

**Town of Mead
Regular Meeting
Board of Trustees
April 27, 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 (arrived at 6:02 p.m.)
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.

Mayor Whitlow requested the observance of a moment of silence in honor of our military, first responders, health care providers and Firestone Trustee George Heath.

2. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

3. Consent Agenda

- a. Approval of Minutes—Regular Meeting April 13, 2020
- b. March Financials
- c. **Ordinance No. 930** – An Ordinance of the Town of Mead, Colorado, Approving the Grand View Estates Filing 2, Replat C Administrative Plat

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

4. Check Register April 22, 2020

Motion was made by Trustee Adams, seconded by Trustee Babcock, to approve the April 22, 2020 check register. Motion carried 7-0, on a roll call vote.

5. Swear In Newly Elected Board Members

- a. Mayor: Colleen Whitlow
- b. Trustee: Debbie Brodhead
- c. Trustee: Chris Cartwright
- d. Trustee: Steve Fox

Town Clerk Mary Strutt administered the Oath of Office.

6. RECESS

Mayor Whitlow called for a recess at 6:07 p.m.

Mayor Whitlow reconvened the Regular Meeting of the Board of Trustees at 6:16 p.m.

7. Call to Order – Roll Call

Present

Mayor Colleen Whitlow
Trustee David Adams
Trustee Brooke Babcock
Trustee Debra Brodhead
Trustee Chris Cartwright
Trustee Steve Fox
Trustee Trisha Harris

Absent

None

8. Selection of Mayor Pro Tem

Motion was made by Trustee Babcock, seconded by Trustee Cartwright, to nominate Trustee David Adams as Mayor Pro Tem. Motion carried 7-0, on a roll call vote.

9. Swear In Mayor Pro Tem

Town Clerk Mary Strutt administered the Oath of Office for Mayor Pro Tem Adams.

10. Review and Approve Agenda

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

11. Public Comment

There was no public comment at this time.

12. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink discussed construction at Mead Elementary School; reopening of Police Department and Town Hall; consideration of opening parks and restrooms; and a yard waste drop off day.

Public Information Officer Erika Harper discussed cancelling summer events and suspending the events committee meetings due to the coronavirus pandemic. Ms. Harper indicated that decisions on fall / winter events will be made at a later date.

13. Officer Appointments

- a. **Resolution No. 50-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Manager

The Board discussed appointing officers within 30 days of the new Board members taking office.

Motion was made by Trustee Babcock, seconded by Trustee Harris, to adopt Resolution No. 50-R-2020 – A Resolution of the Town of Mead, Colorado, Appointing Helen Migchelbrink as Town Manager. Motion carried 6-1, on a roll call vote. Mayor Whitlow and Trustees Adams, Babcock, Brodhead, Cartwright, Harris voted yes; Trustee Fox voted no.

- b. **Resolution No. 51-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Clerk

Motion was made by Trustee Harris, seconded by Trustee Brodhead, to adopt Resolution No. 51-R-2020 – A Resolution of the Town of Mead, Colorado, Appointing Mary Strutt as Town Clerk. Motion carried 7-0, on a roll call vote.

- c. **Resolution No. 52-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Treasurer

The Board discussed the appointment of a treasurer.

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Harris, to adopt Resolution No. 52-R-2020 – A Resolution of the Town of Mead, Colorado, Appointing Mary Strutt as Town Treasurer. Motion carried 7-0, on a roll call vote.

- d. **Resolution No. 53-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Municipal Court Judge

Town Clerk Mary Strutt introduced Judge David Thrower who has been the Municipal Court Judge since 2018.

Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to adopt Resolution No. 53-R-2020 – A Resolution of the Town of Mead, Colorado, Appointing David Thrower as Municipal Court Judge and authorized Mayor Whitlow to sign the agreement for Municipal Judge Services. Motion carried 7-0, on a roll call vote.

- e. **Resolution No. 54-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Attorney

Motion was made by Trustee Harris, seconded by Trustee Babcock, to adopt Resolution No. 54-R-2020 – A Resolution of the Town of Mead, Colorado, Appointing Marcus McAskin as Town Attorney. Motion carried 7-0, on a roll call vote.

- f. **Resolution No. 55-R-2020** – A Resolution of the Town of Mead, Colorado, Approving an Amended and Restated Engagement Letter with the Law Firm of Michow Cox & McAskin LLP to Provide Legal Services to the Town of Mead

Town Manager Helen Migchelbrink discussed the amended engagement letter.

Motion was made by Trustee Harris, seconded by Trustee Cartwright, to adopt Resolution No. 55-R-2020 – A Resolution of the Town of Mead, Colorado, Approving an Amended and Restated Engagement Letter with the Law Firm of Michow Cox & McAskin LLP to Provide Legal Services to the Town of Mead. Motion carried 7-0, on a roll call vote.

14. Swear In Officers

Mayor Whitlow administered the Oath of Office to the appointed officers.

15. Public Hearing: Waterfront Annexation

The Eligibility Hearing for the Waterfront Annexation has been canceled and will be rescheduled for a future date.

16. New Business

- a. **Ordinance No. 931** – An Ordinance of the Town of Mead, Colorado, Amending Sections 2-2-40 and 2-2-100 of the Mead Municipal Code to Change the Regular Election Date and Alter Terms of Office for Mayor and Trustees

Town Attorney Marcus McAskin reviewed the necessary Municipal Code changes to implement the change in election date as approved by the voters in Mead on April 7, 2020.

Motion was made by Trustee Babcock, seconded by Trustee Harris, to adopt Ordinance No. 931 – An Ordinance of the Town of Mead, Colorado, Amending Sections 2-2-40 and 2-2-100 of the Mead Municipal Code to Change the Regular Election Date and Alter Terms of Office for Mayor and Trustees. Motion carried 7-0, on a roll call vote.

17. Public Comment

Resident Brenda Hall discussed the election recount and congratulated those who were elected/appointed.

18. Elected Officials Report

- a. Town Trustees

The Trustees discussed the status of construction at Mead Towne Center.

- b. Mayor Whitlow

i. Administrative Directive No. 01-2020

Mayor Whitlow discussed the Administrative Directive relating to RV permits. She expressed gratitude to the new Trustees and to outgoing Mayor Pro Tem Palaszewski and Trustee Hatch. She also discussed with the Board the need for members to be appointed to DRCOG, CML policy committee or other committees according to each members' passion.

19. Adjournment

Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to adjourn the meeting. Motion carried 7-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:09 p.m. on Monday, April 27, 2020.



Colleen G. Whitlow, Mayor

ATTEST:



Mary E. Strutt, MMC Town Clerk

