

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: November 27, 2023

SUBJECT: Town Manager Report

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- 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. 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 Town is declaring December as Business Appreciation Month and encouraging residents to shop locally this holiday season.
- Built for Mead economic development initiative is hosting a free networking and marketing workshop for our local business community. The workshop will be held on December 9, 2023, starting at 8:30 a.m. at The Merc (4340 CO-66, Mead, CO), with a complimentary breakfast provided. Award-winning marketing and communications agency Slate Communications will teach the workshop where local businesses will learn to promote their business online, with tips on social media, Google, and review sites. Please see the attached flyer.
- Governor Polis called a special session of the state legislature to consider property tax reductions. This will likely result in a delayed certification of valuations from the Weld County Assessor which may require rescheduling of our 2024 budget public hearing and adoption.
- The following draft 2024 calendars are attached to this report:
  - 2024 Board of Trustees Meeting Calendar (scheduled for adoption by the Board of Trustees on January 8, 2024)
  - 2024 Municipal Court Hearing Dates
- 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. The impact fee due on each single-family home in 2024 is \$15,562. Impact fees paid are used for capital improvements necessary due to growth in the Town in the areas of Municipal Facilities, Police, Parks & Open Space and Storm Drainage & Streets. See attached schedule.
- Annual renewals for business licenses have been emailed to all active business owners. Enhanced credit card acceptance for payments is available. Pet license renewals have been emailed to current pet owners.
- A Request for Proposal has been released for financial auditing services. The Town is seeking a new auditing firm to prepare the 2023 financial statements. Proposals are due by December 22<sup>nd</sup>.
- 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.
- The Built for Mead website is live with various business interviews: <https://builtformead.com/>. New videos continue to be released, and the website is updated quarterly. The business directory is live.
- CDOT is planning a ribbon cutting ceremony to officially open segments 6,7, and 8 of the I-25 toll lane project on December 7<sup>th</sup> at 9:15 a.m. at the Centerra Mobility Hub in Loveland. Governor Polis is expected to attend.

- The Town paving and street maintenance projects are complete for 2023, but a few 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 received CDOT comments on the plan set and is preparing the bid documents. A pre-proposal meeting was held for the RFP for Construction Management services on November 15<sup>th</sup>. Proposals are due December 15<sup>th</sup>. The railroad crossing construction and maintenance agreements have been received from OmniTRAX and are under review by staff.
  - Mead Community Center – The team is responding to the Development Review comments and finalizing the building permit drawing plan set.
  - SH66 Pedestrian Crossing – Staff received comments from CDOT on the FIR plan set and is preparing responses and revisions. A progress meeting was held with the design team on November 17<sup>th</sup>.
- YTD totals for new single family home permits:
  - 2023 YTD: 95 SF Permits, 113 Certificates of Occupancy
- Boards and Commissions
  - Planning Commission was held on November 15<sup>th</sup> to discuss 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. Those who may be interested should contact the Town Clerk's office to apply. To date four applications have been received for the PC and one for FC. Applications will be accepted until after the holidays. Any applicant must attend at least two meetings prior to being considered by the Board of Trustees for appointment.
- 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**

- The application for the Meadow Ridge Final Plat is active again, after several months of inactivity. This application is on track to go the Board in early 2024.
- The application for the Grand Meadows Final Plat will be presented to the Board in early 2024.
- The owner of Welker Farms is preparing a PUD (zoning) document for that parcel of land. The application is expected to be submitted later this year or early in 2024.
- The owner of the Westridge property has been in contact with staff about the pre-application consultation process. Anticipated time frame is late this year or early 2024.

### **Public Works and Engineering**

- The Public Works Facility and our consultant, Ditesco, received a Colorado Project Achievement Award from the Construction Management Association of America (CMAA) for Building Construction Under \$20M. Staff attended the award banquet on November 8<sup>th</sup>.
- Staff is preparing an RFP for an operator at the Wastewater Treatment Facility. The existing contract with Ramey Environmental is expiring.
- Five Public Works maintenance workers obtained their Traffic Control Technician (2) and Traffic Control Supervisor certifications (3).

- The first progress meeting was held for the 3<sup>rd</sup> Street trail extension design effort. This project is funded by a Safe Routes to School grant. Staff is drafting a Revitalizing Main Streets grant application for \$250,000 for additional construction funds.

### **Community Engagement**

- Road closure notifications were delivered to residents living around the Parade of Lights route.
- Community Engagement delivered 16 welcome bags to new Mead residents.
- Jesters Dinner Theater trip is full, with 25 participants. 11 residents and 14 non-residents will be attending. Non-resident fees are not applied to Older Active Adult Programming.
- Event & Media Specialist is attending the United Power breakfast and update from President & CEO Mark A. Gabriel on November 29<sup>th</sup>.
- Staff is reviewing potential EV charging rates compared to other municipal public charging stations.

### **Police Department**

- New officers Bustamante and Aguirre are progressing through field training.
- The department is gearing up for community support this holiday season. The police will be participating with other Weld County departments in the Weld Elves program. Gifts will be distributed to needy families in the community prior to Christmas.
- Sgt Holmen arrested a defendant on active warrants while working court security. The defendant also appeared to be under the influence. During the process of the arrest, it was discovered that he had arrived in a stolen vehicle. A gun, drugs, and other contraband were recovered from the stolen vehicle.
- Officers are investigating vehicle break-ins that occurred in Liberty Ranch. These appear to be connected to others occurring across the northern front range.
- The mid-monthly activity report is attached.