

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: November 13, 2023

SUBJECT: Town Manager Report

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- Colorado Department of Local Affairs awarded the Town of Mead \$1,500,000 grant for the Community Center Construction. The grant award is part of the Main Street LIVE initiative. Award Letter is included in the packet.
- The Development Impact Fee schedule for 2024 will be increased by 5.52% based on the 5-year ENR Annual Average Index. The annual increase is in accordance with the Impact Fee Study recommendations adopted by the Town in 2021 and will be posted by December 1, 2023 and sent to all active developers.
- Annual renewals for business licenses are being emailed to all active business owners. Enhanced credit card acceptance for payments is available. Pet license renewals have been emailed to current pet owners.
- The November 7<sup>th</sup> Election had two statewide issues voted on by the residents of Mead. The Unofficial Results for those items are attached. It appears that Proposition HH has failed, and Proposition II has passed. Additional Weld County results can be found on the Weld County Elections website: <https://www.weld.gov/Government/Departments/Clerk-and-Recorder/Elections-Department>. Statewide election results can be found on the Secretary of State website: <https://www.sos.state.co.us/pubs/elections/resultsData.html>.
- Public hearings are scheduled for December 11, 2023, to consider adoption of the 2024 Town Budget and the 2024 Mead Urban Renewal Authority (MURA) and Mead Elevation 25 General Improvement District (GID) budgets. Drafts were presented at the respective October 9<sup>th</sup> meetings. Staff is making minor changes to the budget draft based on projects that may carry over from 2023. There are no changes to the proposed budget schedule due to Proposition HH as the referendum has failed.
- Agfinity was issued a building permit for a car wash at their site at 201 Third Street in Mead. This permit was anticipated to be issued in 2024 but appears that construction will commence sooner.
- The Built for Mead website is live with a variety of business interviews: <https://builtformead.com/>. New videos continue to be released and the website is updated quarterly. The business directory is live. Minor changes are being made to the business license renewal application for 2024 to ensure all Mead-based business are captured.
- CDOT is planning a ribbon cutting ceremony to officially open segments 6,7, and 8 of the I-25 toll lane project on December 5<sup>th</sup> from 11:00 to 12:00p.m. at the Centerra Mobility Hub in Loveland. Indications are that they will be opening the toll lanes to the traveling public on this day.
- The Employee Handbook amendment, which was presented to the Board of Trustees on 10/31, will be presented for adoption on November 27<sup>th</sup> after a final review is completed.
- Club Car Wash has broken ground on its new facility located on the west side of Foster Ridge Drive and west of the new QuikTrip Convenience Store and Gas Station.
- A restitution hearing is scheduled in Mead Municipal Court for November 13<sup>th</sup> for the graffiti damage earlier this year to Founders Park and other areas around town. The Town incurred \$4500 in damages. There are 43 cases on the docket for arraignment or review hearing on November 16<sup>th</sup>.
- CIRSA completed their Annual Property Survey on October 4, 2023. CIRSA is the Town's property/casualty insurance carrier. Public Works walks the Town's properties with CIRSA Risk

Control Consultant to identify potential hazards. The report is attached. Correction of the noted issues was completed in October and response sent to CIRSA.

- Staff is working with the Town Attorney's office on an ordinance which would codify the state's bag fee which was adopted in 2021. According to state legislation, retail stores in Colorado are obligated to charge a \$0.10 fee for each single-use plastic bag or paper bag (with some exemptions) commencing January 1, 2023. The retailer may retain four cents of the fee to cover their expenses and must remit six cents of the fee to the local municipality. Since retailers must start remitting in January 2024, information and reporting forms are being created for the Town's website.
- The Town paving and street maintenance projects are about wrapped up for the year. An update will be presented to the Board on November 13<sup>th</sup>. Several development-related road projects in Mead are still ongoing. Current road closures due to construction can be found on the town's website: <https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- Key projects update:
  - 3<sup>rd</sup> and Welker Intersection – Real estate acquisition continues. Staff is still awaiting CDOT comments on the plan set. An RFP was released for Construction Management services. Proposals are due December 15<sup>th</sup>.
  - Mead Community Center – Staff continues to correspond with OmniTRAX regarding the land lease agreement for use of railroad property for stormwater detention. The design team met with the PEMB contractor regarding structural coordination.
  - SH66 Pedestrian Crossing – Staff conducted the FIR meeting with the design team and CDOT on November 3<sup>rd</sup>.
- YTD totals for new single family home permits:
  - 2023 YTD: 87 SF Permits, 110 Certificates of Occupancy
- Boards and Commissions
  - The next Planning Commission meeting is scheduled for November 15<sup>th</sup> at 6:00 p.m. at Town Hall. A Public Hearing will be held for proposed land use code amendments.
  - There is a vacant seat for an Alternate Commissioner on the Planning Commission and a business member of the Finance Committee. Please invite those who may be interested to contact the Town Clerk's office to apply.
- Human Resources
  - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
  - Open full-time positions include one Police Officer. Interviews are underway.

## **Community Development**

- A community open house is being jointly scheduled by the Town of Mead, Mountain View Fire Rescue District and High Plains Library District for review of the Municipal Facilities Master Plan at Liberty Ranch. It is anticipated that the open house will be held in early December at the Fire Station attached to Town Hall.
- The library and fire districts are working with Town Staff to establish a pre-development agreement and finalize their applications for the municipal facilities property in Liberty Ranch. Applications for platting and site plan are expected sometime this autumn or winter.
- Staff has applied for a matching grant through DOLA for the Land Use Code major update. If the grant is awarded, it will significantly increase the available funds for this code amendment effort.

## **Public Works and Engineering**

- The WWTF Structures Rehab project is complete.
- The slurry seal project has been postponed to 2024 due to temperature limitations.
- Staff supported the Chamber Trick or Treat Street event on October 28<sup>th</sup>.

- The first snow removal activities of the season began on October 29<sup>th</sup>. The team is finalizing snow removal policies and procedures and new staff members are being trained.
- The Town's utility locate ticketing software has now formally transitioned to BOSS811.

### **Community Engagement**

- Winter Basketball for preschool through 2nd grade is scheduled at Mead Elementary School every Saturday through December 16<sup>th</sup>. 103 children are registered.
- Older Active Adults are heading to Jesters Dinner Theater on December 9<sup>th</sup> to see Scrooge! Tickets are \$20 per person. Registration is required, and the deadline is November 17<sup>th</sup>.
- Christmas in the Park is December 2<sup>nd</sup>, from 1-6 p.m. at Town Park. The community event will offer a variety of free activities and conclude with the Parade of Lights and Tree Lighting Ceremony. Registration to participate in the Parade of Lights is free, and the registration deadline is November 17<sup>th</sup>. Mead Area Chamber of Commerce will host its annual tree drawing from 1:00-4:30 p.m. Winners will be announced after the tree lighting. Participants must be present to win.
- The next Built for Mead blog will cover the importance of shopping locally in preparation for the holiday season.

### **Police Department**

- New officers Bustamante and Aguirre are progressing through field training.
- The Citizen's Academy graduation was held last Wednesday, November 1<sup>st</sup>.
- Chief Newbanks and Commander Smith attended the International Association of Chiefs of Police annual conference in October. Most of this training was paid for with grants. Law Enforcement from around the world were present, including members of the Israeli National Police.
- The monthly activity report is attached.