

**Town of Mead
Special Meeting
Board of Trustees
March 21, 2020
12:00 p.m.**

1. Call to Order - Roll Call

Mayor Colleen Whitlow called the Special Meeting of the Board of Trustees to order at 12:01 p.m.

Present

Mayor Colleen Whitlow
Trustee David Adams
Trustee Brooke Babcock
Trustee Debra Brodhead
Trustee Trisha Harris

Absent

Trustee Terri Hatch
Mayor Pro Tem Joyce Palaszewski

Also present: Town Manager Helen Migchelbrink and Town Clerk / Treasurer Mary Strutt. Town Attorney Kathie Guckenberger was present via conference phone.

2. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

3. Review and Approve Agenda

Mayor Whitlow requested that the agenda be amended to add under New Business: Disaster Declaration Declaring a Public Health Emergency Related to COVID-19.

Motion was made by Trustee Adams, seconded by Trustee Brodhead, to approve the agenda as amended adding Item 8.b. Disaster Declaration. Motion carried 5-0.

4. Informational Items

- a. Colorado Department of Public Health & Environment
Public Health Order 20-22 March 17, 2020

Town Clerk Mary Strutt discussed Public Health Order 20-22 which is in effect until April 30, 2020.

5. Public Comment

There was no public comment at this time.

6. Consent Agenda

- a. Approval of Minutes–Regular Meeting March 9, 2020

- b. **Resolution No. 35-R-2020** – A Resolution of the Town of Mead, Colorado, Setting the Days and Times of the Board of Trustees Regular Meetings for Calendar Year 2020
- c. **Resolution No. 36-R-2020** – A Resolution of the Town of Mead, Colorado, Approving the First Amendment to Subdivision Improvement Agreement Between the Town of Mead and the Developer of the Sorrento Subdivision
- d. **Resolution No. 37-R-2020** – A Resolution of the Town of Mead, Colorado, Establishing a Rate of Pay for Election Judges for the April 7, 2020 Regular Municipal Election

Trustee Babcock noted for the record that she is not a party to nor in any way affiliated with Babcock Exchange, LLC and/or Babcock Land Corp who are parties to the Agreement under Resolution No. 36-R-2020.

Motion was made by Trustee Adams, seconded by Trustee Harris, to approve the Consent Agenda. Motion carried 5-0.

7. Check Register March 17, 2020

Motion was made by Trustee Babcock, seconded by Trustee Harris, to approve the March 17, 2020 check register. Motion carried 5-0, on a roll call vote.

8. New Business

- a. **Resolution No. 38-R-2020** – A Resolution of the Town of Mead, Colorado, Establishing Supplementary Rules and Procedures for Emergency Meetings

Town Attorney Kathie Guckenberger explained the rules of procedures being recommended to continue to hold public meeting during times of emergency. These procedures allow for public participation in accordance with Open Meetings laws.

Motion was made by Trustee Babcock, seconded by Trustee Adams, to adopt Resolution No. 38-R-2020 – A Resolution of the Town of Mead, Colorado, Establishing Supplementary Rules and Procedures for Emergency Meetings. Motion carried 5-0.

- b. **Disaster Declaration Declaring a Public Health Emergency Related to COVID-19**

Town Attorney Kathie Guckenberger explained the disaster declaration which can be approved by the Board of Trustees to be terminated in writing by Mayor Whitlow.

Motion was made by Trustee Babcock, seconded by Trustee Adams, to approve the Town of Mead, Colorado, Disaster Declaration Declaring a Public Health Emergency Related to COVID-19. Motion carried 5-0, on a roll call vote.

- c. **Work Flow Interruptions**

Town Manager Helen Migchelbrink and human resources consultant Elaine Alberding, Precision Employment Consulting, discussed staffing during this global pandemic. Staff continues to work issuing building permits, plowing snow, filling potholes, providing police services and municipal court services.

The Board gave direction to Ms. Migchelbrink to deploy resources as necessary and continue to pay staff as appropriate and as approved by human resources and finance departments.

9. Public Comment

There was no public comment at this time.

10. Elected Officials Report

a. Town Trustees

Town Clerk Mary Strutt discussed the election plan. Ballots have been mailed out. Residents are encouraged to return ballots by mail. Staff is installing a secure and surveilled outdoor ballot drop box. Staff is appointing election judges and is setting up procedures to consider social distancing during the counting process.


b. Mayor Whitlow

Mayor Whitlow cancelled Coffee with the Mayor scheduled for April 4, 2020.

11. Adjournment


Motion was made by Trustee Adams, seconded by Trustee Harris, to adjourn the meeting. Motion carried 5-0.

The Special Meeting of the Town of Mead Board of Trustees adjourned at approximately 12:52 p.m. on Saturday, March 21, 2020.



Colleen G. Whitlow, Mayor

ATTEST:



Mary E. Strutt, MMC, Town Clerk

