

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: November 25, 2024

SUBJECT: Town Manager Report

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- The Town is declaring December as Business Appreciation Month and encouraging residents to support local businesses and shop locally this holiday season.
- Coffee with the Mayor has moved to the Public Works Facility Training Room to allow for more space. The next Coffee is scheduled for Saturday, December 7<sup>th</sup>, from 8:00 – 10:00 a.m. at PW. 1341 WCR 34. Coffee will be provided by local business, Ziggi's Coffee. Residents are encouraged to attend this monthly event to ask questions or discuss any issues they may have with the Town.
- The last Town of Mead Board of Trustees meeting of the year will be held on December 9<sup>th</sup>. The second meeting of the month has been cancelled due to the holidays. Staff will prepare a check register and email it to the Board for tentative approval by December 23<sup>rd</sup>. This allows for check issuance the last week of December and final approval at the first meeting in January.
- Mountain View Fire Rescue District (MVFRD) will offer car seat checks on the third Friday of each month, starting November 15<sup>th</sup>. 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 MVFRD.
- The Development Impact Fee schedule for 2025 will be increased by 5.15% based on the 5-year ENR Annual Average Index. The annual increase is in accordance with the Impact Fee Study recommendations adopted by the Town in 2021 and will be posted by December 1, 2024 and sent to all active developers.
- The following draft 2025 calendars are attached to this report:
  - 2024 Board of Trustees Meeting Calendar (scheduled for adoption by the Board of Trustees on January 13, 2025).
  - 2025 Municipal Court Hearing dates.
- The Town and TBK Bank will host an appreciation event for local businesses on Wednesday, December 5<sup>th</sup>, from 5:00 to 7:00 p.m. at TBK Bank. The event will feature dinner, raffle prizes, and opportunities for businesses to socialize. Business owners are encouraged to reserve their spot, along with a guest, by the November 25<sup>th</sup> deadline.
- Weld County Elections has provided final Election Results from November 5<sup>th</sup>. Mead and Weld County results can be found on the 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>. Mead Election Results:
  - 2Q Sales & Use Tax for public safety – Failed
  - 2R Regulation Marijuana in Mead – Failed
  - Trustee Election:
    - Chris Parr
    - Brooke Babcock Elected
    - Brad Hagen Elected
    - Don Smith
    - Jeremiah Crane Elected
    - Wayne Toliver
    - Chris Cartwright

- Christmas in the Park is coming December 7<sup>th</sup>! 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.
- The public hearing for the 2025 Town of Mead Budget is scheduled for December 9, 2024. Public hearings are also scheduled on December 9<sup>th</sup> for the budgets of the Mead Urban Renewal Authority, Mead Elevation 25 General Improvement District and Mead Hwy 66 & I-25 General Improvement District.
- The High Plains Blvd (WCR 9.5) project is moving forward. Construction of two miles of this road between WCR 32 and WCR 36 will include two travel lanes, bike lanes and a ten feet wide detached sidewalk. The 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 alley paving was started but now awaits warmer weather and completion of utility work before the final lift of asphalt. The Community Center is expected to be completed in mid to late 2025.
- Municipal Court was held on November 21<sup>st</sup> at 5:00 p.m. with 37 cases on the docket for arraignment and review hearing.
- The Town paving and street maintenance projects are complete for 2024, but a few development-related road projects in Mead are still ongoing. 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:
  - 3<sup>rd</sup> and Welker Intersection – Work will likely begin in earnest after the holidays.
  - Community Center – The steel framing of the building is complete, and the roof panels are being installed. The alley is back open, and the final lift of asphalt will be placed in the spring.
  - SH66 Pedestrian Crossing – Staff submitted the final clearances to CDOT for review and approval.
- YTD totals for new single family home permits:
  - 2024 YTD: 87 SF Permits, 90 Certificates of Occupancy
- Boards and Commissions
  - The Planning Commission meeting for November has been cancelled due to a lack of items for review. The December 18<sup>th</sup> meeting is expected to be held as scheduled.
- 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, Community Service Officer, Human Resources Manager, and Planner I.

## **Community Development**

- Interviews are being conducted for the Planner 1 position.
- The RFP (Request for Proposals) for the Trails Master Plan and Comp Plan update has been published. Responses will be reviewed in early December.
- O'Reilly's Auto Parts Site Plan is under review with comments due back to the Applicant the first week in December. Staff expects this to be the final review.
- Red Barn Community Center Site Plan is in review and comments are due back to the Applicant the first week in December.

## **Public Works and Engineering**

- 1601 process for the I-25 and WCR 38 interchange – the team conducted the Level 1 Alternatives Screening by reviewing 16 intersection configurations.
- Northbound WCR 9.5 remains closed through December 6<sup>th</sup> from CR 28 to SH 66 as part of the Elevation 25 development.
- An offer was extended and accepted for the Deputy Town Engineer position, with an anticipated start date of December 2<sup>nd</sup>.
- Staff is finalizing the bid documents for the Gold Star Memorial and Liberty Ranch restroom projects and expects to release the bids mid-November.
- The annual sewer flushing project is complete.

## **Community Engagement**

- Winter Youth Basketball is hosted at Mead Elementary School for preschool through second-grade players. Third through eighth-grade teams will participate in league play with Carbon Valley and Berthoud starting in January, with games taking place across all three communities. This season, there are 167 participants registered for winter basketball.
- Christmas in the Park is scheduled for December 7<sup>th</sup> from 2:00 to 6:00 p.m. at Mead Town Park. Enjoy delicious food vendors, a festive holiday pop-up market, mini train rides, and the chance to try curling! The Mead Chamber of Commerce will host its annual tree drawing, and the event will wrap up with the Parade of Lights and a magical tree-lighting ceremony.
- Staff is preparing the 2024-2025 Community Report, an annual update sent to residents. This report highlights the Town's budget, Street Improvement Fund, key projects for 2024, and goals for 2025.
- Leanin' Tree has scheduled its ribbon cutting and facility tour for December 5<sup>th</sup>, from 10 a.m. to 11 a.m. Staff is helping to facilitate the event; Town staff and the Board of Trustees are invited to attend.

## **Police Department**

- Recruiting for police administrative clerk, Community Service Officer, and police sergeant position vacancies.
- One police officer candidate is in backgrounds.
- The sergeant's process is scheduled for December 11<sup>th</sup>. The process will include representatives from Mead and other agencies.
- The two officers in field training continue to progress. Officer Jackson will assume solo duty in early December.
- Officer Salazar, Commander Smith, and Sgt Ellis remain on light duty.