

**Town of Mead
Regular Meeting
Board of Trustees
April 13, 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
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

Motion was made by Trustee Babcock, seconded by Trustee Adams, to approve the agenda as written. Motion carried 7-0, on a roll call vote.

4. Informational Items

Town Clerk / Treasurer and Designated Election Official Mary Strutt reviewed the unofficial election results and discussed the timeline for official results and a possible recount.

5. Public Comment

Brenda Hall discussed the April 7, 2020 election and the ballot processing/counting process.

6. Consent Agenda

- a. Approval of Minutes–Regular Meeting March 30, 2020
- b. Aged Receivables

- c. **Resolution No. 45-R-2020** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Between the Town of Johnstown and the Town of Mead Concerning the Use of the Johnstown Police Department Firearm Training Range
- d. **Committee Reappointment:** Paul Nilles Finance Committee
- e. **Resolution No. 46-R-2020** – A Resolution of the Town of Mead, Colorado, Approving the First Amendment to Subdivision Improvement Agreement Between the Town of Mead and the Developer of The Highlands Subdivision

Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Babcock, to approve the Consent Agenda. Motion carried 7-0, on a roll call vote.

7. Check Register April 8, 2020

Motion was made by Trustee Hatch, seconded by Trustee Babcock, to approve the April 8, 2020 check register. Motion carried 7-0, on a roll call vote.

8. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink provided an update on the COVID-19 disaster. Public Works and Police Department are responding to complaints, issues and snow. She also discussed paving at The Highlands, financial audit 4/20, police officer hiring, Safebuilt. Town Engineer / Public Works Director Erika Rasmussen gave an update on the pavement management plan and the plan for Third Street reconstruction.

Mayor Whitlow called for a recess of the Town of Mead Regular Board of Trustees meeting at 6:20 p.m. and convened the Mead Liquor Licensing Authority.

9. Mead Liquor Licensing Authority

- a. **Public Hearing:** Knuckle Puck Brewing New Application

Town Clerk / Treasurer Mary Strutt entered into evidence the application and supporting documents for a Brew Pub license for Knuckle Puck Brewing LLC.

Applicant Tanner Gifford discussed the business concept.

The Board discussed the application including proper procedures, zoning, and neighborhood needs.

Motion was made by Trustee Babcock, seconded by Trustee Adams, to approve the application of Knuckle Puck Brewing LLC for a new brew pub liquor license based on the findings set forth in the staff report for the April 13, 2020 meeting and based on the following additional findings:

- *That applicant is of good moral character and not prohibited as a licensee;*
- *That the premises and their location are suitable based on a review of the plans submitted; and*
- *That the petition submitted by applicant, along with testimony received at the public hearing, indicate that existing outlets are inadequate to serve the thirst needs of the neighborhood and that there is a desire for an additional brew pub as measured by reasonable requirements of the neighborhood.*

It was further moved that the approval is conditioned upon the following:

- 1. Applicant receiving a certificate of occupancy for the premises within one year of the date of this approval;*
- 2. A determination upon inspection by town staff that the building complies with the architect's drawing, plot plan and detailed interior sketch submitted with the application.*

Trustee Babcock further moved to direct town staff to notify the State of Colorado Liquor Enforcement Division of this approval. Motion carried 7-0, on a roll call vote.

Mayor Whitlow closed the meeting of the Mead Liquor Licensing Authority at 6:27 p.m. and reconvened the Regular Meeting of the Board of Trustees.

10. New Business

- a. **Proclamation:** Library Week April 19 – 25

Trustee Babcock read the Proclamation.

Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Brodhead, to authorize Mayor Whitlow to sign the Proclamation for Library Week April 19 – 25, 2020. Motion carried 7-0, on a roll call vote.

- b. **Resolution No. 47-R-2020** – A Resolution of the Town of Mead, Colorado, Awarding the Bid for 2020 Street Sweeping Services to G.R.C. Consulting, Inc.

Town Engineer / Public Works Director Erika Rasmussen discussed the bids received.

Motion was made by Trustee Hatch, seconded by Mayor Pro Tem Palaszewski, to adopt Resolution No. 47-R-2020 – A Resolution of the Town of Mead, Colorado, Awarding the Bid for 2020 Street Sweeping Services to G.R.C. Consulting, Inc. for an amount not to exceed \$35,000.00. Motion carried 7-0, on a roll call vote.

- c. **Resolution No. 48-R-2020** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Relating to the Conduct of the Weld County Community Development Block Grant Program (CDBG IGA) and Authorizing the Mayor to Execute the CDBG IGA

Town Manager Helen Migchelbrink discussed the Community Development Block Grant program and the opportunity for the Town to apply through Weld County.

Motion was made by Trustee Adams, seconded by Trustee Babcock, to adopt Resolution No. 48-R-2020 – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Relating to the Conduct of the Weld County Community Development Block Grant Program (CDBG IGA) and Authorizing the Mayor to Execute the CDBG IGA. Motion carried 7-0, on a roll call vote.

- d. **Resolution No. 49-R-2020** – A Resolution of the Town of Mead, Colorado, Awarding the Contract for Development Impact Fee Study Consulting Services to Willdan Financial Services

Town Planner Jeremiah Fettig discussed the bids received.

The Board discussed the development impact fees, last updated in 2016.

Motion was made by Trustee Adams, seconded by Trustee Hatch, to adopt Resolution No. 49-R-2020 – A Resolution of the Town of Mead, Colorado, Awarding the Contract for Development Impact Fee Study Consulting Services to Willdan Financial Services for an amount not to exceed \$46,010.00. Motion carried 7-0, on a roll call vote.

11. Public Comment

There was no public comment at this time.

12. Elected Officials Report

- a. Town Trustees

The Trustees had no further comments.

- b. Mayor Whitlow

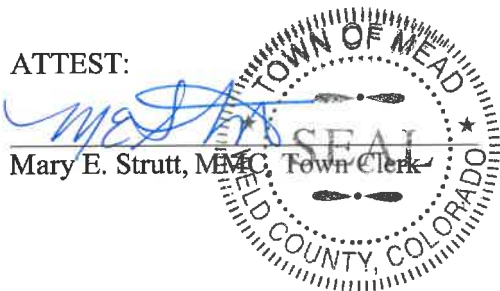
Mayor Whitlow discussed her appreciation of staff during this time of disaster.

13. Adjournment


Motion was made by Trustee Hatch, seconded by Trustee Babcock, to adjourn the meeting. Motion carried 7-0.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 6:50 p.m. on Monday, April 13, 2020.

ATTEST:



Mary E. Strutt, M.M.C. Town Clerk



Colleen G. Whitlow, Mayor