

**Town of Mead  
Regular Meeting  
Board of Trustees  
July 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  
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; Planning Director Chris Kennedy; Chief of Police Brent Newbanks; Town Attorney Marcus McAskin.

Attending via virtual access: members of the public.

**2. Moment of Silence**

Mayor Whitlow requested the observance of a moment of silence in honor of military, first responders and those on the front line of the coronavirus pandemic.

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

The assembly pledged allegiance to the flag.

**4. Review and Approve Agenda**

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

**5. Informational Items**

a. Police Department Update

Chief of Police Brent Newbanks discussed staffing and Fourth of July response. The Board discussed speed on Welker, the speed trailer and requested that Town Attorney Marcus McAskin draft a resolution in support of the police department.

b. Public Works Update

Town Engineer / Public Works Director Erika Rasmussen provided an update on street maintenance, concrete repair, asphalt paving and the Third Street Reconstruction design. The Board discussed public information updates, Coyote Run trail, and Third Street / WCR 7.

*Motion was made by Trustee Adams, seconded by Trustee Fox, to direct staff to bring back a resolution for approval which includes preliminary cost estimates for the Third Street Reconstruction project, analysis of unallocated funds which could be used for the project and a preliminary time line. Motion carried 7-0, on a roll call vote.*

6. Public Comment

Resident Ellen Hamor discussed traffic and road dust on Adams.

7. Consent Agenda

- a. Approval of Minutes–Regular Meeting June 29, 2020
- b. Aged Receivables

*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.*

8. Check Register July 8, 2020

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

9. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink discussed food trucks permit compliance in Sorrento. Sorrento will also pave final phase next week, then move to Adams. She also discussed building permits year to date – 102; PW sand building needs to be replaced; staff to explore construction signage at Hwy 66 and dust control/signage on Adams.

10. New Business

- a. **Proclamation:** July 2020 Park and Recreation Month

Recreation Coordinator Lorelei Nelson discussed town parks, camps, yoga in the park, CPW Fishing is Fun grant, fall soccer and fall flag football.

Trustee Cartwright read the proclamation for July 2020 Park and Recreation Month.

*Motion was made by Trustee Cartwright, seconded by Mayor Pro Tem Adams, to recognize July 2020 as Park and Recreation month and to authorize Mayor Whitlow to sign the proclamation on behalf of the Board of Trustees. Motion carried 7-0, on a roll call vote.*

- b. **Ordinance No. 937** – An Ordinance of the Town of Mead, Colorado, Approving a Disconnection of 3.54 Acres From the Town of Mead Located in Portions of 26 and 35, Township 3 North, Range 68 West of the Sixth Principal Meridian, County of Weld, State of Colorado

Town Attorney Marcus McAskin discussed the disconnection of a portion of WCR 9.5 and some right of way.

*Motion was made by Trustee Harris, seconded by Trustee Brodhead, to adopt Ordinance No. 937 – An Ordinance of the Town of Mead, Colorado, Approving a Disconnection of 3.54 Acres From the Town of Mead Located in Portions of 26 and 35, Township 3 North, Range 68 West of the Sixth Principal Meridian, County of Weld, State of Colorado. Motion carried 7-0, on a roll call vote.*

- c. **Ordinance No. 938** – An Ordinance of the Town of Mead, Colorado, Amending Article II of Chapter 7 of the Mead Municipal Code by Adding a New Section 7-2-190 Concerning Control of Rodent Infestations

Town Engineer / Public Works Director Erika Rasmussen discussed the ordinance to add rodent infestation to nuisances listed in Municipal Code. The Board discussed the eradication process.

A short recess was taken at 7:28 p.m.

Mayor Whitlow reconvened the regular meeting of the Board of Trustees at 7:31 p.m.

*Motion was made by Trustee Cartwright, seconded by Mayor Pro Tem Adams, to adopt Ordinance No. 938 – An Ordinance of the Town of Mead, Colorado, Amending Article II of Chapter 7 of the Mead Municipal Code by Adding a New Section 7-2-190 Concerning Control of Rodent Infestations. Motion carried 4-3, on a roll call vote. Trustees Adams, Cartwright, Fox and Mayor Whitlow voted yes; Trustees Babcock, Brodhead and Harris voted no.*

#### d. **November 3, 2020 General Election**

Town Clerk / Treasurer Mary Strutt presented the Weld County General Election important dates.

*Motion was made by Trustee Harris, seconded by Trustee Brodhead, to authorize the Town Clerk to notify the Weld County Clerk and Recorder of the Town of Mead's intent to participate in the general election of November 3, 2020. 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 Board discussed finance director position and schedule for work sessions.

b. Mayor Whitlow

Mayor Whitlow thanked the Board for their participation in the July 11, 2020 work session.

- 13. Executive Session:** Pursuant to C.R.S. Section 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators regarding future annexations to the Town of Mead.

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to enter into Executive Session pursuant to C.R.S. 24-6-402(e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators regarding future annexations to the Town of Mead. Motion carried 7-0 on a roll call vote.*

Mayor Whitlow convened the Executive Session at 7:58 p.m.

The Board returned to the Regular Meeting from Executive Session at 8:58 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Adams, Trustees Babcock, Brodhead, Cartwright, Fox and Harris, Town Attorney Marcus McAskin, and Town Manager Helen Migchelbrink. Also present were Town Planning Director Chris Kennedy, Planner Jeremiah Fettig and Town Engineer / Public Works Director Erika Rasmussen.

**14. Executive Session Action Items**

There were no executive session action items.

**15. Adjournment**

*Motion was made by Mayor Pro Tem Adams, 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 8:59 p.m. on Monday, July 13, 2020.

  
Colleen G. Whitlow, Mayor

ATTEST:

  
Mary E. Strutt, MMC, Town Clerk

