

**Town of Mead
Regular Meeting
Board of Trustees
May 11, 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
Mayor Pro Tem David Adams
Trustee Brooke Babcock
Trustee Debra Brodhead
Trustee Chris Cartwright
Trustee Steve Fox
Trustee Trisha Harris

Absent

None

Also present: Town Manager Helen Migchelbrink; Town Clerk / Treasurer Mary Strutt; Public Information Officer Erika Harper; Town Engineer / Public Works Director Erika Rasmussen; Planning Director Chris Kennedy; Chief of Police Brent Newbanks.

Attending via virtual access: Town Attorney Marcus McAskin; members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence in honor of our military, first responders, health care providers and former mayor of Mead Miles Sanford (served 1964-1966).

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Mayor Whitlow removed Item 6.a. Minutes from the Consent Agenda due to a correction.

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

5. Public Comment

There was no public comment at this time.

6. Consent Agenda

- a. Approval of Minutes—Regular Meeting April 27, 2020

b. Aged Receivables

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

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Harris, to approve the Consent Agenda Item 6.a. Minutes as amended. Motion carried 7-0, on a roll call vote.

7. Check Register May 6, 2020

The Board discussed a billing from Dent Doctors for hail damage repair to vehicles which is part of an ongoing insurance claim.

Motion was made by Trustee Harris, seconded by Trustee Babcock, to approve the May 6, 2020 check register. Motion carried 7-0, on a roll call vote.

8. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink gave an update on the coronavirus response including staff returning to Town Hall and the reopening of Town Hall. Per Colorado Health order playgrounds are still closed. The Board also discussed scheduling an upcoming retreat, building permits and High Plains Library. The Board directed staff to follow up with the library district.

9. New Business

a. **Proclamation:** Neurofibromatosis Awareness Month May 2020

Motion was made by Trustee Fox, seconded by Trustee Babcock, to authorize Mayor Whitlow to sign the Proclamation for Neurofibromatosis Month. Motion carried 7-0, on a roll call vote.

b. **Proclamation:** National Police Week May 10 - 16

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Brodhead, to authorize Mayor Whitlow to sign the Proclamation for National Police Week. Motion carried 7-0, on a roll call vote.

c. **Proclamation:** National Public Works Week May 17 - 23

Motion was made by Trustee Cartwright, seconded by Mayor Pro Tem Adams, to authorize Mayor Whitlow to sign the Proclamation for National Public Works Week. Motion carried 7-0, on a roll call vote.

d. **Resolution No. 56-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a Professional Services Agreement with Loveland Barricade LLC, for Pavement Marking and Striping Application Services

Town Engineer / Public Works Director Erika Rasmussen discussed the proposal.

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Brodhead, to adopt Resolution No. 56-R-2020 – A Resolution of the Town of Mead, Colorado, Approving a

Professional Services Agreement with Loveland Barricade LLC, for Pavement Marking and Striping Application Services for an amount not to exceed \$75,000.00. Motion carried 7-0, on a roll call vote.

- e. **Resolution No. 57-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a Services Agreement with Browns Hill Engineering & Controls, LLC, for Certain Hardware and Software-Related Services at the Town’s Wastewater Treatment Facility

Town Engineer / Public Works Director Erika Rasmussen discussed the maintenance need which was unbudgeted. Staff will prioritize budgeted work on the pipeline project and delay some of the work until 2021 in order to meet the 2020 budgeted amount for repairs and maintenance.

Motion was made by Trustee Harris, seconded by Trustee Cartwright, to adopt Resolution No. 57-R-2020 – A Resolution of the Town of Mead, Colorado, Approving a Services Agreement with Browns Hill Engineering & Controls, LLC, for Certain Hardware and Software-Related Services at the Town’s Wastewater Treatment Facility for an amount not to exceed \$27,825.00. Motion carried 7-0, on a roll call vote.

10. Public Comment

There was no public comment at this time.

11. Discussion of Current Development Projects

Planning Director Chris Kennedy presented information regarding ongoing development projects – both residential and commercial.

12. Elected Officials Report

- a. Town Trustees

The Trustees discussed the 3rd Street and Welker design project and other roadway needs and remote work by staff.

- b. Mayor Whitlow

Mayor Whitlow discussed the Clean Up Day – yard waste drop off scheduled for May 29 & 30. She also discussed appointments to the CML Policy Committee and DRCOG.

13. Adjournment

Motion was made by Trustee Cartwright, seconded by Trustee Babcock, 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 7:24 p.m. on Monday, May 11, 2020.

Colleen G. Whitlow
Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt
Mary E. Strutt, MMC, Town Clerk

