

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: April 29, 2024

SUBJECT: Town Manager Report

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- Registration is still open for the Colorado Municipal League's 102nd Annual Conference, to be held June 18 through June 21, 2024 in Loveland. The onsite hotel is full but there are still rooms at nearby hotels.
- The dates for the Mead Police Citizens Academy coming this fall have been released and we are taking applications. Last year's Academy was very well received.
- The Town continues to work steadily towards website accessibility compliance, per the State of Colorado Technical Standard TS-OEA-002 and House Bill 21-1110. This effort has included a full review of all web pages, converting documents to accessible documents when appropriate, implementing accessibility tools, and continuing to test the website for deficiencies. The Website Accessibility Plan and statement has been submitted to legal for review. The deadline for compliance is July 1, 2024.
- The Town hosted a Community Open House on April 22<sup>nd</sup> from 6 to 8 p.m. at the Public Works Facility at 1341 WCR 34. The Open House provided information to residents about upcoming community projects and solicited input. The event was well attended, with about 75 people visiting throughout the evening.
- The Community Center continues to move forward with the Final Plat and Site Plan for the subdivision on the Consent Agenda. In addition, the construction and construction management contracts are also on the Consent Agenda for approval. The project is slated to begin later this spring with a completion date of early 2025.
- The attached concurrence letter to the Colorado Department of Transportation memorializes the Town's agreement to allow an 18-inch variance to the CDOT Bridge Design Manual for the vertical clearance over CR 32 and CDOT's agreement to build multimodal bike and pedestrian facilities on the newly constructed overpasses on Segment 5 of I25.
- The Town's 2023 Financial Audit kicked off the onsite work on April 22<sup>nd</sup>. The audit team will continue its work by gathering documents and interviewing staff. The audit must be filed with the Office of the State Auditor by July 31, 2024.
- 2024 Spring Clean-Up Days are scheduled for May 6<sup>th</sup>-18<sup>th</sup> at Front Range Landfill. Voucher pick-up started on April 22<sup>nd</sup>. These changes were implemented because the local site is no longer sustainable due to the amount of waste and environmental regulations. The move to Front Range Landfill provides increased drop-off hours and more drop-off days, plus they accept more types of waste.
- Building Permits have been submitted for the Town's first public EV charging stations in the Town Hall parking lot. The charging stations are ChargePoint, and fees will be charged after the first usage hour. The Town received a \$12,000 grant to purchase and install these EV chargers.
- Meet, Greet, and Eat with the Board of Trustees has been scheduled for the summer of 2024. The Board hosts these events to engage with residents in their neighborhood. The 2024 dates are June 25<sup>th</sup> at Founders Park, July 30<sup>th</sup> at Margil Farms Park, and August 27<sup>th</sup> at Mead Town Park. Each event includes a free entrée and dessert from a food truck.
- The next regularly scheduled Coffee with the Mayor will be held Saturday, May 4<sup>th</sup> at 8:00 a.m. at Town Hall. Citizens are encouraged to attend and participate in an open discussion about any issues. Mayor Colleen Whitlow hosts this event on the first Saturday of each month.
- The Colorado State Legislature is in session for a few more weeks and has been considering 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's next arraignment and review hearing date is May 16<sup>th</sup> at 6:30 p.m. The Court Clerk is also preparing for two trials scheduled for June 10<sup>th</sup>.
- Current road closures due to construction can be found on the town's website: <https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- Key projects update:

- 3<sup>rd</sup> and Welker Intersection – Staff continued real estate transactions and initiated utility relocation coordination with LTWD, United Power, and Xcel Energy.
- Community Center – The Site Plan and Final Plat will be presented on April 29<sup>th</sup> for Board approval along with award of the construction contract to Dohn Construction.
- SH66 Pedestrian Crossing – Final design of the trail alignment continues to avoid as many utility conflicts as possible.
- YTD totals for new single family home permits:
  - 2024 YTD: 35 SF Permits, 32 Certificates of Occupancy
- Boards and Commissions
  - The May Planning Commission meeting is scheduled for May 16<sup>th</sup> to hear the AMK Annexation and establishment of zoning.
  - Several candidates for the open Alternate Planning Commissioner seat attended the Planning Commission meeting, on March 20<sup>th</sup>. Most of the candidates will still need to attend one (1) more meeting to be eligible to be appointed to the open alternate seat.
- Human Resources
  - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
  - Open full-time positions include Maintenance Worker and Police Officer.

### **Community Development**

- Staff is working on a draft IGA (Pre-Development Agreement) for the Municipal Facilities site at Liberty Ranch with Mountain View Fire Rescue District and High Plains Library District. Once preliminary details are agreed upon, the IGA will be presented to the Board for review and approval.
- The first round of DRC review comments for the O'Reilly Auto Parts Site Plan have been sent to the applicant for their review. A meeting with the Town's DRC team and the applicant team to discuss comments is being scheduled.
- The RFP for the Land Use Code update is being finalized and will be released later this month.
- Staff is starting to prepare an RFP for the Trails Master Plan and the Comp Plan update.
- The Welker Farms PUD application was recently submitted, and DRC review of that application is underway.
- Lennar Homes has purchased the first phase of the Waterfront subdivision. Lennar staff has begun pre-construction discussions with Planning and Engineering staff. Grading work is likely to begin this spring or early summer.

### **Public Works and Engineering**

- Final flood hazard determination was received from FEMA dated March 26, 2024. Please see the enclosed report.
- CR 38 Bridge Deck Replacement – The project is complete, and CR 38 has been reopened.
- High Plains Boulevard – staff participated with Weld County to make the final selection of the design/build team for the county-managed project between CR 32 and CR 34. Announcement of the selected team is forthcoming.
- The Geotechnical Services RFP closed April 23<sup>rd</sup>.
- The annual slurry seal/chip seal bid closed April 25<sup>th</sup>.
- The annual pavement marking contract is out for bid and closes May 7<sup>th</sup>.

### **Community Engagement**

- The Mead Motorheads have submitted a community event application for their 20<sup>th</sup> annual car show to be held on Memorial Day, May 27<sup>th</sup>, from 11 a.m. to 2 p.m. The show will offer food, vendors, and classic cars for viewing.
- As part of our Arbor Day celebration, free trees were given out to Mead residents on a first come, first served basis.
- Built for Mead Economic Development provided a free marketing 101 webinar to local businesses on April 25<sup>th</sup>. The webinar provided tips and strategies for increasing promotion and consumer attraction for Mead businesses.

- The Fishing is Fun Fishing Clinic is scheduled for June 1<sup>st</sup> at Lorin Mead Park at Highland Lake from 8 a.m. to noon. The event will feature educational fishing booths, free fishing poles, and free hotdogs provided by the Mead Area Chamber of Commerce.
- The department is working on the second phase of wayfinding directional signs, primarily located near the business district.

#### **Police Department**

- The April Mid-Monthly Report is attached.
- Officers completed search and seizure training last week.
- A new patrol vehicle was received and put in service last week. This is the first of three that we purchased last July, which have been awaiting upfitting.
- Officers attended the Community Open House on April 22<sup>nd</sup>.
- Police Officer candidate interviews are being scheduled. We are still looking for one officer.