

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: November 14, 2022

SUBJECT: Town Manager Report

- The Town hosted a Business Appreciation lunch on November 9 at Town Hall. Representatives from local businesses met to have lunch and meet other local business owners. There was an interesting mix of local business owners, including homebased businesses, future business owners and developers. The community was given a sneak peek at the Built for Mead website.
- The Development Impact Fee schedule for 2023 will be increased by 3.66% 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, 2022.
- Annual renewals for business licenses will be sent out by mid-November to all active business owners. Enhanced credit card acceptance for payments will be available.
- The Mead Area Chamber of Commerce hosted its annual Trick or Treat Street on October 29th on Main Street. The event was well attended.
- Agfinity has applied for a Fermented Malt Beverage (Beer) liquor license for their new convenience store which is currently under review. A liquor hearing will be scheduled for November 28, 2022.
- The bridge on WCR 34 over I-25 is open to full two-way traffic. New traffic signals are being installed and should be operational by the end of November.
- The Home Depot Distribution Center is slated for opening by the end of the year. It received its Temporary Certificate of Occupancy last week, which allows them to move in equipment, train staff and get the facility ready to open for full operation.
- Municipal Court was held on November 3rd. The docket was small due to the early month court date. December is expected to be larger as it will pick up two extra weeks from November.
- Unofficial results from the November 8 Municipal Election are included in the November 14th Board Packet under informational items. Official results are expected from Weld County by November 18th. Local results can be found on the Weld County Elections 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>
- Key projects update:
 - 3rd and Welker Intersection –A FIR/FOR review meeting with CDOT was held on October 26 which is part of the CDOT review process.
 - Mead Community Center – Building demolition of the Bean Plant continues and will wrap up at the end of November. Schematic design of the new Community Center is in full swing with the architect team. Progress meetings are being held with Staff every two weeks.
- YTD totals for new single family home permits:
 - 2022 YTD 96 SF Permits, 206 Certificates of Occupancy
- Boards and Commissions
 - The Planning Commission is scheduled for November 16 with a public hearing for Sugar Beet Solar. The Commission has full membership with one alternate. The second alternate position is vacant.
 - The Finance Committee reviewed the draft budget on October 18th. The committee had no further recommendations/changes.

- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform <https://www.governmentjobs.com/careers/townofmead>
 - Open positions include Planner I/II, Police Officer, Pavement Manager and Community Service Officer.

Community Development

- Meadow Ridge Final Plat and SIA are tentatively scheduled to appear before the Board sometime this winter.
- The Sugar Beet Solar project that is being proposed near Mead Ponds is scheduled to appear before the Board on Dec. 12th and will be brought to the Planning Commission on Nov. 16th. The applicant held a neighborhood meeting on November 2nd in the Community Room, at Town Hall, at 6:00 pm. to provide the public with information and answer questions about the proposed development.
- Staff is conducting research regarding parking ratios for multi-family and single-family attached residential uses and will likely draft a small code amendment to revise the parking regulations for multi-family and single-family attached residential uses. This amendment will likely appear before the Board sometime this winter.
- The Turion PUD is being finalized by the applicant. The PUD is tentatively scheduled to appear before the Planning Commission in January and the Board of Trustees soon after.

Public Works and Engineering

- Bid documents for the Board room remodel were released to contractors and proposals are due December 13.
- Staff reviewed the proposals for the 1601 planning process at the CR 38/I-25 Interchange and has selected FHU to complete the work.
- The SH66 underpass request for proposals was sent to 3 on-call firms for completion of engineering design.
- Weld County Road 9.5 south of SH 66 is expected to reopen on Tuesday, November 8. Unfortunately, the developer was unable to complete the asphalt paving and a future closure will be expected in the spring.
- Staff met with our consultant, Raftelis, to discuss the billing options for the Raterink lift station operation and possible surcharge. The group will reconvene in early December with recommendations.
- Public Works staff completed all sprinkler blow-outs of Town parks and facilities.

Community Engagement

- Mead recreation has converted all volunteer refunds to program credit. All volunteer coaches who complete the sport season will receive a credit on their account to be used towards another Mead recreation program. This change realigns us with recreation departments across Colorado.
- CivicPlus purchased MunicodeWeb last year and recently announced their intent to convert all Municode websites to CivicPlus. They will upgrade our website to Drupal version 9 and provide new enhanced products. This integration will occur in 2023 and details about additional fees have not yet been released. The new product name for the conversion will be CivicPlus Municipal Websites.
- Mead Recreation has encountered significant stocking issues with our current reusable and reversible recreation jersey. Due to this, we will be changing the jersey style and color. We are working on a solution to exchange the current jerseys in use by participants.
- Our Built for Mead website is live with a variety of business interview: <https://builtformead.com/> We have additional videos scheduled for release in 2023 and will update the website quarterly.

Police Department

- The Town received an award of the Community Oriented Policing Services (“COPS”) Hiring Program Grant for \$250,000 which is to be used to hire two new officers. The grant acceptance is in the Board Packet consent agenda.
- An officer was involved in a crash with unit #4 last week. The 2018 Ford Explorer is a total loss. Replacement vehicle is in the Board Packet consent agenda.
- Officer Tom Barker will be assigned to School Resource Officer starting November 28th.
- Monthly Report is attached.