

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: February 12, 2024

SUBJECT: Town Manager Report

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- The Town is excited to announce that the nationally renowned greeting card publisher, Leanin' Tree, will move its headquarters from Gunbarrel to Mead. The employee-owned company, founded in Boulder in 1949 by Ed Trumble and Bob Lorenz, will relocate from 6055 Longbow Drive in Gunbarrel to a 109,676-square-foot leased building in the Elevation25 Business Park, a new industrial development on the southeast corner of Interstate 25 and Colorado Highway 66 in Mead, and plans to be operational there by the fourth quarter of this year.
- The Mead Police Department is dedicated to expanding its community policing efforts to meet the growing needs of the Town. To ensure the department is adequately resourced for future operations, Town residents are being asked to complete a short survey. The survey asks about the willingness to support additional police resources in the community. The link to the survey can be found here: <https://bit.ly/MeadPD-Survey> The Town is mailing a postcard to remind residents about the Police Resources and Support Survey. The survey reminder will reach residents a week before the survey deadline on February 19<sup>th</sup>.
- Manny Windhorst, Pavement Management Program Manager, attended Weld County Friendly Fork as a guest speaker on February 8<sup>th</sup>. Manny spoke to the attendees about Mead's Pavement Management Program, the Street Improvement Fund, and road improvement plans. Manny is one of several guest speakers scheduled for Weld County Friendly Fork lunches this year.
- The Colorado State Legislature is now in session and will consider bills that affect citizens and municipalities. Colorado Municipal League follows the legislative process and advocates for its members on several bills. The CML Statehouse Report is issued weekly on the CML website. Link: <https://www.cml.org/home/advocacy-legal/statehouse-report>.
- Municipal Court has 48 cases scheduled on the docket for February 15<sup>th</sup>. There are trials scheduled for February 12 and March 11, 2024.
- Two additional cameras have been ordered for the boardroom/courtroom AV system to provide better coverage of speakers in the room. This expenditure was anticipated as part of the Comcast Access Programming Grant received in 2023.
- The 2023 Financial Audit is tentatively scheduled for onsite work to be completed the week of April 22, 2024.
- Renewals have been processed for 262 Business Licenses for calendar year 2024. Total Business Licenses issued in 2023 was 508, up from 404 in 2022. Business Licenses are issued to businesses physically located in the Town or doing business in the Town (remote sellers are not required to obtain a business license).
- RFPs were released for Municipal Financial Services and Human Resource Services. Two responses were received for Financial Services. After review and consideration, Lorraine Trotter with Professional Management Solutions was selected to continue to provide services to the Town of Mead. The financial services agreement is on the Consent Agenda for February 12<sup>th</sup>. Thirteen responses were received for the Human Resource Services RFP, these are currently under review.
- The annual worker's compensation audit was held with Pinnacol on February 6, 2024. This audit compares 2023 estimated to actual payroll and reviews claim frequency and severity.
- CIRSA is scheduled to be onsite for an audit of 2023 claims and safety procedures on February 22, 2024.

- 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 coordinating utility relocations and has finalized the contract with Dewberry for Construction Management services.
  - Community Center – The building permit plans have been submitted to SafeBuilt, and the team is preparing responses to comments from Planning and other referral agencies. Staff continues to work through the details of the purchase of the railroad property and intends to release the construction project for bid in February.
  - SH66 Pedestrian Crossing – Staff continues to coordinate with the various utility and ditch companies. A FOR (Field Office Review) meeting was held with CDOT on February 9<sup>th</sup>.
- YTD totals for new single family home permits:
  - 2024 YTD: 7 SF Permits, 2 Certificates of Occupancy
- Boards and Commissions
  - There have been several applications for the vacant Alternate Planning Commissioner seat on the Planning Commission. Applicants have been invited to meet with staff and will be introduced to the Commission. All applicants will be informed of Planning Commission meetings as the Municipal Code requires their attendance at two meetings prior to being considered.
  - The February Planning Commission meeting is canceled.
- Human Resources
  - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
  - Open full-time positions include Economic Development Director and Police Officer.

### **Community Development**

- Club Car Wash, located next to QuikTrip, is under construction and will open this year.
- The Waterfront development is under contract with a large, national homebuilder. Infrastructure and public improvement work for the first phase could start early in 2024.
- Broe Real Estate Group submitted a preliminary plat for the approximately 160-acres of land located east of the High Plains Blvd. alignment (CR 9.5), south of the RR tracks, and north of Welker (CR 34). The plat is under review by the Development Review Committee (DRC).
- The Mead Towne Center building permit was issued and work has begun on the building.
- High Plains Library District and Mountain View Fire Rescue District have submitted a PAC (Pre-Application Consultation) meeting application. The DRC members will review the preliminary documents, meet with the applicant team, and provide written comments.

### **Public Works and Engineering**

- Safe Routes to School – The design team continued conversations with affected property owners along WCR 7 regarding the proposed trail alignment as the design continues to evolve.
- Staff participated in the review and selection of the design-build team for the County's High Plain Boulevard (WCR 9.5) project. A draft IGA is under review to outline the County and Town roles, as roughly half of the project is within Mead.
- Public Works crews are cutting native grasses and clearing tumbleweeds from parks due to recent high winds.
- Staff is preparing the annual sewer rate and plant investment fee increases for Board adoption on February 26<sup>th</sup>.

## **Community Engagement**

- Spring Break Soccer Camp, Youth Soccer leagues, Skyhawk Camps, and Girls on the Run are all open for registration. Fees and program details can be seen at <https://secure.rec1.com/CO/mead-co/catalog>.
- Youth Volleyball has 92 participants registered for spring league play. Teams will play at both Carbon Valley and Mead from March through May.
- Town of Mead Facebook added 456 additional followers and 113 additional followers on Instagram in 2023. Facebook reach was up 171%, and 69% on Instagram in 2023 compared to 2022.
- The full Built for Mead video playlist is available on the Town's YouTube channel. The playlist has a total of 19 video, and recently added Pt.1 & 2 explaining Mead's URA: <https://bit.ly/3Sxf2xC>

## **Police Department**

- New officer Daniel Aguirre is finishing up field training this month.
- A Police Officer candidate is currently in backgrounds.
- The police department is completing victims' rights, death notification, fraud investigation, dementia awareness, and search & seizure training this month.
- The January Monthly Report is attached.