

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: January 29, 2024

SUBJECT: Town Manager Report

- The Annual Community Report for 2023 was completed and mailed to citizens. A copy of the report is attached. The Annual Report details community highlights, the Town budget, and the use of the Street Improvement Fund. The Street Improvement Fund was established to collect the additional 1% sales and use tax approved by voters in November 2021. This fund can only be used to maintain and improve Mead's roadways. The 1% sales and use tax is collected annually and may be applied to the subsequent fiscal year. Street improvement spending totaled \$3.8 million in 2023.
- 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>
- Colorado Municipal League Annual Conference is scheduled for June 18th – June 21st at Embassy Suites in Loveland.
- Municipal Court was held on January 18th with 33 cases on the docket. Currently, there is one trial scheduled for February 12th and 46 cases on the docket for February 15th.
- Additional security cameras have been installed at Town Hall to provide better coverage of the parking lot after an incident in December.
- The new toll lanes on I-25 between the Mulberry exit on the north end of Fort Collins and the Berthoud exit are open, fully operational and all tolls are waived for the foreseeable future while CDOT completes its testing. Here are a few things to understand about these toll lanes:
 - Until tolling goes live, drivers can use the express lanes for free.
 - Toll fees have not yet been determined but likely will mirror existing variable toll fees on I-25. Most express lanes in Colorado charge \$2 to \$5, with the price lower with less congestion and higher with more congestion.
 - The express lane is free for those vehicles with a driver and at least two passengers with an ExpressToll pass. This will require the purchase of a switchable HOV transponder at a cost of \$18.
- The 2023 Financial Audit is tentatively scheduled for onsite work to be completed the week of April 22, 2024.
- RFPs were released for Financial Consulting and HR Services. The deadline for proposals is January 26, 2024. Staff will review the proposals, check references, and schedule interviews, if necessary.
- A ribbon cutting for the QuikTrip convenience store, 3571 Highland Dr, was held on January 24, 2024. QuikTrip is now open 24 hours a day, 365 days a year. The new traffic signal on SH 66 and Foster Ridge Drive is up and running.
- Red Barn Meadows ribbon cutting was held on January 20, 2024, at their new subdivision. Attendees enjoyed a tour of the new model homes.
- 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. Staff interviewed the top two firms that submitted proposals in response to the Construction Management RFP. Dewberry was selected for the project.
 - Community Center – the preliminary plat and site plan have been re-submitted to Planning for review. 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 has been coordinating the utility relocations and ditch company review.
- YTD totals for new single family home permits:
 - 2024 YTD: 2 SF Permits, 0 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 Municipal Code requires the 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 Specialist, Police Officer, and Maintenance Worker I.

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 is working with staff and is close to submitting 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).

Public Works and Engineering

- 1601 CR 38 Interchange Assessment – staff met with CDOT to clarify the scope of the highway project and coordinate assumptions for the analysis. The team learned portions of the frontage road will remain in place as a utility corridor, contrary to previous conversations with CDOT staff.
- Staff reviewed two proposals for operation of the Town’s wastewater facilities and has selected Ramey Environmental. Ramey has been operating the plant for many years and will continue as our provider.
- Safe Routes to School – the design team initiated conversations with affected property owners regarding the proposed trail alignment as the design continues to evolve.
- Staff is preparing the annual HUTF submittal.

Community Engagement

- Registration for spring soccer and volleyball is currently open. The season will run from March-May and is the only soccer season scheduled in 2024.
- The first event of 2024 is being planned; the Eggstravaganza Egg Hunt is scheduled for March 23rd at Founders Park.
- The 2023-2024 Community Report has been finalized and mailed to residents.

- Community Engagement assisted with two ribbon-cutting ceremonies for new development-QuikTrip and Red Barn.

Police Department

- New officer Daniel Aguirre is progressing through field training.
- Police Officer candidate interviews were completed on January 16th.
- The department sent officers to a recruitment fair last Saturday, hosted by AIMS college.
- The police department completed CPR training this month.
- Police officers assisted with traffic and security at the QT ribbon cutting last week.
- The January Mid-Monthly Report attached.