

**Town of Mead
Regular Meeting
Board of Trustees
June 29, 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 6:09 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; Town Engineer / Public Works Director Erika Rasmussen; Chief of Police Brent Newbanks; Town Attorney Marcus McAskin.

Attending via virtual access: Assistant Town Attorney Christiana McCormick and members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence in honor of those who serve as military and first responders, especially those who lost their lives fighting for our freedom.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Brodhead, to approve the agenda. Motion carried 7-0, on a roll call vote.

5. Informational Items

- a. Commissioner Scott James, Weld County Board of Commissioners, District 2

Commissioner James discussed the impact of the coronavirus pandemic on Weld County and the CARES Act funding.

b. Wendy Meehan, Mead Towne Center

Ms. Meehan was unable to attend but did submit a statement stating that construction activities would resume at 234 Main Street on July 6, 2020.

c. Committee Quarterly Updates

i. Finance Committee

Finance Committee Chair Scott Gilbert discussed the Town's investment portfolio, finance director position and Board members as liaisons on committees.

d. Police Reform Bill Legislative Update

Police Chief Brent Newbanks presented projections for the police department 5 years and 10 years out based on anticipated population. The Board discussed staffing, facility and equipment needs.

Assistant Town Attorney discussed the impacts of SB20-217.

e. Pavement Management Plan Update

Town Engineer / Public Works Director Erika Rasmussen discussed the current condition of the town's roadway network, maintenance options and cost predictions/budget scenarios to sustain or improve the conditions.

6. Public Comment

Resident Jeremiah Crane discussed the lot line adjustment to 130 5th Street which is to be considered under the Consent Agenda.

7. Consent Agenda

- a. Approval of Minutes—Regular Meeting June 8, 2020
- b. May 2020 Financial Statements
- c. **Ordinance No. 934** – An Ordinance of the Town of Mead, Colorado, Approving with Conditions the Red Barn Subdivision Filing No. 1 Final Plat
- d. **Ordinance No. 935** – An Ordinance of the Town of Mead, Colorado, Approving with Conditions the Town of Mead Plat, 1st Amendment Administrative Replat

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

Mayor Whitlow called for a short recess at 8:19 p.m.

Mayor Whitlow reconvened the regular meeting of the Board of Trustees at 8:28 p.m.

8. Check Register June 23, 2020

Motion was made by Trustee Babcock, seconded by Trustee Brodhead, to approve the June 23, 2020 check register. Motion carried 7-0, on a roll call vote.

9. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink discussed the Oviatt cabin at Highland Lake which was moved to the historic society property by Wendy Meehan; the Town has been awarded \$90,000 Fishing is Fun grant for Highland Lake Park improvements; elementary school demolition will be within next few weeks; home sales continue to be strong at The Highlands and Sorrento; yard cleanup June 19 was successful.

10. Public Hearing

- a. **Ordinance No. 936** – An Ordinance of the Town of Mead, Amending Certain Provisions of Articles I, II, III, VII, and XI of Chapter 16 of the *Mead Municipal Code* Pertaining to Signage, Accessory Dwelling Units, and Accessory Structures

Mayor Whitlow opened the public hearing for amendments to the Mead Municipal Code at 8:33 p.m.

Town Planner Jeremiah Fettig discussed the proposed amendments.

There was no public comment.

The Board discussed size of accessory dwelling units.

Motion was made by Trustee Babcock, seconded by Trustee Harris, to adopt Ordinance No. 936 – An Ordinance of the Town of Mead, Colorado, Amending Certain Provisions of Articles I, II, III, VII, and XI of Chapter 16 of the Mead Municipal Code Pertaining to Signage, Accessory Dwelling Units, and Accessory Structures. Motion carried 7-0, on a roll call vote.

Mayor Whitlow closed the public hearing at approximately 8:49 p.m.

11. New Business

- a. **Resolution No. 61-R-2020** – A Resolution of the Town of Mead, Colorado, Awarding the Bid for Street Resurfacing to Vance Brothers, Inc.

Town Engineer / Public Works Director Erika Rasmussen discussed the bids for street resurfacing.

Motion was made by Trustee Cartwright, seconded by Trustee Harris, to adopt Resolution No. 61-R-2020 – A Resolution of the Town of Mead, Colorado, Awarding the Bid for Street Resurfacing to Vance Brothers, Inc. for an amount not to exceed \$414,550.00. Motion carried 7-0, on a roll call vote.

- b. **Resolution No. 62-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a Collaboration Agreement Related to Distribution of Cares Act Funds

with Weld County, Colorado, and Directing that 100% of the Town of Mead's Allocation of Funding be Directed to the Weld County Business Relief Fund to be Administered by Upstate Colorado Economic Development

The Board discussed the collaboration agreement among Weld County and many municipal jurisdictions to set up a grant funding process through Upstate Colorado to distribute CARES Act funding to local businesses.

Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to adopt Resolution No. 62-R-2020 – A Resolution of the Town of Mead, Colorado, Approving a Collaboration Agreement Related to Distribution of Cares Act Funds with Weld County, Colorado, and Directing that 100% of the Town of Mead's Allocation of Funding be Directed to the Weld County Business Relief Fund to be Administered by Upstate Colorado Economic Development. Motion carried 7-0, on a roll call vote.

- c. **Resolution No. 63-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for JVA, Inc. to Complete Phase 1 of the North Creek Ditch Floodplain Analysis

Town Engineer / Public Works Director Erika Rasmussen discussed the Floodplain Analysis process.

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Brodhead, to adopt Resolution No. 63-R-2020 – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for JVA, Inc. to Complete Phase 1 of the North Creek Ditch Floodplain Analysis for an amount not to exceed \$80,500.00. Motion carried 7-0, on a roll call vote.

12. Public Comment

There was no public comment at this time.

13. Elected Officials Report

a. Town Trustees

The Trustees discussed potential annexations east of I-25; Board meeting start time which will remain at 6:00 p.m.; CML Annual Business Meeting and elections; Weld County Sheriff's termination of contract; finance consultant.

b. Mayor Whitlow

Mayor Whitlow discussed with the Board the Weld County Hazard Mitigation Plan. She also thanked a resident for picking up trash in the park and invited all to attend Coffee with the Mayor scheduled for July 4th at 8:00 a.m.

The board discussed the police and roads presentations. The board scheduled a work session July 11, 2020 to discuss revenues.

14. Adjournment


Motion was made by Trustee Harris, seconded by Trustee Cartwright, 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 9:55 p.m. on Monday, June 29, 2020.



Colleen G. Whitlow, Mayor

ATTEST:



Mary E. Strutt, MMC, Town Clerk

