

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: February 26, 2024

SUBJECT: Town Manager Report

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- Homes For Our Troops is hosting a Community Kickoff for Marine Cpl. Zac Dinsmore on March 9, 2024. Homes For Our Troops is a privately funded 501(c) (3) nonprofit organization that builds and donates specially adapted, custom homes nationwide for severely injured post-9/11 veterans. Veterans in the program choose where they would like their forever homes and Homes is excited to announce that Marine Cpl. Zac Dinsmore has selected Mead, CO! The event escort will leave the Town Hall parking lot at 9:50 a.m., and the event will be at the catholic church from 10 a.m. – 12 p.m.
- The Town received a \$100,000 Energy Impact Grant from the State of Colorado’s Department of Local Affairs. This grant will be used to complete an update of the Town’s Land Use Code.
- Registration is now open for the Colorado Municipal League’s 102nd Annual Conference, to be held June 18 through June 21, 2024 in Loveland.
- Cybersecurity awareness training with KnowBe4 has been renewed for 2024. The 2023 training concentrated on phishing awareness and email scams. Staff participation has been very high. In addition, when renewing the Town’s email spam filters for 2024 an upgrade was added which defends against impersonation protection.
- The Town’s 2023 Financial Audit is scheduled for onsite work the week of April 22, 2024. Preaudit work will start in March. The audit must be filed with the Office of the State Auditor by July 31, 2024.
- Staff is completing annual records archival and destruction in accordance with the Colorado Municipal Records Retention Schedule. This project will continue through May. Please see the attached annual report.
- The police education survey has been available electronically for residents and business owners to provide feedback on the police department’s community policing efforts. The closing date has been pushed to February 23, 2024 to allow for additional responses. Results will be presented to the Board of Trustees on March 11 at the regularly scheduled board meeting.
- The Town’s workers’ compensation carrier, Pinnacol, met with managers from administration, police department and public works to review safety procedures, accident investigation and claims handling. Further safety training for all employees is being scheduled.
- 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 held its first bench trial in the courtroom which was remodeled in 2023. The set up worked very well. For March, a bench trial is scheduled for March 11<sup>th</sup>. The arraignment docket has been re-scheduled for March 7<sup>th</sup> due to scheduling conflicts. There are currently 48 cases on the docket.
- CIRSA annual audit of 2023 claims and safety procedures was completed on February 22, 2024. The Town’s score was improved based on updates to multiple internal policies which were made in 2023.
- 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, and the interior of 242 Dillingham was relocated. The exterior will be relocated by the March deadline. Staff is preparing the final bid package.

- Community Center – Staff is reviewing the bid package and expects to release it the week of February 20.
- SH66 Pedestrian Crossing – Staff is making some revisions to the trail alignment based on comments from utilities and ditch companies. The team met with Mead Place to continue coordination of the utility and trail conflicts.
- YTD totals for new single family home permits:
  - 2024 YTD: 13 SF Permits, 3 Certificates of Occupancy
- Boards and Commissions
  - The March Planning Commission meeting will be held on March 20<sup>th</sup>, to consider the Preliminary Plat for the Mead Community Center.
  - Staff will invite all of the applicants for the open seat for Alternate Commissioner to introduce themselves to the Commission.
- 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, Permit Technician and Police Officer.

### **Community Development**

- The Mead Community Center Preliminary Plat will be presented to the Board of Trustees for consideration on March 25<sup>th</sup>. The Final Plat and Site Plan will be presented to the Board on April 8<sup>th</sup>.
- The Mead Towne Center building permit was issued and work has begun on the building. The owners are working with the Town's engineering staff to complete some of the remaining engineering documents.
- High Plains Library District and Mountain View Fire Rescue District have submitted a 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**

- Four bids were received for the bridge repair on CR 38. Staff is checking references and preparing the contract documents.
- Speed limit signs were updated/replaced on CR34/Welker Avenue between Western Meadows and the Public Works facility in advance of a bridge replacement project.
- Public Works took delivery of two new Parks trailers used to haul equipment and materials.
- Staff met with CDOT regarding implementation of the educational components associated with the Safe Routes to School grant.

### **Community Engagement**

- Lunch Bunch and Bingo was held at the Merc on Feb. 16<sup>th</sup> and included 17 older active adult participants. Officer Cramblet stopped by and called bingo numbers.
- The annual egg hunt will be at Founders Park on March 23, 2024. Participants must bring their own bag or basket; there is no need to register. Get the kiddos out and hunt for over 12,000 eggs!
- Community Engagement staff are hosting several recruiting events at colleges in the area to hire part-time recreation aids in preparation for spring and summer.
- Staff is working with Mead PD to host a community shred event to help prevent identity theft. We are planning a spring event at the Town Hall parking lot.

**Police Department**

- The police department completed radio maintenance on all department radios this month. During this process, the Longmont channels were added. This will assist with collaboration with Longmont Police on in-progress calls.
- The February Mid-Monthly Report is attached.