Town of Mead

TOWN BOARD
REGULAR MEETING
AGENDA
441 3rd Street, Mead

Monday, February 13, 2017
6:00-7:00 p.m.
WORK SESSION
Range View Estates Visioning-Work Session-February 13, 2017

7:00 p.m. to 11:00 p.m.
REGULAR MEETING

Call to Order – Roll Call

Mayor Gary Shields
Mayor Pro Tem Herman Schranz
Trustee Debra Brodhead
Trustee Chris Cartwright
Trustee Terri Hatch
Trustee Joyce Palaszewski
Trustee Colleen Whitlow

Pledge of Allegiance to the Flag

1. **Consent Agenda**: Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. ***Consent Agenda includes:***

    a. Approval of Minutes–Regular Meeting January 30, 2017
    b. Aged Receivables
    c. Weld County Sheriff Report
    d. 4th Quarter Sales Tax

2. ***Bills List***

3. ***Audience Participation***
    This is the portion of the meeting where the public may comment upon or ask questions about topics NOT on the agenda. The public will be recognized and allowed to speak about issues listed on the agenda during the time that they are discussed by the Board, subject, however, to reasonable time limitations and decorum. Please come to the podium and state your name and address for the benefit of the audience and the public record when you begin to speak.

4. ***Review and Approve Agenda***

5. ***Mountain View Fire Protection District Report***

6. ***New Business***

    a. County Commissioner Julie Cozad-Update

b. Resolution No. 20-R-2017-A Resolution of the Town of Mead, Colorado, Appointing a Chief of Police.
c. Resolution No. 18-R-2017-A Resolution of the Town of Mead, Colorado, Authorizing and Supporting the Application for the 2017 JAG Grant Application for Staffing the Mead Police Department.
d. Resolution No. 19-R-2017-A Resolution of the Town of Mead, Colorado, With Regard to the Weld County Coordinated Planning Agreement (CPA) Referral-RV Case No. USR-17-0002, for the Proposed Gopher Gulch RV Park, 2343 Highway 66.
e. Public Works/Police Facility Final Report and Authorization
f. Town Manager Recruitment Update

7. ***Reports and Comments***
   a. Interim Town Manager Mike Segrest
   b. Town Attorney Richard Samson

8. ***Mayor Shields***
   a. Scheduling Performance Appraisals
   b. Ag Tax and Ag Exempt Status in a Right to Farm Community
   c. ICSC Membership and Participation
   d. Attendance Conferences-Who is Attending and What is the Value to the Town.

9. ***Town Trustees***

10. ***Executive Session-*** To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a); land acquisition

11. ***Adjournment***

Strategic Planning Projects

1. ***Complete Downtown Streetscape Phases***
   - ***Phase III in progress***
   - ***Phase IV pending***
2. ***Update Parks***
   - ***North Creek, Disc Golf & Liberty Ranch Baseball Fields in progress***
   - ***Future Projects: Dog Park, Outdoor Exercise Equipment, Feather Ridge & Skate Park***
3. ***Start Trails/Trail—Middle School to High School***
   - ***Adams to Hwy 66 in progress***
   - ***Hwy 66 to Mead High School pending***

Town of Mead
Regular Meeting
Board of Trustees
January 30, 2017
7:00 PM

Mayor Shields called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.

Roll call:

Present

Mayor Gary Shields
Mayor Pro Tem Herman Schranz
Trustee Debra Brodhead
Trustee Chris Cartwright
Trustee Terri Hatch
Trustee Joyce Palaszewski
Trustee Colleen Whitlow

Also present: Interim Town Manager Mike Segrest, Town Clerk Linda Blackston, Assistant Town Manager/Economic Developer Dawn Adams, Town Attorney Rick Samson, Town Planner Jennifer Vecchi, Public Works Director Chris Larmon, and Town Engineer Helen Migchelbrink.

Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

1. **Consent Agenda**

Motion was made by Trustee Whitlow, seconded by Trustee Hatch, to approve the Consent Agenda. Motion carried 7-0.

2. **Bills List**

    a. Request approval of the Bills List

Motion was made by Trustee Whitlow, seconded by Trustee Schranz, to approve the January 24, 2017 Bills List. Trustees Whitlow, Schranz, Hatch, Palaszewski, and Cartwright voting yes with Trustee Brodhead and Mayor Shields abstaining. Motion carried.

3. **Audience Participation**

There were no comments at this time.

4. **Review and Approve Agenda**

There were no changes to the Agenda.

5. **Public Hearing-Oil and Gas Permits-Hilgers**

    a. **Resolution No. 8-R-2017-** A Resolution of the Town of Mead, Colorado, Granting Special Use Permits for the Hilgers 7N-34Z, Hilgers 8N-34HZ, Hilgers 8N2-34HZ, Hilgers 8N3-34HZ, 12N-22HZ, Hilgers 13N-22HZ, Hilgers 17N-34HZ, Hilgers 32N-22HZ, Hilgers 33N1-22HZ, Hilgers 33N2-22HZ, Hilgers 34N-22HZ, Hilgers

41N-26HZ Wells, Located in the SE/4, Sec. 22, T3N, R68W of the 6th PM of the Town of Mead, Colorado.

Town Planner Summer Howard provided information on the Hilgers Wells Special Use Permit. She discussed the use of straw bales and 3-4 foot berms for noise abatement. She stated that staff agrees the noise abatement discussed is adequate and recommended the Board approve Resolution No. 8-R-2017 regarding the Special Use Permit for the Hilgers Wells.

Mayor Shields opened the Public Hearing at 7:14 p.m.

Interim Town Manager Mike Segrest distributed a letter form Mead Crossings Manager Fred Kelly addressing his concerns regarding the Hilgers Wells Special Use Permit. The Board and staff discussed the letter and entered it in the record.

Mayor Shields closed the Public Hearing at 7:17 p.m.

Trustee Cartwright asked for clarification on the use of straw bales. Town Attorney Rick Samson and Anadarko Representative Tracy Colling responded. The Board and staff discussed the straw bales.

Motion was made by Trustee Schranz, seconded by Trustee Cartwright, to approve Resolution No. 8-R-2016 A Resolution of the Town of Mead, Colorado, Granting Special Use Permits for the Hilgers 7N-34Z, Hilgers 8N-34HZ, Hilgers 8N2-34HZ, Hilgers 8N3-34HZ, 12N-22HZ, Hilgers 13N-22HZ, Hilgers 17N-34HZ, Hilgers 32N-22HZ, Hilgers 33N1-22HZ, Hilgers 33N2-22HZ, Hilgers 34N-22HZ, Hilgers 41N-26HZ Wells, Located in the SE/4, Sec. 22, T3N, R68W of the 6th PM of the Town of Mead, Colorado. Motion carried 7-0.

6. ***Enclave Annexations***

Town Planner Jennifer Vecchi provided information on the four (4) Enclave Annexations. The Planning Commission held a public hearing on Wednesday, January 18, 2017 for each of the four enclave annexations and the recommended zoning for the properties. The Planning Commission recommended the Board approve the enclave annexations and they directed staff to work with the owner of the Mitchell Family Annexation to evaluate retaining the RSF-1 zoning or possibly changing the zoning category to Agricultural (AG) to ensure that he would be allowed to continue operating his business.

Town Planer Jennifer Vecchi reported that staff did work with the owner of the Mitchell Family property and the Resolution and Ordinances presented reflect the zoning as RSF-1. She stated an Annexation Agreement was prepared for the Mitchell Family property to clarify the existing and proposed uses associated with his business. Town Attorney Rick Samson provided additional information regarding the Mitchell Family Annexation Agreement.

a. **Resolution No. 9-R-2017-**A Resolution of the Town of Mead, Colorado, Regarding the Knott Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation.

Trustee Brodhead asked if any of the four (4) property owners responded to the enclave annexation notice and if they wanted their property to be the annexed into Mead. Interim Town Manager Mike Segrest stated the he did not speak to all of them but the property owners he did speak with did not want to annex into Mead.

Motion was made by Trustee Schranz, seconded by Trustee Whitlow, to approve Resolution No. 9-R-2017 A Resolution of the Town of Mead, Colorado, Regarding the Knott Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

b. **Ordinance No. 826**-An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Southwest Quarter of Section 10, Township 3 North, Range 68 West of the 6th PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30 (1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Knott Family Annexation.

Motion was made by Trustee Whitlow, seconded by Trustee Cartwright, to approve Ordinance No. 826 An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Southwest Quarter of Section 10, Township 3 North, Range 68 West of the 6th PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30 (1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Knott Family Annexation. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

c. **Ordinance No. 827**-An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Knott Family Annexation, From AG Agricultural in Weld County to AG Agricultural in the Town of Mead.

Motion was made by Trustee Whitlow, seconded by Trustee Palaszewski, to approve Ordinance No. 827 An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Knott Family Annexation, From AG Agricultural in Weld County to AG Agricultural in the Town of Mead. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

d. **Resolution No. 10-R-2017**-A Resolution of the Town of Mead, Colorado, Regarding the Lanz Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation.

Motion was made by Trustee Schranz, seconded by Trustee Palaszewski, to approve Resolution No. 10-R-2017 A Resolution of the Town of Mead, Colorado, Regarding the Lanz Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

e. **Ordinance No. 828-**An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Southwest Quarter of Section 22, Township 3 North, Range 68 West of the 6TH PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30 (1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Lanz Family Annexation.

Motion was made by Trustee Whitlow, seconded by Trustee Schranz, to approve Ordinance No. 828 An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Southwest Quarter of Section 22, Township 3 North, Range 68 West of the 6TH PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30 (1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Lanz Family Annexation. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

f. **Ordinance No. 829-** An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Lanz Family Annexation, From AG Agricultural in Weld County to Highway Commercial (HC) With Planned Unit Development (PUD) and Highway Development (HDDO) Overlay Zones in the Town of Mead.

Motion was made by Trustee Whitlow, seconded by Trustee Cartwright, to approve Ordinance No. 829 An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Lanz Family Annexation, From AG Agricultural in Weld County to Highway Commercial (HC) With Planned Unit Development (PUD) and Highway Development (HDDO) Overlay Zones in the Town of Mead. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

g. **Resolution No. 11-R-2017-** A Resolution of the Town of Mead, Colorado, Regarding the Hurt Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation.

Motion was made by Trustee Whitlow, seconded by Trustee Palaszewski, to approve Resolution No. 11-R-2017 A Resolution of the Town of Mead, Colorado, Regarding the Hurt Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

h. **Ordinance No. 830**-An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Southwest Quarter of Section 22, Township 3 North, Range 68 West of the 6TH PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30(1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Hurt Family Annexation.

Motion was made by Trustee Cartwright, seconded by Trustee Palaszewski, to approve Ordinance No. 830 An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Southwest Quarter of Section 22, Township 3 North, Range 68 West of the 6TH PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30(1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Hurt Family Annexation. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

i. **Ordinance No. 831**-An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Hurt Family Annexation, From AG Agricultural in Weld County to Residential Single-Family RSF-4 in the Town of Mead.

Motion was made by Trustee Whitlow, seconded by Trustee Schranz, to approve Ordinance No. 831 An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Hurt Family Annexation, From AG Agricultural in Weld County to Residential Single-Family RSF-4 in the Town of Mead. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

j. **Resolution No. 12-2017-** A Resolution of the Town of Mead, Colorado, Regarding the Mitchell Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation.

Motion was made by Trustee Schranz, seconded by Trustee Whitlow, to approve Resolution No. 12-R-2017 A Resolution of the Town of Mead, Colorado, Regarding the Mitchell Family Annexation Public Meeting, Adopting Certain Findings of Fact and Conclusions Favorable to the Annexation. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

k. **Ordinance No. 832**-An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Northwest Quarter of Section 22, Township 3 North, Range 68 West of the 6TH PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30(1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Mitchell Family Annexation.

Motion was made by Trustee Whitlow, seconded by Trustee Palaszewski, to approve Ordinance No. 832 An Ordinance of the Town of Mead, Colorado, Annexing a Parcel of Land Being a Portion of the Northwest Quarter of Section 22, Township 3 North, Range 68 West of the 6TH PM., County of Weld, State of Colorado, Initiated by the Town of Mead as an Enclave Within the Town of Mead, Colorado, Pursuant to Article II, Section 30(1)(c) of the Colorado State Constitution and C.R.S. 31-12-106 (1), Said Annexation to be Known as the Mitchell Family Annexation. Motion carried 7-0.

Town Attorney Rick Samson stated in Section 3 of Ordinance No. 832 discusses an Annexation Agreement. The property owner of the Mitchell Family requested an Annexation Agreement which was executed. Town Attorney Rick Samson requested the Board approve the Annexation Agreement.

Motion was made by Trustee Schranz, seconded by Trustee Palaszewski, to acknowledge the property owner of the Mitchell Family property requested an Annexation Agreement as in Section 3 of Ordinance No. 832 and approving the Annexation Agreement. Motion carried 7-0.

l. **Ordinance No. 833-** An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Mitchell Family Annexation, From AG Agricultural in Weld County to RSF-1 Agricultural in the Town of Mead.

Motion was made by Trustee Whitlow, seconded by Trustee Palaszewski, to approve Ordinance No. 833 An Ordinance of the Town of Mead, Colorado, Establishing the Zoning of the Mitchell Family Annexation, From RSF-1 Agricultural in Weld County to AG Agricultural in the Town of Mead. Motion carried 7-0.

7. ***New Business***

a. **Resolution No. 13-R-2017**-A Resolution of the Town of Mead, Colorado, Approving the Independent Contractor Agreement with Logan Simpson Design Inc., DBA Logan Simpson to Prepare the 2017 Town of Mead Comprehensive Plan.

Interim Town Manager Mike Segrest provided information on the firm chosen for the Comprehensive Plan and Land Use Update.

Bruce Meighen of Logan Simpson Design, Inc. shared information on their firm and the process of updating the Comprehensive Plan and Land Use Code.

Motion was made by Trustee Palaszewski, seconded by Trustee Whitlow, to approve Resolution No. 13-R-2017 A Resolution of the Town of Mead, Colorado, Approving the Independent Contractor Agreement with Logan Simpson Design Inc., DBA Logan Simpson to Prepare the 2017 Town of Mead Comprehensive Plan. Motion carried 7-0.

b. **Water Gross Revenue Fee**

Town Engineer Helen Migchelbrink provided information on the Water Gross Revenue Fee. The proposed fee is 6% of the monthly water use. Little Thompson Water District (LTWD) will collect the fee and remit the proceeds to the Town. The Board and staff discussed the fee. The Board consensus regarding the fee, if approved, is to have the revenue from the fee to be earmarked for roads.

Motion was made by Trustee Schranz, seconded by Trustee Whitlow, to have staff begin the process with LTWD to write a resolution for a water gross revenue fee and identify a methodology for rebates to fixed income customers. Trustees Whitlow, Hatch, Schranz, Cartwright, Palaszewski, and Mayor Shields voting yes with Trustee Brodhead voting no. Motion carried 6-1.

c. **Ordinance No. 834-**An Ordinance of the Town of Mead, Colorado, Amending Section 13-1-210 of the Mead Municipal Code Regarding the Establishment of Sewer User Fees.

Town Engineer Helen Migchelbrink provided information on Ordinance No. 834 establishing the 2017 fees. The rates will remain unchanged from 2016.

Motion was made by Trustee Whitlow, seconded by Trustee Hatch, to approve Ordinance No. 834 An Ordinance of the Town of Mead, Colorado, Amending Section 13-1-210 of the Mead Municipal Code Regarding the Establishment of Sewer User Fees. Motion carried 7-0.

d. Update on Public Works/Police Facility and Providing Direction to Staff

Public Works Director Chris Larmon provided information on the property at 329 Palmer Street. The Board and staff discussed the property.

Jay Staver approached the Board to share his thoughts on the property.

The Board and staff discussed the property and alternative options for the Public Works/Police Facility.

Motion was made by Trustee Hatch, seconded by Trustee Cartwright, direct staff to investigate the property at 329 Palmer Street further to confirm if it meets the building requirements and identify the actual remodel cost. Motion carried 7-0.

e. **Dumpster Enclosure**

Public Works Director Chris Larmon provided information on the Dumpster Enclosure,. He requested the Board approve the proposal from CPS and Sons for an amount not to exceed $4,650.00 to complete Dumpster Enclosure project. Mayor Shields asked if the Mountain View Fire Protection District (MVFPD) could pay for a portion of the enclosure given that they use the dumpsters as well. Interim Town Manager Mike Segrest stated staff would ask MFVPD if they would be willing to participate in the costs of enclosure.

Motion was made by Trustee Palaszewski, seconded by Trustee Brodhead, to hire CPS and Sons, LLC to construct a dumpster enclosure at Town Hall for an amount not to exceed $4,650.00 and for Town staff to work with MVFPD for a reimbursement of a portion of the cost for the enclosure. Motion carried on a roll call vote.

f. **Public Works Fleet-Request**

Public Works Director Chris Larmon provided information on the Public Works Fleet Request. The Board and staff discussed the request.

Motion was made by Trustee Palaszewski, seconded by Trustee Whitlow, to approve the purchase of a 1 Ton dump truck and a 1 Ton pickup from Spradley Barr Ford for an amount not to exceed $126,329.00. Motion carried on a roll call vote.

g. **Resolution No**. **14-R-2017**-A Resolution of the Town of Mead, Colorado, Authorizing the Lease-Purchase of a Public Works Dump Truck from Commerce Bank, 8000 Forsyth Blvd., Suite 510, St Louis, MO 63105.

Public Works Director Chris Larmon provided information on Resolution No. 14-R-2017 regarding a lease-purchase of a public works dump truck from Commerce Bank. The Board and staff discussed the request.

Motion was made by Trustee Whitlow, seconded by Trustee Palaszewski, to approve Resolution No. 14-R-2017 A Resolution of the Town of Mead, Colorado, Authorizing the Lease-Purchase of a Public Works Dump Truck from Commerce Bank, 8000 Forsyth Blvd., Suite 510, St Louis, MO 63105. Motion carried on a roll call vote.

Motion was made by Trustee Palaszewski, seconded by Trustee Whitlow, to authorize the Mayor to sign the lease documents from Commerce Bank and to authorize staff to issue a purchase order to McCandless Truck Center, LLC for the lease-purchase of the new truck as specified in the proposal from McCandless Truck Center, LLC. Motion carried on a roll call vote.

h. **Ordinance No. 835** –An Ordinance of the Town of Mead, Colorado, Amending Chapter 2, Article IV, of the Mead Municipal Code Regarding Participation in the Statewide Defined Benefit Plan and Statewide Death & Disability Plan Administered by the Fire and Police Association of Colorado for Members of the Mead Police Department in Lieu of Covering Members Under the Federal "Social Security Act."

Interim Town Manager Mike Segrest provided information on Ordinance No. 835 regarding the statewide defined benefit plan and statewide death and disability plan for the Police Department.

Motion was made by Trustee Schranz, seconded by Trustee Cartwright, to approve Ordinance No. 835 An Ordinance of the Town of Mead, Colorado, Amending Chapter 2, Article IV, of the Mead Municipal Code Regarding Participation in the Statewide Defined Benefit Plan and Statewide Death & Disability Plan Administered by the Fire and Police Association of Colorado for Members of the Mead Police Department in Lieu of Covering Members Under the Federal "Social Security Act." Motion carried 7-0.

i. **Resolution No. 15-R-2017-** A Resolution of the Town of Mead, Colorado, Approving the Annual Agreement with the Mead Downtown Development District.

Assistant Town Manger/Economic Developer Dawn Adams provided information on the Agreement with Mead Downtown Development District (MD3).

Mead Downtown Development District President Ashley Bevan provided additional information on the MD3 and she discussed the scope of work outlined in the Agreement.

The Board and staff discussed the MD3 and the Agreement.

Motion was made by Trustee Palaszewski, seconded by Trustee Schranz, to approve Resolution No. 15-R-2017 A Resolution of the Town of Mead, Colorado, Approving the Annual Agreement with the Mead Downtown Development District and to authorize Mayor Gary Shields to sign the Agreement. Motion carried on a roll call vote.

j. **Resolution No. 16-R-2017-** A Resolution of the Town of Mead, Colorado, Authorizing the Town Manager to Execute an Agreement with the Mead Western Meadows Metropolitan District.

Motion was made by Trustee Palaszewski, seconded by Trustee Whitlow, to approve Resolution No. 16-R-2017 A Resolution of the Town of Mead, Colorado, Authorizing the Town Manager to Execute an Agreement with the Mead Western Meadows Metropolitan District and authorize Mayor Gary Shields to sign the Agreement. Motion carried 7-0.

k. **Resolution No. 17-R-2017-**A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement for Tax Increment Revenue Sharing Between the Town of Mead, The Town of Mead Urban Renewal Authority, and Liberty Ranch Metropolitan District.

Trustee Palaszewski stated she is a resident of the Liberty Ranch Subdivision and that she would neither benefit nor be hurt by this agreement.

Motion was made by Trustee Schranz, seconded by Trustee Cartwright, to approve Resolution No. 17-R-2017 A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement for Tax Increment Revenue Sharing Between the Town of Mead, The Town of Mead Urban Renewal Authority, and Liberty Ranch Metropolitan District. Motion carried 7-0.

8. Reports and Comments

a. **Town Planner Jennifer Vecchi**

The Board reviewed the Town Planner's report for January 30, 2017.

Town Planner Jennifer Vecchi updated the Board on certain items in her report, including but not limited to the IGA with Longmont, the Sorrento property, the Butch Sekich Family property, the Gauger property and the Range View Estates property.

b. **Code Enforcer Report Ismael Aldana**

The Board reviewed the Code Enforcer's report for January 30, 2017.

c. **Recreation Coordinator Janet Torres**

The Board reviewed the Recreation Coordinator's report for January 30, 2017.

The Board and staff discussed the current recreation programs.

d. **Town Engineer Helen Migchelbrink**

The Board reviewed the Town Engineer's report for January 30, 2017.

e. **Public Works Director Chris Larmon**

The Board reviewed the Public Works Director's report for January 30, 2017.

Public Works Director Chris Larmon stated he attended a Slurry Seal Conference that was very informational.

f. **Interim Town Manage Mike Segrest**

The Board reviewed the Interim Town Manager's report for January 30, 2017.

Interim Town Manager Mike Segrest stated the Colorado Water Resources Power and Development Authority Board agreed to extend the sewer bond.

g. **Town Attorney Rick Samson**

The Board reviewed the Town Attorney's report for January 30, 2017.

Trustee Palaszewski asked for an update on the revision of the employee handbook, which Interim Town Manager Mike Segrest provided.

Town Attorney Rick Samson distributed a memo to the Board regarding the Town Attorney billing rate.

9. Mayor Shields

Mayor Shields stated he reached out to Sam Mamet of CML for assistance with moving the Board forward as a team. Interim Town Manager Mike Segrest stated he reached out to a gentleman who also helps with teambuilding. The Board was in consensus to move forward with a training/teambuilding session with Sam Mamet and Don Sandoval after February 21, 2017.

10. Town Trustees

Trustee Whitlow shared the 2020 Census Local Update schedule, DRCOG's Open House information, Board Orientation information and Smart Cities information.

Trustee Whitlow stated at the last Highway 66 stakeholders meeting it was suggested that a Highway 66 Coalition be formed. She requested the Board's approval to form a Highway 66 Coalition.

Motion was made by Trustee Schranz, seconded by Trustee Cartwright, to form a Highway 66 Coalition. Motion carried 7-0.

Trustee Palaszewski stated a letter was in the paper thanking employees and Board members for their work but Town Treasurer Denise Rademacher and Mayor Shields were missing from the list. She asked Mr. Segrest to let Ms. Rademacher her work is appreciated and she thanked Mayor Shields for his work as well.

Mayor Shields called a recess at 9:40 p.m. He reconvened the meeting at 9:50 p.m.

Mayor Shields stated Interim Town Manager Mike Segrest will finish his report on Little Thompson Water District (LTWD) Agreement regarding the provision of water service to certain properties in Town.

Interim Town Manager Mike Segrest shared information on the LTWD Agreement and a potential Agreement with Longs Peak Water District for the inclusion/exclusion of certain properties in Town. The Board consensus was to have Interim Town Manager to continue pursuing the issue.

11. **Executive Session-** To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a); land acquisition

Motion was made by Trustee Whitlow, seconded by Trustee Schranz, to go into Executive Session to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a); land acquisition. Motion carried 7-0.

Mayor Shields opened the Executive Session at 9:58 p.m.

Mayor Shields noted Trustees Whitlow, Brodhead, Hatch, Schranz, Cartwright, Palaszewski, himself, Interim Town Manager Mike Segrest, Town Clerk Linda Blackston, and Town Attorney Rick Samson were present for the Executive Session.

The Executive Session concluded at 10:20 p.m.

Mayor Shields noted Trustees Whitlow, Brodhead, Hatch, Schranz, Cartwright, Palaszewski, himself, Town Clerk Linda Blackston, Interim Town Manager Mike Segrest, and Town Attorney Rick Samson were present for the Executive Session. Mayor Shields stated if any person present who participated in the Executive Session believed that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during Executive Session, or that any improper action occurred during the Executive Session in violation of the Open Meetings Law, he asked that they state any concerns for the record.

Mayor Shields resumed the meeting at 10:20 p.m.

12. **Adjournment**

Motion was made by Trustee Whitlow, seconded by Trustee Cartwright, to adjourn the meeting. Motion carried 7-0.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 10:20 p.m. on Monday, January 30, 2017.

_____
Gary R. Shields, Mayor

ATTEST:

_____
Linda Blackston, Town Clerk, MMC

Report Criteria:
Aging by Date
Aged using Payment Date

Customer Number	Name	Balance	Future	Current	Over 30	Over 60	Over 90	Over 120	Over 150
1	St. Vrain Valley School District	801.88	801.88	-	-	-	-	-	-
4	Second Royalty LLC	3,346.00-	-	3,346.00-	-	-	-	-	-
10	Country Kids Preschool	75.00	75.00	-	-	-	-	-	-
22	Prairie Hills	1,926.70	1,926.70	-	-	-	-	-	-
26	Range View Estates, LLC	1,500.00-	-	1,500.00-	-	-	-	-	-
30	Coldwell Banker	150.00	-	-	-	-	75.00	-	75.00
33	Studio 7	75.00	75.00	-	-	-	-	-	-
38	Peoples Bank	300.00	200.00	-	100.00	-	-	-	-
45	Mead Development Group, Inc.	6,561.73	-	-	-	-	228.00	-	6,333.73
67	NSN GROUP LLC	143.31	143.31	-	-	-	-	-	-
69	MADHAVA	387.01	387.01	-	-	-	-	-	-
70	N-LINE ELECTRIC	136.96	136.96	-	-	-	-	-	-
72	FBVAM	388.90	388.90	-	-	-	-	-	-
73	PHOTON	176.33	176.33	-	-	-	-	-	-
77	HILLTOP ROAD PROPERTIES LLC	19.17	19.17	-	-	-	-	-	-
78	SEWCZAK TRUST	134.34	134.34	-	-	-	-	-	-
99	Town and Country Property	75.00	75.00	-	-	-	-	-	-
107	State Farm	150.00	150.00	-	-	-	-	-	-
108	8Z Real Estate	75.00	75.00	-	-	-	-	-	-
109	Next Step Communication	75.00	75.00	-	-	-	-	-	-
128	Mishler Construction	4,679.00-	-	4,679.00-	-	-	-	-	-
138	Cub Creek Energy, LLC	2,130.00-	-	-	-	-	-	-	2,130.00-
139	Equinox Mead, LLC	3,266.00	260.00	1,846.00	-	-	-	-	1,160.00
145	Heavy Duty Truck Repair	69.80	69.80	-	-	-	-	-	-
146	Zak Dirt	2,840.00-	-	-	-	-	-	-	2,840.00-
148	Keller Williams c/o Cynthia Christensen	75.00	75.00	-	-	-	-	-	-
151	Integrated Water Services	145.41	145.41	-	-	-	-	-	-
155	A/C Sewer	125.00	-	-	-	-	175.00-	-	300.00
160	Built Construction	1,549.00	395.00	1,154.00	-	-	-	-	-
168	Diane Divadi (Molinaro)	75.00	75.00	-	-	-	-	-	-
169	Mischler Construction - BSC	2,627.00-	-	-	2,627.00-	-	-	-	-
172	Larson Incitti Architects	3,707.25	2,009.00	1,698.25	-	-	-	-	-
175	Rebecca Valencia	50.00	-	-	-	50.00	-	-	-
177	Sherry Guice	80.00	-	-	-	80.00	-	-	-
178	Cristine Ginocchio	50.00	-	-	-	50.00	-	-	-
179	Robert Kezar	50.00	-	-	-	50.00	-	-	-
180	Abryann Younger	50.00	-	-	-	50.00	-	-	-
182	Tanya English	160.00	-	-	-	160.00	-	-	-
183	Burch Family LLLP	1,412.50-	-	-	-	1,412.50-	-	-	-
185	Hailee Frazier	50.00	-	-	50.00	-	-	-	-
187	Michael Vandesandt	80.00	-	-	80.00	-	-	-	-
188	Gregory Dillman	100.00	-	100.00	-	-	-	-	-
189	Alicea Sarris	50.00	-	50.00	-	-	-	-	-
191	Justin Smith	50.00	50.00	-	-	-	-	-	-
	Grand Totals:	2,899.29	7,918.81	4,676.75-	2,397.00-	972.50-	128.00	-	2,898.73

WELD COUNTY SHERIFF
STEVE REAMS

Mead High School January 2017 Crime Report Summary

ZZ ABANDONED/UNATTENDED VEH

01/10/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W001150** **HARGETT C**

Morning hours, Town of Mead, vehicle was abandoned by owner over night. Vehicle was left in Northbound la of travel on WCR 7. Owner reported vehicle overheated, so she left it where she broke down. Case to be closed, report for information only.

ZZ ASSAULT - SIMPLE

01/20/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W002472** **ROSEBROCK D**

01/20/2017, daytime hours, Mead High School, cold assault reported. Parties separated, witness statements and photographs taken, video requested. Forward to Mead High School Resource Officer.

ZZ THEFT - ALL OTHER

01/24/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W003005** **HARGETT C**

Morning hours of 01/24/2016, Mead High School setting, school librarian reports juvenile stole Chromebook from school library. Chromebook valued at $223.85. Report to be open for contact of juvenile.

ZZ ROBBERY-STRONG ARM OR WEAPN

01/25/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W003133** **HARGETT C**

Daytime hours, Unincorporated Weld County setting, on 01/21/2017, juvenile male robs juvenile male victim's "Beats by Dre" $200 + wireless headphones via threat of violence/intimidation while in the juvenile victims house. One witness confirms robbery. Case open pending arrest/arrest warrant of juvenile suspect.

WELD COUNTY SHERIFF

STEVE REAMS

Mead Area January 2017 Crime Report Summary

ZZ HARASSMENT

01/01/17 [redacted], MEAD **17W000008** **MCCONNAUGHEY A**

Mead, Weld County, CO midnight hours. Reported male/female disturbance between married couple. Both parties admit to physical altercation. Female arrested as primary aggressor for Harassment. Victim's Advocate notified. Closed adult arrest.

ZZ TRESPASS TO AUTO

01/02/17 **3781 SETTLER RIDGE DR, MEAD** **17W000240** **KANETA S**

No Summary

ZZ MISCELLANEOUS NON-CRIMINAL

01/04/17 **520 WELKER AVE; MEAD ELEM SCH, MEAD** **17W000401** **HARGETT C**

Morning hours at Mead Elementary School, 5th grader left the school on foot and walked to the intersection of WCR 34/WCR 5. Juvenile was returned to the school. Mother was called. Report for information only. Case to be closed.

ZZ BURGLARY - RESIDENTIAL

01/04/17 **17568 MARGIL RD, MEAD** **17W000411** **KOLSTEE D**

In the early morning hours in Mead an attempt was made to enter a residential garage. The owner noticed a partially opened garage door when he went out in the morning. The owner was able to get the door back onto its tracks and secured. Nothing was missing and no tracks could be located. Area check was performed.

ZZ INVESTIGATED DEATH

01/04/17 [redacted], MEAD **17W000475** **KOLLATH N**

On 01/04/2016 during evening hours deputies responded to an AOAMED call in Mead. Upon arrival an elderly female was unresponsive when medical arrived. Female was determined deceased on scene. No evidence foul play. I recommend this case be closed information only.

ZZ TRAFFIC ACCIDENT

01/04/17 **15123 E INTERSTATE 25 FRONTAGE RD; U:, MEAD** **17W000485** **NICHOLSON H**

No Summary

ZZ TRAFFIC ACCIDENT

01/04/17 **I 25 EXIT 243 RAMP N @ HWY 66 ; ON HWY, MEAD** **17W000488** **REXROAD B**

No Summary

ZZ TRAFFIC ACCIDENT

01/05/17 **16860 BLK INTERSTATE 25 NB; U: PH2 11 METERS, MEAD** **17W000535** **JONES PM**

No Summary

ZZ TRAFFIC ACCIDENT

01/06/17 **WCR 38 @ E I 25 FR, MEAD** **17W000722** **MAEDEL J**

No Summary

ZZ - DUI

01/07/17 **MM 243 I 25 NB, MEAD** **17W000848** **SAUCEDO F**

Late night hours, report of an intoxicated driver last seen heading EB on HWY 66 and driving a truck with silver trailer. Vehicle was contacted on HWY 85 and HWY 60. Driver admitted to drinking two beers. Driver failed to perform voluntary roadsides satisfactorily compared to sober person. Driver choose breath and blew a 0.074.

ZZ TRAFFIC ACCIDENT

01/09/17 **WCR 11 @ HWY 66, MEAD** **17W001057** **CARPENTER L**

No Summary

ZZ THEFT - ALL OTHER

01/09/17 **17333 MARGIL RD, MEAD** **17W001091** **BRODERIUS J**

Unlocked pickup parked in driveway of residence entered by suspect(s). Items stolen include Rayban sunglasses, garage door opener, 15.00 dollars worth of used winning scratch lottery tickets, and the vehicle registration. Glove box, visor, and center console gone through in order to steal items. Vehicle moved and us by the owner prior to discovery of the auto prowl. Remaining items removed or returned to original location prior to calling Sheriff's Office. Neighborhood canvas developed description of possible suspect.

ZZ TRAFFIC ACCIDENT - DUI

01/09/17 **WCR 9 1/2 @ WCR 32 ;NORTH WEST SIDE, MEAD** **17W001123** **SAUCEDO F**

No Summary

ZZ TRAFFIC ACCIDENT

01/10/17 **WCR 38 @ I 25, MEAD** **17W001140** **MCCONNAUGHEY A**

Mead, Weld County, CO, area of WCR 38 and E. I-25 Frontage Rd. Male crashed his vehicle into a guardrail left the scene and returned with a tow company. Tow operator reports male exhibits signs of intoxication. Male contacted and exhibits signs of intoxication to deputy but states that he drank after the crash. Male became belligerent with deputy on scene and was arrested for traffic charges.

ZZ ABANDONED/UNATTENDED VEH

01/10/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W001150** **HARGETT C**

Morning hours, Town of Mead, vehicle was abandoned by owner overnight. Vehicle was left in Northbound lane of travel on WCR 7. Owner reported vehicle overheated, so she left it where she broke down. Case to be closed, report for information only.

ZZ SUICIDE

01/10/17 [redacted], **MEAD** **17W001216** **SAUCEDO F**

Early afternoon hours, Report of a female party wanting to commit suicide. Female was contacted at her residence and is a student a Mead Middle School. Female party stated she feels lonely and made up the story about wanting to kill herself and having a boyfriend. Female party stated [redacted] was not real and made name up. Case closed information item only.

ZZ TRAFFIC ACCIDENT

01/10/17 **MM 245 I 25 NB; NB, MEAD** **17W001232** **BRODERIUS J**

No Summary

ZZ THEFT - ALL OTHER

01/12/17 **3581 SETTLER RIDGE DR, MEAD** **17W001429** **KOLSTEE D**

Sometime between 01-10-2017 and 01-12-2017 in Mead a vehicle was opened and gone through. The vehicle was not locked and nothing was damaged. The victim lost a pair of Oakley sunglasses and unused Powerball tickets. Case inactive.

ZZ FOUND PROPERTY

01/12/17 **3843 HOMESTEAD DR, MEAD** **17W001461** **KOLSTEE D**

Afternoon hours Mead CO RP's daughter finds gun cleaning kit and empty magazine in bushes outside house Found property report only.

ZZ TRAFFIC ACCIDENT

01/12/17 **HWY 66 @ I 25, MEAD** **17W001472** **CLARK J**

No Summary

ZZ CHILD ABUSE - PHYSICAL

01/13/17 [redacted], **MEAD** **17W001580** **BOYLE D**

An anonymous letter was sent to the Weld County Sheriff's Office indicating possible child abuse occurring on 3 year old by his father.

ZZ TRESPASS TO AUTO

01/14/17 **2771 BRIDLE DR, MEAD** **17W001715** **KOLSTEE D**

During the early morning hours on 1-14-2017 in Mead. A truck was left overnight unlocked in front of a residence. Someone entered the truck and stole a check book from the center console of the truck. The owner went back to Nebraska. Area check performed. Case Closed.

ZZ TRESPASS TO AUTO

01/14/17 **13781 WRANGLER WAY, MEAD** **17W001722** **KOLSTEE D**

During the early morning hours of 1-14-2017 in Mead. A truck was loaded up the night before to go hunting in the morning. The doors were unlocked and someone entered the truck and removed two shotguns and a pair sunglasses. Area check was performed. Case inactive.

ZZ TRAFFIC ACCIDENT

01/17/17 **WCR 7 @ HWY 66; EB, MEAD** **17W002081** **BRODERIUS J**

No Summary

ZZ MISCELLANEOUS NON-CRIMINAL

01/18/17 **14015 MEAD ST; CONOCO, MEAD** **17W002314** **MEYER C**

On 1/18/17, afternoon, received a cold theft report at the desk that occurred at Conoco, 14015 Mead St, Longmont, Unincorporated Weld County, Colorado. RP stated that on 1/17/17, he dropped off his ex-girlfriend Conoco and she took his I-Phone worth $650.00 and has not returned the phone. Contacted ex-girlfriend and not a theft. Information only. Case closed.

ZZ TRAFFIC ACCIDENT

01/19/17 **WCR 7 @ HWY 66, MEAD** **17W002330** **ROSEBROCK D**

No Summary

ZZ ASSAULT - SIMPLE

01/20/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W002472** **ROSEBROCK D**

01/20/2017, daytime hours, Mead High School, cold assault reported. Parties separated, witness statements and photographs taken, video requested. Forward to Mead High School Resource Officer.

ZZ THEFT - ALL OTHER

01/22/17 **13752 WRANGLER WAY, MEAD** **17W002727** **KOLLATH N**

On 01/22/2017 during early morning hours deputies came across a van with the car door open in Mead. Deputies contacted the owner and informed him of the car door open. Owner stated he had closed the door when he got home. Owner looked through vehicle and nothing was stolen. Case suspended pending suspect or leads.

ZZ FRAUD OFFENSES

01/23/17 **13799 PACIFIC CIR; KUM N GO, MEAD** **17W002861** **MEYER C**

On 1/23/17, morning, a RP called the desk regarding a possible fraud at Kum & Go, 13799 Pacific Cir, Mead, Weld County, CO. RP was notified by the victim that a government credit card was used fraudulently at the K & Go diesel pump for $199.82. Case active for follow-up.

ZZ PORNOGRAPHY/OBSCEN MATERIAL

01/23/17 **620 WELKER AVE; MEAD MIDDLE SCH, MEAD** **17W002862** **HARGETT C**

Evening hours of Friday 01/20/2016, Mead High School setting, juvenile girls took digital photographs from under a bathroom stall of a girl possibly giving oral sex to a boy. Some girls have been questioned, but not all parents were able to be present. Case open for further investigation.

ZZ TRESPASS TO AUTO

01/23/17 **3557 SETTLER RIDGE DR, MEAD** **17W002882** **KOLLATH N**

On 01/23/2017 during daylight hours deputies responded to a cold auto prowl in Mead. On 12/26/2016 the victim left their vehicle unlocked in their driveway at 1300 hours. Victim drove their vehicle to run errands at 0600. Returned at 1830 hours and noticed items were missing from the vehicle. Victim is unsure if auto pro occurred overnight or while out running errands. No suspects or evidence. Case Suspended.

ZZ ASSAULT - SIMPLE

01/23/17 **MM 242 I 25 NB, MEAD** **17W002911** **MAEDEL J**

Evening hours of 02/23/2017, I responded to I-25 for a menacing in progress. A man pointed a handgun at another man while driving northbound on I-25 at Highway 60. A high risk stop was performed on I-25, the man was arrested and the handgun was recovered.

ZZ THEFT - ALL OTHER

01/24/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W003005** **HARGETT C**

Morning hours of 01/24/2016, Mead High School setting, school librarian reports juvenile stole Chromebook from school library. Chromebook valued at $223.85. Report to be open for contact of juvenile.

ZZ TRAFFIC ACCIDENT

01/24/17 **131 HUNTERS COVE RD, MEAD** **17W003010** **KOLSTEE D**

No Summary

ZZ ROBBERY-STRONG ARM OR WEAPN

01/25/17 **12750 WCR 7; MEAD HIGH SCH, MEAD** **17W003133** **HARGETT C**

Daytime hours, Unincorporated Weld County setting, on 01/21/2017, juvenile male robs juvenile male victim' "Beats by Dre" $200 + wireless headphones via threat of violence/intimidation while in the juvenile victims house. One witness confirms robbery. Case open pending arrest/arrest warrant of juvenile suspect.

ZZ TRAFFIC ACCIDENT

01/25/17 **HWY 66 @ WCR 5 1/2; WB, MEAD** **17W003135** **KOLSTEE D**

On 1-25-2017 at 0918 TA on HWY 66 and east of WCR 5 1/2. WB vehicle crossed center line striking EB vehicle. No injuries driver cited and released.

HARASSMENT

01/26/17 **13712 WRANGLER WAY, MEAD** **17W003361** **BRODERIUS J**

Alleged male victim calls claiming that alleged female subject called him and threatened to enter his house a shoot him with his own gun. Male says he has texts from female and states that they are not threatening in nature. Male claims that he has not seen the female in 7 months, however when re-contacted admits that he sex with her approximately 3 months ago. Female is contacted by phone and denies making any threats over the phone. She states she has texts to and from him that show no threats were made. Female has moved out state and advises that she doesn't want to have anything to do with the male and that she is disconnecting h current cell phone in the morning and is unwilling to provide a new cell phone number. Both parties state that they don't want to talk the to the other party in the future. Case to be cleared as unfounded as there is no evidence to develop probable cause that either party is telling the truth.

ZZ THEFT - ALL OTHER

13778 E INTERSTATE 25 FRONTAGE RD; TRACTOR SUPPLY **17W003448** **BRODERIUS J**

Reporting party advised that over the period of time starting around the first of the month up until today 1,370 dollars worth of boots and clothing had been stolen on three separate occasions from the "Tractor Supply sto located at 13778 East I-25 frontage Rd. in Mead. The RP advised that the thefts had taken place on three separate occasions the first being on an unknown date near the first of January and the other two taking plac on the 18th and the 26th. The incident on the 18th took place between 4:30 and 5:00 pm and the incident on 26th took place between 10:40 and 10:50 am. Grainy video of the events on the 18th and 26th indicate that it the same suspect in both incidents and the RP believes that it is the same suspect in the incident that took pl at the first of the month. Suspect vehicles were identified as a older dirty white Ford F150 pickup on the 18th and a dark green four door car with possible license plate of KLQ345 or KLO345 out of Colorado. Suspect is described as a late 30's to 40's white male with a mediums sized balding spot on the top of his head, approximately 5'10" tall medium build.

ZZ ASSAULT - SIMPLE

01/27/17 **520 WELKER AVE; MEAD ELEM SCH, MEAD** **17W003480** **SAUCEDO F**

Afternoon hours, Mead Elementary School, Report of a harassment between classmates. RP stated she was line for lunch, when a boy poked her and told her, she was his enemy and was going to put a shotgun to her and blow face away. RP stated it was an ABC song. Stated she told teacher and the boy was suspended.

ZZ PORNOGRAPHY/OBSCEN MATERIAL

01/28/17 **16789 WESTVIEW DR, MEAD** **17W003587** **ROSEBROCK D**

01/28/2016, morning hours, Mead, RP concerned 13 yr. old daughter is talking to a 14 yr. old male online, wa to know if he is "real". Contact RP at residence, RP has texts of male that are suggestive in nature. RP doe not have all information from daughter at this time and she is not at residence. Case forwarded to Mead for follow-up.

ZZ TRAFFIC ACCIDENT

01/28/17 **WCR 7 @ 3RD ST; NEAR MEAD HS, MEAD** **17W003609** **MELLON M**

No Summary

ZZ TRAFFIC ACCIDENT

01/28/17 **WCR 7 @ HWY 66; W OF INT, EB LANES, MEAD** **17W003621** **ROSEBROCK D**

No Summary

ZZ FRAUD OFFENSES

01/30/17 **3736 HOMESTEAD DR, MEAD** **17W003928** **CANO A**

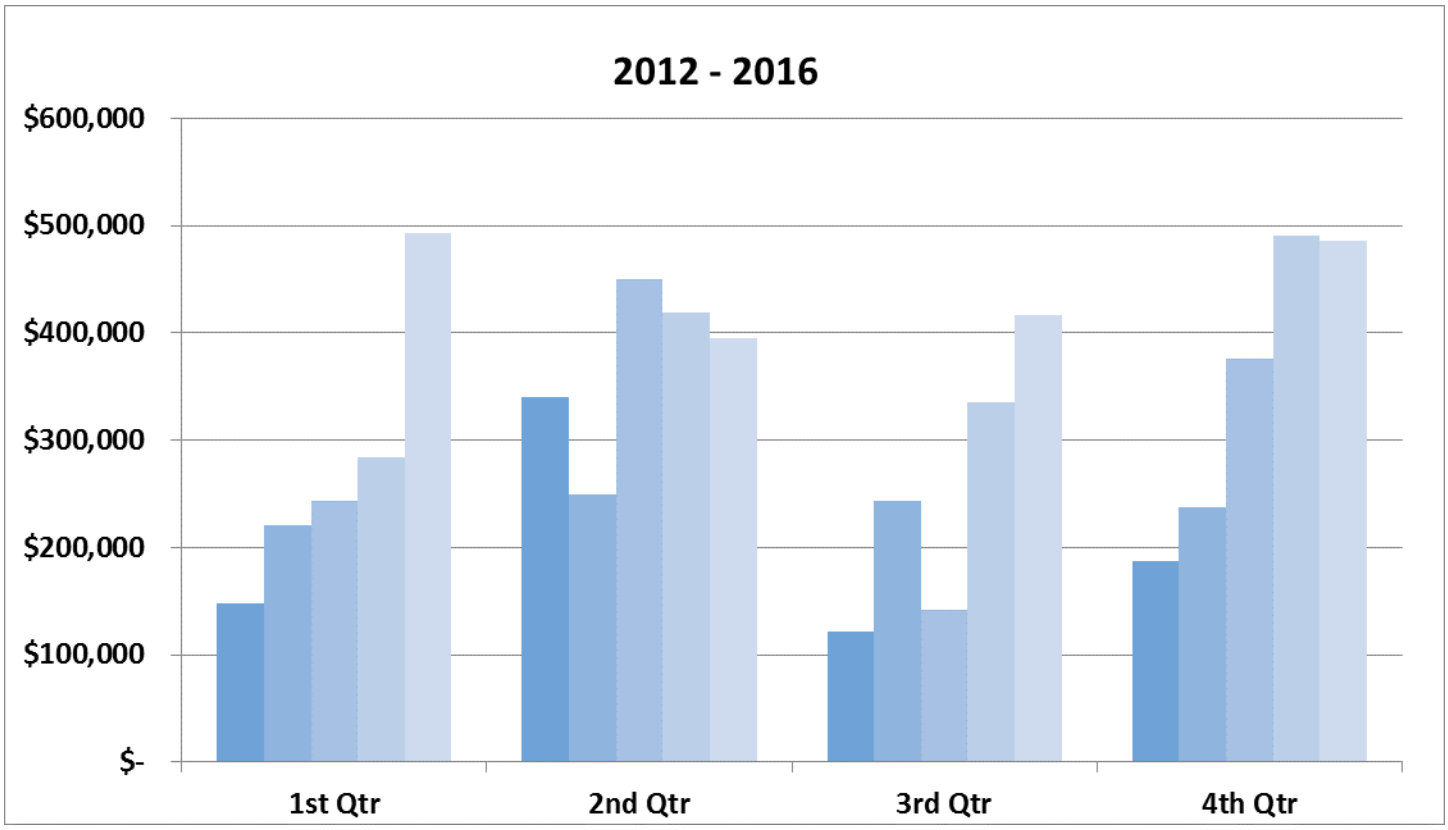
On 01/30/2017, afternoon hours, received a Fraud Report at 3736 Homestaed Drive, Mead, Colorado. Reporting Party discovered her social security number used fraudulently. Directed to file Identity Theft Affidav and file claim with Social Security Office. Case AOA to Visalia, California Police Department.

ZZ TRAFFIC ACCIDENT

01/30/17 **HWY 66 @ WCR 3, MEAD** **17W003943** **SAUCEDO F**

No Summary

Town of Mead
Sales Tax



	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD TT
2012	$ 147,313	$ 339,836	$ 121,189	$ 187,023	$ 795,361
2013	$ 220,999	$ 249,879	$ 243,866	$ 237,074	$ 951,818
2014	$ 243,757	$ 450,418	$ 142,456	$ 376,467	$ 1,213,098
2015	$ 283,783	$ 418,581	$ 335,809	$ 491,034	$ 1,529,207
2016	$ 493,390	$395,322	$416,453	$ 485,423	$ 1,790,588
12 - 13	50.0%	-26.5%	101.2%	26.8%	19.7%
13 - 14	10.3%	80.3%	-41.6%	58.8%	27.5%
14 - 15	16.4%	-7.1%	135.7%	30.4%	26.1%
15 - 16	73.9%	-5.6%	24.0%	-1.1%	***17.1%***

The graph shows the combined collections from the State of Colorado and Weld County. The results show that the Town collected 1.1% less in 4th Qtr. 2016 vs. 2015. State sales tax collections were 2.5% lower and County motor vehicle collections were 5.8% higher vs. 4th Qtr 2015. Full year 2016 collections however, are 17.1% higher than 2015 due to strong 1st & 3rd Qtrs. While 2016 collections were strong, a disproportionate amount of the State collected taxes continue to be attributed to one vendor. 2016 actual exceeded the 2016 forecast by approximately $100K ($1.8M vs. $1.7M). Two large one time remittances accounted for the excess over forecast. Both remittances were verified by the State as legitimate. The 2017 budget is $1.5M.

Report Criteria:
Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	
01/17	01/31/2017	2138	COMMERCE BANK	ESCROW A	01-44-5600	Set up Escrow Acct - Dump Truck Lease	250.00	M
Total 2138:							250.00	
02/17	02/02/2017	2139	CITY OF GREELEY	2139 020217	01-40-5330	Clerks Luncheon	24.00	M
Total 2139:							24.00	
02/17	02/02/2017	2140	WELD COUNTY	17-6159	01-40-5435	Billback- Boulder Sci	133.75	M
Total 2140:							133.75	
02/17	02/06/2017	2141	US POSTMASTER	020617	01-40-5205	2/17 Newsletter	293.76	M
Total 2141:							293.76	
02/17	02/07/2017	26620	AGFINITY	2166357022	01-42-5253	Fuel	66.64	
02/17	02/07/2017	26620	AGFINITY	2166357022	01-44-5253	Fuel	871.71	
02/17	02/07/2017	26620	AGFINITY	2166357022	01-44-5253	Fuel	251.17	
02/17	02/07/2017	26620	AGFINITY	2166357022	06-47-5253	Fuel	354.60	
02/17	02/07/2017	26620	AGFINITY	2166357022	01-44-5255	Gloves	44.98	
Total 26620:							1,589.10	
02/17	02/07/2017	26621	BETTER BUSINESS CLEANING I	12803	01-40-5050	1/17 Janitorial	875.00	
Total 26621:							875.00	
02/17	02/07/2017	26622	BUCKEYE WELDING SUPPLY C	MEA2000125	01-44-5369	Cylinder Rental	90.93	
Total 26622:							90.93	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-40-5700	Employee Holiday Event	366.49	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-42-5349	Wellness Program Supplies	391.49	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-45-5262	Town Events Supplies	82.99	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-45-5260	Recreation - Pepsi Center	1,900.00	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-40-5200	Office Supplies	311.91	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-40-5700	Police Hiring Process	257.58	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-41-5700	Shred Day	237.42	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	0100012317	01-40-5701	Reversal of Fees	146.76-	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	5683012317	01-40-5205	Passport Postage	174.15	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	5683012317	01-40-5331	2017 CGFOA Dues	45.00	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	5683012317	01-40-5700	Employment Ad Posting-Planner	295.00	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	5683012317	01-40-5701	Reversal of Fees	132.27-	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6927012317	01-40-5701	Reversal of Fees	84.03-	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6927012317	01-40-5330	CML Workshop-Whitlow	110.00	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6927012317	01-40-5700	ED - Enterprise Zone Mtg	5.67	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6935012317	01-40-5330	Slurry Systems Conference	602.78	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6935012317	01-44-5700	PW Breakfast	88.91	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6935012317	01-40-5201	PW Computers	439.98	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6935012317	01-40-5701	Reversal of Fees	84.25-	
02/17	02/07/2017	26623	CARDMEMBER SERVICE	6935012317	01-44-5251	Shop Repairs	59.64	

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	
	Total 26623:						4,921.70	
02/17	02/07/2017	26624	CDW GOVERNMENT	GKM3209	01-42-5500	Police Computers	10,760.00	
02/17	02/07/2017	26624	CDW GOVERNMENT	GQR2851	01-42-5500	Police Computer Docking Stns.	3,255.80	
	Total 26624:						14,015.80	
02/17	02/07/2017	26625	CENTURY LINK	4770012517	01-44-5300	970-535-4770-PW	130.92	
02/17	02/07/2017	26625	CENTURY LINK	9437012517	06-40-5300	970-535-9437-Lift Stn	53.35	
	Total 26625:						184.27	
02/17	02/07/2017	26626	DAVID MICHAEL SEGREST	1ST HALF F	01-40-5410	1st half Feb Interim Town Manager	6,750.00	
	Total 26626:						6,750.00	
02/17	02/07/2017	26627	DAWN ADAMS	CELL MILEA	01-40-5705	1/17 Mileage	80.79	
02/17	02/07/2017	26627	DAWN ADAMS	CELL MILEA	01-40-5300	1/17 Cell Phone Reimb	40.00	
	Total 26627:						120.79	
02/17	02/07/2017	26628	EMPLOYERS COUNCIL SERVIC	0000136679	01-40-5700	Employment Law Posters	81.76	
	Total 26628:						81.76	
02/17	02/07/2017	26629	FASTENAL	57349	01-44-5255	Safety supplies	18.22	
02/17	02/07/2017	26629	FASTENAL	57349	01-44-5210	Parts	1.42	
	Total 26629:						19.64	
02/17	02/07/2017	26630	FRONTIER TRUCK EQUIPMENT	36710	01-44-5364	Plow controller	210.00	
	Total 26630:						210.00	
02/17	02/07/2017	26631	GREELEY LOCK AND KEY	9107	01-44-5210	Keys	131.50	
	Total 26631:						131.50	
02/17	02/07/2017	26632	HELEN MIGCHELBRINK	1/17 CELL MI	01-40-5300	1/17 Cell Phone Reimb.	40.00	
02/17	02/07/2017	26632	HELEN MIGCHELBRINK	1/17 CELL MI	01-40-5705	1/17 Mileage	51.36	
	Total 26632:						91.36	
02/17	02/07/2017	26633	IDEAL FENCING CORP	17310	01-44-5215	Guardrail repairs	3,563.00	
	Total 26633:						3,563.00	
02/17	02/07/2017	26634	J&J CONSTRUCTION CONCEPT	0060635	01-44-5215	Grader teeth	994.50	
02/17	02/07/2017	26634	J&J CONSTRUCTION CONCEPT	0060635	01-44-5215	Grader teeth	994.50-	V
	Total 26634:						.00	
02/17	02/07/2017	26635	KONICA MINOLTA BUSINESS S	243793271	01-40-5315	Copier Rental - Downstairs Town Hall	212.20	
02/17	02/07/2017	26635	KONICA MINOLTA BUSINESS S	243793271	01-40-5316	Color Copiesl - Downstairs Town Hall	80.34	
02/17	02/07/2017	26635	KONICA MINOLTA BUSINESS S	243794822	01-40-5315	Copier - PW	63.79	

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
02/17	02/07/2017	26635	KONICA MINOLTA BUSINESS S	243794929	01-40-5315	Copier Rental - Upstairs Town Hall	89.32
02/17	02/07/2017	26635	KONICA MINOLTA BUSINESS S	243794929	01-40-5316	Copier Overages - Upstairs Town Hall	9.07
Total 26635:							454.72
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-40-5305	618801-150 Main St	29.10
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-40-5305	622501-365 Welker Ave	29.10
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-40-5305	658201-Town Hall	32.93
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-44-5305	657801-537 Main	34.82
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-45-5305	658101-10 Fairbairn	29.10
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-45-5305	658001-Town Park	84.63
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-45-5305	657901-N. Creek Park	84.63
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-45-5305	657701-156 Eagle Ave	37.15
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-45-5305	621801-190 1st St	69.89
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	01-45-5305	620201-Founders Park	69.89
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	06-47-5305	657601-WWTP	38.02
02/17	02/07/2017	26636	LITTLE THOMPSON WATER DIS	6188010120	06-47-5305	607001-Lift Stn	26.86
Total 26636:							566.12
02/17	02/07/2017	26637	LONGMONT HUMANE SOCIETY	1446	01-42-5346	1/17 Animal Impound	160.00
Total 26637:							160.00
02/17	02/07/2017	26638	LONGS PEAK WATER DISTRICT	605012517	01-45-5305	1/17 Irrigation Water - Liberty Ranch	64.00
Total 26638:							64.00
02/17	02/07/2017	26639	LOVELAND BARRICADE LLC	4396	01-44-5252	Signs	168.75
Total 26639:							168.75
02/17	02/07/2017	26640	MAC EQUIPMENT INC	153416	01-44-5364	Plow parts	117.64
02/17	02/07/2017	26640	MAC EQUIPMENT INC	154077	01-44-5364	Parts	14.05
02/17	02/07/2017	26640	MAC EQUIPMENT INC	154671	01-45-5216	Parts	64.29
Total 26640:							195.98
02/17	02/07/2017	26641	MCDONALD FARMS ENTERPRI	492115-1012	06-47-5231	Sludge Hauling	510.00
Total 26641:							510.00
02/17	02/07/2017	26642	MEGAN FREDERIKSEN	I170126153	01-45-5260	Yoga	320.00
Total 26642:							320.00
02/17	02/07/2017	26643	MOTOROLA SOLUTIONS INC.	41232577	01-42-5500	Police Radios	37,232.90
Total 26643:							37,232.90
02/17	02/07/2017	26644	PEAK ELEVATOR PERFORMAN	282388	01-40-5215	2/17 Elevator Service	108.50
Total 26644:							108.50
02/17	02/07/2017	26645	RAMEY ENVIRONMENTAL COM	13930	06-47-5390	1/17 Wastewater Services	3,152.57
02/17	02/07/2017	26645	RAMEY ENVIRONMENTAL COM	13930	06-47-5215	Vehicle Surcharge	157.63

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
02/17	02/07/2017	26645	RAMEY ENVIRONMENTAL COM	13930	06-47-5391	Lab Services	276.48
02/17	02/07/2017	26645	RAMEY ENVIRONMENTAL COM	13930	06-47-5215	Mileage	13.70
02/17	02/07/2017	26645	RAMEY ENVIRONMENTAL COM	13930	06-47-5215	Facility Operator	73.83
02/17	02/07/2017	26645	RAMEY ENVIRONMENTAL COM	13969	06-47-5215	WWTP Repairs	2,174.77
Total 26645:							5,848.98
02/17	02/07/2017	26646	ROWENA K. MAKINGS	1463.02	99-01-1075	Sewer Final	36.55
Total 26646:							36.55
02/17	02/07/2017	26647	RPS PLAN ADMIN/24HR FLEX	12650	01-40-5068	2/17 TPA Flex Plan	115.00
Total 26647:							115.00
02/17	02/07/2017	26648	SAFEBUILT COLORADO, INC.	0028464	01-42-5460	1/17 Plan Review	17,190.25
Total 26648:							17,190.25
02/17	02/07/2017	26649	SAMSON LAW FIRM	SAMSON012	01-40-5435	Billbacks	8,402.00
02/17	02/07/2017	26649	SAMSON LAW FIRM	SAMSON012	20-40-5400	1/17 URA Legal	204.00
02/17	02/07/2017	26649	SAMSON LAW FIRM	SAMSON012	06-40-5400	1/17 Sewer Legal	136.00
02/17	02/07/2017	26649	SAMSON LAW FIRM	SAMSON012	01-40-5400	1/17 General Legal	11,160.00
Total 26649:							19,902.00
02/17	02/07/2017	26650	SPLIT RAIL FENCE CO INC	M22332	01-45-5215	Sign	61.71
Total 26650:							61.71
02/17	02/07/2017	26651	ST. VRAIN SANITATION DISTRIC	0000619-IN	06-01-1303	4th Qtr SVSD Billing	4,734.21
Total 26651:							4,734.21
02/17	02/07/2017	26652	SUC-N-UP INC.	4036	06-47-5231	Sludge Disposal	65.00
02/17	02/07/2017	26652	SUC-N-UP INC.	4051	06-47-5231	Sludge Disposal	65.00
Total 26652:							130.00
02/17	02/07/2017	26653	THE HARTFORD-GROUP BENE	9277741293	01-40-5066	2/17 Insurance	235.98
02/17	02/07/2017	26653	THE HARTFORD-GROUP BENE	9277741293	01-42-5066	2/17 Insurance	33.37
02/17	02/07/2017	26653	THE HARTFORD-GROUP BENE	9277741293	01-44-5066	2/17 Insurance	63.08
02/17	02/07/2017	26653	THE HARTFORD-GROUP BENE	9277741293	01-45-5066	2/17 Insurance	110.89
02/17	02/07/2017	26653	THE HARTFORD-GROUP BENE	9277741293	06-40-5066	2/17 Insurance	34.88
02/17	02/07/2017	26653	THE HARTFORD-GROUP BENE	9277741293	20-40-5066	2/17 Insurance	19.38
Total 26653:							497.58
02/17	02/07/2017	26654	TOWN OF MEAD	338.01 453.0	01-40-5305	1/17-338	36.55
02/17	02/07/2017	26654	TOWN OF MEAD	338.01 453.0	01-44-5305	1/17-453	36.55
Total 26654:							73.10
02/17	02/07/2017	26655	UNITED POWER	7490500012	06-47-5305	7490500-Lake Thomas	20.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
	Total 26655:						20.00
02/17	02/07/2017	26656	UTILITY NOTIFICATION CENTE	217010488	06-47-5392	1/17 Line Locates	197.20
	Total 26656:						197.20
02/17	02/07/2017	26657	VARRA COMPANIES	0240685	01-44-5362	Gravel	771.92
	Total 26657:						771.92
02/17	02/07/2017	26658	VERIS ENVIRONMENTAL, LLC	J004602	06-47-5231	Sludge Disposal	626.60
	Total 26658:						626.60
02/17	02/07/2017	26659	WASTE MANAGMENT - GREELE	3765209-253	01-40-5310	2/17 Town Hall Trash	110.25
02/17	02/07/2017	26659	WASTE MANAGMENT - GREELE	3765217-253	01-40-5310	2/17 PW Trash	61.96
	Total 26659:						172.21
02/17	02/08/2017	26660	CASELLE	78251	01-40-5201	GL Conversion	4,422.50
02/17	02/08/2017	26660	CASELLE	78251	01-40-5201	GL Conversion	580.00
	Total 26660:						5,002.50
02/17	02/08/2017	26661	J & S CONTRACTORS SUPPLY	0060635	01-44-5215	Grader Teeth	994.50
	Total 26661:						994.50
02/17	02/08/2017	26662	JVA INCORPORATED	64409	06-40-5405	1/17 Wastewater Eng	1,554.00
02/17	02/08/2017	26662	JVA INCORPORATED	64410	01-40-5440	Billback - Lighthouse Storage	256.00
02/17	02/08/2017	26662	JVA INCORPORATED	64411	01-40-5440	Billback - Mead Place	320.00
02/17	02/08/2017	26662	JVA INCORPORATED	64412	01-40-5405	Highland Lake	64.00
02/17	02/08/2017	26662	JVA INCORPORATED	64413	09-40-5405	PW/Police Temp Building	448.00
02/17	02/08/2017	26662	JVA INCORPORATED	64414	01-40-5405	Anadarko Hilgers Wells	732.00
02/17	02/08/2017	26662	JVA INCORPORATED	64415	01-40-5405	1/17 General Eng	1,747.72
	Total 26662:						5,121.72
02/17	02/08/2017	26663	SHAWNA STRATTON	WALMART 1	01-45-5262	Holiday festival supplies	46.96
	Total 26663:						46.96
	Grand Totals:						134,670.32

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-02-2000	1,441.81	121,139.50-	119,697.69-
01-40-5050	875.00	.00	875.00
01-40-5066	235.98	.00	235.98
01-40-5068	115.00	.00	115.00
01-40-5200	311.91	.00	311.91

GL Account	Debit	Credit	Proof
01-40-5201	5,442.48	.00	5,442.48
01-40-5205	467.91	.00	467.91
01-40-5215	108.50	.00	108.50
01-40-5300	80.00	.00	80.00
01-40-5305	127.68	.00	127.68
01-40-5310	172.21	.00	172.21
01-40-5315	365.31	.00	365.31
01-40-5316	89.41	.00	89.41
01-40-5330	736.78	.00	736.78
01-40-5331	45.00	.00	45.00
01-40-5400	11,160.00	.00	11,160.00
01-40-5405	2,543.72	.00	2,543.72
01-40-5410	6,750.00	.00	6,750.00
01-40-5435	8,535.75	.00	8,535.75
01-40-5440	576.00	.00	576.00
01-40-5700	1,006.50	.00	1,006.50
01-40-5701	.00	447.31-	447.31-
01-40-5705	132.15	.00	132.15
01-41-5700	237.42	.00	237.42
01-42-5066	33.37	.00	33.37
01-42-5253	66.64	.00	66.64
01-42-5346	160.00	.00	160.00
01-42-5349	391.49	.00	391.49
01-42-5460	17,190.25	.00	17,190.25
01-42-5500	51,248.70	.00	51,248.70
01-44-5066	63.08	.00	63.08
01-44-5210	132.92	.00	132.92
01-44-5215	5,552.00	994.50-	4,557.50
01-44-5251	59.64	.00	59.64
01-44-5252	168.75	.00	168.75
01-44-5253	1,122.88	.00	1,122.88
01-44-5255	63.20	.00	63.20
01-44-5300	130.92	.00	130.92
01-44-5305	71.37	.00	71.37
01-44-5362	771.92	.00	771.92
01-44-5364	341.69	.00	341.69
01-44-5369	90.93	.00	90.93
01-44-5600	250.00	.00	250.00
01-44-5700	88.91	.00	88.91
01-45-5066	110.89	.00	110.89
01-45-5215	61.71	.00	61.71
01-45-5216	64.29	.00	64.29
01-45-5260	2,220.00	.00	2,220.00
01-45-5262	129.95	.00	129.95
01-45-5305	439.29	.00	439.29
06-01-1303	4,734.21	.00	4,734.21
06-02-2000	.00	14,264.70-	14,264.70-
06-40-5066	34.88	.00	34.88
06-40-5300	53.35	.00	53.35
06-40-5400	136.00	.00	136.00
06-40-5405	1,554.00	.00	1,554.00
06-47-5215	2,419.93	.00	2,419.93
06-47-5231	1,266.60	.00	1,266.60
06-47-5253	354.60	.00	354.60
06-47-5305	84.88	.00	84.88
06-47-5390	3,152.57	.00	3,152.57
06-47-5391	276.48	.00	276.48

GL Account	Debit	Credit	Proof
06-47-5392	197.20	.00	197.20
09-02-2000	.00	448.00-	448.00-
09-40-5405	448.00	.00	448.00
20-02-2000	.00	223.38-	223.38-
20-40-5066	19.38	.00	19.38
20-40-5400	204.00	.00	204.00
99-01-1075	36.55	.00	36.55
99-02-2000	.00	36.55-	36.55-
Grand Totals:	137,553.94	137,553.94-	.00

Report Criteria:
Report type: GL detail

Mead Incident Log

Date Range From: 1/1/2017 To 1/31/2017

Incident Number	Date/Time		
113 - Cooking fire, confined to container			
1700053 - 000	01/04/2017 20:48:13		
		Total Incident:	**1**
132 - Road freight or transport vehicle fire			
1700269 - 000	01/25/2017 07:03:30		
		Total Incident:	**1**
143 - Grass fire			
1700337 - 000	01/31/2017 16:13:42		
		Total Incident:	**1**
3111 - Lift Assist			
1700203 - 000	01/19/2017 07:21:59		
		Total Incident:	**1**
321 - EMS call, excluding vehicle accident with injury			
1700001 - 000	01/01/2017 12:38:19		
1700011 - 000	01/02/2017 11:31:59		
1700041 - 000	01/04/2017 12:31:07		
1700045 - 000	01/04/2017 17:06:12		
1700046 - 000	01/04/2017 18:26:52		
1700047 - 000	01/04/2017 18:29:08		
1700068 - 000	01/05/2017 20:07:03		
1700082 - 000	01/06/2017 12:43:31		
1700090 - 000	01/06/2017 20:17:08		
1700120 - 000	01/09/2017 19:41:25		
1700129 - 000	01/10/2017 15:44:41		
1700152 - 000	01/13/2017 15:47:34		
1700198 - 000	01/18/2017 17:33:21		
1700231 - 000	01/22/2017 10:38:03		
1700240 - 000	01/23/2017 08:21:42		
1700256 - 000	01/24/2017 11:38:34		
1700262 - 000	01/24/2017 17:01:01		
1700306 - 000	01/29/2017 06:30:36		
1700329 - 000	01/31/2017 07:57:02		
1700339 - 000	01/31/2017 17:42:40		
		Total Incident:	**20**
321R - EMS call, PT Refusal			
1700005 - 000	01/01/2017 20:28:13		
1700012 - 000	01/02/2017 13:45:18		
1700209 - 000	01/20/2017 09:49:28		
		Total Incident:	**3**
322 - Vehicle accident with injuries			
1700050 - 000	01/04/2017 19:54:01		
1700060 - 000	01/05/2017 05:23:50		
1700103 - 000	01/08/2017 11:52:41		
1700118 - 000	01/09/2017 17:39:05		
1700121 - 000	01/09/2017 22:08:43		

Incident Number	Date/Time		
1700257 - 000	01/24/2017 11:56:34		
1700272 - 000	01/25/2017 09:20:10		
1700301 - 000	01/28/2017 14:22:09		
1700303 - 000	01/28/2017 14:47:25		
1700333 - 000	01/31/2017 14:52:21		
		Total Incident:	**10**
3222 - MVA Unable To Locate			
1700049 - 000	01/04/2017 19:18:32		
		Total Incident:	**1**
324 - Motor vehicle accident with no injuries			
1700081 - 000	01/06/2017 12:27:01		
1700085 - 000	01/06/2017 16:14:42		
1700087 - 000	01/06/2017 17:30:55		
1700092 - 000	01/06/2017 22:53:09		
1700204 - 000	01/19/2017 12:29:23		
1700230 - 000	01/22/2017 07:49:38		
		Total Incident:	**6**
412 - Gas leak (natural gas or LPG)			
1700030 - 000	01/03/2017 13:04:10		
		Total Incident:	**1**
424 - Carbon monoxide incident			
1700010 - 000	01/02/2017 08:35:21		
		Total Incident:	**1**
550 - Public service assistance, other			
1700332 - 000	01/31/2017 11:56:33		
		Total Incident:	**1**
611 - Dispatched & cancelled en route			
1700052 - 000	01/04/2017 20:20:51		
1700145 - 000	01/12/2017 08:23:01		
1700316 - 000	01/30/2017 02:49:08		
		Total Incident:	**3**
622 - No incident found on arrival at dispatch address			
1700161 - 000	01/14/2017 11:12:15		
1700315 - 000	01/30/2017 01:50:19		
		Total Incident:	**2**
671 - Hazmat release investigation w/ no hazmat			
1700098 - 000	01/07/2017 15:14:15		
		Total Incident:	**1**
740 - Unintentional transmission of alarm, other			
1700246 - 000	01/23/2017 17:44:58		
		Total Incident:	**1**

Totals

Number of Incidents	**54**

Agenda Item Summary

MEETING DATE: February 13, 2017

SUBJECT: Appointment of Chief of Police

PRESENTED BY: Mike Segrest, Interim Town Manager

SUMMARY

The Town Code, Section 2-6-30, stipulates that "The Board of Trustees, upon the recommendation of the Town Manager shall appoint a Chief of Police who shall be the head of the Police Department." Following an extensive selection process, I am recommending Michael Maudlin be appointed as Police Chief for Mead.

BACKGROUND

I received a total of twelve applicants for the Police Chief position. Chief David Montgomery and a panel of area Chiefs of Police vetted the candidates and selected four that they felt were qualified.

Following the selection of the four finalists an interview process was conducted that included two interview teams, one composed of Chiefs of Police and the Town's prosecuting attorney and one composed of staff members who will work closely with the Chief of Police. After a full day of interviews the two teams compared notes and unanimously selected Michael Maudlin as the preferred candidate.

Mr. Maudlin is certified Colorado Peace Officer with over thirty-five years of experience from Police Agent to Chief of Police in three Colorado communities. He has also been a consultant for management, organizational change, team building, conflict resolution and employee retention. He brings a wealth of experience to the position of Police Chief and I believe will establish confidence and credibility to the formation of the Town's new Police Department.

Following the selection of Mr. Maudlin, a conditional offer was made and a complete background check was conducted by Chief Montgomery's staff. A physical to determine fitness to perform the duties was also completed. Mr. Maudlin passed both of these and had recently completed a psychological exam which was accepted to meet the qualifications for the position.

FINANCIAL CONSIDERATIONS

The position is fully funded in the 2017 budget.

STAFF RECOMMENDATION

Approve Resolution No. 20-R-2017 authorizing the appointment of Michael Maudlin as Police Chief for Mead.

ATTACHMENTS

Michael Maudlin cover letter.

Michael L. Maudlin
[redacted]

November 27, 2016

[redacted]

Re: Town of Mead Chief of Police Position

Please accept this cover letter and attachments as my initial application for the new position of Chief of Police for the Town of Mead, Colorado – and the building of a police organization for the community. Given the somewhat unique nature of the position, I hope you will accept my cover document - even though it will violate the traditional one-page cover letter "rule."

I have an extensive history within the Colorado law enforcement community. I also have several years of experience in the capacity of trainer, organizational development consultant, mediator, and in conducting internal investigations. I have worked with numerous organizations, both public and private, in developing staff recruitment and retention programs. Additionally, I also have significant mediation and conflict resolution experience.

An example of utilizing my skills and experience was during my tenure as the Sheridan, Colorado, Police Chief. The Town Board was divided on most issues, including the selection of their Chief of Police. Although I was ranked as the number one candidate by an oral board made up of several law enforcement professionals from outside the community, consistent with the conditions existing at the time, I was required to appear before the Board at an open meeting. As I had been advised in advance, the vote was 4-3, in my favor. Within a month of accepting the position the Town Administrator resigned because the existing balance on the Board changed as the result of a general election.

The Police Department had been without effective leadership for quite some time. The Town was in a poor financial condition. Only two cars in the department's fleet were even marginally reliable. Officers were wearing SWAT-like uniforms, which sent a poor message to the officers themselves, the community, and visitors.

Upon the Town Administrator's resignation, I was asked by the Board to serve as the Acting Town Administrator while retaining my position as Chief of Police. As there was not a Fire Chief in place, I was asked to assume administrative responsibility for that department as well.

During my time of service with the City of Sheridan, I was able to build a reliable fleet of patrol cars through networking with other Colorado law enforcement agencies; created a professional environment within the department (for example, officers returned to traditional police uniforms); replaced officers not meeting the professional standards of contemporary law enforcement; new officers were recruited; and I spent considerable time mentoring and training police supervisors and department officers.

As the Acting City Administrator, while remaining apolitical, I was successful in working with the existing Board and they chose to function as a cooperative team, voting 7-0 on nearly all issues. Their support had been critical as I rebuilt the police department.

Building partnerships with local businesses, schools, members of the community, and with agencies and individuals outside the City of Sheridan, allowed us to make significant progress in a relatively short period of time.

The Town of Mead, the Board of Trustees, the Town Manager, and the community are tackling a significant and important undertaking. Given the current mixed view of peace officers existing in our country will add to the challenges to be faced. At the same time, the opportunity to create a modern, community-based law enforcement agency, should create a lasting partnership with the community.

Community Policing, Problem-Oriented Policing, Problem-Solving techniques – along with other positive developments for delivering law enforcement services – can be blended, modified, customized, and positively changed when appropriate, by your first Chief of Police in concert with the community, members of the department, the Town Manager, the Board of Trustees, and other departments within the town.

Finally, building positive and effective relationships with surrounding communities and agencies, as well as developing critical partnerships inside and outside the Town of Mead, will be critical for the ultimate success of the new police department.

I am confident that I have the varied and specific experience required for this position. Additionally, I possess energy and passion, along with the ability to bring the best out in others. Serving as a positive example, providing positive mentoring and training, and believing that effective and positive two-way communication is critical in nearly any leadership position, I believe it to be especially critical for the first leader of your police department.

Sincerely,

Michael L. Maudlin

TOWN OF MEAD, COLORADO
RESOLUTION NO. 20-R-2017

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPOINTING A CHIEF OF POLICE

WHEREAS, the Board of Trustees, as required by Chapter 2, Article VI, Section 2-6-30(a) of the ***Mead Municipal Code***, shall, upon recommendation of the Town Manager, appoint a Chief of Police.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Appointment. Michael L. Maudlin is hereby appointed as Chief of Police with employment to begin on March 1, 2017.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 14th **DAY OF** February **, 2017.**

ATTEST:

By _____
Linda Blackston, MMC, Town Clerk

TOWN OF MEAD

By _____
Gary R. Shields, Mayor

Agenda Item Summary

MEETING DATE: February 13, 2017

SUBJECT: A resolution to approve the submittal of the JAG Grant

PRESENTED BY: Ismael Aldana

SUMMARY

The purpose of the Edward Byrne Memorial Justice Assistance Grant Program, offered through the Bureau of Justice Assistance (BJA), is to promote working partnerships between federal, state, and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system.

JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice.

We will be requesting funding for personnel cost that includes salary and benefits and uniform. We have also included a request for two additional radars. Our current radars are out dated and are not in service at this time. The total estimate grant request is approximately $72,941.00. Staff believes this funding will assist with patrol coverage and provide needed radar equipment

FINANCIAL CONSIDERATIONS

Applicants who are applying for continuation funds or expecting to apply for continuation funding in future years (up to 48 months) for the same project will be expected to reduce their requested funding by 10% for each subsequent year.

There is no financial matching required for this grant. The Town is not committing to fund the position after the JAG funding expires, but we are indicating that is our intent. We will provide information to the JAG board what the Town of Mead has financially committed to for the development of the police department.

STAFF RECOMMENDATION/ACTION REQUIRED

At this time staff recommends:

That the Board of Trustees approve Resolution No. 18-R-2017 authorizing and supporting the application for the 2017 JAG grant application.

ATTACHMENTS

Attached are previous recipients of the JAG grant. It provides a summary and standard information of what each entity was awarded.

RESOLUTION 18-R-2017

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AUTHORIZING AND SUPPORTING THE APPLICATION FOR THE 2017 JAG GRANT APPLICATION FOR STAFFING THE MEAD POLICE DEPARTMENT.

WHEREAS, the Town of Mead will discontinue its contract with the Weld County Sheriff's Office for police services and launch a newly established Mead Police Department with the hiring of a Police Chief and three Police Officers; and

WHEREAS, the purpose of the new Police Department is to improve police services and the effectiveness of law enforcement within the community; and

WHEREAS, Mead has budgeted funds to staff the Mead Police Department with a Police Chief and three Police Officer positions beginning in 2017 with the intent of continuously funding the Mead Police Department; and

WHEREAS, the Mead Police Department will not only be responsible for police services, but also for criminal code enforcement and the provision of School Resource Officer (SRO) services at Mead High School; and

WHEREAS, the establishment and operation a new Police Department is a new service being provided by the Town for which it has no prior experience; and

WHEREAS, the Board of Trustees is committed to ensuring a smooth transition of the change of police services from the County to the Town; and

WHEREAS, the addition of a fifth paid officer position funded by the grant will better enable the Department to schedule manpower to meet expected increases in calls for service by Mead residents and to improve crime prevention and law enforcement;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Board of Trustees hereby authorizes and supports the Town's application for a 2017 Justice Assistance Grant (JAG) application to enable the Police Department to add one additional police officer position beginning on October 1, 2017. The Board of Trustees further resolves that at the completion of JAG funding for this added position, whenever that may occur, the Town anticipates funding the full cost of the requested JAG-funded police officer position.

Section 2. The Town of Mead has the authority to complete the specific transactions necessary to accomplish this project and if the grant is awarded, the Board of Trustees commits to the completion of the project.

Section 3. The Board of Trustees of the Town of Mead hereby authorizes appropriate Town staff to complete the grant application and the Interim Town Manager, Mike Segrest, is authorized to sign the application on behalf of the Town of Mead and to take all other steps necessary to pursue the award of the grant.

Section 4. Effective Date. This resolution shall become effective immediately upon adoption.

Section 5. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 6. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED this 13th Day of February, 2017.

ATTEST: **TOWN OF MEAD**

By _____ _____

Linda Blackston, MMC, Town Clerk Gary R. Shields, Mayor

The 2016 JAG funded subgrants by program purpose area are:

Program Purpose Area	Amount Recommended	# of Programs
Law Enforcement	$536,189	18
Prosecution and Court Programs	$266,752	5
Prevention and Education	$649,511	12
Corrections and Community Corrections	$432,004	8
Drug Treatment	$190,100	3
Planning, Evaluation, Technology Improvement	$289,785	7
Crime Victim and Witness Protection	$38,240	2
TOTAL	**$2,402,581**	**55**

STATE AGENCY FUNDING

PROJECT TITLE: **Campus Corps: Therapeutic Mentoring for At-Risk Youth Y2**

Application Number: 2016-DJ-16-013580

Agency: Colorado State University

Federal Award: $61,904

Summary: Launched in 2010, Campus Connections (formerly known as Campus Corps) at Colorado State University is an award-winning, one-on-one, therapeutic mentoring program. The youth who participate in CC are at risk for truancy and highly vulnerable to school dropout, substance use/misuse, and delinquent behavior. The goals of this proposal are to reduce delinquent behaviors, including truancy and substance use, and juvenile justice involvement, in addition to improving academic performance. JAG funding will allow CC to continue offering services to 220 disadvantaged and at-risk youth, ages 11-18, in Fort Collins. CC's unique program pairs at-risk youth with highly trained CSU student mentors, and provides a comfortable setting and engaging schedule that allows mentor-mentee pairs to develop meaningful relationships during a 12-week program.

PROJECT TITLE: **NIBIN Technician backlog reduction**

Application Number: 2016-DJ-16-013592

Agency: Colorado Bureau of Investigation

Federal Award: $76,057

Summary: Gun crimes are solved when law enforcement follows up on timely intelligence information from ballistic imaging technology. This technology, known as NIBIN (National Integrated Ballistic Information Network), allows spent cartridge casings to be searched through a database in order to associate shooting incidents to each other or a specific firearm to a shooting incident.

In November 2014, CBI initiated a NIBIN partnership between several agencies in southern Colorado. Since the inception of the program, our Firearms/NIBIN submission rates have increased 112%. This project would provide a NIBIN technician and associated indirect costs to process these cases and thereby unburden our firearms examiners to work other cases being submitted by local law enforcement agencies. This NIBIN technician position would allow us to successfully expand this program into northern Colorado.

PROJECT TITLE: **JAG 2016 Integration of Trauma-Informed Practice within Drug Treatment for Aolescents**

Application Number: 2016-DJ-16-013637

Agency: University of Colorado Denver

Federal Award: $74,127

Summary: This fourth year project continues Synergy's enhancement of the quality of treatment for substance use, delinquency and co-occurring mental health disorders for adolescents through implementation of the SITCAP-ART intervention. The program will continue in the Modified Therapeutic Community (MTC) Treatment program for residential male clients; for male and female clients of Synergy's evidence-based Outpatient Multisystemic Therapy (MST) treatment program; and for students enrolled into Synergy's treatment program from Denver PREP Academy. Activities include screening of trauma events, standardized assessments of trauma symptoms and problem behaviors, symptoms and problem behaviors; implementation of SITCAP-ART for 60 adolescents in these settings: psychiatric care to address mental health needs; consultation and coaching for the certified staff; Level 1 trauma certification for two new staff; and renewal Trauma Trainer Certification for five staff involved in the intervention.

PROJECT TITLE: **Vehicular Crimes Unit Scene Measurement Equipment**

Application Number: 2016-DJ-16-013913

Agency: Colorado State Patrol

Federal Award: $33,975

Summary: Colorado State Patrol (CSP) services 64 counties statewide, which includes 9,146 state highway miles and 58,675 miles of county roads, and provides backup to other agencies. CSP serves millions of motorists on our roads annually. Currently, CSP is using outdated crash investigation equipment to document fatal and felony serious bodily injury crashes and need to upgrade their current technology. The latest evidence-based technology shows GPS total stations increase measurement accuracy, reduce scene documentation time by half, improve officer safety, reduce secondary crashes, and open roadways more quickly. CSP proposes to purchase one Topcon/Robotic/Hybrid GPS total station to demonstrate proof of concept for further purchasing of GPS total station and replace CSP's outdated laser system. Deployment of this unit will go to CSP critical and high profile crashes as well as to assist outside agencies with their crash or criminal investigations.

PROJECT TITLE: **Colorado Day of Redemption 2016 - Criminal Record Sealing Project**

Application Number: 2016-DJ-16-013923

Agency: Office of the Colorado State Public Defender

Federal Award: $38,121

Summary: The Office of the State Public Defender (OSPD) will partner with the Colorado Criminal Defense Institute (a 501(c)(3)), to continue to provide assistance and free legal counsel for persons who qualify under current Colorado law to seal their criminal record or obtain other post-conviction collateral relief such as removal from the sex offender registry. The processes established in Colorado to seal a criminal record or to obtain other collateral relief are rigorous. Many offenders are unable to complete the cumbersome process on their own and no agency currently provides this assistance. The opportunity to seal or expunge a criminal or juvenile record or gain relief from the sex offender registry can be life-changing. Studies show that a significant factor in reducing recidivism is enhancing a former offender's ability to obtain gainful employment or obtain a professional license. This project will assist former offenders who meet stringent Colorado criteria.

LOCAL AGENCY FUNDING

PROJECT TITLE: **Do You Ever See Anyone Pet A Patrol Car**

Application Number: 2016-DJ-16-011197

Agency: Montezuma County Sheriff's Office

Federal Award: $66,673

Summary: The Montezuma County Sheriff's Office will establish a new, sustainable Mounted Patrol program to reduce and address the increasing crime rate in the area, which in turn will reduce recidivism. In addition, a mounted patrol will be able to provide a valuable service when conducting search and rescue missions in remote areas. This program has been successful in 110 other agencies and is not only innovative but evidence-based. Their target population encompasses all of Montezuma County which by 2014 census population count was 25,772. With the current negative law enforcement perceptions held by the public, this program will assist in changing that view through the engagement of the horses and their deputy partners within the community. The Mounted Patrol will be very approachable, fostering better community relationships between the public and law enforcement. When is the last time you saw someone "Pet a Patrol Car"?

PROJECT TITLE: **Permanent Highway Traffic Speed Sign**

Application Number: 2016-DJ-16-011198

Agency: Dillon Police Department

Federal Award: $5,842

Summary: The purpose of this grant is to assist the Town of Dillon Police Department with the purchase of a permanent solar powered speed warning sign. The goal is to improve the safety of the traveling public by placing the sign in a high traffic area that will reduce the number of serious motor vehicle accidents.

PROJECT TITLE: **2016 JAG Grant**

Application Number: 2016-DJ-16-013479

Agency: Grand County Sheriff's Office

Federal Award: $34,417

Summary: The Grand County Sheriff's Office strives to protect the community of Grand County through community policing and the ability to effectively offer services to the citizens. As part of completing this task, there are certain levels of enforcement that must be completed in order to keep the citizens safe. In 2015 we learned the importance of having current and up-to-date equipment at our disposal. This equipment comes in the form of radars and LIDAR's to enforce traffic laws, computers for our deputies to utilize while responding to calls for service,replacing outdated equipment that puts citizens and Deputies at risk, less lethal munitions to be utilized in order to resolve critical incidents using the lowest level of force possible, and lastly storage for these tools to keep them out of the wrong hands. When you put all of these tools together the Grand County Sheriff's office will be able to offer its citizens the safest and most professional of services.

PROJECT TITLE: **Technology Upgrade**

Application Number: 2016-DJ-16-013480

Agency: Federal Heights Police Department

Federal Award: $22,579

Summary: Federal Heights is confronted with unusual demands to sustain basic police services with continued growth in an urban police setting. A technology upgrade for the City of Federal Heights will provide resources that can help prevent or reduce crime. Additionally, this project will improve the outcomes of those affected by crime using innovative, evidence-based practices. In order for crime to be reduced, a more efficient and effective way of communicating with victims, the dispatch center, as well as other officers and agencies is required. Upgrading to modern smartphones will allow officers to improve communication while having access to applications and software while in the field. Improving communication permits officers to have access to better photos for evidence purposes, video and voice recording of statements, and there would be access to CCIC/NCIC while in the field with AVL capability, as well as hot spot crime location.

PROJECT TITLE: **Patrol Vehicle**

Application Number: 2016-DJ-16-013481

Agency: City of Wray

Federal award: $25,000

Summary: The City of Wray is a small rural community with approximatly 2100 residents. This project will provide a reliable patrol vehicle for Officers responding to calls for service, providing routine patrol, and assisting other Officers and agencies.

PROJECT TITLE: **Violence Prevention Yr 3**

Application Number: 2016-DJ-16-013483

Agency: City of Aurora

Federal Award: $141,942

Summary: The Aurora Police Department (APD) received a 3rd year of funding for a gang "prevention" project under Aurora's Gang Reduction Impact Program (A-GRIP). The goals of the Violence Prevention (ViP) project are to: Decrease the attractiveness of gangs, reduce risk factors for gang membership/violence & increase protective factors, and build more positive relationships between target area youth/parents and APD.

This "prevention" component of A-GRIP consists of ViP programming provided by Friends for Youth (FFY), Hood Monsters (HM) and APD's Aurora for Youth Program. Evaluation will be provided by the CO School of Public Health (SPH). The project will serve 1,235 youth and 25 parents in the target area's estimated 180,759 population (2013).

PROJECT TITLE: **Cellular Forensic Equipment 2016**

Application Number: 2016-DJ-16-013506

Agency: Teller County

Federal Award: $12,965

Summary: The Teller County Sheriff's Office Mobile Forensics Project is designed to increase the effectiveness of the investigations conducted by the Teller County Sheriff's Office and the surrounding agencies. With the constant rise of mobile device users in Colorado, an increasing number of these devices are being sought for evidentiary value from alleged perpetrators, witnesses and victims. The mobile forensic equipment requested will shorten the time to file criminal cases along with increasing the quality of the investigation by providing an additional avenue for obtaining vital evidence. With the mobile forensic equipment centrally located at the Sheriff's Office, it will provide services to multiple agencies in the Teller County area.

PROJECT TITLE: **Community Resource and Outreach**

Application Number: 2016-DJ-16-013507

Agency: El Paso County Sheriff's Office

Federal Award: $25,000

Summary: The El Paso County Sheriff's Office is seeking to incorporate additional partnerships with government agencies and community groups to support a broad range of activities to prevent and control crime. The Sheriff's Office recognizes the commitment needed to grow partnerships in the community in preparation for quality of life projects, age specific programs, and crime prevention programs. The Sheriff's Office strives on maintaining transparency and is seeking to create multiple venues and opportunities to allow for the flow of communication between the community and the El Paso County Sheriff's Office as an organization. The target population is youth, seniors, minorities, and citizens residing in lower economic areas that may feel disenfranchised. The El Paso County Sheriff's Office aims to impact an additional 20,000 people annually.

PROJECT TITLE: **Criminal Investigator - CHEEZO - Year 3**

Application Number: 2016-DJ-16-013508

Agency: District Attorney's Office, 1st Judicial District

Federal Award: $80,345

Summary: During the previous grant to date, the CHEEZO Unit has made 23 arrests. During the previous grant award we presented 141 times on Technology Safety to 35,000 adults & children. An unknown component is the 19 news media interviews and how many viewers receive the messages of safety and education.

The goals remain the same with the ever-increasing popularity of social media, the 1st Judicial District District Attorney's Office continues to see a rise in the number of criminal offenses committed against minors, as well as the requests for safety presentations from schools and community members. In order to meet this growing and troubling demand, they continue to need a dedicated Criminal Investigator to meet the needs of the community. During the past two JAG funded years (2014 and 2015) they have arrested 111 adults who utilize technology to seek out children for sex. Many of those arrested were known prior convicted sex offenders. The added Criminal Investigator clearly shows the continued need for this position.

PROJECT TITLE: **Juvenile Trauma Treatment Project Y4**

Application Number: 2016-DJ-16-013510

Agency: Boulder County

Federal Award: $45,209

Summary: Boulder County IMPACT's Juvenile Trauma Treatment Project will divert youth from further penetration into the criminal justice system by effectively addressing trauma treatment needs, as identified through the use of valid assessments at the time of initial entry into the system. The evidence-based Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) program will be provided, with high-fidelity, to juveniles identified with trauma treatment needs at a per client cost of $1,130.

PROJECT TITLE: **Chaffee County Radio Console Project**

Application Number: 2016-DJ-16-013511

Agency: Chaffee County Sheriff's Department

Federal Award: $100,000

Summary: The Chaffee County Sheriff's Office Communications Center is a multi-agency dispatch center, dispatching emergency and non-emergency calls to all law enforcement, fire and EMS within Chaffee County. They also work closely with USFS, BLM, Colorado Parks and Wildlife and Colorado State Patrol. Chaffee County is approximately 1000 square miles serving a population of approximately 18,000 people. This number increases significantly during ski and rafting season.

PROJECT TITLE: **DPPFS 2016 Continuation Application**

Application Number: 2016-DJ-16-013512

Agency: Denver Department of Human Services

Federal Award: $100,489

Summary: The Denver Department of Human Services' (DHS) will continue the Denver Prevention Partnership for Family Success (DPPFS) project, which provides families with evidence-informed services to reduce the likelihood that adolescents will become delinquent, and prevent child abuse and neglect. DPPFS will serve 114 clients in two locations with high concentrations of poverty and significant referrals for child abuse/neglect—18 families who live in the Sun Valley neighborhood and 18 families who live in the Montbello neighborhood in far northeast Denver.

PROJECT TITLE: **Addict 2 Athlete Education and Positive Choices Program**

Application Number: 2016-DJ-16-013513

Agency: Probation Department, 10th Judicial District

Federal Award: $53,081

Summary: The 10th Judicial District Probation Department proposes continued integration of Addict2Athlete (A2A) programming as an innovative approach to reduce recidivism. A2A is based on the core principles of pro-social services by active engagement of individuals in a structured eight-week exercise and learning program that includes substance abuse education, cognitive restructuring, life skills, and development of biological, sociological, and environmental strategies essential in helping individuals abstain from self-damaging behavior. This project is consistent with the JAG goal to reduce recidivism and improve outcomes through innovative, multidisciplinary promising practices. The Department seeks to engage 69 individuals over the course of the third project year (9 months), participant outcomes will be tracked over a 12-month follow up period.

PROJECT TITLE: **Nunn Police Department Modernization Project**

Application Number: 2016-DJ-16-013539

Agency: Nunn Police Department

Federal Award: $16,382

Summary: This is the last year continuation of funding for a half-time police officer position. The project addresses the goals of: preventing and reducing crime, improving law enforcement, officer safety, and operational effectiveness. The half-time officer will augment the two-person paid police staff and increase weekly staffing hours from 80 to 100 hours of paid staff duty.

PROJECT TITLE: **Canon City Police Department Digital Evidence Extraction Project 2016**

Application Number: 2016-DJ-16-03543

Agency: Canon City Police Department

Federal Award: $5,700

Summary: Digital forensic technology is a critical asset when seizing devices from drug dealers and other criminals. The 2015 JAG award allowed Canon City Police Department (CCPD) to purchase a Cellebrite Universal Forensic Extraction Device (UFED) and supplies to replace obsolete technology. This proposal requests funds to continue the implementation of this project which has been instrumental in the successful investigation of cases for CCPD and neighboring jurisdictions. The UFED's ability to pull digital evidence, recover deleted information, decipher encrypted data, and acquire information from password-protected mobile apps, led to arrest warrants for fraud, theft, contraband, indecent exposure, found property and, has identified additional victims.

PROJECT TITLE: **Peak 2 Peak Restorative Challenge**

Application Number: 2016-DJ-16-013547

Agency: Town of Nederland

Federal Award: $42,956

Summary: To reduce juvenile crime, delinquency and recidivism; build a restorative culture within Prosecution and Courts, schools, and the community; and improve outcomes of those affected by crime; the Town of Nederland contracts with TEENS, Inc. to partner with local schools, Police Departments, Courts, and Probation Departments to build upon the progress made in 2015-16 to bring restorative justice (RJ) and restorative practices (RP) to this mountain community. Focusing on repairing the harm and mending the offender's bond with the community, TEENS, Inc., as implementing agency, receives referrals

from partnering agencies and facilitates all aspects of the RJ/RP process, including training, coordination, meeting facilitation, restorative agreements, monitoring and use of evidence-based best practices. Target population yearly: 140-180 West Boulder & Gilpin County youth involved with the justice system, at-risk of school suspension or in need of basic RP skills.

PROJECT TITLE: **Crime Free Multi Housing Year 3**

Application Number: 2016-DJ-16-013550

Agency: Colorado Springs Police Department

Federal Award: $27,312

Summary: During year 3 of the project, the Colorado Springs Police Department (CSPD) will further expand its Crime Free Multi-Housing (CFMH) Program – an innovative three-phase crime prevention program designed to keep illegal activity off rental properties.

The CFMH Program Coordinator will focus the program's expansion into another geographical area where both multi-housing communities and the types of crimes most impacted by the CFMH Program (disorder and property crime) are prevalent. In addition, refresher training will be offered to participating communities to expand their knowledge of crime prevention techniques with a focus on Crime Prevention Through Environmental Design (CPTED).

PROJECT TITLE: **Denver Human Services/Denver Public Library Partnership**

Application Number: 2016-DJ-16-013565

Agency: Denver Department of Human Services

Federal Award: $41,152

Summary: It Takes a Library brings Denver Public Library (DPL), Denver Human Services (DDHS) and Colorado Mental Wellness Network (CMWN) together to increase access to mental health/human services and support the reduction of crime, delinquency and recidivism—before library policy/law violations by at-risk DPL customers lead to security contacts—using evidence-based best practices of peer support and library social work models. Peer navigators will work with and support DPL's social workers in outreach, assessments and human services referrals for customers who are traditionally at risk of (re-) entering the criminal/juvenile justice system—either as victims or perpetrators—based on factors such as income level/poverty, homelessness and mental health. With DDHS' proven capacity to manage JAG grants, DPL's leadership in social work, and CMWN's expertise in peer support, the project aims to serve 1,620 customers (1,215 adults, 405 juveniles).

PROJECT TITLE: **ECSO Victims Assistance Unit**

Application Number: 2016-DJ-16-013576

Agency: Elbert County Sheriff's Office

Federal Award: $27,000

Summary: The Elbert County Sheriff's Office Victims Assistance project is dependent on advocates to ensure that victims' rights are protected as mandated by state legislation. Elbert County encompasses 1,854 square miles with an approximate population of 23,700 residents. The estimated number of victims in 2016 is 380 individuals. This project provides comprehensive services, such as; crisis response and criminal justice advocacy to victims of crime. In addition to direct victim services, the project will train law enforcement on issues related to victims of crime and the effect crime has on victims and community. This project will support victim services through community events and outreach programs with the distribution of materials directly relating to Victims' Rights. The overall goal of this project is to ensure that victims of crime receive support, resources, assistance and are treated with dignity, fairness and respect.

PROJECT TITLE: **Aurora Cross Jurisdictional Mental Health Wellness Court Planning Grant**

Application Number: 2016-DJ-16-013591

Agency: Aurora Judicial Administration - Aurora Municipal Court

Federal Award: $49,590

Summary: This JAG Continuation Grant will allow the Aurora Municipal Court to improve and expand the Cross Jurisdictional Mental Health Wellness Court to address the cycling of people with mental illness through the criminal justice system. 2016 Grant funds will support the Project Coordinator (PC) who will address new gaps identified during implementation, refine the referral process and the linkage to appropriate treatment and recovery services and expand the resources for the Wellness Court.

PROJECT TITLE: **Pinunuuchi Family Group Decision Making: Family Voices for Change**

Application Number: 2016-DJ-16-013630

Agency: Southern Ute Indian Tribe

Federal Award: $67,627

Summary: This project will support a Tribal initiative to implement Family Group Decision Making (FGDM) that will enhance prevention by addressing the impact of crime on the Reservation, and improve outcomes for those affected

by system involvement. Presence of substances endangers youth and continues to fragment families. It effects community safety and wellness and contributes to difficulties experienced by local families, perpetuating the substance-violence-trauma cycle. The rate of offenses on the Reservation continue to be concerning with higher rates than the state and local counterparts. This endeavor will serve as a prevention program by comprehensively addressing family risk factors earlier in the service continuum to divert legal or welfare system involvement. The collective intent of FGDM is to provide systems change regarding service provision for client families. The goal of this project is to effectuate Family Group Decision Making for 12 families before becoming systems involved.

PROJECT TITLE: **E-Force Improvement**

Application Number: 2016-DJ-16-013632

Agency: Crowley County Sheriff's Office

Federal Award: $20,000

Summary: The Crowley County Sheriff's Office will use JAG funds to cover annual contracts and maintenance fees for systems that are vital to the department's success. These items will assist in improving law enforcement services in this small rural county.

PROJECT TITLE: **Jefferson County Sheriff's Office Detentions Biometric Scan System**

Application Number: 2016-DJ-16-013649

Agency: Jefferson County Sheriff's Office (JCSO)

Federal Award: $72,402

Summary: This grant allows JCSO to replace a 13 year old, unserviceable Iris Scan System with a Biometric Fingerprint Matcher System. This system will be used for accurate identification of arrestees booked into the Detention Facility, and to confirm their identity upon release from the facility. This capability is critical for preventing the incorrect release of inmates from the JCSO Detentions Facility, and, inmates being booked into the jail misrepresenting their identity as someone else. The BioGuard system is a state-of-art system that will provide best practices of monitoring inmates as they serve their "time" in Jefferson County Detentions Facility. JCSO will also request $72.402.00 in matching funding from the Jefferson County Board of County Commissioners.

PROJECT TITLE: **JAG16 19th Judicial Probation SPACKLE for Mentally Ill**

Application Number: 2016-DJ-16-013659

Agency: 19th Judicial District Probation Department

Federal Award: $100,375

Summary: This project is to implement the SPACKLE Program –Short term supportive Probationer And Community Living Environment to fill the housing gap for probationers with severe and persistent mental illness/co-occurring disorders who are in between housing service or are in re-entry. SPACKLE addresses basic human needs, planning for self-sufficiency and long term stability in the community with coordination from a probation officer. Probation will partner with North Range Behavioral Health (NRBH) who can provide two levels of supportive housing and services to include case management, medication administration, skill groups, peer specialists and vocational services. This project would utilize 1 medium level bed and 3 low. The project will serve 20 clients per year. By filling the supportive housing gap probation seeks to improve the success of the severely mentally ill probation clients and positively impact their long-term stability in the community.

PROJECT TITLE: Coordinated Response and Assistance to Domestic Violence Crime Victims Y3

Application Number: 2016-DJ-16-03731

Agency: City of Longmont Police Department

Federal Award: $11,240

Summary: The mission of the Coordinated Response and Assistance to Domestic Violence Crime Victims Year 3 is to continue to develop and enhance "Best Practices" in Longmont that increase the safety of domestic violence crime victims by leading a multidisciplinary forum to improve the system/community response to domestic violence. Year two of this project will continue to serve the City of Longmont, which has a population base of 90,000.

PROJECT TITLE: Domestic and Dating Violence Prevention and Education Y3

Application Number: 2016-DJ-16-013732

Agency: City of Longmont Police Department

Federal Award: $11,058

Summary: The mission of the Domestic and Dating Violence Prevention and Education Project Year 3 is to enhance "Best Practices" in Longmont that will prevent and educate the public at the community and individual levels about domestic and dating violence. In terms of dating violence, the project will work to emphasize that according to national statistics, 1 in 3 teens in a relationship experienced some form of dating violence. The Longmont Police Department plan to educate not only students and teachers but include a parent education piece. The project will work to shift the cultural norm of denial that the crime

of both domestic and dating violence is happening, to one of reporting and action and how bystanders can get involved by helping those around them. The target population for this grant includes middle school children (6th-8th grade) through adults. The project will serve the boundaries of the St. Vrain Valley School District, which covers a population base of over 125,000, with an emphasis on the City of Longmont.

PROJECT TITLE: **Longmont Ending Violence Initiative: Project Pinwheet to Prevent Child Sexual Abuse Y4**

Application Number: 2016-DJ-16-013733

Agency: City of Longmont, Police Department

Federal Award: $21,440

Summary: The purpose of this Project Pinwheel to Prevent Child Sexual Abuse Year 4 is to (1) enhance and implement prevention education programming and (2) outreach at the community and individual levels to increase awareness about the prevalence of child sexual assault occurrences. The project will continue to emphasize that child sexual assault is a crime most often committed by a family member or a person in a position of trust that the child already knows. The project will also work to shift the cultural paradigm from one of denial to a norm of one of reporting and willful action. The target population for this grant includes all children ages 0-18 and the persons who play a critical role in their lives including, relatives, neighbors, educators, coaches, health practitioners and the faith based community. The continued project will serve the boundaries of the St. Vrain Valley School District, which covers a population base of over 125,000, with an emphasis on the City of Longmont.

PROJECT TITLE: **Arvada Police Department Go Bags**

Application Number: 2016-DJ-16-013734

Agency: Department of Public Safety, Arvada Police Department

Federal Award: $24,715

Summary: The Arvada Police Department requested 2016 JAG funding for police Go Bags which will serve as a critical, life saving, and evidence-based resource to address gun crime, specifically active shooter events. The funding requested will provide Go Bags for 50% of our current sworn officers, and will complement the comprehensive active shooter training provided for all officers. Tactical gear including ammunition, harnesses, medical supplies, and breaching tools provided in the Go Bag will enable officers to suppress an active shooter, secure a scene, and save lives before SWAT or EMS is able to arrive. Go Bags are a critical yet small gap in Arvada PD's comprehensive active shooter strategy that will provide increased safety for all citizens in Arvada.

PROJECT TITLE: **H.E.R.O.E.S. (Hero's expounding responsibility, opportunities, education and security.)**

Application Number: 2016-DJ-16-013739

Agency: Bayfield Marshal's Office

Federal Award: $42,651

Summary: The goal for the fourth year of the Bayfield Marshal's Office School Resource Officer Program in cooperation with the Bayfield School District is to continue the support for the students, parents and staff, utilizing the quality programs the project has brought to the schools with the Y.E.S.S. program (Youth, Education, Safety in Schools), JPA Academy (Junior Police Academy) and the Introduction to Law Enforcement Program. The project team continues to work hand in hand to identify early destructive student behaviors, their underlying root cause and intervene prior to the behaviors escalating into a safety concern, being introduced into the criminal justice system and get students and families in touch with available resources. The project team continues to participate with the school crisis response teams, conducting exercises utilizing the standard response protocols and the Safe2Tell program. Our target population is students K-12, ages 0-24.

PROJECT TITLE: **Crested Butte in Vehicle Tablets**

Application Number: 2016-DJ-16-013755

Agency: Crested Butte Marshal's Office

Federal Award: $20,000

Summary: Crested Butte Marshal's Office requested vehicle tablets (and supporting car and office accessories) which is a needed tool that will allow them to access information more quickly to serve a growing population of 1200. The tablets will reduce the errors on the current paper forms and grant immediate access to information for victims of crime. It will allow officers to be more readily available and will allow the department to access and share information immediately with multiple agencies in the area and state. It will also promote overall system improvement with ease of access and a more thorough means of processing crime scenes.

PROJECT TITLE: **Salida/Canon City Combined SWAT Team**

Application Number: 2016-DJ-16-013757

Agency: Salida Police Department

Federal Award: $57,225

Summary: This grant project is to outfit and form joint SWAT team consisting of tactical and negotiations elements to train and prepare officers to respond appropriately to critical incidents. Both the City of Salida and the City of Cañon City have had successful SWAT teams in the past and have participated in joint tactical operations with other law enforcement entities, and have agreed to the language in a proposed MOU. Both Cañon City Police Department (CCPD) and the Salida Police Department (SPD) have participated in several grant funded programs to include obtaining equipment for an Emergency Operations Center, officer training, extra DUI patrol and education, and more. SPD has been an integral part of the Central Mountain Training foundation (CMTF). In all SPD's (and CCPD) involvement with grant funded projects, we have been willing and able to comply with all of the federal and state administrative financial, evaluation, reporting and record keeping requirements.

PROJECT TITLE: Northglenn Tactical Equipment

Application Number: 2016-DJ-16-013759

Agency: Northglenn Police Department

Federal Award: $19,347

Summary: To improve the tactical response in critical field operations, the Northglenn and Thornton Police Departments operate a joint Special Weapons, Tactics and Negotiation Team (SWAT). This team is comprised of 24 operators, 15 negotiators and 2 technicians serving a combined population of approximately 169,000 as well as serving as a back-up to all of Adams County and the Denver Metro area. The Northglenn/Thornton SWAT Team responded to the tragic 1999 Columbine High School shooting. This school shooting marked the beginning of a paradigm shift in law enforcement's response to active shooter incidents. To safely and effectively carry out the SWAT Teams tactical duties, all operators must be outfitted with specialized personal protective gear and equipment. Ballistic protection, communication devices, and a thermal imaging device are all a priority need at this time in order to meet the increasing demand for a comprehensive tactical response. This grant funding will be used to purchase these pieces of necessary equipment.

PROJECT TITLE: Nunn Police Car Mobile Data Terminals

Application Number: 2016-DJ-16-013763

Agency: Nunn Police Department

Federal Award: $12,450

Summary: Nunn Police Department will purchase and install three Mobile Data Terminals (MDT's) with mounting hardware, keyboards, power supply and software into our three patrol vehicles. The MDT's will greatly improve communications between the Weld County Regional Communications Center (WCRCC) and Nunn police. The project addresses the goals of improving law enforcement, enhancing officer safety, preventing and reducing crime, and improving operational effectiveness. Nunn's estimated 2016 population is 452 and the Police Department's budget is $235,934 for a per capita cost of $522.

PROJECT TITLE: **Diversion for Juveniles Who Sexually Offend**

Application Number: 2016-DJ-16-013781

Agency: District Attorney's Office, 8th Judicial District

Federal Award: $37,157

Summary: The District Attorney's Office of the 8th Judicial District has been on the forefront of delivering opportunities for treatment and successful resolution in cases of juveniles who commit sexual offenses. This project will fund a .50 FTE Coordinator for the Diversion for Juveniles Who Sexually Offend program. The Coordinator will assist in evaluating children, ages 10-16, who have committed some form of sexual offense. The Coordinator will also manage a multi-disciplinary team and monitor all juveniles who are in the program.

PROJECT TITLE: **Maintaining Drug and DUI Court Prosecutor**

Application Number: 2016-DJ-16-013784

Agency: District Attorney's Office, 12th Judicial District

Federal Award: $61,539

Summary: In 2015, the 12th Judicial District Office of the District Attorney prosecuted of over 3,300 criminal cases. The 12th J.D. also acquired an additional and fourth District Court Judge. The 12th JD also began the process of implementing Drug Court and DUI Court Proceedings. The Office of the District Attorney is staffed with six prosecuting attorneys and the elected DA. The sixth Deputy District Attorney is presently retained with 15-16 JAG grant funds. The addition of the Drug and DUI Court along with the fourth District Court Judge has stretched this office's resources. In 2016, the 12th JD will also incorporate E-Filing in criminal cases and E-Discovery. This grant application is a request and an effort on the part of the 12th JD Office of the District Attorney to retain the 6th DDA position for the purposes of Drug and DUI Court, additional court dockets that have resulted from a fourth District Court Judge and the process of going paperless in the 12th JD.

PROJECT TITLE: **Reduction of Criminal Behavior by Increasing School Attendance**

Application Number: 2016-DJ-16-013788

Agency: Denver Justice High School

Federal Award: $56,007

Summary: Denver Justice High School serves approximately 80% adjudicated youth. DJHS will reduce criminal activity of its students by improving school attendance. A coach will improve instructional efficiency, continue monitoring and working with mentor groups, and assist the principal in reviewing specific students who have attendance issues. The school will track attendance on a weekly basis and designate the most delinquent students for special attention. This project will serve approximately 75 students in improving attendance, academic performance, and reducing potential criminal behavior.

PROJECT TITLE: **COA & CRP JAG Grant**

Application Number: 2016-DJ-16-013798

Agency: City of Alamosa

Federal Award: $68,010

Summary: This COA & CRP project will provide accountability-based restorative interventions to juveniles aged 10-17 and adults aged 18 and over. Services will be provided by the Center for Restorative Programs. The project will be focused on tickets written into the City of Alamosa Municipal Court for lower level delinquency and crime. Adults ineligible for diversion, but should not be held in detention will be referred to Intervention, Inc. for services to include useful public service, supervision, drug testing, treatment and case management. These efforts will reduce recidivism in both the juvenile and adult populations while providing appropriate sanctions and interventions.

PROJECT TITLE: **2016 JAG grant**

Application Number: 2016-DJ-16-013834

Agency: Sanford Police Department

Federal Award: $12,000

Summary: The Sanford Police Dept will use this grant funding to increase their part-time Officer's hours by 10 hrs per week to help deter current crime issues. They have found that between the hours that their full-time Officer goes off duty and the part-time Officer comes on duty, they are averaging 2-3 major crimes in that time frame. Increasing the hours of the part-time officer to 20 hours a week will help fill that gap in coverage. In addition, they need to upgrade their their Law Enforcement Software Program and computer because tech support is no longer available for Windows XP. It will also give them the ability to process their case load through electronic filing as required by the State.

PROJECT TITLE: **Restorative Practices in Schools Training & Technical Assistance YR 4**

Application Number: 2016-DJ-16-013864

Agency: City of Longmont, Police Department

Federal Award: $46,980

Summary: The Longmont Police Department School Resource Officers and the Longmont Community Justice Partnership (LCJP) prevent delinquency, crime and recidivism by providing restorative justice practices in schools (RPS). This project uses innovative, promising practices of restorative justice and provides training in tools and implementation resources for school personnel, students, and SROs to directly address crime, delinquency, conflict and classroom disruptions. This program provides the necessary training and technical assistance to schools in the St Vrain Valley School District. Through this grant, training is free for faculty and administration within the St. Vrain Valley School District.

PROJECT TITLE: **La Junta Police Department Mobile Upgrades**

Application Number: 2016-DJ-16-013880

Agency: La Junta Police Department

Federal Award: $15,390

Summary: This project consists of the purchase of Ipads and related accessories with GPS tracking capabilities. They will replace the antiquated equipment currently in use. This will allow the La Junta Police Department to better prioritize requests around the need for services and maximize resources in fighting crime.

PROJECT TITLE: **Jeffco Sheriff's Office Patrol Division**

Application Number: 2016-DJ-16-013886

Agency: Jefferson County Sheriff's Office (JCSO)

Federal Award: $26,486

Summary: The grant will allow JCSO to purchase Automated License Plate Readers (ALPR) which will enhance law enforcement efforts in deterrence detection and apprehension of individuals/vehicles involved in Aggravated Motor Vehicle Theft in and around Jefferson County Colorado. It will additionally impact the contributing factors to ultimately reduce the amount of money lost,

and the number of citizens victimized by these crimes. This project will directly serve the incorporated and unincorporated population of Jefferson County, currently estimated at 534,543.

PROJECT TITLE: **Kids, Cops & Community Project**

Application Number: 2016-DJ-16-013901

Agency: City of Aurora

Federal Award: $36,218

Summary: This planning and evaluation project work is twofold: First, a quality-improvement evaluation will be conducted to better understand any perceived tensions between kids, cops and communities of color and also to determine what can be done to mitigate any existing tensions. The second project is an impact assessment of A-GRIP's services, which will help identify the most promising aspects of intervention programming that reduces the likelihood of gang-involved youth re-offending. A Working Group will be comprised to oversee the activities of this project to include the Aurora Police Department. The CO School of Public Health will conduct the project's activities.

PROJECT TITLE: **Adams County CJCC JIS Federated Portal**

Application Number: 2016-DJ-16-013907

Agency: Adams County

Federal Award: $42,500

Summary: The continued focus and intention of the Adams County CJCC Federated Query Portal with Analytics initiative Year 2 is to provide justice practitioners a person-centric, comprehensive view of justice involved individuals to support effective and efficient administration of justice; and the ability to aggregate data from the different participating agencies possessing different types of justice and health-related data to measure outcomes and trends related to the impact of crime and social determinants on the entire justice system.

For the 2016 project, the target population remains justice-involved individuals with records of involvement with the remaining 5 out of 9 municipal courts located within Adams County (Arvada, Aurora, Bennett, Federal Heights, and Northglenn) and community corrections. Additionally, the initiative will include an "alternative sentencing" dashboard to include jail custody (pretrial and sentenced), community corrections and behavioral health data (inmates)

PROJECT TITLE: **RJ Pilot Project**

Application Number: 2016-DJ-16-013914

Agency: District Attorney's Office, 20th Judicial District

Federal Award: $126,582

Summary: The 20th Judicial District Attorney's Restorative Justice Program (DARJ) will continue providing Restorative Justice (RJ) services in-house as an alternative to formal prosecution. DARJ will offer RJ as a component of diversion for clients aged 10-25 to address crime via increased offender accountability, victim restoration, and community safety. DARJ will use a multidisciplinary implementation science team to support program sustainability, fidelity, and evidence-based practices.

PROJECT TITLE: Lake County Restorative Justice

Application Number: 2016-DJ-16-013915

Agency: Lake County Sheriff's Office

Federal Award: $20,150

Summary: Lake County Sheriff's Office will contract Full Circle of Lake County to implement the Lake County Restorative Justice project using the community restorative justice (CRJ) process. Full Circle of Lake County will facilitate Victim Offender Mediation for youth offenders, ages 9-24, referred by the DA, Juvenile Diversion, Law Enforcement, and Probation (with supporting funds from SB 94) to reduce further justice system involvement.

PROJECT TITLE: JAG 2016 Restorative Justice Grant

Application Number: 2016-DJ-16-013916

Agency: Town of Frederick, Municipal Court

Federal Award: $15,000

Summary: The Frederick Municipal Court proposes to create a restorative justice program as an alternative to the traditional criminal justice court practices. This court will involve members of the community as participants. The members of the community will be trained and participate in the conference circle involving the offender and victim. This program will be done in conjunction with the restorative justice program currently at the Frederick High School.

The Municipal Court has jurisdiction within the town limits of Frederick. The Town of Frederick is a statutorily authorized town located on the north edge of the Denver Metro area. The population for Frederick as of 2014 census was 10,544. Frederick town limits consist of 26 square miles. Currently there are three schools servicing K-12 students within Frederick's jurisdiction. The total

number of enrolled students between these three schools is 2,441.

PROJECT TITLE: **Legal-based Jail Guidelines**

Application Number: 2016-DJ-16-013919

Agency: Chaffee County Sheriff's Department

Federal Award: $5,850

Summary: This grant allows the Chaffee County Sheriff's Office Dept to purchase and subscribe to the Colorado Legal-based Guidelines, created by the National Institute for Jail Operations. This program is centered on legal-based guidelines to establish policy and procedures for the facility and department, thereby improving effectiveness for offenders, staff, and the community. The system was designed with smaller agencies in mind, enabling them to ensure state and federal compliance while greatly reducing liability for the agency. These guidelines are being used in 15+ states and address all aspects of Corrections.

PROJECT TITLE: **Patrol Vehicle Assistance Grant**

Application Number: 2016-DJ-16-03920

Agency: Bayfield Marshal's Office

Federal Award: $25,000

Summary: The Town of Bayfield is the second largest community in La Plata County with a population that has increased to 2,600 residents. Their goal continues to be known as "A Department of Excellence" with professionalism & response to the citizens in their time of need. They accomplish this goal with proper training & equipment, but must continue to rely heavily on outside funding resources to achieve this. This funding will be used to purchase a new police car to replace an older and unreliable car, which will also reduce the ongoing costs of maintenance and repairs.

PROJECT TITLE: **I Thrive Community Collaberation**

Application Number: 2016-DJ-16-013927

Agency: District Attorney's Office, 17th Judicial District

Federal Award: $70,774

Summary: Alternatives for Youth (AFY) will implement iTHRIVE, an outcomes-based alcohol/drug intervention program for teens ages 12-17 and their parents. AFY will expand iTHRIVE to reach 150 youth and 100 parents, including youth at-risk for using illegal drugs, dropping out of school and becoming involved with

the juvenile justice system. Presentations to an additional 1,200 youth and 200 parents will build awareness and skills to address drug/alcohol use.

iTHRIVE will use psycho-education to help teens understand the consequences of drug use, and guide them in developing resiliency and pro-social skills to redirect their energies. iTHRIVE will help parents improve their communication, support and intervention skills. iTHRIVE will ultimately lead to reduced substance use and school disciplinary problems, improved conflict management and engaged parents.

PROJECT TITLE: **OIM Youth Outreach Project**

Application Number: 2016-DJ-16-03928

Agency: City & County of Denver, Office of the Independent Monitor

Federal Award: $48,600

Summary: Youth of color continue to have more frequent encounters with the juvenile justice system, which may contribute to future delinquency and deeper system involvement. With the continued support of JAG funding, the Denver Office of the Independent Monitor (OIM) will continue its Youth Outreach Project (YOP) to proactively address JAG's goal of preventing delinquency, particularly among minority youth who disproportionately come into contact with the system. Targeting immigrant and minority youth, the YOP will educate youth on their legal rights and responsibilities; train police officers to understand youth behaviors and de-escalate interactions; and train facilitators to deliver the curriculum to promote the program's sustainability and scalability. The OIM will educate and train 600 at risk youth, ages 12-18; 100 family members; 60 police officers; 50 youth and 60 adult facilitators.

Agenda Item Summary

MEETING DATE: Monday, February 13, 2017

SUBJECT: Board of Trustees response to referral RV Case No. USR 17-0002, consistent with the Coordinated Planning Agreement (CPA) between Weld County and the Town of Mead, Ordinance 2015-14.

PRESENTED BY: Jennifer Vecchi, Planning

SUMMARY

This is a proposal for the Gopher Gulch RV Park to be located at the northeast corner of Highway 66 and CR 5. There are 121 RV sites and 8 cabins proposed with shower and bathroom facilities and a maintenance building. Please see attached Site Plan. The location is highly visible and the use is not compatible with the Town of Mead's Comprehensive Plan, which anticipates that this property will be annexed to the Town and developed within the Town of Mead's municipal boundaries as commercial mixed use. The project was first reviewed by Mead staff in June, 2016 and the following additional concerns were identified at that time.

1. Historically, the Town of Mead has had an IGA with the City of Longmont that references a scenic landscape buffer along Highway 66 by both parties. The Town of Mead and City of Longmont are currently in the process of renewing the IGA.
2. The Town of Mead's Land Use Map also shows a regional trail corridor along the gulch that traverses this property.
3. Access to the site from Highway 66 and CR 5 would require a Traffic Study to better evaluate the impact of the development and needed improvements, such as acel/decel lanes.
4. It is our understanding that Weld County has limitations on RV Parks identified as available for a mobile workforce, "man camps."

FINANCIAL CONSIDERATIONS

Highway 66 is an important commercial and entry corridor for the Town of Mead. The character of development along the corridor, as well as its furtherance of the Town's Comprehensive Plan and long range goals will be negatively affected by this project.

STAFF RECOMMENDATION/ACTION REQUIRED

CR 5 is within the jurisdiction of the Town of Mead and access to it must be obtained from Mead. We require that a full Traffic Study be done, rather than a Traffic Report, to assess the impact. The

proposed access onto CR 5 does not appear to meet the Town's standard for distance from an intersection and CDOT would need to evaluate the proposed access onto Highway 66.

Further, it is our understanding that the County does have restrictions on long term stay. The applicant needs to provide additional information about the proposed transitional long term stay; what is the percentage being proposed and what is the anticipated duration? In addition, the applicant has not contacted the Town staff as is required by the Coordinated Planning Agreement between the Town and the County. Staff recommends that the Board of Trustees approve Resolution No.19-R-2017 which outlines the Town of Mead's objections to USR 17-0002 and urges the Weld County Commissioners to deny this use at this site. The property is zoned Agricultural and this is not a use by right. As a Use by Special Review, the measure of the appropriateness of the use and the benefits that it provides are to be carefully considered. An important purpose of the CPA between the County and the Town of Mead is to ensure that the development that occurs in close proximity to the Town is done in furtherance of the Town's Comprehensive Plan and long term goals.

ATTACHMENTS

USR 17-0002 Application materials and Site Plan

TOWN OF MEAD, COLORADO
RESOLUTION NO. 19-R-2017

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, WITH REGARD TO THE WELD COUNTY COORDINATED PLANNING AGREEMENT (CPA) REFERRAL, RV CASE NO. USR 17-0002, FOR THE PROPOSED GOPHER GULCH RV PARK, 2343 HIGHWAY 66.

WHEREAS, in accordance with the Weld County/Town of Mead Coordinated Planning Agreement, on January 17, 2017, Weld County Department of Planning Services, referred a Site Specific Development Plan and Use by Special Review Permit, identified as Weld County Case No. USR 17-0002, to the Town for review and comment; and

WHEREAS, Weld County Case No. USR 17-0002 concerns the proposed development of the Gopher Gulch RV Park, a RV Park and Campground with 121 RV spaces and eight cabins, to be available on a nightly or weekly rental, with a limit of 30-60 days rental, with bathhouses and maintenance facilities, to be located adjacent to State Highway 66 and WCR 5; and

WHEREAS, the property is located within the Town's Urban Growth Boundary and the Town of Mead's Comprehensive Plan, which anticipates that this property will be annexed to the Town and developed within the Town of Mead's municipal boundaries as commercial mixed-use; and

WHEREAS, State Highway 66 is an important commercial and entry corridor for the Town of Mead and the character of development along the corridor, as well as the furtherance of the Town's Comprehensive Plan and long-range goals will be negatively affected by the proposed project; and

WHEREAS, historically, the Town of Mead has had an IGA with the City of Longmont that includes the property within the boundaries of the IGA; and

WHEREAS, the Longmont-Mead IGA specifically states as a goal, the establishment and preservation of a scenic landscape buffer along State Highway 66 with certain minimal landscaping standards, the intent of which is to manage the appearance of the State Highway 66 Corridor through landscape regulations and provide gateway entrances to the municipalities that are attractive and provide an enhanced sense of community; and

WHEREAS, it is the stated purpose of the Weld County/Town of Mead CPA to establish procedures and standards pursuant to which the parties will move toward greater coordination exercise of their land-use and related regulatory powers within unincorporated areas surrounding the municipality, the objectives being to accomplish the type of development in such areas which best protects the health, safety, prosperity and general welfare of the inhabitants of the parties and to achieve maximum efficiency and economy in the process of development; and

WHEREAS, it is the stated purpose of the Weld County/Town of Mead CPA to encourage the voluntary annexation of those properties currently eligible for annexation to the municipality upon receipt of a proposal for development by the County within the Three (3) Mile Area as defined by the CPA; and

WHEREAS, the Town of Mead has previously annexed WCR 5, adjacent to the Gopher Gulch RV Park property as part of the Haley Annexation 1 and 2, thereby making it eligible for annexation; and

WHEREAS, the Gopher Gulch RV Park property owner has not contacted the Town of Mead with regard to annexing the property to the Town of Mead, nor has the property owner contacted the Town of Mead in an attempt to negotiate a pre-annexation agreement as was the intent of the Weld County/Mead CPA; and

WHEREAS, it is the opinion of the Board of Trustees after reviewing the proposed Gopher Gulch RV Park that the proposed development of the Gopher Gulch RV Park as proposed in Site Specific Development Plan and Use by Special Review Permit, identified as Weld County Case No. USR 17-0002, is not in the best interest of the Town of Mead, and its residents and should be formally opposed by the Town;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Town of Mead is opposed to the Site Specific Development Plan and Use by Special Review Permit, identified as Weld County Case No. USR 17-0002, and respectfully request the Board of Commissioners for Weld County to deny the request for the following reasons:

a. The proposed use is incompatible with the Town of Mead Comprehensive Plan, which calls for commercial mixed use for property located in the State Highway 66 Corridor.

b. The intense use of the property by roadways and parking spots for RV vehicles is incompatible with the Town of Mead Comprehensive Plan's goal that Gateways along the State Highway 66 Corridor are to promote a high quality image.

c. The proposed use is incompatible with the Town of Mead Comprehensive Plan's goal of promoting industrial/commercial development, properly located, to create an economically sustainable community.

d. The proposed use is incompatible with the development of the Town of Mead's regional trail corridor along the Liberty Gulch.

e. The proposed use is incompatible with the goal of establishment and preservation of a scenic landscape buffer along the State Highway 66 Corridor in accordance with the Longmont-Mead IGA.

f. The proposed use does not take into account the lack of retail services within the area to serve a transient tourist population. This will disproportionally increase traffic on State Highway 66 and WCR 5 as the tourists will be required to exit the park in search of gas, groceries and other provisions.

g. The provided traffic study only addresses the turning movements into and out of the proposed site and does not address conflicts with the existing high volumes of traffic on State Highway 66, particularly during rush hour. There is no analysis of turning movements into or from the site from the access to WCR 5.

h. WCR 5 is a Town of Mead road and the Town has jurisdiction over the access permit to the property.

i. Development of the property below the pond dam will likely require an Army Corps of Engineers permit. No information has been provided for this dam. Is it a dam under the jurisdiction of the State Engineer. The internal east-west road crossing the gulch appears to cross a wetlands area which may require a Corps of Engineers permit. No information was provided regarding the culvert that will be required for this road, size and volume capacity.

j. It is noted that the Preliminary Drainage Report, as a conclusion, states "… Gopher RV Park will be developed assuming light industrial uses." The proposed use is for an "RV Park and Campground." Therefore, the drainage report must be revised to reflect the actual proposed use.

Section 2. The Mayor and Town Clerk are hereby authorized and directed to affix their signatures to this resolution and cause the same to be forwarded to the Weld County Board of Commissioners, the Weld County Planning Commission and the Weld County Planning Department.

Section 3. Effective Date. This resolution shall become effective immediately upon adoption.

Section 4. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 5. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13th **DAY OF** February **, 2017.**

ATTEST:

By _____
Linda Blackston, MMC, Town Clerk

TOWN OF MEAD

By _____
Gary R. Shields, Mayor

MEETING DATE: February 13, 2017

SUBJECT: Public Works and Police Building

PRESENTED BY: Chris Larmon, Public Works Director

SUMMARY

At the January 27th Board of Trustee meeting, staff was asked to evaluate 329 Palmer Ave more thoroughly, as an alternative site for the Public Works and Police offices. The Board also expressed interest that this location may be converted into downtown parking at some point in the future.

Staff was able to walk through the property in the week following the Board meeting, with contractors to evaluate the remodel costs. JVA's structural department also evaluated the property. JVA's observation report is included as an attachment to this summary.

The property was built in1983 as a single-family residence. The residence is a double wide modular totaling 1400sqft sitting on a 7000sqft lot. The asking price is $250,000.00. Staff created a floor plan utilizing both the residence and the garage as part of the remodel scope. The floor plan would create a functional office space in the residence, and locker/ gear room in the garage. The remodel contractors were provided with general specifications to follow when developing their estimate. These specifications included meeting all ADA and applicable building codes, along with material specifications such as flooring material, insulation, and security needs. These specifications are consistent with the specification of the proposed new building. The building at 329 Palmer does not allow for any growth of either department.

The Structural observation report from JVA assumed that the structure as a floor loading of 40 pounds per square foot (PSF) and other load ratings (snow, and wind) consistent with a residential modular unit. The report also noted that converting this structure to an office occupancy would require modifications to the structure to meet the load requirements for an office use. The report also notes the central bearing wall is also assumed to be acting as a shear wall for the building. Removal of any portion of this wall would require new dropped beams to be added to support the roof trusses. Additional foundations would also be required to support new bearing locations. Modification to the shear wall would likely require the addition of holdowns with positive attachment to new foundations. These structural limitations would need to be addressed to convert this house into office space. The structural report also noted that the existing structure appeared to be overstressed and modifications would need to be made. The water stains

throughout the residence were also noted in the report. At this point it is unknown what corrective action would be required to fix these issues. Staff can assume that the possibility of a new roof cannot be ruled out.

Staff sought the opinion of JVA Engineering about the feasibility of constructing a parking lot on the lot at 329 Palmer Ave. Staff was told that a standard parking stall is 9 feet wide and 18 feet long. A standard parking lot, like the one at Town Hall typically requires a width of no less than 60 feet wide. The lot dimensions of 329 Palmer Ave are 50 feet wide and 140 feet long. A standard parking lot would not fit on this lot. Without a survey and design an estimated 15 parking stalls will fit on this lot. At the last meeting, it was discussed that the lot was closer to 12,000 SF. Staff has found that the lot is 7000 SF and that there is approximately 5000 SF of Town right of way surrounding the lot on the South and West side.

Staff contacted Mr. Jay Staver and Mr. Joe Rice, Solid Rock Construction to provide an estimate for the remodel of the residence. At the time staff met with the contractors, staff had not yet received the observation report from JVA. The estimates will not reflect any modification to the structure. The estimates will be for remodeling only, assuming the structure was suitable for office occupation. As of the Wednesday deadline for packet submission, staff has not received any information from either contractor. As more information is received, it will be provided. Staff feels confident that the remodel cost will be higher than anticipated $50,000.00. With the structural upgrades the cost could increase significnatly, for analysis for the property staff is assuming $100,000 for the remodel. again, when more accurate number are received staff can modify this assumption.

Below is a side by side cost comparison of the proposed projects.

Pay Item	PW yard w/ new building	329 Palmer w\ remodel	329 Palmer w\ new building
Site survey, Complete	$ 2,800.00	$ 2,800.00	$ 2,800.00
Soils Report and foundation design provided by Eagle Creek Modular Solutions or JVA. 329 Palmer is an estimate.	$ 3,000.00	$ 10,000.00	$ 3,000.00

Construction includes foundation, sewer line, water, site work, concrete flat work, and connecting and coordinating dry utilities based on JVA Opinion of Probable Cost. 329 Palmer is an estimate. Structural repairs would need to designed and the work bid by contractors.	$ 63,000.00	$ 63,000.00	$ 46,000.00
Modular Office 36' x 60' BASE BID includes; Manufacturing, transportation, installation, and ramps/steps	$ 150,110.00	N/A	$ 150,110.00
Recommended Modular options per bid submittal including; lap siding and trim installed, finished gypsum interior, and 5" rain gutters	$ 19,122.00	N/A	$ 19,122.00
Furniture including new office furnishings for the building, lockers, refrigerator, and monitor for conference room	$ 23,000.00	$ 23,000.00	$ 23,000.00
Police Furniture, includes evidence and weapons storage	$ 10,000.00	$ 10,000.00	$ 10,000.00
New electric service United Power	$ 4,900.00	$ -	$ 4,900.00
MJT Communications including installing communications equipment, firewall, and wireless bridge to Town Hall	$ 10,000.00	$ 10,000.00	$ 10,000.00

Miscellaneous to include landscaping and entrances sign	$ 3,400.00	$ 3,400.00	$ 3,400.00
Sub Total	$ 289,332.00	$ 122,200.00	$ 272,332.00
Remodeling	$ -	$ 100,000.00	$ -
Sub Total	$ 289,332.00	$ 222,200.00	$ 272,332.00
Contingency 5%	$ 14,466.60	$ 11,110.00	$ 13,616.60
Property Acquisition	$ -	$ 240,000.00	$ 240,000.00
Total	$ 303,798.60	$ 473,310.00	$ 525,948.60
Cost Spread	$ -	$ 169,511.40	$ 222,150.00

On Tuesday, February 7th Staff was informed by the realtor representing the owners of 329 Palmer Ave. That they accepted an offer for the property. The realtor is not allowed to disclose the contract price, but confirmed the offer was in the range of $240,000 and $250,000.

The proposed new modular office is a 2100sqft commercial office space. This office unit will fully comply with current ADA standards, and be built to current Town building codes. Staff has carefully designed the layout to not only meet current needs but allow for growth and changing needs in the future.

The new modular building would house all administrative activities for the Public Works and Police Department. It would also add some much-needed improvements for Public Works staff, including a combination break / conference room, work space that won't flood when it rains or snow melts, and a locker room that will accommodate current staff and additional staff as the department grows. The police department will also benefit from these features. An added benefit of Public Works office moving into the new building is that the current office space can be returned to shop space. The additional shop space will allow the department to function more efficiently in its current location, and help bridge the gap until a new facility can be funded.

FINANCIAL CONSIDERATIONS

The cost of the Public Works/Police modular building would not exceed a total sum of $303,500 or $144.52 per square foot and will be paid from the Municipal Facilities Impact Fund and $10,000 from the General Fund.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends the Board authorize staff to pursue acquiring a new modular office building to be shared by the Public Works and Police Departments and located on the existing Public Works yard.

Suggested Motion – I move to direct staff to pursue the option of acquiring a new modular office building to house the Public Works and Police Departments, located at the existing Public Works yard. And to return to the Board on February 27th with all necessary documents to start the project.

ATTACHMENTS

JVA observation report
Slide Presentation
Existing floor plan
Proposed remodel floor plan
Remodel specifications
New building floor plan

CONSULTING ENGINEERS

www.jvajva.com

☒ **Boulder**
1319 Spruce Street
Boulder, CO 80302
303.444.1951

☐ **Fort Collins**
25 Old Town Square
Suite 200
Fort Collins, CO 80524
970.225.9099

☐ **Winter Park**
PO Box 1860
47 Cooper Creek Way
Suite 328
Winter Park, CO 80482
970.722.7677

☐ **Glenwood Springs**
214 8th Street
Suite 210
Glenwood Springs, CO
81601
970.404.3100

☐ **Denver**
1512 Larimer Street
Suite 710
Denver, CO 80202
303.444.1951

O B S E R V A T I O N R E P O R T

TO: Chris Larmon
Town of Mead
PO Box 626
441 3rd Street
Mead, CO 80542
970-534-0958

DATE: 02/03/17 TIME: 1:00 PM
JVA PROJECT NO.: 18543
PROJECT: Town of Mead Trailer Investigation
LOCATION: 329 Palmer Avenue, Mead CO
CONTRACTOR: TBD OWNER: Town of Mead
WEATHER: Sunny TEMP: 34° at 1:30 ☐ am ☒ pm
PRESENT AT SITE: Chris Larmon (Town of Mead), Mark Sorenson (JVA)

At the request of Chris Larmon, of the Town of Mead, JVA visited the above referenced site to do a visual observation of the existing double wide modular building on the property. The Town of Mead is considering purchasing the modular and converting it to an Office Occupancy. The data plate for the modular was not able to be located, it is assumed that the unit was designed for typical residential loads as follows: 1) 30 pounds per square foot (psf) snow load, 2) 40 psf floor live load, 3) 90 mph, Exposure C, wind load (Allowable Stress Design).

Converting the modular to an office occupancy would increase the required design loads from the current residential loading. Offices need to be designed for a live load of 50 psf and corridors need to be designed for a live load of 100 psf, although we feel that 50 psf throughout would be sufficient for the intended use.

Observations

1. The building is a double wide trailer measuring approximately 24 feet wide x 60 feet long. The roof is a gable type with a ridge line down the center of the two units. The site also has a detached garage. See image 1.

2. The roof framing was determined to be pre-fabricated trusses that bear on the central bearing wall that runs the length of the trailer except at the living room. See Image 2. The living room has a vaulted ceiling with a dropped ridge beam that spans approximately 16 feet. See Image 3.

    a. The central bearing wall is also assumed to be acting as a shear wall for the building.
    b. Removal of any portion of this wall would require new dropped beams to be added to support the roof trusses. Additional foundations would also be required to support new bearing locations. Modification to the shear wall would likely require the addition of holdowns with positive attachment to new foundations.

3. Water stains were visible in locations of the master bath and the vaulted living room. See Images 4 & 5.

4. The existing floor joists are 2x6 @ 16" o.c.., the species of the lumber used was not able to be determine. For the purposes of evaluating the floor joist, it is assumed that the species is Douglas Fir, which is the typical lumber in this area for floor joists. JVA has evaluated the joists for the current residential loading and for the required new loading for the occupancy change. JVA has determined that the existing floor joist appear to be overstressed currently and the new loading would compound the issue. Every joist would need to be sistered with an additional 2x6 in order to meet the required design load for an office.

5. There are four (4) trailer beams that support the floor and roof load for the modular, two per unit. Each beam line is supported by what appears to be unreinforced CMU piers that are supported by a 24" wide by 6" deep concrete strip footing. See Image 5.

6. In one location it was noted that the concrete footing had visible signs of distress with a crack that was approximately ¼" wide. See Images 6 & 7. It is likely that the concrete is unreinforced. The exact cause of the cracking was not able to be determined, although it is most likely due to differential settlement of the supporting soil. A soils engineer has not yet evaluated the site soils and determined the allowable bearing capacity.

7. In two locations directly adjacent to the crawl space access, it was noted that there is re-bar cast into the concrete footing and the re-bar is welded to the trailer beams. Though it could not be verified at the time of observation it is likely that this same attachment occurs in four locations on each end of the trailer. See Images 9 & 10.

    a. Though there is positive attachment of the trailer to the concrete footing, JVA is unable to determine the uplift capacity of the of the system.
    b. JVA recommends that Manta Ray anchors or Helical piers be installed to resist the required uplift and sliding loads that are a result of the required design wind load. We anticipate that this would need to occur at a minimum of 6-8 locations. Attached is a typical detail that was used on another project to give an idea of what is required.

In general, the building appears to have performed well since it's installation in 1983. The details observed with respect to the foundation are better than most modular homes that we have observed. The main concern is that with a change in occupancy, the floor of the building is subjected to higher loads than it was designed for. It is safe to say that a significant amount of modification would need to occur to due to the change in Occupancy.

The following is a summary of possible required modifications:

1. Modification to the location of the existing central bearing wall would require significant structural alterations with the addition of dropped beams to support the roof, holdowns, and additional foundations.
2. All existing 2x6 floor joist would need to be sistered with new 2x6 floor joists.
3. Manta Ray anchors or Helical piers would need to be installed for positive attachment to the ground.

Photographs:

Image 1 – Outside View of Modular

Image 2 – Pre-manufactured Roof Trusses

Image 3 – Ridge Beam at Living Room

Image 4 – Water Stains at Living Room

Image 5 – Water Stain in Master Bath

Image 6 – CMU Piers

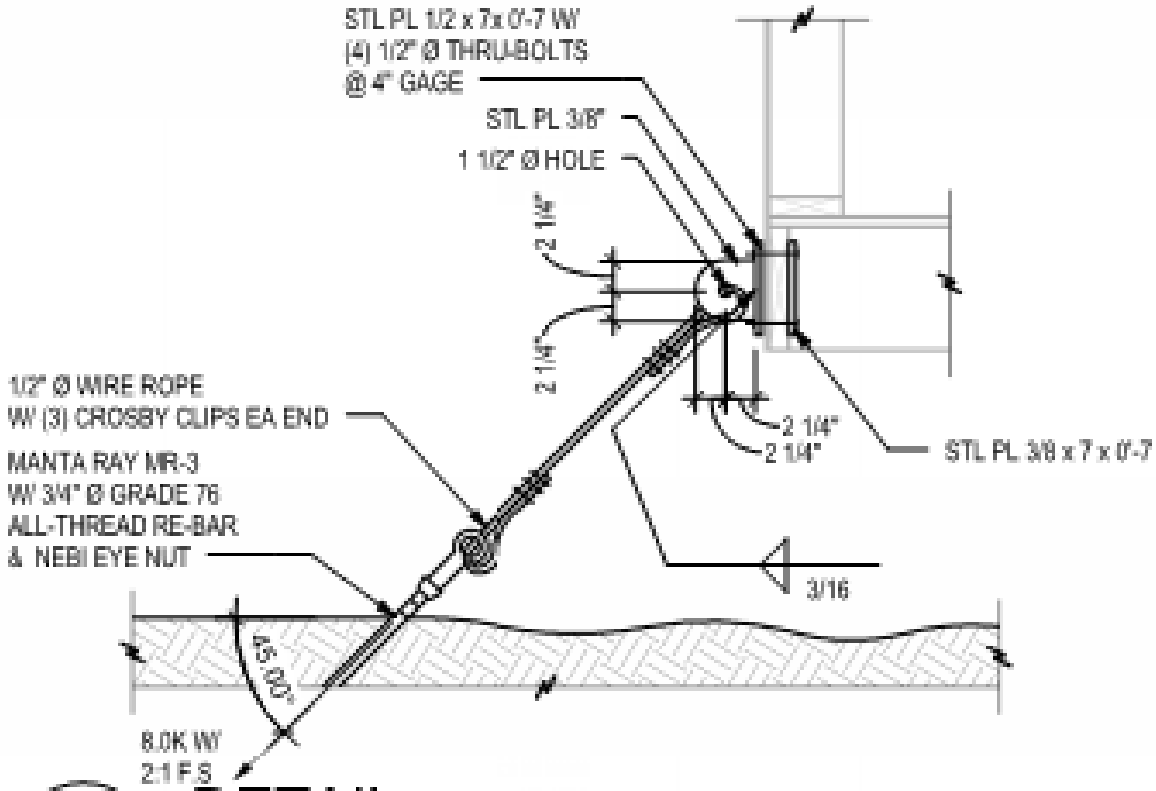
Image 7 – CMU Pier and Concrete Footing with Crack	Image 8 – Close up of Crack in Footing
Image 9 – Re-bar from Footing to Floor Beam	Image 10 – Re-bar Welded to Floor Beam

Respectfully,

JVA, INCORPORATED

By: _____

Mark E. Sorenson, PE
Associate



5
S001

DETAIL

3/4" = 1'-0"

Public Works and Police Office

PRESENTED BY: CHRIS LARMON, PUBLIC WORKS DIRECTOR

Introduction

- The current Public Works offices
- The need to accommodate additional Public Works and Police staff.
- 329 Palmer Ave
- Proposed modular office
- Summary

The current Public Works Offices

- Currently houses 7 full time employees and 3 summer temporary employees
- 370 Square Feet prone to flooding, serves as work, training space, lunchroom, and1 non-compliant restroom
- Lack of storage for files, prints, training space, department growth and accessibility

The Need To accommodate growing staff

- The town is poised to grow in the upcoming years. Additional staff will be needed to keep pace with the work load.
- The addition of the Police Department and other in-house professional staff has created an immediate need for additional office and work space.
- The Public Works Department has out grown it's existing facility. The addition of additional office space will help to bridge the gap, by returning the current office space into shop space. This is a temporary solution until a new facility can be funded.
- It is anticipated the once a new Public Works Facility is constructed. The Police Department will occupy the existing site.
- When a new Public Works Facility is built, the existing Public Works yard can be converted to meet the needs of the Town. Possibilities include; parking, additional facilities, or other uses.

329 Palmer Ave

329 Palmer asking price $250,000

- Residential manufactured home constructed in 1983.
- 1400 square feet (house)
- 600 square feet (garage)
- 7000 square foot corner lot with alley access
- Approximately 5000 square feet of Right of Way surround the property on the West and South side

Interior

- The interior of this property is designed to accommodate a single family residential use.
- Remodeling would need to be completed to meet office and ADA requirements

Interior

- The interior would need to be completely reconfigured to meet the office space needs of the Police and Public Works Department.
- All interior walls will need to be finished in drywall and insulated for sound suppression.
- Signs of water damaged are present. These are mostly confined to the main living area, master bathroom, and all original windows. These issues would need further investigation to determine the extent of repairs.
- The house is not large enough to accommodate current needs. The garage will need to be converted into usable space. Including HVAC and a restroom.

Interior

Mechanical

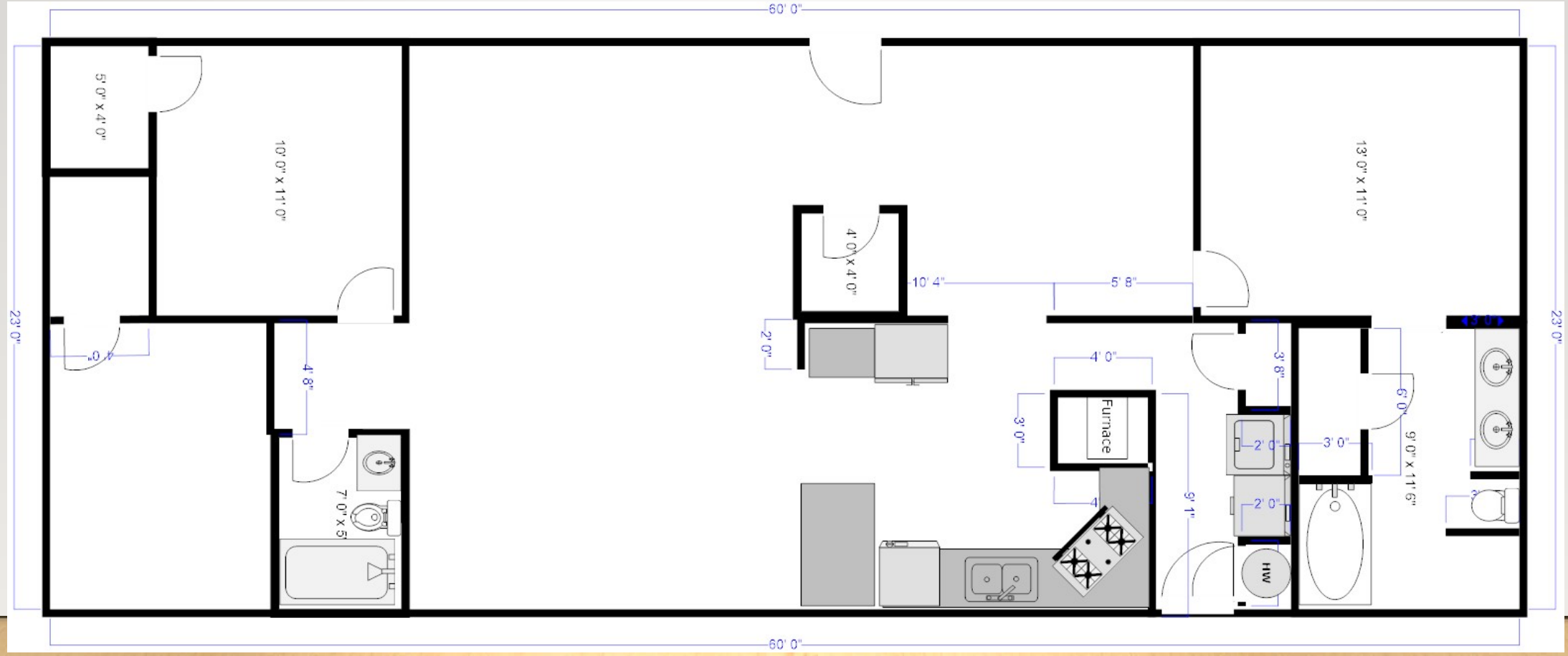
- The furnace appears to be original and will need to be evaluated for size. It may need to be upgraded.
- Only a single wall mount air conditioning unit is installed. A central air conditioner unit will need to be installed.
- The electrical panel is full. If distribution can not be reallocated, a new panel will need to be installed

Mechanical

THIS PANELBOARD SHALL BE CONNECTED BY A FEEDER ASSEMBLY HAVING OVERCURRENT PROTECTION RATED AT NOT MORE THAN _____ AMPERES.
CUTLER-HAMMER
safetybreaker
INSTALLED BY:

COUNT RED LIGHT WHEN
THERE'S A MISFIRE

Floor Plan, existing



Remodel, floor plan

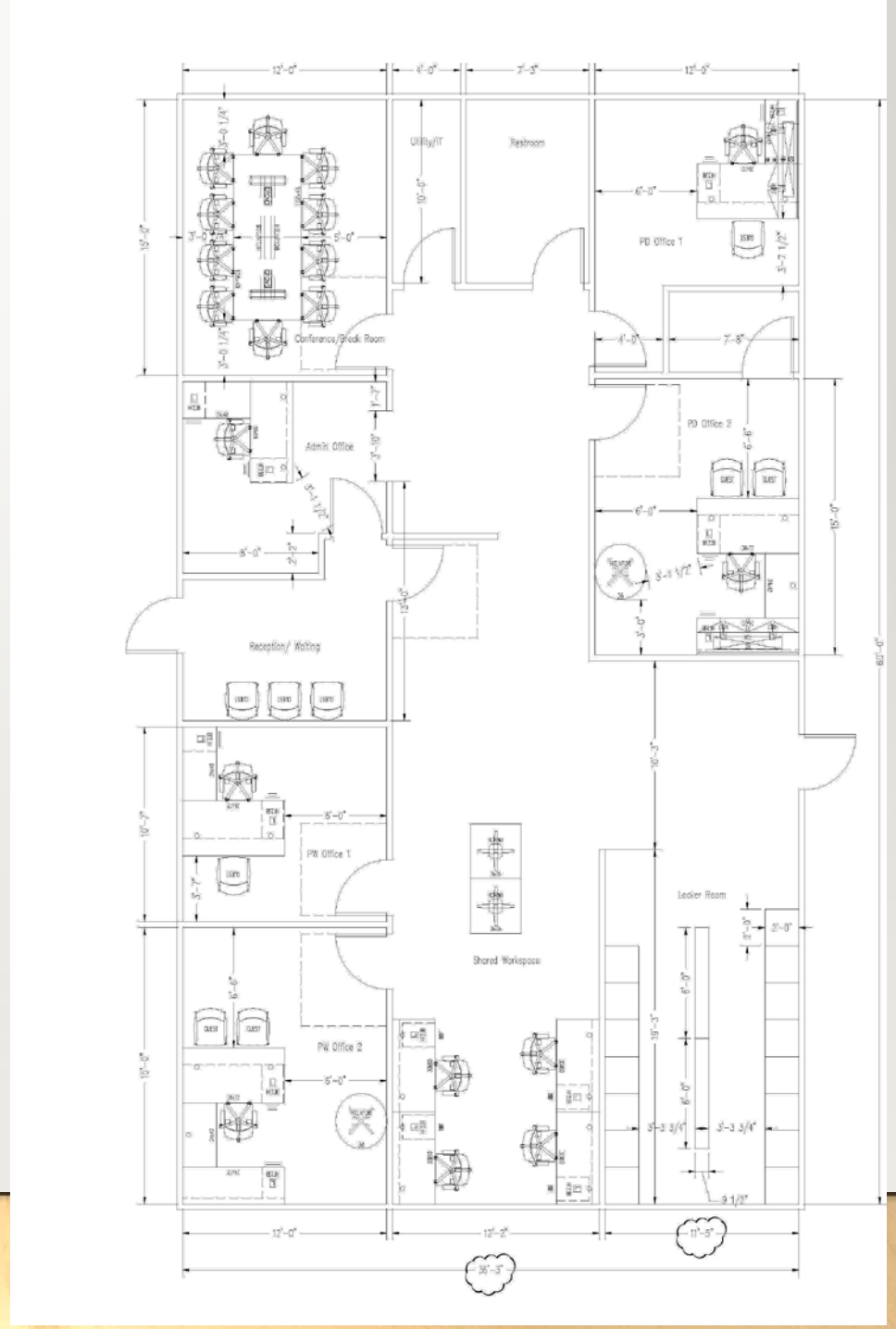
Structural

- Original data plates could not be located
- JVA conducted an evaluation of February 3rd

Proposed Modular Building

- The proposed Modular Building will provide 2100 square feet of additional multi use space.
- Constructed to current code requirements for a commercial office
- Provide adequate space and function for both departments
- Easily adapted to future needs
- Create a professional atmosphere complete with;
  - Secured private offices
  - Conference and breakroom, locker room, and full ADA compliance
  - Create additional shop space in existing Public Works building

Proposed Modular Building



Proposed Modular Building

Summery

- The Town has great potential to develop in the coming years. This development will continue to put a strain on the Public Works and other departments.
- This modular building will provide a long term home to the Police Department. And for other departments in the future. The design of this building will allow for easy remodeling in the future to create additional office spaces.
- Provide much needed additional office and shop space for the Public Works Department. Helping bridge the gap until a new permanent facility can be built.

Thank You

23' 0"

3' 0"

3'

9' 0" x 11' 6"

6' 0"

13' 0" x 11' 0"

3' 0"

3' 8"

2' 0"

2' 0"

HW

9' 1"

5' 8"

4' 0"

Furnace

4'

3' 0"

10' 4"

4' 0" x 4' 0"

2' 0"

60' 0"

60' 0"

7' 0" x 5'

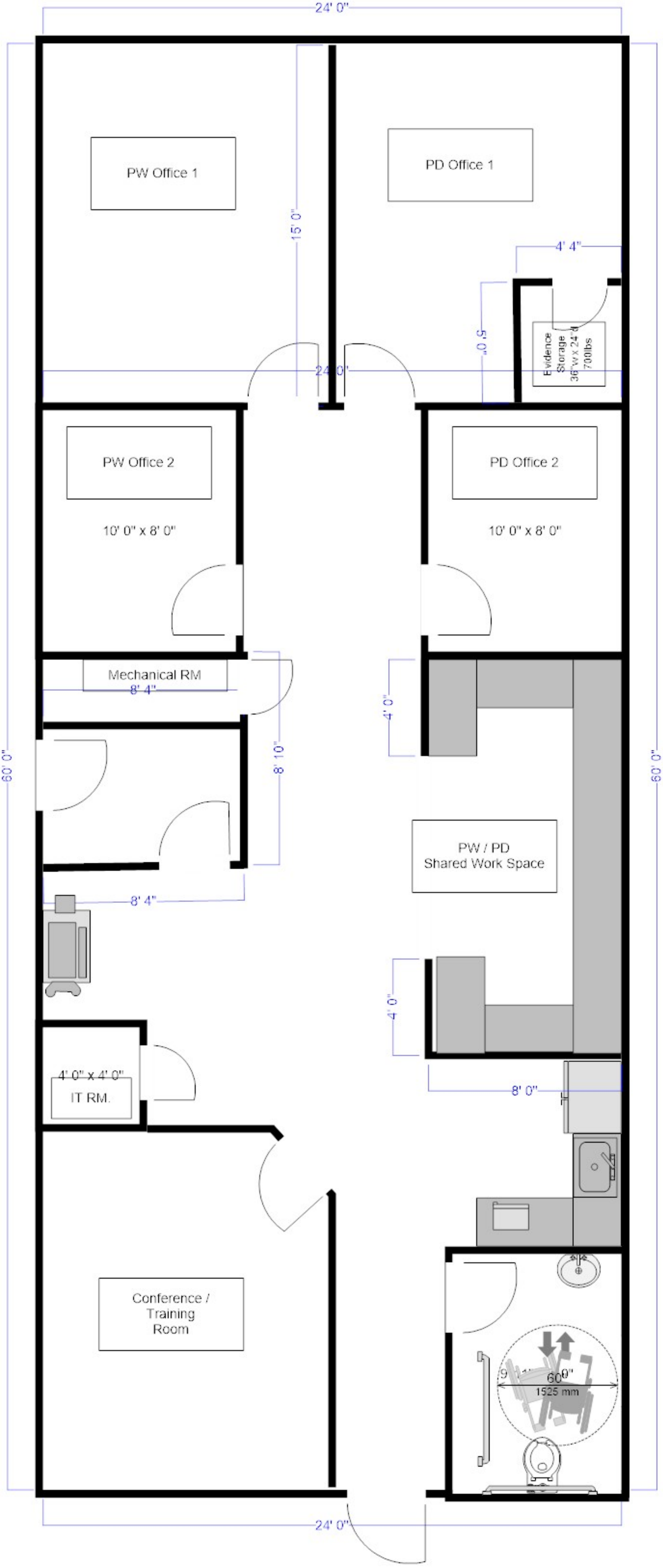
4' 8"

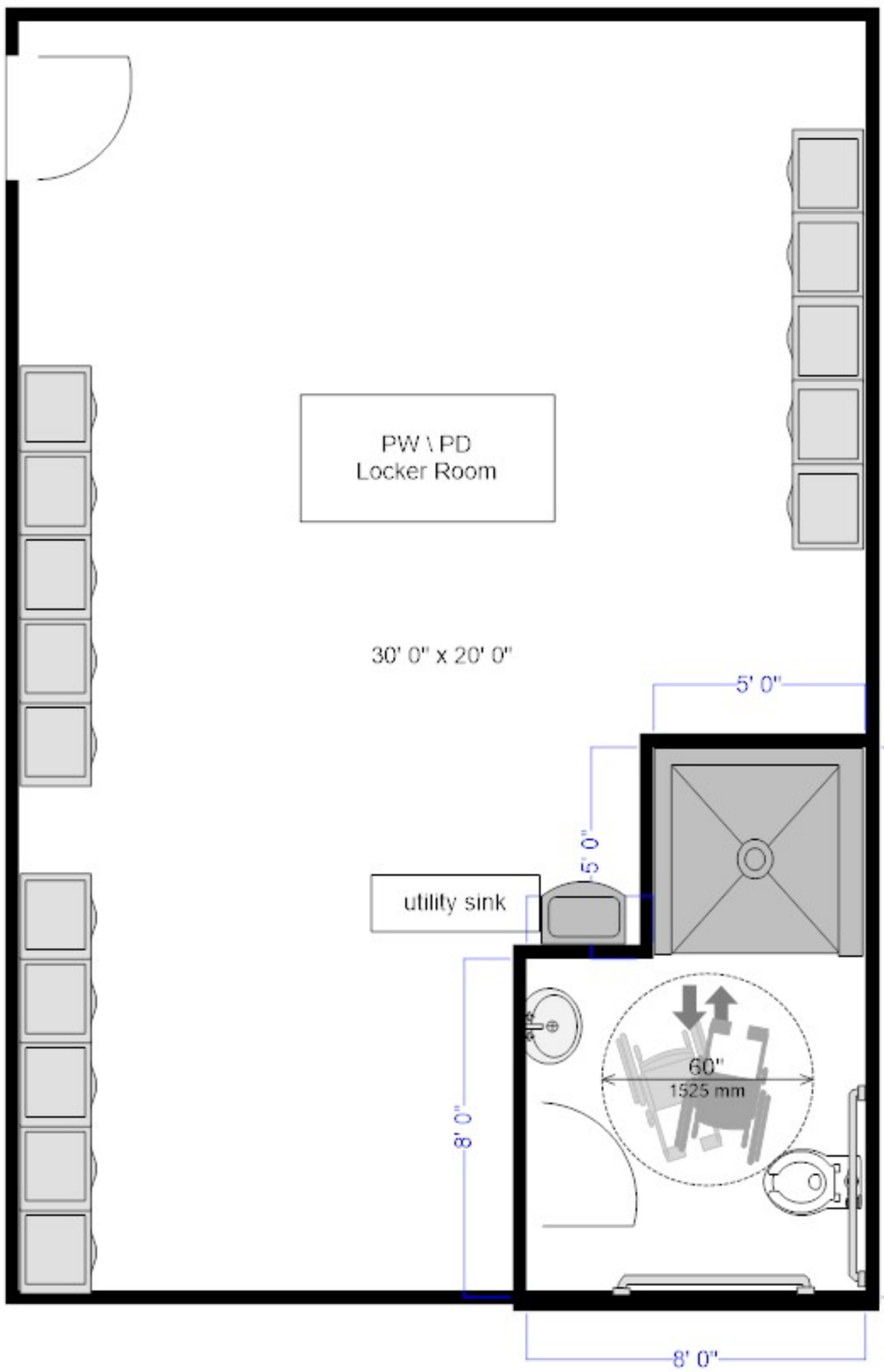
10' 0" x 11' 0"

5' 0" x 4' 0"

4' 0"

23' 0"


24' 0"
PW Office 1
PD Office 1
15' 0"
4' 4"
5' 0"
24' 0"
Evidence Storage
36"W x 24"d
700lbs
PW Office 2
10' 0" x 8' 0"
PD Office 2
10' 0" x 8' 0"
Mechanical RM
8' 4"
8' 10"
60' 0"
4' 0"
PW / PD
Shared Work Space
8' 4"
4' 0"
8' 0"
4' 0" x 4' 0"
IT RM.
Conference /
Training
Room
60"
1525 mm
24' 0"


PW \ PD
Locker Room
30' 0" x 20' 0"
5' 0"
5' 0"
utility sink
60"
1525 mm
8' 0"
13' 0"
8' 0"

12' 0"
36' 0"
Conference / Break Room
15' 0" x 12' 0"
15' 0"
60"
1525 mm
9' 1"
0"
1' 7"
16' 1"
PD office 1
12' x 12'
11' 0"
8' 0"
Evidence Storage
36"w x 24"d
700lbs
4' 0"
8' 1"
12' 0"
1' 7"
1' 9"
4' 11"
4' 6"
2' 0"
8' 0"
2' 2"
7' 8"
17' 0"
Reception / Waiting
PD office 2
15' x 12'
16' 0"
60'
12' 0"
PW office 1
10' x 12'
10' 7"
Shared Work space
5' 4"
utility sink
Locker room
19' 3"
11' 6"
PW office 2
12' 0" x 15' 0"
12' 2"
15' 0"

REMODEL 329 PALMER AVE
REQUEST FOR ESTIMATE

TOWN OF MEAD
SPECIFICATIONS
PUBLIC WORKS AND POLICE OFFICE

General
Specification and floorplans are not intended to be all inclusive of requirements. Some modifications may be necessary. The contractor will be required to meet all applicable building codes and requirements, and obtain all required permits. All fees for Town of Mead permits will be waived.

Project Meetings
Prior to the start of the Contract, the Town and Contractor shall meet to discuss the project. Should it be deemed necessary, the Town or the Contractor may schedule additional meetings.

Work Schedule
To be determined.

Service Required
The selected Contractor shall provide a completed "move in ready" modular office as per the specifications and, all labor, equipment, transportation, materials, supplies and necessary permits to perform delivery and installation.

Clean-Up
Contractor shall clean all debris from site, roads, sidewalks and driveways as a result of daily. The contractor shall provide trash service for the project. All construction debris shall be contained to the site at all times.

Days of Operation
Days of operation of this Agreement shall be as follows: Monday through Friday unless prior approval is given and then the contractor will be required to pay the cost of any Town overtime required.

Hours of Operation
Hours of operation shall be agreed to between the Town and the Contractor, but no earlier than 7:00 a.m. and no later than 5:00 p.m. on weekdays.

Field Supervisor
The Contractor shall have a field supervisor in the field at all times who shall be equipped with a mobile or cell phone. The Contractor's field supervisor shall check in with the Town's project manager each morning at the start of work.

Taxes
All materials for use in the Project are exempt from State and RTD sales and use taxes and from Town of Mead Use Tax.

Traffic Control
Contractor shall be responsible for all traffic control. Contractor must submit traffic control plans for Town approval. All traffic control shall comply to the latest version of the Manual on Uniform Traffic Control Devices MUTCD. All traffic control must be in place and flaggers at their stations prior to any work beginning

Town Contact
The Town's point of contact will be the Public Works Operations Manager or his designee in all matters pertaining to the performance of this Contract.

Payment
Contractor shall submit a final invoice to the project manager for approval.

As full compensation for the services rendered pursuant to this Agreement, the Town shall pay the Contractor the Total price quoted in the Bid Schedule Payment for work performed in accordance with the Agreement Documents will be made upon completion of the project and acceptance of the invoice(s). Payment will be made within 6 weeks of invoice being approved by the Town Board for payment.

The contractor may a submit alternate pay schedule. Any such schedules shall be approved in writing by the Town.

Warranty
Contractor submitting a proposal shall submit a written warranty guaranteeing all workmanship and material defects for a 2-year period. Such warranty shall begin on the date of final acceptance.

Contract
The contractor shall be required to enter into an Independent Contractor Agreement with the town.

CONSTRUCTION SPECIFICATIONS:

The contractor shall provide written certification of compliance to all applicable of the following codes:

- Americans with Disabilities Act – Most current regulations
  - ANSI 117.1.2009
- The International Building Code, 2012 Edition, published by the International Code Council, Inc.
- The International Residential Code, 2012 Edition, published by the International Code Council, Inc. (if applicable)
- The International Mechanical Code, 2012 Edition, published by the International Code Council, Inc.
- The International Plumbing Code, 2012 Edition, published by the International Code Council, Inc.
- The National Electric Code, published by the National Fire Protection Association, Inc. Edition as adopted by the State of Colorado Electrical Board at the time of plan submittal. Transition period of 90 days applies.
- The International Energy Conservation Code, 2015 Edition, published by the International Code Council, Inc.
- The International Fuel Gas Code, 2012 Edition, published by the International Code Council, Inc. (if applicable)

General Building Specifications: For base bid purposes, final specifications will be determined by the Town and the selected contractor.

Insulation:

- Floor: Minimum allowed by applicable building codes
- Exterior Walls: Minimum allowed by applicable building codes
- Roof: Minimum allowed by applicable building codes
- Interior Walls: All private offices, conference room and rest room shall be insulated for sound suppression

Floor Joists:

- Shall be built to applicable commercial load rating and building codes. Note; evidence storage locker in PD Office is 36” x 24” and weighs 1000 pounds.

Exterior Walls:

- Insulate exterior walls per applicable building and energy codes

- Standard exterior siding, skirting and trim, Color TBD
    - Option - Skirting material shall be James Hardie, HardiePanel, stucco, Color TBD
    - Option – 6.25” James Hardie, Select Cedarmill, lap siding, Color TBD
    - Option – 5.5” James Hardie, HardieTrim Boards, 4/4 smooth, Color TBD

Interior Walls:

- 2”x4” Wood studs
- All private offices, conference room and rest room shall be insulated for sound suppression
- Interior walls shall be finished drywall, and 4” vinyl base
    - Option – 4” wood interior trim

Roofing:

- Shall meet structural requirements by building code or state of Colorado regulations.
- Standard roof pitch and overhang
    - Option - 5” seamless rain gutters installed
- Interior ceiling shall be T-Grid with a minimum height of 8’
    - Option – Finished drywall celling.

Doors and Windows:

- All door shall be at minimum of three (3) feet wide
- Public Entrance shall be a store front style door equipped with and automatic door opener for ADA, equipped with a commercial key lock
- Employee entrance door shall be a commercial steel door with steel frame, equipped with a commercial key lock and dead bolt.
- All exterior doors shall be keyed alike
- Restroom door shall have a privacy lock
- Interior doors to private offices, conference room, restroom and closet located in PD office shall be solid core doors with a steel frame.
- All doors to private offices, conference room, restroom and reception/recreation area shall have a commercial key lock keyed individually and with a master key to open all doors with one key.
- Closet located in PD office shall have a high security door, and lock installed with a dead bolt. The door lock and deadbolt shall be keyed separately.
- All exterior windows shall meet current energy code requirements
- All exterior windows shall open either side to side or vertically

Electrical:

- All electrical, data, and media wiring and installation shall be done in accordance with applicable building codes and or standard installation practices
- All data (cat5) shall be wired to outlet boxes and ran through grid ceiling to the exterior wall of the Utility/IT room. Enough cable should be left to touch the floor plus 5 feet.
- Rough placement for electrical, data, and media outlets shall be as shown in attached rough floorplans.
- Kitchen, restroom, and exterior outlets shall be GFCI protected
- Outside outlets shall be in a weathertight box

Plumbing:

- Kitchen sink shall be top mount single bowl, made of stainless steel, and have a minimum depth of 8”
- Kitchen sink shall have a Badger 5, 1/2hp continuous feed garbage disposal
- Kitchen sink, countertops, and restroom fixtures shall meet ADA requirements
- Kitchen shall be plumbed for a water connection for refrigerator

HVAC:

- HVAC units shall meet applicable energy codes
- Ducted air supply system shall meet applicable energy codes, and be designed by the contractor.

Lighting:

- All interior lighting shall meet applicable energy code
- Emergency exit lights and exit sign shall be installed at each exterior door
- Emergency lights shall be installed in kitchen area.
- Exterior lighting
    - Two (2) Junction boxes shall be installed on each side of the main entrance for light fixture, wiring shall be run from main panel box to junction boxes
    - One (1) Junction box hall be installed on the rear of the unit next to exterior door for light fixture, wiring shall be run from main panel box to junction box

Flooring:

- Flooring shall be commercial grade vinyl tile, color TBD
    - Option – Burke Flooring, 20mil, rustic wood, color TBD
    - Option – Combo commercial grade carpet in all areas except restroom and locker room. In restroom and locker room will be Burke Flooring, 20mil, rustic wood, color TBD

Miscellaneous:

- Kitchen cabinetry shall be of residential quality
- Countertop and backsplash material shall be commercial grade laminate, color TBD

- Cabinet height to kitchen sink, countertops, and restroom fixtures shall meet ADA requirements. Max 34” for base and 46” Above Finish Floor (AFF) for wall cabinets.
- The contractor shall provide access ramps, steps and landing that meet all code requirements. Access ramps, steps, and landings shall be constructed of treated lumber or commercial grade aluminum.

Agenda Item Summary

MEETING DATE: February 13, 2017

SUBJECT: Town Manager Recruitment

PRESENTED BY: Mike Segrest, Interim Town Manager

SUMMARY

The purpose of this discussion item is to receive input from the Board of Trustees on the selection process for a new Town Manager. The application deadline is February 16th at 5:00pm.

BACKGROUND

The recruitment brochure and job description are attached for reference by the Board in evaluating candidates against the desired qualifications and attributes. My recommendations for the selection process are as follows.

1. Call an executive session, at either a special meeting or as part of a regular meeting to review the applications and select finalist to interview. I will provide all resumes grouped into three categories – Fully qualified, Somewhat qualified, and Not qualified.
2. Selected candidates will be notified of their selection and advised that the Town will make a public disclosure of their candidacy unless they withdraw.
3. Those who remain in consideration will be asked to complete a questionnaire (see attached) which will be included in the final packet for the interview process.
4. For the interview process I will provide a complete packet of the finalist's applications along with the questionnaire responses. I recommend the following process for the interviews.
    a. Assuming the finalist list can be narrowed to no more than six candidates the interviews should be completed in one day. A Friday (suggest March 10th or 17th) is preferable as it allows return travel over the weekend and the option of follow up interviews on Saturday morning.
    b. It would also be helpful to schedule a tour of the Town on Thursday before the interviews, followed by a social event for the Board, staff and residents to meet candidates.
    c. On Friday I suggest that candidates interview with the Board and separately with a panel of department heads. I will prepare a list of potential questions for the interviews for both groups to consider.
    d. I would also recommend that we conduct a psychological evaluation on the finalists. We can use Mountain State Employers Council to perform a written

evaluation at a cost of $200 per candidate. I have also received a proposal from a psychologist who would participate during the interview process and conduct on-on-one interviews as well as a written evaluation. He would provide a written and verbal report to the Board following the interviews. This would cost approximately $3,500, but I feel the additional one-on-one interview is well worth the cost.

e. Following the interviews each group should confer separately and then together to compare notes and hopefully arrive at a consensus on the preferred candidate(s). The Board should reserve some time on Saturday morning for follow up interviews or deliberations if deemed necessary.

5. Once a candidate is selected the Board can provide direction to the assigned person(s) to negotiate a contract with the candidate for the Board to consider (This will require setting an executive session). Specific elements of the negotiations will likely be salary, benefits (leave, retirement, professional involvement, car allowance), term of the contract, moving expenses, start date, and severance package. Negotiators will need direction from the Board on these elements in order to avoid negotiating a contract that the Board will not accept. Allowing time to negotiate the contract, the Board could approve the contract at the March 27th meeting. Targeted start date could be May 1st allowing the selected candidate time to give notice and move to Mead.

The Board of Trustees should be aware that many candidates, and especially the more qualified ones, will not likely accept a job offer unless it is a unanimous decision. This is more likely given that the election in 2018 could result in a majority of new Trustees.

FINANCIAL CONSIDERATIONS

Funds are included in the 2017 budget to cover travel expenses for candidates. Based on the applicants so far, I doubt we will have very many out-of-state candidates in the finalist pool which would provide savings to cover the cost of the psychologist.

STAFF RECOMMENDATION

Review the suggested process and provide direction to staff on preferred schedule and any desired modifications.

ATTACHMENTS

Town Manager Recruitment Brochure
Town Manager Job Description
Town Manager Questionnaire

TOWN OF MEAD, COLORADO
SEEKS CANDIDATES FOR

TOWN MANAGER

SALARY: DOQ
COMPETITIVE BENEFITS
POSITION OPEN UNTIL FILLED

The Town of Mead is an equal opportunity employer.

The Community

The Town of Mead is a family-friendly community of 4,000 perfectly situated in the heart of Northern Colorado, providing an easy commute to Denver, Fort Collins, Boulder, and Longmont. Located in Weld County, Mead is bisected by both Interstate 25 ï the main north/south corridor along the Front Range, and Highway 66 ï the southern scenic gateway into Rocky Mountain National Park.

Mead was incorporated in 1908 as a bustling small community on the plains north of Denver. Recent residential development has been primarily large lot, single-family homes interspersed with expanses of agricultural land. New residents have been attracted to the rural character of the area and the quiet lifestyle it offers, as well as the very highly rated school district that attracts students from neighboring communities. An elementary school, middle school, and high school are located within the Town.

Recent commercial development has been concentrated next to the I-25 Corridor and is a mix of light industrial and regional serving retail. The Town has an aggressive economic development effort and recently formed an Urban Renewal Authority to assist in attracting community serving retail.

The Organization

Mead is a statutory town under Colorado law. The Board of Trustees is comprised of seven members elected at large for four-year terms, including the Mayor.

Mead has a dedicated staff expected to grow to 20 full-time and 30 part-time/seasonal employees in 2017. Several other positions are contracted to provide legal, planning, engineering, and building inspection services. Law enforcement services are currently provided through a contract with the Weld Countyôs Sheriffôs Office, though the Town plans to open a municipal police department in 2017.

The General Fund budget for 2017 is $6,445,823 which includes both operations and some capital projects. The Capital Improvement Program totals approximately $4,900,000, including grant funding. Major projects include a trails project, recreation facility, park improvements and a skate park.

The Strategic Plan for the Town focuses on three overall priorities:

- Water resources to support development
- Retail development
- Service improvements

Interested candidates may further research the Town at http://www.townofmead.org/.

The Ideal Candidate

The Town is seeking applicants with experience in small towns, interested in making a long-term commitment to this outstanding community. Salary is open DOQ. Full job description is available on the Townôs website, http://www.townofmead.org/.

Minimum Qualifications:

- Bachelorôs Degree in Public Administration, Finance, Business Administration or related field
- Seven years of experience with a local government in a supervisory capacity with at least ten employees
- Management of a diverse funds budget of at least five million
- Significant experience in economic development

How to Apply

Submit cover letter, resume, and at least five references (references will not be contacted without notification to candidates first), submitted confidentially to Town Attorney Rick Samson at rick@samsonlongmontlaw.com by 5:00 pm February 16, 2017.

TOWN OF MEAD
TOWN MANAGER

EXEMPT:	Yes	DEPARTMENT:	Town Administration
REPORTS TO:	Mayor and Board	PAY RANGE:	TBD

GENERAL PURPOSE

The Town Manager is responsible for the overall operation of the Town government. This includes providing information and recommendations to the Board, ensuring adherence to Town ordinances and laws, and presenting the Town's annual budget.

SUPERVISION RECEIVED

Works under the general direction of the Mayor and the Board of Trustees with considerable latitude for independent judgment and action.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

- Oversees the day-to-day operation of the Town including the efficient management of all departments of the Town government.
- Guides Town operations in accordance with municipal management principles, Town ordinances and resolutions, and applicable State and Federal law.
- Works with the Board to develop and formulate long-range goals and objectives.
- Directs staff and participates in the development and implementation of the Board of Trustee's direction regarding those goals and objectives.
- Attends various local, regional and state meetings of interest to the Town, some of which may occur after normal business hours.
- Assigns, schedules training, conducts performance reviews, and recommends personnel actions such as promotions, transfers, discharges, and disciplinary action.
- Maintains responsibility for the financial management of the Town, which includes the collection of revenues, payment of expenses, preparation of the annual budget, and the capital improvement plan. Maintains responsibility for budgetary control.
- Assists the Town Board in making policy decisions concerning the allocation of funds.
- Keeps the Board fully advised at all times as to the financial condition of the Town.
- Directs work of staff and outside consultants.
- Manages all personnel matters relating to regular, temporary, and contract employees within the constraints of the Town's budget.
- Reviews general personnel policies and benefit programs whenever necessary and advises the Board.
- Exercises direct supervisory accountability for all positions, employees, operations and activities within the Town.

- Performs a wide variety of public contacts and public relations duties, which includes providing information and answering questions regarding the Town.
- Prepares correspondence directed to other agencies and jurisdictions.
- Provide information to the Board of Trustees as requested.
- Assists Town Hall staff in various ways (i.e. accepting payments, booking the community center, etc.)
- Performs other duties as assigned or required by the Board of Trustees.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- A Bachelor's Degree in public administration, business administration, finance or a closely related field. Master's degree preferred.
- Seven years of progressively responsible experience in public administration with 4 years at a supervisory/department head level.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Considerable knowledge of the municipal government management and fiscal accounting principal, practices, and procedures.
- Working knowledge of Board/Manager relations.
- Ability to remain knowledgeable of and responsive to the policies and goals of the Town Board as they relate to the Town as a whole.
- Ability to analyze problems, communicate effectively and to supervise staff in an efficient and effective manner.
- Ability to establish and maintain an effective working relationship with the Board of Trustees, subordinates, and the general public.
- Ability to communicate effectively, both orally and in writing and be able to deal effectively with a variety of people.
- Knowledge of organization services and community resources.
- Knowledge of Town statutes and ordinances.
- Working knowledge of current business letter writing techniques and methods including proper English language grammar, punctuation, and spelling.
- Working knowledge of standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, typewriter, copier, scanner, calculator, postage machine and fax.

- Knowledge of standard office software including Microsoft Office products; knowledge of specialized utility billing and building permit software.
- Ability to read, analyze and interpret technical journals, financial reports and legal documents, as well as write reports, business correspondence, and procedure manuals.
- Ability to write detailed reports.
- Ability to respond effectively to the most sensitive inquiries and/or complaints and provide excellent customer service.
- Ability to effectively present information to and respond to questions from the public, employees, and the Board of Trustees in one-on-one and small group situations. This includes presenting and responding to sensitive, controversial, and complex topics;
- Ability to define problems, collect data, establish facts, and draw valid conclusions including the application of principles of logical thinking to a wide range of intellectual and practical problems.
- Ability to attend government meeting that may take place after normal business hours.

LICENSES AND CERTIFICATIONS

- Valid Colorado Driver's License and satisfactory driving record
- Managerial credentialing through the International City/County Management Association preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%

Physical Task	**Frequency**	**Physical Surroundings**	**Frequency**
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	**Environmental Conditions**	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity Near	F	Work in Traffic	R
Visual Acuity Far	O	Local Travel	F
Depth Perception	R	Out of Town Travel	O
Color Discrimination	R	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	O	**Weight of Objects Moved**	
Heavy Equipment Operation	O	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	O

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

_____ _____

Employee Date

MEAD TOWN MANAGER QUESTIONNAIRE

All interested candidates must complete the following questionnaire and submit their responses by . Please be concise and **provide specific examples** in your answers.

1. Why are you interested in this position, how does it fit with your career goals, and what specifically would you find most challenging and rewarding about this opportunity?
2. Describe your most successful economic development project, what your role was in managing the project, and what you learned from the experience that you would apply in future projects?
3. Describe your most frustrating staff management experience and how you dealt with it. What was the outcome?
4. Describe your most frustrating experience in working with an elected board and how you dealt with it. What was the outcome?
5. Describe your most challenging financial situation and how you dealt with it. What was the outcome?
6. What is your current or most recent salary and what is your expected salary requirement if offered this position?

Staff Report

Presented By: Mike Segrest
Meeting Date: January 30, 2017

Board Action Required

Item	Status/Comment
Highland Lake	Initiated discussions with contiguous property owner for possible additional acquisition of lake access property. Will need to do an appraisal to base an offer upon. Survey for annexation is in process. Met with Reservoir Company Board and discussed request to include the reservoir property in the proposed annexation. They seemed favorable and will take action at their March meeting. Staff is investigating possible grant funding for improvements to the park area. The initial improvements are slated to be completed in time for a grand opening next Spring. Cleanup and tree trimming is complete. Demo permit in process with the County.
Revisions to Chapters 2 and 3 of the Town Code	Chapter 3 amendment approved at November 14th Board meeting. Chapter 2 tabled by Board of Trustees. Rules of Procedure under review and revision.
IGA with Longmont	Delayed until February 27th meeting.
Refinancing Sewer Bond	Authority Board approved extended the term of the loan to thirty years. Staff is soliciting proposals from other financial institutions to compare rates and cost. Will bring to Board on February 27, 2017.
Mead Western Meadows payment agreement	Approved by Board at last meeting.
Police Department Formation	Police Chief interviews scheduled for January 13th. Ismael Aldana completed all screening, background check and psychological evaluation and determined fit for duty. Interview panels unanimously recommended a candidate who will be presented at this meeting for confirmation by the Board of Trustees..

Board Assignments

Item	Status/Comment
Urban Renewal Authority	Working with Katy Press on proposal for Mead specific analysis.
Planning Services	Advertising for Planning Director is underway.

Item	Status/Comment
Comprehensive Plan Update	Consulting firm selected at last Board meeting.
Enclave Annexations	Final Board action to complete annexation was on January 30th. Staff has identified two more enclave properties in the Sekitch Business Park and will initiate the process for annexation of these. Also had contact from one other enclave owner to discuss annexation agreement.

Ongoing Projects

Item	Status/Comment
Public Works/Police Facility	Response to Board questions is on this agenda.
Water Service for New Development	Staff is investigating a provision in the contract with Little Thompson which stipulates it will be the provider of water service for any properties that annex to the Town. Met with staff and attorney for Long's Peak. Follow up meeting with both District this week resulted in an agreement in concept for redefining the boundaries of the two districts.
Economic Development Activity	Mead Place has met with staff to develop a schedule for consideration of its development proposal.
Storm Drainage and Wastewater Master Plans	Wastewater Master Plan proposal accepted by Board. Consultant is working on the plan. Storm Drainage study has been rescheduled for 2017 budget.

Completed

Item	Status/Comment
Formation of Urban Renewal Authority	
Welker water line complete	
Little Thompson Rate Adjustments	
Development Impact Fee Update	
New Town Website	
Town Attorney selection	
Sewer rates approved	
Strategic Plan	
Staff Assessment follow up	
Combining Community Day and Sugar Beet Festival	

TOWN OF MEAD
ATTORNEY PROJECT - STATUS REPORT
AS OF FEBRUARY 13, 2017

LITIGATION

ITEM/TOPIC	STATUS/COMMENT

DEVELOPMENT MATTERS

ITEM/TOPIC	STATUS/COMMENT
St. Acacius Subdivision Administrative Final Plat	Staff negotiating with developer regarding waivers of standards. SIA prepared by staff.
Ritchie Bros - 4th Amendment to Annexation Agreement	Discussions with Planning Staff regarding changing allowed uses.
Tedford/Birmingham Auto Restoration	Weld County referral received. Staff has responded with objection and request that it be annexed.
Sekich Family Property	Visioning Session scheduled in February.
Kiteley Property (east of Liberty Ranch)	Staff has meet with Jerry Eckelberger and is pursuing a pre-annexation agreement. No activity.
Guardian Angles SIA	SIA sent to Archdiocese for review and approval. LOC approved.
Iglesia de JusuChristo	3rd submittal of Administrative Site Plan under staff review. Site Plan Agreement (SPA) submitted to the Church.
Built Construction	Administrative Site Plan submitted, under review.

LICENSES, FRANCHISES, AGREEMENTS AND CONTRACTS

ITEM/TOPIC	STATUS/COMMENT

ORDINANCES, RESOLUTIONS AND OTHER LEGAL MATTERS

ITEM/TOPIC	STATUS/COMMENT
Temporary Moratorium for New Self-Storage/Mini-Warehouses	Draft ordinance prepared for review.
Gopher Gulch RV Park - Weld County Referral - USR 17-0002	Resolution of Opposition in the packet.

GENERAL ADVICE ITEMS

ITEM/TOPIC	STATUS/COMMENT
4th Street & Welker Triangle	Contacted Lucy McDonald, who is planning a site visit & coordinating with Mike Segrest.
Mead URA	Work with Attorney Rogers on Cooperation Agreement.

NO ACTIVITY

ITEM/TOPIC	STATUS/COMMENT
MNM Enterprises Lot 15, 1-25 Enclave Annex	Staff review of revised building site plan. Presently on hold waiting for applicant's response.
Mead 219 Annexation (Racetrack Property)	Working on the Pre-Annexation Agreement.
RJ Food Mart - Administrative Replat	Met with Rashpel Singh regarding replatting the Conoco Fuel station site - Mead Street at Hwy 66.
Sorrento Estates - Southeast corner of Adams Avenue and WCR 5	Met with Blake Carlson regarding plans to restart the platting process for this 160 acre development.
Employee Handbook	Under staff review.

COMPLETED

ITEM/TOPIC	STATUS/COMMENT
Multiple Enclave Annexations	Annexations approved. Completed.
Hilgers Hz Well Permits - Kerr-McGee	Approved, completed.
Comprehensive Plan	Resolution No. 13-R-2017, approved, completed.
Sewer User Fees	Ord. 834, approved, completed.
FPPA Agreement	Ord. 835, approved.
Public Works Truck Lease-Purchase	Res. 14-R-2017, approved, completed.