

**Town of Mead
Regular Meeting
Board of Trustees
August 10, 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 6:01 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

Absent

Trustee Steve Fox
Trustee Trisha Harris

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: none

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence in honor of Harvey Potts and previous leaders of the Town of Mead.

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 5-0, on a roll call vote.

5. Informational Items

- a. CDOT – Abra Geissler

Abra Geissler, CDOT Project Director, presented information on the I-25 expansion plans and frontage road closures.

b. Police Department Update

Police Chief Brent Newbanks discussed return to school plans. SRO and crossing guards are working toward a smooth reintegration into the classroom.

c. Public Works Update

Town Engineer / Public Works Director Erika Rasmussen discussed improvements at Mead Ponds.

d. Public Information Officer Update

Public Information Officer Lorelei Nelson discussed community events and youth sports.

e. Strictly Streets Purely Police Presentation

Public Information Officer Lorelei Nelson discussed the town's needs for street maintenance and 24/7 police coverage. The Board discussed draft ballot language for a sales and use tax increase.

6. Public Comment

There was no public comment at this time.

7. Consent Agenda

- a. Approval of Minutes—Regular Meeting July 27, 2020
- b. Aged Receivables

Motion was made by Trustee Cartwright, seconded by Mayor Pro Tem Adams, to approve the Consent Agenda. Motion carried 5-0, on a roll call vote.

8. Check Register August 5, 2020

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Cartwright, to approve the August 5, 2020 check register. Motion carried 5-0, on a roll call vote.

9. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink discussed home sales and welcome information for new residents. The Board discussed a partnership with the Mead Area Chamber of Commerce to provide new resident information.

10. Mead Liquor Licensing Authority

- a. Public Hearing: Application for Transfer of Ownership – The Beast and Barrel

Mayor Whitlow closed the regular meeting of the Board of Trustees at 7:18 p.m. and convened as the Mead Liquor Licensing Authority.

Mayor Whitlow opened the public hearing at 7:18 p.m.

Town Clerk Mary Strutt presented the transfer application and supporting documents.

Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, for the Authority to take no action on the application of The Beast and Barrel for a Transfer of Ownership – Hotel and Restaurant License due to a lack of jurisdiction based on the findings set forth in the staff report for the August 10, 2020 meeting. Trustee further moved to direct the Town Clerk to return the incomplete application to the applicant in conformance with Section 6-3-140 of the Mead Municipal Code and to take no further action in the absence of a complete application. Motion carried 5-0, on a roll call vote.

Mayor Whitlow closed the public hearing at 7:22 p.m.

Mayor Whitlow closed the meeting of the Mead Liquor Licensing Authority and reconvened the regular meeting of the Board of Trustees.

11. Public Hearing

- a. **Resolution No. 68-R-2020** – A Resolution of the Town of Mead, Colorado, Approving With Conditions the Service Plans for the Meadow Ridge Metropolitan District Nos. 1-3 and Meadow Ridge Commercial Metropolitan District, and Authorizing Execution of the Intergovernmental Agreements Between the Town and the Districts

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

Town Attorney Marcus McAskin introduced the metropolitan district proposal. Three proposed deviations from the model service plan are video meetings, storm drainage and irrigation.

Ken Puncerelli, LAI Design Group, and Tim Craft, Craft Companies, LLC, discussed the project.

Dianne Miller, Miller & Associates Law Offices, LLC, discussed the service plan proposal.

There was no public comment.

The Board discussed the non-potable water system.

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Brodhead, to adopt Resolution No. 68-R-2020 – A Resolution of the Town of Mead, Colorado, Approving With Conditions the Service Plans for the Meadow Ridge Metropolitan District Nos. 1-3 and Meadow Ridge Commercial Metropolitan District, and Authorizing Execution of the Intergovernmental Agreements Between the Town and the Districts. Motion carried 5-0, on a roll call vote.

Mayor Whitlow closed the Public Hearing at 8:02 p.m.

12. New Business

- a. **Ordinance No. 940** – An Ordinance of the Town of Mead, Colorado, calling for a Special Election to be Held as a Coordinated Election and Delegating Authority to the Town Clerk to Execute a Memorandum of Intergovernmental Agreement with Weld County Regarding the Coordinated Election to be Held on Tuesday, November 3, 2020

Town Clerk Mary Strutt discussed the Weld County 2020 General Election.

Motion was made by Trustee Babcock, seconded by Trustee Cartwright, to adopt Ordinance No. 940 – An Ordinance of the Town of Mead, Colorado, calling for a Special Election to be Held as a Coordinated Election and Delegating Authority to the Town Clerk to Execute a Memorandum of Intergovernmental Agreement with Weld County Regarding the Coordinated Election to be Held on Tuesday, November 3, 2020. Motion carried 5-0, on a roll call vote.

- b. **Resolution No. 69-R-2020** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services Between the Town of Mead and SAFEbuilt Colorado, LLC, for Building Official and Inspection Services

Planning Director Chris Kennedy discussed the RFP process and proposed contract with SAFEbuilt.

Motion was made by Trustee Cartwright, seconded by Trustee Brodhead, to adopt Resolution No. 69-R-2020 – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services Between the Town of Mead and SAFEbuilt Colorado, LLC, for Building Official and Inspection Services. Motion carried 5-0, on a roll call vote.

- c. **Resolution No. 70-R-2020** – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for JVA, Inc. to Complete the Third Street Reconstruction Project Final Design

Town Engineer / Public Works Director Erika Rasmussen discussed the Task Order for final design of the 3rd Street Reconstruction Project.

Motion was made by Mayor Pro Tem Adams, seconded by Trustee Babcock, to adopt Resolution No. 70-R-2020 – A Resolution of the Town of Mead, Colorado, Approving a Special Project Task Order for JVA, Inc. to Complete the Third Street Reconstruction Project Final Design for an amount not to exceed \$47,500.00. Motion carried 5-0, on a roll call vote.

13. Public Comment

There was no public comment at this time.

14. Elected Officials Report

- a. Town Trustees
- b. Mayor Whitlow


15. Adjournment

Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to adjourn the meeting. Motion carried 5-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 8:18 p.m. on Monday, August 10, 2020.


Colleen G. Whitlow, Mayor

ATTEST:


Mary E. Strutt, MMC, Town Clerk

