

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: December 11, 2023

SUBJECT: Town Manager Report

- The Town declared December as Business Appreciation Month and is encouraging residents to shop locally this holiday season. Several social media posts are being made to promote Business Appreciation Month.
- Christmas in the Park was a very successful event this year. It was quite well attended, and staff received very positive feedback from the community.
- Built for Mead economic development initiative hosted a free networking and marketing workshop for our local business community. The workshop was held on December 9, 2023, at The Merc (4340 CO-66, Mead, CO), with a complimentary breakfast provided. Award-winning marketing and communications agency Slate Communications conducted the workshop where local businesses learned to promote their business online, with tips on social media, Google, and review sites. Another seminar will be held in 2024.
- Coffee with the Mayor was held on Saturday, December 2nd. The community members present discussed development on Main Street, the future Community Center and Older Active Adults.
- An inspection and audit of the Town of Mead Passport Acceptance facility is scheduled for December 12th. The Town of Mead is an authorized passport acceptance agency that processes new and renewal passports by appointment. The administrative team must each recertify annually, and an inspection/audit is completed biannually.
- The new QuikTrip convenience store and gas station is planning to open in late December or early January.
- Governor Polis called a special session of the state legislature to consider property tax reductions. SB 23B-001 was adopted which reduces residential property tax by adjusting the assessed values. The updated certification of values is scheduled to be completed by Weld County before January 3, 2024. Staff anticipates that this legislation will reduce property tax revenue by 5-10%. The 2024 draft budget has been adjusted accordingly.
- 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 22nd. RFP's are also being released for Financial Consulting and HR Services. Our current consultants have been under contract since 2019 and are encouraged to respond.
- 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 9th 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.
- A ribbon cutting ceremony to officially open segments 6,7, and 8 of the I-25 toll lane project was held on December 7th at the Centerra Mobility Hub in Loveland. The festivities were held to kick off the opening of the third lane on I-25. The toll lanes will open on December 15th and all tolls will be waived for the break in period. The design of the Mead section (from Berthoud to SH 66) is underway and construction will begin in Spring of 2024.

- 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:
 - 3rd and Welker Intersection – Real estate acquisition continues. The railroad crossing construction and maintenance agreements have been executed. A progress meeting was held with the design team on November 28th.
 - Community Center – The team is responding to the Development Review comments and finalizing the building permit drawing plan set. Staff met with the railroad regarding the land lease for the adjacent property.
 - SH66 Pedestrian Crossing – A progress meeting was held with the design team on December 1st.
- YTD totals for new single family home permits:
 - 2023 YTD: 97 SF Permits, 114 Certificates of Occupancy
- Boards and Commissions
 - 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.
 - The December Planning Commission meeting was canceled.
- 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 owners of the Scooter Hinge Property, 333-339 Main Street, have indicated that they are working on submitting a Site Plan application. Staff hopes to see this application submitted before the end of the year.

Public Works and Engineering

- A pre-application meeting was held with CDOT regarding the 1601 I-25/CR38 interchange planning effort on December 6th.
- Staff released an RFP for an operator at the Wastewater Treatment Facility. The existing contract with Ramey Environmental is expiring. A pre-proposal meeting was held on November 29th.
- Staff submitted a Revitalizing Main Streets grant application for \$250,000 for additional construction funds.
- Public Works staff prepared for and supported the Christmas in the Park event.
- Annual snow training was held for all Public Works operators.

Community Engagement

- Older Active Adults attended Jesters Dinner Theater on December 9th to view the play "Scrooge."
- The Recreation Coordinator attended the end-of-year AAPS (Active Adult Programming and Services) conference.

- 3rd – 8th-grade basketball will begin in early January. Games will be played in Mead and Carbon Valley. We currently have 83 youth registered.
- Community Engagement is finalizing 2024 recreation and event programs. Mead is currently registered as an official NFL flag football site, and we plan to host flag football in the fall of 2024.
- Staff attended the Friendly Forks senior lunch and presented to the attendees about Mead Older Active Adults programs and the future Community Center.

Police Department

- New officers Bustamante and Aguirre are progressing through field training. Bustamante is scheduled to complete training this month.
- The shop renovations are nearing completion and a move of evidence into the shop is expected before the end of the year.
- The November monthly activity report is attached.