



## BOARD OF TRUSTEES

441 3rd Street, Mead  
Monday, February 26, 2024

### MINUTES

#### I. 6:00 p.m. to 10:00 p.m. REGULAR MEETING

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:00 p.m.

##### 1. Call to Order – Roll Call

###### Present

Mayor Colleen Whitlow  
Mayor Pro Tem Chris Cartwright  
Trustee David Adams  
Trustee Debra Brodhead  
Trustee Trisha Harris  
Trustee Chris Parr  
Trustee Herman Schranz

###### Absent

None

Also present: Town Attorney Marcus McAskin; Director of Administrative Services Mary Strutt; Police Chief Brent Newbanks; Community Development Director Jason Bradford; Town Engineer / Public Works Director Erika Rasmussen; Public Information Officer / Community Engagement Director Lorelei Nelson.

Attending via remote access: Town Manager Helen Migchelbrink and members of the public.

##### 2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence in remembrance of the victims of the shooting at UCCS last week.

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

The assembly pledged allegiance to the flag.

##### 4. Review and Approve Agenda

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

##### 5. Staff Report: Town Manager Report

###### a. Manager Report

Town Manager Helen Migchelbrink discussed recent police activity related to stolen vehicle; CDOT Park N Ride near Berthoud will not be operational until fall; partnering with Weld County on WCR 9.5/High Plains Blvd.

##### 6. Police Officer Swearing In

Police Chief Newbanks introduced Officer Giovanni Bustamante and Daniel Aguirre. Both have completed FTO training and were sworn in as officers.

Mayor Whitlow requested a short recess at 6:09 p.m.

### RECESS

Mayor Whitlow reconvened the regular meeting of the Board of Trustees at 6:21 p.m.

##### 7. Informational Items

###### a. Gold Star Memorial and Liberty Ranch Park Update

Town Engineer / Public Works Director Erika Rasmussen presented plans for a Gold Star Memorial at Founders Park and restrooms at Liberty Ranch Park. The Board discussed lighting, security and tree/bench donated by the Daughters of the American Revolution.

## 8. Proclamations

- a. Youth Art Month March 2024

*Motion was made by Trustee Parr, seconded by Trustee Schranz, to approve the signing of the Proclamation for Youth Art Month March 2024. Motion carried 7-0, on a roll call vote.*

## 9. Public Comment: 3 minute time limit. Comment is for any item on the agenda unless it is set for public hearing.

There was no public comment at this time.

## 10. Consent Agenda: Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:

- a. Approval of Minutes - Regular Meeting February 12, 2024
- b. January 2024 Financials
- c. Check Register February 26, 2024
- d. **Resolution No. 19-R-2024** - A Resolution of the Town of Mead, Colorado, Adopting Annual Adjustments to the Town's Sewer Plant Investment Fees and Sewer User Fees for 2024
- e. **Resolution No. 20-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Phases A1 Public Infrastructure Improvements (Red Barn Subdivision – Filing No. 2 Final Plat)
- f. **Resolution No. 21-R-2024** – A Resolution of the Town of Mead, Colorado, Authorizing the Acquisition of Certain Interests in Real Property through Eminent Domain Proceedings for 2024-25 Capital Projects and Delegating Authority to the Town Manager to Accept Deeds, Easements or License Agreements for Such Property Interests on behalf of the Town
- g. **Resolution No. 22-R-2024** – A Resolution of the Town of Mead, Colorado, Awarding the Bid and Approving a Construction Agreement Between the Town of Mead and Dietzler Construction Corporation for the Steel Corrugated Deck Replacement of WCR 38 Bridge over Mead Lateral Canal (IFB 2024-003)
- h. **Resolution No. 23-R-2024** – A Resolution of the Town of Mead, Colorado, Accepting a Donation from the Longmont Community Foundation for the Acquisition and Installation of Panels for the Northern Colorado Gold Star Memorial in Founder's Park

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

## 11. Public Comment: 3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.

There was no public comment at this time.

## 12. Legislative Update

Town Attorney Marcus McAskin discussed bills relating to Transit Oriented Communities; Accessory Dwelling Units; land use lawsuits; youth transit passes; statewide transit passes; municipal campaign finance; and electrical fencing. The Board discussed reviewing the bills and considering a possible resolution in support of or against any of the bills.

## 13. Elected Official Reports

- a. Town Trustees

Trustees discussed alternate travel routes during the 3<sup>rd</sup> and Welker construction.

b. Mayor Whitlow

Mayor Whitlow discussed Coffee with the Mayor on March 2; Shred event scheduled for April; Homes for Heroes event March 9.

- 14. Executive Session - Pursuant to C.R.S. 24-6-402(4)(e)** to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and to instruct negotiators related to acquisition of certain property interests required for the 3rd Street and Welker Avenue Intersection Improvements Project consistent with Town Resolution No. 34-R-2023 dated May 8, 2023

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to enter into executive session pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and to instruct negotiators related to acquisition of certain property interests required for the 3rd Street and Welker Avenue Intersection Improvements Project consistent with Town Resolution No. 34-R-2023 dated May 8, 2023. Motion carried 7-0, on a roll call vote.*

Mayor Whitlow convened the Executive Session at 6:47 p.m.

The Board returned to the Regular Meeting from Executive Session at 7:09 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Cartwright, Trustees Adams, Brodhead, Harris, Parr and Schranz, Town Attorney Marcus McAskin, Town Manager Helen Migchelbrink(via remote access), Director of Administrative Services Mary Strutt, Town Engineer / Public Works Director Erika Rasmussen, Deputy Town Engineer Robyn Brown, Community Development Director Jason Bradford, Police Chief Brent Newbanks, Police Commander Brian Smith.

**RECONVENE REGULAR MEETING**

**15. Executive Session Action Items**

There were no further action items.

**16. Adjournment**

*Motion was made by Trustee Schranz, seconded by Trustee Adams, 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 7:10 p.m. on Monday, February 26, 2024.

  
Colleen G. Whitlow, Mayor

ATTEST:



Mary E. Strutt, MMC, Town Clerk

