

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: May 13, 2024

SUBJECT: Town Manager Report

- Mead Motorheads is holding its annual car show festival on Memorial Day in the Town Park. This popular car show kicks off the summer season of community festivals, events, and concerts.
- 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 25th at Founders Park, July 30th at Margil Farms Park, and August 27th at Mead Town Park. Each event includes a free entrée and dessert from a food truck.
- The most recent Coffee with the Mayor was held Saturday, May 4th 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 Board of Trustees meets twice a month on the second and last Monday at Town Hall. This month, due to the Memorial Day holiday, the Board of Trustees will meet on Tuesday, May 28th, at 6:00 p.m. Residents may attend in person or by remote access via the zoom link below.
- Link: https://us02web.zoom.us/webinar/register/WN_irDH4x_ER1yZSo6clo_2Zg
- The Colorado Municipal League annual conference is scheduled for June 18th-June 21st at the Embassy suites in Loveland. Several staff and Board members will attend the educational seminars.
- The fall Mead Police Citizens Academy will be held every Wednesday from September 11 to October 16, 2024, from 6:30 p.m. to 9:00 p.m. Applications are now being accepted. Last year's Academy was very well received. This is an opportunity for citizens to learn about and interact with the Mead Police Department.
Find out more information on our town's website: <https://www.townofmead.org/police/page/citizens-police-academy>
- 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 Community Center will soon be under construction. The project is slated to begin later this spring with a completion date of early 2025.
- The Town's 2023 Financial Audit kicked off the onsite work on April 22nd. The audit team completed its onsite work and is continuing with their efforts. The audit must be filed with the Office of the State Auditor by July 31, 2024.
- 2024 Spring Clean-Up Days are underway until May 18th at Front Range Landfill. Voucher pick-up started on April 22nd.
- Ritchie Bros will conduct its quarterly auction May 21st and 22nd with over 6,600 items up for bid. This is a live auction.
- The Town's first public EV charging stations will be installed in the Town Hall parking lot. The two charging stations are ChargePoint, and fees will be charged after the first usage hour. Additional EV chargers will be installed as part of the Community Center project.

- The Colorado State Legislature ended its 2024 session on May 8th. 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 16th at 6:30 p.m. The Court Clerk is also preparing for two trials scheduled for June 10th.
- 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 – Staff continues real estate transactions and utility relocation coordination. A preliminary survey has been completed to assist utilities with facility placement, and relocations are expected to start after school is out for the summer.
 - Community Center – Staff is finalizing the contract with Dohn and will be scheduling a pre-construction meeting in May.
 - SH66 Pedestrian Crossing – Staff is finalizing negotiations with affected ditch companies to complete the trail alignment design.
- YTD totals for new single family home permits:
 - 2024 YTD: 40 SF Permits, 35 Certificates of Occupancy
- Boards and Commissions
 - The May Planning Commission meeting is scheduled for May 15th 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 20th. Most of the candidates will still need to attend one (1) more meeting to be eligible to be appointed to the open alternate seat. Staff will prepare a recommendation for the open alternate seat and present that recommendation in an upcoming Board of Trustees agenda.
- 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

- The RFP for the Land Use Code update is being finalized and will be posted this month.
- The Welker Farms PUD application was recently submitted, and DRC review comments for that application have been sent to the Applicant. Staff will meet with the Applicant team to review those comments later this month.
- The last few weeks have been very busy with pre-application consultations (PACs). Staff has received several PAC meeting requests, including for the Haley property (NWC of Hwy 66 and CR 3); Kiteley Ranch (SEC of Hwy 66 and CR 7); Waterfront Filing 2 (south of CR 28); the property formally known as the Lizondo Futbol Academy (to establish a SFD neighborhood); and the Mead Village property (west and south of the Mead Elementary and Middle schools). These are all in the preliminary stages which could indicate a busy upcoming year.

Public Works and Engineering

- The on-call Geotechnical Services RFP closed April 23rd and staff has selected CTL Thompson.
- The annual pavement marking contract closed May 7th.
- Staff finalized the agreement with the Woody Williams Foundation relative to the Gold Star Memorial.
- The concrete removal and replacement project will begin in May.

- Public Works staff supported the Arbor Day tree pick-up event.
- The Public Works Operations Manager attended the APWA Snow and Ice Conference in Kansas City.

Community Engagement

- Girls on the Run participants join the end of season 5K in Fort Collins on March 11th.
- Lunch Bunch and Bingo is being hosted at The Merc on May 17th. Registration is \$10 and includes lunch, beverages, and bingo cards.
- Community Engagement finalized the Information and Communication Technology Accessibility Plan, required by the State of Colorado.
- The Mead Area Chamber of Commerce submitted its community event application for the Summer Block Party. The event will be held June 8th from 3:00 to 8:00 p.m. and will feature vendors, live music, and food. The Town will continue to work with the Chamber to facilitate the event and advertise.
- Rockin' N Reelin' Music and Movies begin June 14th. Each music and movie night will offer adult beverages and food truck options for purchase.
- Summer Park and Shelter rentals are filling up quickly. CivicRec has expedited the rental process by ensuring rentals can be quickly reserved online.
- The recreation department is transitioning to Team Sideline for online sports scheduling. Team Sideline is considered more accessible than our previous scheduling through PDFs.

Police Department

- The April Monthly Report is attached.
- Police Officer candidate interviews are being scheduled. We are still looking for one officer.
- Mead's two School Resource Officers are wrapping up their school duties this month. Prom at MHS went well, SRO Salazar was present for the after party.
- Officers were hired to provide security at a private event at the high school. Two officers were present on a Sunday and no incidents were reported.
- Police Week is May 12th-18th and there are some events that Police will be attending or taking note of.
 - Chief Newbanks attended the Colorado Law Enforcement Memorial ceremony on Friday, May 3rd.
 - The candlelight vigil in Washington DC is Monday May 13th. This event honors 282 fallen officers this year, including 118 line-of-duty deaths in 2023 and 164 officers who died in years prior to 2023.
 - Longmont will host a memorial service on Wednesday May 15th.
 - Grandview Church is providing lunch for our officers on Wednesday May 15th.
 - The Weld County Law Enforcement Memorial ceremony will be held on Thursday evening May 16th at Bittersweet Park in Greeley.