



# BOARD OF TRUSTEES

441 3rd Street, Mead  
Monday, March 11, 2024

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## 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 (arrived at 6:06 p.m.)  
Trustee Chris Parr  
Trustee Herman Schranz

##### Absent

None

Also present: Town Manager Helen Migchelbrink; 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: members of the public.

#### 2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence in remembrance of police officers lost in the line of duty.

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

The assembly pledged allegiance to the flag.

#### 4. Review and Approve Agenda

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to approve the agenda. Motion carried 6-0, on a roll call vote.*

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

##### a. Manager Report

Town Manager Helen Migchelbrink discussed work on the stop light at Hwy 7 & 66; speed limit study to be completed on Hwy 66 east of I-25.

#### 6. Informational Items

##### a. Police Life Saving Awards

Police Chief Brent Newbanks presented Police Life Saving Awards to Officers Patton, Hansen and Aguirre.

Trustee Harris arrived to the meeting at approximately 6:06 p.m.

b. Police Survey Results

Kristen Knoll, Slate Communications, presented the results of the police survey. About 60% of the respondents support the Mead Police Department and future funding efforts. The Board discussed providing information regarding the cost and future costs of the police department.

c. 2024 Spring Clean-Up Days

Public Information Officer / Community Engagement Director Lorelei Nelson discussed the Town Clean-Up Days scheduled for May. The Board discussed cost and social media posts.

**7. Proclamations**

a. National Agricultural Day March 19, 2024

*Motion was made by Trustee Parr, seconded by Mayor Pro Tem Cartwright, to approve the signing of the Proclamation for National Agricultural Day March 19, 2024. Motion carried 7-0, on a roll call vote.*

**8. 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.

**9. 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 26, 2024

b. February 2024 Aging Report

c. Check Register March 11, 2024

d. **Resolution No. 24-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services by and Between the Town of Mead and Cooperative Personnel Services, a California Joint Powers Authority (dba CPS HR Consulting), for Human Resources Services

e. **Resolution No. 25-R-2024** – A Resolution of the Town of Mead, Colorado, Approving That Certain First Amendment to the Intergovernmental Agreement with the State of Colorado (acting by and through the Colorado Department of Transportation) for WCR 34 Bridge Over Mead Lateral Project (Project No. BRO M870-008 (24891))

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

**10. 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.

**11. Legislative Update**

Town Attorney Marcus McAskin provided information regarding four bills: transportation oriented communities; eliminating minimum parking requirements; accessibility of meetings; and accessory dwelling units. The Board discussed resolutions in opposition to these bills for the next Board meeting.

**12. Elected Official Reports**

a. Town Trustees

Trustee Brodhead attended Senior Lunch. Town Manager Migchelbrink will be guest speaker March 21, 2024.

b. Mayor Whitlow

Mayor Whitlow discussed the Home for Heroes event; reports going to Mead residents including Mead Messenger, Manager Report and Police Department Report.

**13. 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 7:14 p.m. on Monday, March 11, 2024.

  
Colleen G. Whitlow, Mayor

ATTEST:

  
Mary E. Strutt, MMC, Town Clerk

