

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: March 25, 2024

SUBJECT: Town Manager Report

---

- The Town of Mead will host a Community Open House regarding projects and new development in and around Mead. A Doodle poll has been sent out to get all project leaders onboard. Mead will facilitate this event, which is anticipated to be held in April, to inform residents of significant projects that will impact Mead over the next few years, including the I-25 widening project, the High Plains Blvd extension, and municipal facilities.
- Registration is now open for the Colorado Municipal League's 102nd Annual Conference, to be held June 18 through June 21, 2024 in Loveland.
- In 2023, the Independent Ethics Commission increased the gift ban dollar limit from \$65 to \$75. Next review of limit will be in 2027. This means that public employees and elected officials may not accept gifts greater than \$75 in value.
- The new Community Center is out for bid for construction. The project is slated to begin later this spring with a completion date of early 2025. There has been a lot of interest from general contractors.
- Mead Police and TBK Bank are hosting a free Community Shred Event on April 6<sup>th</sup> from 9 a.m. to 12 p.m. This event allows residents to dispose of sensitive documents while being protected from identity theft. Shredders will be on-site at the north parking lot across from Town Hall.
- 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 22<sup>nd</sup>. 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 22<sup>nd</sup>. 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 25<sup>th</sup> at Founders Park, July 30<sup>th</sup> at Margil Farms Park, and August 27<sup>th</sup> at Mead Town Park.
- Coffee with the Mayor will be held Saturday April 6<sup>th</sup> 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.
- Mayor Whitlow and the Town Manager continue to participate in the I-25 Corridor Coalition which meets the first Wednesday of every month at 6:30 p.m. The Town is awaiting the design of Section 5 of the I-25 widening project. Section 5 includes the area between SH 56 in Berthoud south to SH 66 in Mead. Construction activities are slated to begin in May of this year.
- Attached to this report is a letter that Mayor Whitlow recently sent to Representative Caraveo in appreciation of her efforts in securing federal funding for local projects.
- Weld County Sheriff Steve Reams service reductions including cuts to animal control and call for service response. The Longmont Times Call article from March 20, 2024 is attached to this report.
- The police education survey was made available to residents and business owners to provide feedback on the police department's community policing efforts. The closing date was extended to

February 23, 2024, to allow for additional responses. The results indicated strong support for the police department and its community policing efforts. Survey results are attached to this report.

- The Colorado State Legislature is now in session and will consider 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>.
- Weld County announced the acceptance of a grant in the amount of \$1 million from the Department of Local Affairs to assist with the first segment of High Plains Blvd (WCR 9.5) from WCR 32 to WCR 34.
- Municipal Court is scheduled for April 4<sup>th</sup> with 52 cases on the docket. The increase in cases appears to be based on increased police calls and Code violations.
- 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 – Staff prepared the construction phase services task order for the design engineer, FHU.
  - Community Center – The final addendum was issued March 18. Bids are due at the end of March.
  - SH66 Pedestrian Crossing – Staff is reviewing the oil and gas surface agreements on the property and finalizing the trail alignment to avoid as many utility conflicts as possible.
- YTD totals for new single family home permits:
  - 2024 YTD: 21 SF Permits, 24 Certificates of Occupancy
- Boards and Commissions
  - Several candidates for the open Alternate Planning Commissioner seat attended the Planning Commission meeting, on March 20<sup>th</sup>. 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 Economic Development Director, Admin Clerk and Police Officer.

## **Community Development**

- The Mead Community Center Final Plat and Site Plan will be presented to the Board on April 8<sup>th</sup>.
- The DRC members held a meeting on March 14<sup>th</sup>, with the High Plains Library District and Mountain View Fire Rescue District, to review staff comments regarding the PAC (Pre-Application Consultation) application.
- Staff is preparing a map of those County enclave parcels that are eligible for annexation and will seek guidance for a strategy to move forward from the Board.

## **Public Works and Engineering**

- CR 38 Bridge Deck Replacement – CR 38 remains closed east of I-25 over the Mead Lateral through April. The detour route includes the I-25 frontage road, CR 36, and CR 13.
- High Plains Boulevard - Staff reviewed the Alternative Technical Concepts (ATC) for the design/build project and provided comments to the County project managers.
- Gold Star Families Monument/Liberty Ranch Restroom – Staff is reviewing the final bid documents and coordinating the agreement with the Woody Williams Foundation for supply of the granite monument.

- Staff evaluated a complaint from a citizen on 5<sup>th</sup> Street regarding the lack of sidewalks on the east side. The team is evaluating routes to school and remedy options.

### **Community Engagement**

- The Town is hosting a Community Open House to engage and inform residents about upcoming projects and construction around the community. A poll has been sent to project leaders and the Board to determine a day in April.
- Girls on the Run participation doubled from fall to spring. Mead will host two teams this spring and run a 5K in May. The program aims to provide life lessons and build confidence while training for a 5K run.
- The Mead Motorheads have submitted their community event application. This year's car show is scheduled for May 27, and will include a 20th anniversary celebration.
- The Town of Mead has partnered with the Colorado Rockies to bring Mead baseball players to Coors Field. Players will participate in a parade around Coors Field prior to the game with other youth leagues in the state of Colorado and attend a Colorado Rockies game at a discounted price. Buy tickets for the June 21 game here: <https://www.mlb.com/rockies/tickets/specials/town-of-mead-recreation>
- All spring programs will be open for registration on April 1. This year's offerings include summer baseball, Crafty Critters, Miles of Smiles, and Adult Cornhole.

### **Police Department**

- The March Mid-Month Report is attached.
- Training completed on Citations, Juvenile Justice Program, and Defensive Tactics this month.
- Two officers completed CIT (crisis intervention team) training last week.
- One officer is attending level two crash investigation training this week.
- The recent heavy snowstorm presented very few issues for the department.
- A patrol officer is out for at least two months on family leave. Note: Everyone is home, healthy, and doing great.