

**Town of Mead  
Regular Meeting  
Board of Trustees  
March 30, 2020  
6:00 p.m.**

**1. Call to Order - Roll Call**

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:00 p.m. Due to the Town's Disaster Declaration of March 21, 2020 related to the COVID-19 virus, the meeting was held with virtual access provided through Zoom.

**Present**

Mayor Colleen Whitlow  
Trustee David Adams  
Trustee Brooke Babcock (attended via virtual access)  
Trustee Debra Brodhead  
Trustee Trisha Harris (attended via virtual access)  
Trustee Terri Hatch  
Mayor Pro Tem Joyce Palaszewski

**Absent**

None

Also present: Town Manager Helen Migchelbrink; Town Clerk / Treasurer Mary Strutt; Public Information Officer Erika Harper; Chief of Police Brent Newbanks.

Attending via virtual access: Town Attorney Marcus McAskin; Town Engineer / Public Works Director Erika Rasmussen; Planning Director Chris Kennedy; members of the public.

**2. Pledge of Allegiance to the Flag**

The assembly pledged allegiance to the flag.

**3. Review and Approve Agenda**

Mayor Whitlow requested that the agenda be amended to add under Consent Agenda Item 5.e. Resolution No. 44-R-2020 remote meeting access policy.

*Motion was made by Trustee Adams, seconded by Trustee Hatch, to approve the agenda as amended adding Item 5.e. Resolution No. 44-R-2020. Motion carried 7-0, on a roll call vote.*

**4. Public Comment**

Frank Grimaldi commented about the Zoom meeting access and about stopping development in town due to the coronavirus.

Brenda Hall commented on the Zoom meeting access.

**5. Consent Agenda**

- a. Approval of Minutes–Special Meeting March 21, 2020
- b. February Financials

- c. **Resolution No. 39-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a First Amendment to the Agreement for Services By and Between the Town of Mead and Veris Environmental, LLC for Biosolids Loading, Hauling, and Disposal Services
- d. **Resolution No. 40-R-2020** - A Resolution of the Town of Mead, Colorado, Establishing Certain Nonrefundable Application Fees Required for Applications Under the Town of Mead Municipal Code, Chapter 12, Regarding Metropolitan Districts
- e. **Resolution No. 44-R-2020** – A Resolution of the Town of Mead, Colorado, Adopting a Policy Concerning Procedures for Remote Participation in Regular and Special Meetings in Emergency Situations

*Motion was made by Trustee Adams, seconded by Trustee Brodhead, to approve the Consent Agenda. Motion carried 7-0, on a roll call vote.*

**6. Check Register March 25, 2020**

*Motion was made by Trustee Babcock, seconded by Trustee Adams, to approve the March 25, 2020 check register. Motion carried 7-0, on a roll call vote.*

**7. Staff Report: Town Manager Report**

Town Manager Helen Migchelbrink provided an update on the COVID-19 disaster. Senior lunches continue as takeout, all other activities have canceled. Clean Up Days will be postponed.

**8. New Business**

- a. **Resolution No. 41-R-2020** – A Resolution of the Town of Mead, Colorado, Approving the Intergovernmental Agreement Among the Town of Lyons, the City of Longmont, the Town of Mead, the Town of Firestone, the County of Boulder, the County of Weld, and the State of Colorado Department of Transportation to Implement the Highway 66 Access Control Plan

Mayor Whitlow and Town Engineer / Public Works Director Erika Rasmussen explained the process of negotiating the access control plan for Hwy 66.

*Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Brodhead, to adopt Resolution No. 41-R-2020 – A Resolution of the Town of Mead, Colorado, Approving the Intergovernmental Agreement Among the Town of Lyons, the City of Longmont, the Town of Mead, the Town of Firestone, the County of Boulder, the County of Weld, and the State of Colorado Department of Transportation to Implement the Highway 66 Access Control Plan. Motion carried 7-0, on a roll call vote.*

- b. **Resolution No. 42-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for JVA, Inc. to Complete a Wastewater Utility Plan for the Town

Town Engineer / Public Works Director Erika Rasmussen discussed the utility plan which was last updated in 2006.

*Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Adams, to adopt Resolution No. 41-R-2020 – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for JVA, Inc. to Complete a Wastewater Utility Plan for the Town for an amount not to exceed \$27,000.00. Motion carried 7-0, on a roll call vote.*

## **9. Public Hearing: Budget Amendment**

Mayor Whitlow opened the public hearing for the 2020 budget amendment at 6:21 p.m.

- a. **Resolution No. 43-R-2020** – A Resolution of the Town of Mead, Colorado, Amending the 2020 Budget to Transfer Moneys Between Spending Agencies and Accounts Within the General Fund to Fund Three New Full-Time Police Officers

Town Clerk / Treasurer Mary Strutt explained the additional cost would not require additional appropriation of funds. At the Board's request, expenditures will be made for police line items, rather than other general fund line items, as outlined in the resolution.

Police Chief Brent Newbanks discussed the need for additional officers and the contract with Weld County Sheriff's Office.

There was no public comment at this time.

Mayor Whitlow closed the public hearing at 6:41 p.m.

*Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Hatch, to adopt Resolution No. 43-R-2020 – A Resolution of the Town of Mead, Colorado, Amending the 2020 Budget to Transfer Moneys Between Spending Agencies and Accounts Within the General Fund to Fund Three New Full-Time Police Officers. Motion carried 7-0, on a roll call vote.*

## **10. Public Comment**

There was no public comment at this time.

## **11. Elected Officials Report**

- a. Town Trustees

The Trustees discussed the Zoom meeting access and construction activity in town during the coronavirus pandemic.

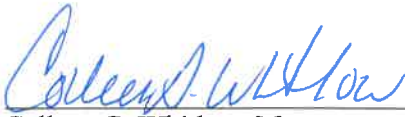
- b. Mayor Whitlow

Mayor Whitlow discussed the Zoom meeting access.

## **12. Adjournment**

*Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Hatch, to adjourn the meeting. Motion carried 7-0.*

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 6:49 p.m. on Monday, March 30, 2020.

  
Colleen G. Whitlow, Mayor

ATTEST:

  
Mary E. Strutt, MMC, Town Clerk

