

**Town of Mead  
Regular Meeting  
Board of Trustees  
July 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  
Mayor Pro Tem David Adams (attended virtually)  
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; Public Information Officer Lorelei Nelson; Town Attorney Marcus McAskin.

Attending via virtual access: members of the public.

**Moment of Silence**

Mayor Whitlow requested the observance of a moment of silence in honor of members of the military and first responders.

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

The assembly pledged allegiance to the flag.

**3. Review and Approve Agenda**

Mayor Whitlow requested to amend the agenda, switching Items 4 b. and 4 c.

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

**4. Informational Items**

a. TDS Telecommunications

Katy Shiverdecker, Field Marketing Senior Administrator, and Chad Richards, Project Implementations Manager, discussed the TDS service territory and expansion with new construction.

b. Public Works Update

Town Engineer / Public Works Director Erika Rasmussen provided an update on street maintenance projects and the Third Street Reconstruction design.

c. Police Department Update

Sergeant Cory Ellis introduced officers Howard Prince and Jack Ross. Sergeant Ellis provided information on staffing and training.

**5. Support of the Mead Police Department**

- a. **Resolution No. 64-R-2020** – A Resolution of the Town of Mead, Colorado, Declaring Support Of and Appreciation For the Mead Police Department

Trustee Brodhead read the resolution in support of the Mead Police Department. Mayor Whitlow and the Trustees thanked the Mead Police officers for their service.

*Motion was made by Trustee Babcock, seconded by Trustee Cartwright, to adopt Resolution No. 64-R-2020 – A Resolution of the Town of Mead, Colorado, Declaring Support Of and Appreciation For the Mead Police Department. Motion carried 7-0, on a roll call vote.*

**6. Public Comment**

Resident Herman Schranz requested the Board provide information to citizens regarding various types of assistance.

Brien Sponaule requested information regarding approved construction hours for the Sorrento development, specifically weekends.

**7. Consent Agenda**

- a. Approval of Minutes–Regular Meeting July 13, 2020
- b. June 2020 Financial Statement
- c. Quarterly Investment Portfolio

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

**8. Check Register July 22, 2020**

*Motion was made by Trustee Harris, seconded by Mayor Pro Tem Adams, to approve the July 22, 2020 check register. Motion carried 7-0, on a roll call vote.*

**9. Staff Report: Town Manager Report**

Town Manager Helen Migchelbrink discussed kiosk type signs for Sorrento; work on the Coyote Run trail; Mead Towne Center has goal to complete core and shell by October 1; staff has been dealing with weed complaints.

## 10. Public Hearing

- a. **Resolution No. 65-R-2020** – A Resolution of the Town of Mead, Colorado, Approving With Conditions the Service Plan for the 34 9.5 Metropolitan District, and Authorizing Execution of the Intergovernmental Agreement Between the Town and the District

Mayor Whitlow opened the Public Hearing at 6:53 p.m.

Town Attorney Marcus McAskin introduced the metropolitan district proposal.

Megan Murphy, of White, Bear, Ankele, Tanaka, Waldron Attorneys at Law, discussed the service plan proposal and intended use of funds.

There was no public comment.

The Board discussed roadway improvements.

***Motion was made by Trustee Harris, seconded by Trustee Cartwright, to adopt Resolution No. 65-R-2020 – A Resolution of the Town of Mead, Colorado, Approving With Conditions the Service Plan for the 34 9.5 Metropolitan District, and Authorizing Execution of the Intergovernmental Agreement Between the Town and the District. Motion carried 7-0, on a roll call vote.***

Mayor Whitlow closed the Public Hearing at 7:09 p.m.

- b. **Resolution No. 66-R-2020**– A Resolution of the Town of Mead, Colorado, Amending the 2020 Budget and Appropriating Additional Funds for 2020 Expenditures to Fund the Third Street Reconstruction Project

Mayor Whitlow opened the Public Hearing at 7:09 p.m.

Town Manager Helen Migchelbrink reviewed the preliminary timeline and estimate for the Third Street Reconstruction Project.

There was no public comment.

The Board discussed the use of reserve funding, utility relocates, road construction, signage and alternate routes.

***Motion was made by Trustee Fox, seconded by Trustee Harris, to adopt Resolution No. 66-R-2020 – A Resolution of the Town of Mead, Colorado, Amending the 2020 Budget and Appropriating Additional Funds for 2020 Expenditures to Fund the Third Street Reconstruction Project. Motion carried 7-0, on a roll call vote.***

Mayor Whitlow closed the Public Hearing at 7:22 p.m.

## 11. New Business

- a. **Ordinance No. 939** – An Emergency Ordinance of the Town of Mead, Colorado, Authorizing and Confirming Various Administrative Approval Authorities of Town Staff and Suspending Operation of Certain Provisions of the Land Use Code for the Duration of the COVID-19 Public Health Emergency Disaster Declaration, for the Purpose of Enhancing Public Health and Promoting Economic Vitality

Town Clerk Mary Strutt discussed the request to allow administrative authorities to assist businesses during the COVID pandemic. The Board discussed the affect on businesses.

*Motion was made by Trustee Babcock, seconded by Trustee Brodhead, to adopt Ordinance No. 939 – An Emergency Ordinance of the Town of Mead, Colorado, Authorizing and Confirming Various Administrative Approval Authorities of Town Staff and Suspending Operation of Certain Provisions of the Land Use Code for the Duration of the COVID-19 Public Health Emergency Disaster Declaration, for the Purpose of Enhancing Public Health and Promoting Economic Vitality. Motion carried 7-0, on a roll call vote.*

- b. **Resolution No. 67-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for Felsburg Holt & Ullevig, Inc. to Complete Final Design of the 3<sup>rd</sup> and Welker Intersection

Town Engineer / Public Works Director Erika Rasmussen discussed engaging the on call traffic engineer to design the 3<sup>rd</sup> and Welker intersection in four phases.

*Motion was made by Trustee Harris, seconded by Trustee Cartwright, to adopt Resolution No. 67-R-2020 – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for Felsburg Holt & Ullevig, Inc. to Complete Final Design of the 3rd and Welker Intersection for an Amount not to Exceed \$268,391.00. Motion carried 7-0, on a roll call vote.*

## 12. Public Comment

Resident Ellen Hamor asked about road striping at Adams and WCR 5. Town Manager and Engineer will review.

## 13. Elected Officials Report

- a. Town Trustees

The Board discussed water usage at the middle school; Sorrento sales trailers; Board microphones; staff preparation for Board meetings; and Trustees as liaisons on committees.

- b. Mayor Whitlow

Mayor Whitlow discussed the CARES Act Funding – grant process is being finalized; IPA for High Plains Blvd; and requested a work session on mission vision and values. Coffee with Mayor is 8/1. Town Hall meeting with Board is 8/4.

14. **Executive Session:** Pursuant to C.R.S. Section 24-6-402(4)(a) and 24-6-402(4)(e) to discuss the potential acquisition or lease of property located within the Town of Mead within the general vicinity of Mead Town Park, to develop strategies for negotiations and to instruct negotiators regarding same.

*Motion was made by Trustee Babcock, seconded by Trustee Cartwright, to enter into Executive Session pursuant to C.R.S. 24-6-402(4)(a) and 24-6-402(4)(e) to discuss the potential acquisition or lease of property located within the Town of Mead within the general vicinity of Mead Town Park, to develop strategies for negotiations and to instruct negotiators regarding same. Motion carried 7-0 on a roll call vote.*

Mayor Whitlow convened the Executive Session at 8:02 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 (virtually), Trustees Babcock, Brodhead, Cartwright, Fox and Harris, Town Attorney Marcus McAskin, Town Manager Helen Migchelbrink, Town Clerk/Treasurer Mary Strutt, Public Information Officer Lorelei Nelson. Also present were Patrick McGlinchey and Justin Gregory of SRS Real Estate Partners.

**15. Executive Session Action Items**

*Motion was made by Trustee Babcock, seconded by Trustee Cartwright, to authorize the Town Manager and Town Attorney to take actions consistent with the instructions to negotiators in executive session. Motion carried 7-0, on a roll call vote.*

**16. 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 9:00 p.m. on Monday, July 27, 2020.

  
Colleen G. Whitlow, Mayor

ATTEST:

  
Mary E. Strutt, MMC, Town Clerk

