generated at the event.
- Two maintenance workers completed their training and obtained their Commercial Drivers Licenses.

Community Engagement

- Fall volleyball and soccer have concluded for the season. We had 210 youth participate in fall sports.
- Girls on the Run has a running team of 8 and will participate in their 5K run on November 5th at Spring Canyon Park in Fort Collins
- Winter Basketball for preschool through 2nd grade has 100 children registered. Their first game is on November 4th. Basketball Registration for 3-8th grade closes in December.
- Attended EIAF Grant hearing on October 24th for Community Center Project.
- Met with representatives from ChargePoint to discuss EV's at Town facilities. Submitted Charge Ahead Grant Application for procurement of EV charging stations and received formal notification of grant award for \$12,500 for 2 19-49 kW charging ports at Town Hall.

Police Department

- New officer Bustamante is progressing through field training. Officer Daniel Aguirre joined the force last Monday. That leaves only one vacancy for police officer open at this time. Officer Barker has been cleared to return to duty as of last Tuesday.
- The Citizen's Academy is in full swing with 12 residents participating. Graduation is scheduled for Wednesday, November 1st from 7 to 8 p.m. at Town Hall. All board members are invited to the graduation.
- The mid-monthly activity report is attached.