

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: March 10, 2025

SUBJECT: Town Manager Report

- Mayor Colleen Whitlow will hold weekly office hours at Mead Town Hall starting on March 3rd. The office hours will be on Mondays from 10:00 a.m. to 12:00 p.m. Please contact the front office for an appointment. Walk ins will be taken as time allows.
- The Colorado State Legislature is now in session until early May. 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>. CML and the Board of Trustees continue to monitor bills with local impact.
- The Town of Mead has mailed its annual event postcard, featuring a full lineup of community events for the year. It includes details on the Board of Trustees Meet, Greet, and Eat, along with dates and locations for Mead's annual celebrations. Notable changes this year include the Egg Hunt moving to Ames Park, the Town-Wide Garage Sale shifting to May instead of June, and the Christmas celebration expanding into two special events on the first Friday and Saturday in December. <https://www.townofmead.org/parksandrec/page/events>
- Registration is now open for the Colorado Municipal League's 103rd Annual Conference, to be held June 24 through June 27, 2025, in Breckenridge. Sessions are available for the education of public officials
- Coffee with the Mayor was held Saturday March 1st 8:00 – 10:00 am at the Public Works Facility Training Room, 1341 WCR 34. This monthly event allows residents a chance to discuss upcoming projects or issues with Mayor Whitlow.
- Pursuant to the sewer user rates adopted by the Board of Trustees on February 24th, most Town of Mead sewer users will see a 6% increase effective March 1, 2025. The new rates along with the annual adjustment based on water usage will be calculated on bills received in April for March usage.
- The new CivicPlus Agenda Meeting Management software is expected to go live in April for the Board of Trustees, Planning Commission and other Town of Mead authorities. Staff has been training on this new software which replaces the Municode Meetings software.
- To accommodate Mead's growing events and parking limitations at Founders Park, the annual EGGstravaganza Egg Hunt has been relocated to Ames Park. The event will take place on April 12th.
- Colorado Intergovernmental Risk Sharing Agency ("CIRSA") annual audit has been scheduled for March 13th. Staff has submitted training certifications, safety inspection reports and internal policies per the audit request.
- The High Plains Blvd (WCR 9.5) project is moving forward. The construction of two miles of this road between WCR 32 and WCR 36 will include two travel lanes, bike lanes and a ten-foot-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 is ongoing. The Community Center is expected to be completed in mid to late 2025.
- Municipal Court is scheduled for Thursday, March 20th. The docket is currently at about 34 cases. The actual docket will be lower as early payments and classes/community service documentation is received. There are no trials scheduled for March. Court Clerk Marisol Herman is updating her certification with the Colorado Bureau of Investigations (CBI).
- Based on the 5-year Pavement Management Maintenance Plan presented to the Board on February 24th, staff is preparing for this year's transportation projects. 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 – home demolition is tentatively scheduled for the week of March 10th. A pre-construction meeting with LTWD is scheduled for the week of March 3rd.

- Community Center – Work continues on the interior of the structure including drywall and window installation.
- SH66 Pedestrian Crossing – staff submitted the NAAPME grant application for additional construction funding, as well as the Special Use Permit application to CDOT. Award information is expected this summer. Staff is in the process of negotiating a crossing agreement with Highland Ditch for the trail extension.
- YTD totals for new single family home permits:
 - 2025 YTD: 10 SF Permits, 18 Certificates of Occupancy
- Boards and Commissions
 - The Planning Commission will convene on March 19th to receive an update on the Land Use Code and meet the Trails Master Plan consultant team.
- Human Resources
 - The Town advertises open positions here:
<https://www.governmentjobs.com/careers/townofmead>
 The Town is seeking a Business Marketing Specialist and Project Engineer.

Community Development

- Boulder Scientific submitted a Pre-Application Consultation for a Site Plan for future improvements to their campus, here in Mead.
- Staff is making revisions to the Natural Medicine Code Amendment per comments and concerns from the Board. These revisions will be presented to the Board at the continued public hearing in April.
- OXY Oil and Gas will be submitting two (2) Special Use Permits for O&G sites in Mead sometime this early spring. The “Midwest” site is located at the southeast portion of the Waterfront Property (south east of the school site). The “Lavendar” site is located in the Hylandtown Property (south and west of the CR 40 and CR 7).

Public Works and Engineering

- Annual street maintenance contracts are being prepared in anticipation of the 2025 projects.
- Staff is updating all sewer and stormwater as-built information into the GIS system to improve utility locating efforts and inventory/condition information.
- The repairs at the Raterink lift station are now complete, which included waterproof lining of the wet well chambers and upgrades to the metering and electronic monitoring systems.
- The County’s design plans for High Plains Boulevard were submitted and are under staff review.
- Revisions to the Town’s Design Standards and Construction Specifications are complete and under staff review.
- Staff is preparing a landscape architect RFP for the roundabout art design efforts.

Community Engagement

- The Shop Mead & Win event ran from February 1st- February 28th, encouraging residents to support local businesses by submitting receipts for a chance to win prizes. The Town had 135 participants, awarded four weekly winners, and crowned one grand prize winner, celebrating Mead’s strong community spirit and local economy.
- The Town of Mead’s Annual Egg Hunt will be at Ames Park on April 12th. This new location provides more space, additional parking, and a better family experience. The event has moved from Founders Park to accommodate the upcoming Gold Star Families Memorial construction, which will limit space at the previous site.
- Celebrate Arbor Day and Mead’s third year as a Tree City! The Town is partnering with The Tree Farm to offer residents a free tree voucher (up to \$150), available first-come, first-served. Pick up yours at Town Hall on Saturday, April 26th, from 9 a.m. to 12 p.m. with proof of residency. A resource packet on tree species will be provided. More information can be found at: <https://www.townofmead.org/parksandrec/page/arbor-day-celebration>
- Mead Recreation is hosting a Challenger Soccer Spring Break Camp from March 17th-21st at Liberty Ranch Park. Open to all ages and skill levels, the camp provides a fun and engaging way to improve soccer skills. Participants will receive a camp ball, T-shirt, certificate, and access to virtual training.

Police Department

- A new Crossing Guard started last week.
- Our new police officer is scheduled to start on March 10th .
- Officer Begano continues to progress through field training.
- The monthly report is attached.