

Town of Mead
BOARD OF TRUSTEES
REGULAR MEETING
AGENDA
441 3rd Street, Mead

Monday, April 27, 2020
6:00 p.m. to 10:00 p.m.
REGULAR MEETING

In accordance with the Town's Disaster Declaration dated March 21, 2020 related to the COVID-19 virus and the Town's Emergency Electronic Participation Policy for Regular and Special Meetings, this meeting will be held virtually in Zoom. Virtual access information including the Zoom meeting link will be provided on the Town's website and at designated posting places at least 24 hours prior to the meeting.

1. ***Call to Order – Roll Call***
Mayor Colleen Whitlow
Trustee David Adams
Trustee Brooke Babcock
Trustee Debra Brodhead
Trustee Trisha Harris
Trustee Terri Hatch
Mayor Pro Tem Joyce Palaszewski
2. ***Pledge of Allegiance to the Flag***
3. **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 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. ***Consent Agenda includes:***
 - a. Approval of Minutes–Regular Meeting April 13, 2020
 - b. March Financials
 - c. **Ordinance No. 930** – An Ordinance of the Town of Mead, Colorado, Approving the Grand View Estates Filing 2, Replat C Administrative Plat
4. ***Check Register 04.22.2020***
5. ***Swear in Newly Elected Board Members***
 - a. Mayor: Colleen Whitlow
 - b. Trustee: Debbie Brodhead
 - c. Trustee: Chris Cartwright
 - d. Trustee: Steve Fox
6. ***RECESS***
7. ***Call to Order – Roll Call***
Mayor Colleen Whitlow
Trustee David Adams
Trustee Brooke Babcock
Trustee Debra Brodhead

Trustee Chris Cartwright
Trustee Trisha Harris
Trustee Steve Fox

8. ***Selection of Mayor Pro Tem***

9. ***Swear In Mayor Pro Tem***

10. ***Review and Approve Agenda***

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.

12. ***Staff Report: Town Manager Report***

13. ***Officer Appointments***

- a. **Resolution No. 50-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Manager
- b. **Resolution No. 51-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Clerk
- c. **Resolution No. 52-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Treasurer
- d. **Resolution No. 53-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Municipal Court Judge
- e. **Resolution No. 54-R-2020** – A Resolution of the Town of Mead, Colorado, Appointing a Town Attorney
- f. **Resolution No. 55-R-2020** – A Resolution of the Town of Mead, Colorado, Approving an Amended and Restated Engagement Letter with the Law Firm of Michow Cox & McAskin LLP to Provide Legal Services to the Town of Mead

14. ***Swear In Officers***

15. ***Public Hearing: Waterfront Annexation***

The Eligibility Hearing for the Waterfront Annexation has been canceled and will be rescheduled for a future date.

16. ***New Business***

- a. **Ordinance No. 931** – An Ordinance of the Town of Mead, Colorado, Amending Sections 2-2-40 and 2-2-100 of the Mead Municipal Code to Change the Regular Election Date and Alter Terms of Office for Mayor and Trustees

17. ***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.

18. ***Elected Official Reports***

- a. Town Trustees
- b. Mayor Whitlow
 - i. Administrative Directive No. 01-2020

19. ***Adjournment***

**Town of Mead
Regular Meeting
Board of Trustees
April 13, 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
Trustee David Adams
Trustee Brooke Babcock
Trustee Debra Brodhead
Trustee Trisha Harris (attended via virtual access)
Trustee Terri Hatch
Mayor Pro Tem Joyce Palaszewski

Absent

None

Also present: Town Manager Helen Migchelbrink; Town Clerk / Treasurer Mary Strutt; Public Information Officer Erika Harper; Chief of Police Brent Newbanks.

Attending via virtual access: Town Attorney Marcus McAskin; Town Engineer / Public Works Director Erika Rasmussen; Planning Director Chris Kennedy; members of the public.

2. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

3. Review and Approve Agenda

Motion was made by Trustee Babcock, seconded by Trustee Adams, to approve the agenda as written. Motion carried 7-0, on a roll call vote.

4. Informational Items

Town Clerk / Treasurer and Designated Election Official Mary Strutt reviewed the unofficial election results and discussed the timeline for official results and a possible recount.

5. Public Comment

Brenda Hall discussed the April 7, 2020 election and the ballot processing/counting process.

6. Consent Agenda

- a. Approval of Minutes—Regular Meeting March 30, 2020
- b. Aged Receivables

- c. **Resolution No. 45-R-2020** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Between the Town of Johnstown and the Town of Mead Concerning the Use of the Johnstown Police Department Firearm Training Range
- d. **Committee Reappointment:** Paul Nilles Finance Committee
- e. **Resolution No. 46-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 Highlands Subdivision

Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Babcock, to approve the Consent Agenda. Motion carried 7-0, on a roll call vote.

7. Check Register April 8, 2020

Motion was made by Trustee Hatch, seconded by Trustee Babcock, to approve the April 8, 2020 check register. Motion carried 7-0, on a roll call vote.

8. Staff Report: Town Manager Report

Town Manager Helen Migchelbrink provided an update on the COVID-19 disaster. Public Works and Police Department are responding to complaints, issues and snow. She also discussed paving at The Highlands, financial audit 4/20, police officer hiring, Safebuilt.

Town Engineer / Public Works Director Erika Rasmussen gave an update on the pavement management plan and the plan for Third Street reconstruction.

Mayor Whitlow called for a recess of the Town of Mead Regular Board of Trustees meeting at 6:20 p.m. and convened the Mead Liquor Licensing Authority.

9. Mead Liquor Licensing Authority

- a. **Public Hearing:** Knuckle Puck Brewing New Application

Town Clerk / Treasurer Mary Strutt entered into evidence the application and supporting documents for a Brew Pub license for Knuckle Puck Brewing LLC.

Applicant Tanner Gifford discussed the business concept.

The Board discussed the application including proper procedures, zoning, and neighborhood needs.

Motion was made by Trustee Babcock, seconded by Trustee Adams, to approve the application of Knuckle Puck Brewing LLC for a new brew pub liquor license based on the findings set forth in the staff report for the April 13, 2020 meeting and based on the following additional findings:

- *That applicant is of good moral character and not prohibited as a licensee;*
- *That the premises and their location are suitable based on a review of the plans submitted; and*
- *That the petition submitted by applicant, along with testimony received at the public hearing, indicate that existing outlets are inadequate to serve the thirst needs of the neighborhood and that there is a desire for an additional brew pub as measured by reasonable requirements of the neighborhood.*

It was further moved that the approval is conditioned upon the following:

- 1. Applicant receiving a certificate of occupancy for the premises within one year of the date of this approval;*
- 2. A determination upon inspection by town staff that the building complies with the architect's drawing, plot plan and detailed interior sketch submitted with the application.*

Trustee Babcock further moved to direct town staff to notify the State of Colorado Liquor Enforcement Division of this approval. Motion carried 7-0, on a roll call vote.

Mayor Whitlow closed the meeting of the Mead Liquor Licensing Authority at 6:27 p.m. and reconvened the Regular Meeting of the Board of Trustees.

10. New Business

- a. **Proclamation:** Library Week April 19 – 25

Trustee Babcock read the Proclamation.

Motion was made by Mayor Pro Tem Palaszewski, seconded by Trustee Brodhead, to authorize Mayor Whitlow to sign the Proclamation for Library Week April 19 – 25, 2020. Motion carried 7-0, on a roll call vote.

- b. **Resolution No. 47-R-2020** – A Resolution of the Town of Mead, Colorado, Awarding the Bid for 2020 Street Sweeping Services to G.R.C. Consulting, Inc.

Town Engineer / Public Works Director Erika Rasmussen discussed the bids received.

Motion was made by Trustee Hatch, seconded by Mayor Pro Tem Palaszewski, to adopt Resolution No. 47-R-2020 – A Resolution of the Town of Mead, Colorado, Awarding the Bid for 2020 Street Sweeping Services to G.R.C. Consulting, Inc. for an amount not to exceed \$35,000.00. Motion carried 7-0, on a roll call vote.

- c. **Resolution No. 48-R-2020** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Relating to the Conduct of the Weld County Community Development Block Grant Program (CDBG IGA) and Authorizing the Mayor to Execute the CDBG IGA

Town Manager Helen Migchelbrink discussed the Community Development Block Grant program and the opportunity for the Town to apply through Weld County.

Motion was made by Trustee Adams, seconded by Trustee Babcock, to adopt Resolution No. 48-R-2020 – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Relating to the Conduct of the Weld County Community Development Block Grant Program (CDBG IGA) and Authorizing the Mayor to Execute the CDBG IGA. Motion carried 7-0, on a roll call vote.

- d. **Resolution No. 49-R-2020** – A Resolution of the Town of Mead, Colorado, Awarding the Contract for Development Impact Fee Study Consulting Services to Willdan Financial Services

Town Planner Jeremiah Fettig discussed the bids received.

The Board discussed the development impact fees, last updated in 2016.

Motion was made by Trustee Adams, seconded by Trustee Hatch, to adopt Resolution No. 49-R-2020 – A Resolution of the Town of Mead, Colorado, Awarding the Contract for Development Impact Fee Study Consulting Services to Willdan Financial Services for an amount not to exceed \$46,010.00. Motion carried 7-0, on a roll call vote.

11. Public Comment

There was no public comment at this time.

12. Elected Officials Report

- a. Town Trustees

The Trustees had no further comments.

- b. Mayor Whitlow

Mayor Whitlow discussed her appreciation of staff during this time of disaster.

13. Adjournment

Motion was made by Trustee Hatch, seconded by Trustee Babcock, to adjourn the meeting. Motion carried 7-0.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 6:50 p.m. on Monday, April 13, 2020.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD
 COMBINED CASH INVESTMENT
 MARCH 31, 2020

COMBINED CASH ACCOUNTS

99-01-1001	INDEPENDENT BANK - CHECKING	3,470,359.86
99-01-1002	TBK BANK - OFFICE CHECK	4,784.34
99-01-1003	TBK BANK - MONEY MARKET	92,715.37
99-01-1005	TBK BANK - FLEX DEBIT CARDS	21,584.19
99-01-1010	WELLS FARGO SEC MM FUND	80,271.51
99-01-1011	XPRESS DEPOSIT ACCOUNT	131,142.83
99-01-1019	FEDERAL NATL MTG ASSN	250,000.00
99-01-1020	FEDERAL NATL MTG ASSN	75,000.00
99-01-1022	CAPITAL ONE BK USA	250,000.00
99-01-1023	COLOTRUST PLUS	2,415,974.13
99-01-1024	COLOTRUST PRIME	3,188,837.29
99-01-1025	CSIP	3,038,811.01
99-01-1026	CSAFE	3,044,341.78
99-01-1027	WELLS FARGO CD	250,000.00
99-01-1028	WELLS FARGO TREASURY MM	224,345.64
99-01-1075	UTILITY CASH CLEARING	639.30
	TOTAL COMBINED CASH	16,538,807.25
99-01-0100	CASH ALLOCATED TO OTHER FUNDS	(16,538,807.25)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	9,251,307.42
5	ALLOCATION TO CTF FUND	29,042.95
6	ALLOCATION TO SEWER OPERATING	985,244.24
9	ALLOCATION TO MUNICIPAL	1,497,731.25
11	ALLOCATION TO DOWNTOWN	56,711.19
13	ALLOCATION TO STORM DRAINAGE	55,027.50
14	ALLOCATION TO TRANSPORTATION	629,600.18
18	ALLOCATION TO PARKS & OPEN SPACE	799,359.80
19	ALLOCATION TO CAPITAL IMPROVEMENT FUND	1,103,019.78
20	ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	2,125,679.29
21	ALLOCATION TO ART IN PUBLIC PLACES	6,083.65
	TOTAL ALLOCATIONS TO OTHER FUNDS	16,538,807.25
	ALLOCATION FROM COMBINED CASH FUND - 99-01-0100	(16,538,807.25)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

GENERAL FUND

ASSETS

01-01-0100	CASH IN COMMON - GF	9,251,307.42	
01-01-1006	PETTY CASH	100.00	
01-01-1007	CASH DRAWER - TOWN HALL	175.00	
01-01-1008	CASH DRAWER - POLICE	100.00	
01-01-1250	PROPERTY TAXES RECEIVABLE	1,432,531.98	
01-01-1300	A/R - BILLED ACCOUNTS	10,142.29	
01-01-1301	A/R - GENERAL	93,024.81	
01-01-1302	PREPAID EXPENSE	19,340.84	
01-01-1307	24HOUR FLEX DEPOSIT	1,500.00	
	TOTAL ASSETS		10,808,222.34

LIABILITIES AND EQUITY

LIABILITIES

01-02-2000	ACCOUNTS PAYABLE	(39.92)	
01-02-2300	EMPLOYEE PENSION PAYABLE	(76.21)	
01-02-2301	SALARY WAGES PAYABLE	44,280.47	
01-02-2302	FLEXPLAN PAYABLE	908.58	
01-02-2306	RESTITUTION PAYABLE	190.00	
01-02-2307	SURCHARGE PAYABLE	290.00	
01-02-2401	SOCIAL SECURITY TAX PAYABLE	43.36	
01-02-2402	MEDICARE TAX PAYABLE	10.14	
01-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	2,718.86	
01-02-2410	MISC PAYROLL PAYABLE	32,292.78	
01-02-2600	WARRANTY FUNDS	1,769,804.70	
01-02-2700	DEFERRED INFLOWS- PROPERTY TAX	1,368,667.00	
	TOTAL LIABILITIES		3,219,089.76

FUND EQUITY

01-02-3001	FUND BALANCE	6,835,539.17	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	753,593.41	
	BALANCE - CURRENT DATE	753,593.41	
	TOTAL FUND EQUITY		7,589,132.58
	TOTAL LIABILITIES AND EQUITY		10,808,222.34

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>TAXES</u>						
01-10-4000	PROPERTY TAX	321,623.42	332,117.65	1,508,533.00	1,176,415.35	22.0
01-10-4005	HIGHWAY USERS TAX	17,881.83	51,588.60	219,456.00	167,867.40	23.5
01-10-4010	SALES TAX	151,381.67	555,625.28	1,900,000.00	1,344,374.72	29.2
01-10-4015	ROAD & BRIDGE TAX	.00	.00	118,763.00	118,763.00	.0
01-10-4020	SPECIFIC OWNERSHIP TAX	6,867.93	24,302.48	110,000.00	85,697.52	22.1
01-10-4025	M.V. REGISTRATION	2,002.34	5,772.60	24,500.00	18,727.40	23.6
01-10-4030	BUILDING PERMIT USE TAX	279,717.50	291,044.74	520,000.00	228,955.26	56.0
01-10-4040	CIGARETTE TAX	1,173.35	3,156.69	13,000.00	9,843.31	24.3
01-10-4050	PROPERTY TAX - URA	.00	.00	152,830.00	152,830.00	.0
01-10-4070	FEDERAL MINERAL LEASE	.00	.00	30,000.00	30,000.00	.0
01-10-4071	STATE SEVERANCE TAXES	.00	.00	50,000.00	50,000.00	.0
	TOTAL TAXES	780,648.04	1,263,608.04	4,647,082.00	3,383,473.96	27.2
<u>FEES AND PERMITS</u>						
01-11-4100	BUILDING PERMIT FEES	202,767.85	227,991.36	548,000.00	320,008.64	41.6
01-11-4102	OTHER PERMITS	.00	.00	10,000.00	10,000.00	.0
01-11-4103	CONVENIENCE FEE	405.00	1,212.00	4,800.00	3,588.00	25.3
01-11-4110	BUILDING PERMIT - ADMIN. FEES	4,044.41	6,094.41	25,000.00	18,905.59	24.4
01-11-4111	PASSPORT FEES	745.00	2,845.00	12,000.00	9,155.00	23.7
01-11-4112	TOWN HALL/PARK FEES	(400.00)	1,105.00	4,000.00	2,895.00	27.6
01-11-4120	FRANCHISE FEES	24,799.98	59,994.53	198,000.00	138,005.47	30.3
01-11-4130	DEVELOPER APPLICATION FEES	.00	.00	94,000.00	94,000.00	.0
01-11-4140	ROYALTIES	11,014.52	50,447.89	100,000.00	49,552.11	50.5
01-11-4145	STREET CUT PERMITS	937.50	9,864.50	15,000.00	5,135.50	65.8
	TOTAL FEES AND PERMITS	244,314.26	359,554.69	1,010,800.00	651,245.31	35.6
<u>LICENSES</u>						
01-12-4200	BUSINESS/SALES TAX LICENSE	930.00	4,730.00	9,000.00	4,270.00	52.6
01-12-4210	LIQUOR LICENSE	.00	2,573.75	2,534.00	(39.75)	101.6
01-12-4220	PET LICENSES	5.00	340.00	1,500.00	1,160.00	22.7
	TOTAL LICENSES	935.00	7,643.75	13,034.00	5,390.25	58.6

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
01-13-4300 ATTORNEY BILLBACKS	22,039.00	40,627.33	120,000.00	79,372.67	33.9
01-13-4301 ENGINEERING BILLBACKS	23,728.51	43,434.60	120,000.00	76,565.40	36.2
01-13-4302 PLANNING BILLBACKS	1,106.25	4,525.00	60,000.00	55,475.00	7.5
01-13-4303 MISC. BILLBACKS	4,779.00	4,779.00	.00	(4,779.00)	.0
01-13-4304 BILL BACK - SRO	.00	.00	181,661.00	181,661.00	.0
01-13-4305 SCHOOL GUARD REIMBURSEMENT	.00	.00	18,270.00	18,270.00	.0
01-13-4624 SENIOR EVENT REIMBURSE	(20.00)	450.00	5,000.00	4,550.00	9.0
01-13-4625 FY RECREATION REGISTRATION	(7,631.00)	29.00	38,600.00	38,571.00	.1
TOTAL CHARGES FOR SERVICES	44,001.76	93,844.93	543,531.00	449,686.07	17.3
<u>FINES AND FORFEITS</u>					
01-14-4420 COURT FINES	2,212.66	8,482.66	84,000.00	75,517.34	10.1
01-14-4422 COURT COSTS	265.00	955.00	12,000.00	11,045.00	8.0
01-14-4423 POLICE REPORTS	54.00	296.50	1,000.00	703.50	29.7
01-14-4620 MISC. INCOME	.00	50.00	500.00	450.00	10.0
TOTAL FINES AND FORFEITS	2,531.66	9,784.16	97,500.00	87,715.84	10.0
<u>GRANTS & ECONOMIC DEVELOPMENT</u>					
01-15-4503 GRANT-WELLNESS	.00	.00	1,400.00	1,400.00	.0
01-15-4511 GRANT - JAG - POLICE	.00	.00	24,932.00	24,932.00	.0
01-15-4512 GRANT-WELD SENIOR FOUNDATION	.00	2,150.00	2,750.00	600.00	78.2
01-15-4516 GRANT - UNITED WAY	.00	.00	1,500.00	1,500.00	.0
01-15-4517 GRANT-DOLA-COMMUNITY CTR.	.00	.00	1,000,000.00	1,000,000.00	.0
01-15-4518 GRANT-DOLA-PUBLIC WORKS FACIL.	.00	.00	200,000.00	200,000.00	.0
01-15-4526 POLICE GRANTS	.00	5,901.00	3,328.00	(2,573.00)	177.3
01-15-4527 GRANT-GOCO-HIGHLAND LAKE	.00	.00	60,000.00	60,000.00	.0
TOTAL GRANTS & ECONOMIC DEVELOPME	.00	8,051.00	1,293,910.00	1,285,859.00	.6
<u>TRANSFERS IN</u>					
01-16-4616 TRANSFER FROM CTF	.00	.00	60,000.00	60,000.00	.0
TOTAL TRANSFERS IN	.00	.00	60,000.00	60,000.00	.0

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-18-4619 INTEREST INCOME	6,916.40	23,039.39	104,558.00	81,518.61	22.0
01-18-4620 MISC. INCOME	1,209.71	37,660.15	104,800.00	67,139.85	35.9
01-18-4622 DONATIONS/FUNDRAISING	.00	1,000.00	20,000.00	19,000.00	5.0
01-18-4625 METRO DISTRICT PAYMENTS	14,124.00	14,124.00	24,170.00	10,046.00	58.4
01-18-4628 CASH OVER/(SHORT)	.00	1.00	.00	(1.00)	.0
TOTAL MISCELLANEOUS	22,250.11	75,824.54	253,528.00	177,703.46	29.9
TOTAL FUND REVENUE	1,094,680.83	1,818,311.11	7,919,385.00	6,101,073.89	23.0

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
01-40-5000 TOWN MANAGER	6,329.02	18,903.33	78,915.00	60,011.67	24.0
01-40-5002 PUBLIC INFORMATION OFFICER	1,307.69	3,923.09	17,000.00	13,076.91	23.1
01-40-5005 TOWN CLERK	1,227.84	3,682.88	15,047.00	11,364.12	24.5
01-40-5006 HUMAN RESOURCES	3,000.00	9,383.45	19,600.00	10,216.55	47.9
01-40-5007 TREASURER	.00	.00	73,022.00	73,022.00	.0
01-40-5008 ASSISTANT TO TOWN MANAGER	4,040.01	12,120.01	45,000.00	32,879.99	26.9
01-40-5010 UTILITY BILLING/ADMIN ASSISTAN	790.40	3,921.60	37,544.00	33,622.40	10.5
01-40-5015 PUBLIC WORKS	6,272.99	18,994.04	89,337.00	70,342.96	21.3
01-40-5016 MERIT	.00	.00	11,000.00	11,000.00	.0
01-40-5017 FACILITIES MAINTENANCE	.00	573.17	.00	(573.17)	.0
01-40-5050 CLEANING	986.00	1,972.00	11,484.00	9,512.00	17.2
01-40-5055 OVERTIME	203.77	800.02	3,725.00	2,924.98	21.5
01-40-5060 PAYROLL TAXES	1,752.46	5,435.59	29,611.00	24,175.41	18.4
01-40-5065 WORKERS COMP	412.96	825.92	3,716.00	2,890.08	22.2
01-40-5066 HEALTH INSURANCE	5,007.87	20,725.26	59,860.00	39,134.74	34.6
01-40-5067 DEFERRED COMP	1,140.48	3,493.57	20,720.00	17,226.43	16.9
01-40-5068 MEDICAL SAVINGS	218.08	657.90	4,205.00	3,547.10	15.7
01-40-5200 OFFICE SUPPLIES	3,729.18	4,172.57	11,000.00	6,827.43	37.9
01-40-5201 COMPUTER / TECHNOLOGY	2,017.35	20,768.03	42,654.00	21,885.97	48.7
01-40-5202 PRINTING EXPENSE	1,727.95	2,178.66	5,500.00	3,321.34	39.6
01-40-5205 POSTAGE	185.05	1,810.30	7,100.00	5,289.70	25.5
01-40-5210 OPERATING SUPPLIES	780.08	1,307.00	6,225.00	4,918.00	21.0
01-40-5215 REPAIRS & MAINT	108.50	498.80	17,800.00	17,301.20	2.8
01-40-5220 TOWN DECORATIONS	.00	.00	7,100.00	7,100.00	.0
01-40-5253 GAS & OIL	.00	33.15	1,000.00	966.85	3.3
01-40-5300 TELEPHONE	727.43	2,010.76	6,180.00	4,169.24	32.5
01-40-5305 UTILITIES	1,096.62	2,090.00	12,000.00	9,910.00	17.4
01-40-5310 TRASH REMOVAL	237.04	1,065.12	29,260.00	28,194.88	3.6
01-40-5315 COPIER LEASE	173.94	1,306.62	3,789.00	2,482.38	34.5
01-40-5316 COPIER MAINT	.00	.00	4,800.00	4,800.00	.0
01-40-5320 GENERAL LIABILITY INSURANCE	500.00	20,657.81	67,293.00	46,635.19	30.7
01-40-5325 INTERNET/WEBSITE EXPENSE	460.60	4,029.55	31,740.00	27,710.45	12.7
01-40-5330 SCHOOLS/CONFERENCES	289.35	1,091.60	23,500.00	22,408.40	4.7
01-40-5331 DUES AND MEMBERSHIP - GF	61.99	2,862.98	10,500.00	7,637.02	27.3
01-40-5332 TUITION REIMBURSEMENT	.00	.00	6,000.00	6,000.00	.0
01-40-5338 GRANT - GOCO	.00	.00	60,000.00	60,000.00	.0
01-40-5340 GRANT - RECREATION	.00	.00	1,000,000.00	1,000,000.00	.0
01-40-5342 GRANT-PUBLIC WORKS FACILITY	.00	.00	200,000.00	200,000.00	.0
01-40-5348 PEST CONTROL	.00	.00	25,000.00	25,000.00	.0
01-40-5351 RED DEER LAKE MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
01-40-5353 WATER ASSESSMENTS	413.50	413.50	1,400.00	986.50	29.5
01-40-5400 LEGAL FEES	18,846.04	19,126.54	181,000.00	161,873.46	10.6
01-40-5401 CONSULTING FEES	13,380.75	28,302.00	.00	(28,302.00)	.0
01-40-5405 ENGINEERING FEES	500.00	2,436.53	55,000.00	52,563.47	4.4
01-40-5410 PLANNING/CONSULTANT	2,968.13	7,636.68	77,500.00	69,863.32	9.9
01-40-5415 AUDIT FEES	.00	3,420.00	10,200.00	6,780.00	33.5
01-40-5416 PASSPORT EXPENSES	35.64	50.34	500.00	449.66	10.1
01-40-5425 COUNTY TREASURER'S FEE	3,216.25	3,321.20	15,085.00	11,763.80	22.0
01-40-5426 PROPERTY/SALES TAX REBATE	.00	.00	63,000.00	63,000.00	.0
01-40-5435 DEVELOPER BB - ATTORNEY	.00	5,542.50	120,000.00	114,457.50	4.6
01-40-5440 DEVELOPER BB - ENGINEER	2,132.37	26,203.89	60,000.00	33,796.11	43.7
01-40-5445 DEVELOPER BB - PLANNER	256.25	256.25	10,000.00	9,743.75	2.6

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
01-40-5450 DEVELOPER BB - MISC	676.20	676.20	.00	(676.20)	.0
01-40-5500 CAPITAL OUTLAY	2,000.00	2,000.00	145,000.00	143,000.00	1.4
01-40-5700 MISC. EXPENSE	1,362.30	3,034.52	8,200.00	5,165.48	37.0
01-40-5701 BANK FEES	636.12	1,888.48	10,200.00	8,311.52	18.5
01-40-5705 MILEAGE	79.35	500.22	2,500.00	1,999.78	20.0
TOTAL ADMINISTRATION	91,287.55	276,103.63	2,859,812.00	2,583,708.37	9.7

LEGISLATIVE/JUDICIAL

01-41-5005 TOWN CLERK	3,069.60	9,207.20	37,617.00	28,409.80	24.5
01-41-5016 MERIT	.00	.00	1,500.00	1,500.00	.0
01-41-5030 MAYOR AND BOARD SALARIES	2,216.00	6,648.00	26,592.00	19,944.00	25.0
01-41-5035 COURT CLERK / POLICE ADMIN	4,883.87	8,312.49	59,400.00	51,087.51	14.0
01-41-5040 JUDGE	1,000.00	2,000.00	16,500.00	14,500.00	12.1
01-41-5055 OVERTIME	27.00	27.00	600.00	573.00	4.5
01-41-5060 PAYROLL TAXES	761.16	1,843.14	9,747.00	7,903.86	18.9
01-41-5065 WORKERS COMP	15.34	30.68	138.00	107.32	22.2
01-41-5066 HEALTH INSURANCE	1,057.44	3,809.42	23,540.00	19,730.58	16.2
01-41-5067 DEFERRED COMP	356.83	722.11	4,851.00	4,128.89	14.9
01-41-5068 MEDICAL SAVINGS	19.24	57.72	850.00	792.28	6.8
01-41-5201 COMPUTER / TECHNOLOGY	213.00	639.00	8,756.00	8,117.00	7.3
01-41-5230 ELECTIONS	126.31	126.31	30,000.00	29,873.69	.4
01-41-5235 COURT COSTS	.00	.00	6,560.00	6,560.00	.0
01-41-5330 SCHOOLS / CONFERENCES	.00	270.00	16,000.00	15,730.00	1.7
01-41-5331 DUES & MEMBERSHIPS	22.00	22.00	2,705.00	2,683.00	.8
01-41-5340 PUBLISHED NOTICES	144.06	308.66	3,000.00	2,691.34	10.3
01-41-5341 ORDINANCE CODIFICATION	.00	.00	10,400.00	10,400.00	.0
01-41-5430 COUNTY CLERK FEE	1,500.00	2,000.00	2,000.00	.00	100.0
01-41-5455 PROSECUTING ATTORNEY	1,050.00	2,415.00	25,000.00	22,585.00	9.7
01-41-5700 MISC. EXPENSE	298.41	528.22	3,000.00	2,471.78	17.6
TOTAL LEGISLATIVE/JUDICIAL	16,760.26	38,966.95	288,756.00	249,789.05	13.5

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
01-42-5000 TOWN MANAGER	1,265.82	3,780.68	15,783.00	12,002.32	24.0
01-42-5002 PUBLIC INFORMATION OFFICER	1,961.54	5,884.63	17,000.00	11,115.37	34.6
01-42-5005 TOWN CLERK	613.92	1,841.44	7,523.00	5,681.56	24.5
01-42-5006 HR / ACCOUNTING CLERK	400.00	1,251.15	4,900.00	3,648.85	25.5
01-42-5007 TOWN TREASURER	.00	.00	11,234.00	11,234.00	.0
01-42-5016 MERIT	.00	.00	7,500.00	7,500.00	.0
01-42-5020 CODE ENFORCER	3,537.60	10,391.93	46,000.00	35,608.07	22.6
01-42-5022 POLICE	47,843.30	136,530.26	702,423.00	565,892.74	19.4
01-42-5035 COURT CLERK / ADMIN ASSIST.	1,775.47	7,617.94	37,600.00	29,982.06	20.3
01-42-5045 SCHOOL CROSSING GUARDS	3,084.00	7,770.00	36,540.00	28,770.00	21.3
01-42-5055 OVERTIME	2,056.71	2,870.34	15,950.00	13,079.66	18.0
01-42-5060 PAYROLL TAXES	1,800.48	5,237.75	26,283.00	21,045.25	19.9
01-42-5065 WORKERS COMP	2,029.44	4,058.88	18,262.00	14,203.12	22.2
01-42-5066 HEALTH INSURANCE	10,965.23	45,167.84	154,696.00	109,528.16	29.2
01-42-5067 DEFERRED COMP	442.92	1,316.38	7,428.00	6,111.62	17.7
01-42-5068 MEDICAL SAVINGS	96.14	290.34	2,200.00	1,909.66	13.2
01-42-5069 FPPA	3,660.05	10,748.27	56,194.00	45,445.73	19.1
01-42-5071 D&D	1,280.99	3,787.72	19,668.00	15,880.28	19.3
01-42-5200 OFFICE SUPPLIES	84.00	112.95	1,000.00	887.05	11.3
01-42-5201 COMPUTER / TECHNOLOGY	16,745.35	17,354.22	22,820.00	5,465.78	76.1
01-42-5210 OPERATING SUPPLIES	1,292.14	3,130.42	9,000.00	5,869.58	34.8
01-42-5215 REPAIR & MAINTENANCE	.00	320.50	2,000.00	1,679.50	16.0
01-42-5216 FLEET R&M	532.90	1,701.37	16,545.00	14,843.63	10.3
01-42-5253 GAS & OIL	.00	1,175.25	15,600.00	14,424.75	7.5
01-42-5254 UNIFORMS / EQUIPMENT	2,169.15	2,868.28	8,500.00	5,631.72	33.7
01-42-5255 EQUIPMENT	2,166.82	3,338.59	9,560.00	6,221.41	34.9
01-42-5300 COMMUNICATION/DISPATCH SERV	960.11	20,178.60	29,745.00	9,566.40	67.8
01-42-5305 UTILITIES	314.05	665.01	3,715.00	3,049.99	17.9
01-42-5330 SCHOOLS / CONFERENCES	.00	448.00	14,800.00	14,352.00	3.0
01-42-5331 DUES & MEMBERSHIPS	4,003.60	9,084.60	14,416.00	5,331.40	63.0
01-42-5345 LAW ENFORCEMENT	216.25	216.25	12,000.00	11,783.75	1.8
01-42-5346 ANIMAL IMPOUND FEE	.00	.00	4,000.00	4,000.00	.0
01-42-5347 COMMUNITY CONTRACT SERVICES	.00	7,500.00	.00	(7,500.00)	.0
01-42-5350 LAB FEES	163.04	163.04	3,000.00	2,836.96	5.4
01-42-5500 CAPITAL OUTLAY	69,972.44	69,972.44	120,808.00	50,835.56	57.9
01-42-5700 MISC. EXPENSE	883.21	1,110.10	5,400.00	4,289.90	20.6
TOTAL POLICE	182,316.67	387,885.17	1,480,093.00	1,092,207.83	26.2

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
01-43-5000 TOWN MANAGER	1,265.82	3,780.68	15,783.00	12,002.32	24.0
01-43-5002 PUBLIC INFORMATION OFFICER	1,961.54	5,884.58	17,000.00	11,115.42	34.6
01-43-5005 TOWN CLERK	613.92	1,841.44	7,523.00	5,681.56	24.5
01-43-5006 HR / ACCOUNTING CLERK	200.00	625.58	2,450.00	1,824.42	25.5
01-43-5007 TOWN TREASURER	.00	.00	5,617.00	5,617.00	.0
01-43-5010 PERMIT TECH / ADMIN CLERK	2,252.99	2,879.23	45,000.00	42,120.77	6.4
01-43-5011 PLANNING	10,501.92	30,880.08	125,874.00	94,993.92	24.5
01-43-5015 PUBLIC WORKS	926.24	2,756.64	11,467.00	8,710.36	24.0
01-43-5016 MERIT	.00	.00	6,600.00	6,600.00	.0
01-43-5055 OVERTIME	40.76	141.10	525.00	383.90	26.9
01-43-5060 PAYROLL TAXES	1,356.74	3,714.38	18,294.00	14,579.62	20.3
01-43-5065 WORKERS COMP	68.34	136.68	615.00	478.32	22.2
01-43-5066 HEALTH INSURANCE	2,863.28	11,703.26	38,591.00	26,887.74	30.3
01-43-5067 DEFERRED COMP	885.90	2,428.30	11,961.00	9,532.70	20.3
01-43-5068 MEDICAL SAVINGS	44.21	98.97	1,650.00	1,551.03	6.0
01-43-5200 OFFICE SUPPLIES	104.99	104.99	750.00	645.01	14.0
01-43-5201 COMPUTER / TECHNOLOGY	.00	.00	1,500.00	1,500.00	.0
01-43-5300 TELEPHONE	.00	52.93	650.00	597.07	8.1
01-43-5330 SCHOOLS / CONFERENCES	.00	.00	4,000.00	4,000.00	.0
01-43-5331 DUES & MEMBERSHIPS	.00	.00	1,600.00	1,600.00	.0
01-43-5347 COMMUNITY GRANTS	.00	4,600.00	8,600.00	4,000.00	53.5
01-43-5410 CONSULTANTS	.00	.00	25,000.00	25,000.00	.0
01-43-5460 BUILDING INSPECTIONS	1,940.25	1,940.25	295,920.00	293,979.75	.7
01-43-5500 CAPITAL OUTLAY	.00	.00	3,000.00	3,000.00	.0
01-43-5700 MISC.	.00	.00	1,500.00	1,500.00	.0
TOTAL COMMUNITY DEVELOPMENT	25,026.90	73,569.09	651,470.00	577,900.91	11.3

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ROADS</u>					
01-44-5015 PUBLIC WORKS	17,973.95	54,006.81	254,924.00	200,917.19	21.2
01-44-5016 MERIT	.00	.00	11,100.00	11,100.00	.0
01-44-5055 OVERTIME	.00	610.80	13,400.00	12,789.20	4.6
01-44-5060 PAYROLL TAXES	1,338.82	4,077.45	20,266.00	16,188.55	20.1
01-44-5065 WORKERS COMPENSATION	718.00	1,436.00	6,461.00	5,025.00	22.2
01-44-5066 HEALTH INSURANCE	3,488.15	14,880.61	47,882.00	33,001.39	31.1
01-44-5067 DEFERRED COMP	762.10	2,304.19	12,293.00	9,988.81	18.7
01-44-5068 MEDICAL SAVINGS	65.38	196.14	1,175.00	978.86	16.7
01-44-5201 COMPUTER / TECHNOLOGY	.00	4,950.00	22,950.00	18,000.00	21.6
01-44-5210 OPERATING SUPPLIES	20.31	425.20	3,050.00	2,624.80	13.9
01-44-5215 REPAIRS & MAINTENANCE	.00	106.19	25,000.00	24,893.81	.4
01-44-5216 FLEET R&M	4,300.98	1,073.51	42,288.00	41,214.49	2.5
01-44-5250 ASPHALT/STREET PATCHING	.00	863.00	50,000.00	49,137.00	1.7
01-44-5251 SHOP REPAIRS	.00	.00	5,000.00	5,000.00	.0
01-44-5252 STREET SIGNS	100.00	114.68	35,000.00	34,885.32	.3
01-44-5253 GAS & OIL	.00	1,726.71	14,000.00	12,273.29	12.3
01-44-5254 TOOLS	.00	967.30	5,000.00	4,032.70	19.4
01-44-5255 SAFETY EQUIPMENT	.00	527.58	3,500.00	2,972.42	15.1
01-44-5300 TELEPHONE	1,411.80	1,628.94	5,170.00	3,541.06	31.5
01-44-5305 UTILITIES	3,704.81	7,804.92	47,640.00	39,835.08	16.4
01-44-5330 SCHOOLS / CONFERENCES	.00	.00	7,500.00	7,500.00	.0
01-44-5331 DUES & MEMBERSHIPS	.00	828.00	2,155.00	1,327.00	38.4
01-44-5360 STREET SWEEPING	.00	.00	35,000.00	35,000.00	.0
01-44-5361 DUST CONTROL	.00	.00	40,000.00	40,000.00	.0
01-44-5362 GRAVEL	.00	.00	55,000.00	55,000.00	.0
01-44-5363 WEED CONTROL	.00	.00	3,000.00	3,000.00	.0
01-44-5364 SNOW REMOVAL	.00	11,810.25	65,000.00	53,189.75	18.2
01-44-5365 SEALCOATING	.00	.00	375,000.00	375,000.00	.0
01-44-5367 STREET STRIPING	.00	.00	75,000.00	75,000.00	.0
01-44-5369 EQUIPMENT RENTAL	3,006.50	6,013.00	49,078.00	43,065.00	12.3
01-44-5405 ENGINEERING FEES	.00	.00	25,000.00	25,000.00	.0
01-44-5500 CAPITAL OUTLAY	.00	.00	60,000.00	60,000.00	.0
01-44-5600 LEASE PURCHASE PAYMENTS	.00	13,204.70	52,819.00	39,614.30	25.0
01-44-5700 MISC. EXPENSE	187.05	704.55	6,000.00	5,295.45	11.7
TOTAL ROADS	37,077.85	130,260.53	1,476,651.00	1,346,390.47	8.8

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS & RECREATION</u>					
01-45-5002 PUBLIC INFORMATION OFFICER	1,307.69	3,923.09	34,000.00	30,076.91	11.5
01-45-5015 PUBLIC WORKS	14,227.41	42,477.54	219,495.00	177,017.46	19.4
01-45-5016 MERIT	.00	.00	13,000.00	13,000.00	.0
01-45-5021 RECREATION EMPLOYEES	4,886.50	14,479.50	63,500.00	49,020.50	22.8
01-45-5025 SENIOR COORDINATORS	1,149.53	3,490.11	16,536.00	13,045.89	21.1
01-45-5055 OVERTIME	.00	298.60	9,150.00	8,851.40	3.3
01-45-5060 PAYROLL TAXES	1,592.84	4,780.37	26,516.00	21,735.63	18.0
01-45-5065 WORKERS COMP	650.10	1,300.20	5,850.00	4,549.80	22.2
01-45-5066 HEALTH INSURANCE	4,313.74	18,471.44	62,167.00	43,695.56	29.7
01-45-5067 DEFERRED COMP	821.52	2,459.40	14,438.00	11,978.60	17.0
01-45-5068 MEDICAL SAVINGS	126.92	380.76	1,925.00	1,544.24	19.8
01-45-5201 COMPUTER/TECHNOLOGY	.00	599.88	1,800.00	1,200.12	33.3
01-45-5210 OPERATING SUPPLIES	407.92	687.92	5,240.00	4,552.08	13.1
01-45-5215 REPAIRS & MAINTENANCE	68.67	4,922.20	20,000.00	15,077.80	24.6
01-45-5216 FLEET R&M	.00	.00	8,000.00	8,000.00	.0
01-45-5253 GAS & OIL	.00	616.51	5,000.00	4,383.49	12.3
01-45-5260 RECREATION PROGRAM	778.79	4,395.63	42,320.00	37,924.37	10.4
01-45-5261 COMMUNITY DAY	.00	.00	26,600.00	26,600.00	.0
01-45-5262 TOWN EVENTS	444.41	89.99	31,500.00	31,410.01	.3
01-45-5265 SENIOR EVENTS	579.13	584.13	13,550.00	12,965.87	4.3
01-45-5300 TELEPHONE	.00	.00	3,180.00	3,180.00	.0
01-45-5305 UTILITIES	152.24	1,127.20	45,500.00	44,372.80	2.5
01-45-5330 SCHOOLS / CONFERENCES	.00	.00	3,000.00	3,000.00	.0
01-45-5331 DUES / MEMBERSHIPS	460.00	460.00	5,060.00	4,600.00	9.1
01-45-5348 PEST CONTROL	.00	.00	5,000.00	5,000.00	.0
01-45-5349 WELLNESS PROGRAM	240.00	958.17	6,500.00	5,541.83	14.7
01-45-5363 WEED CONTROL	.00	.00	10,000.00	10,000.00	.0
01-45-5370 LANDSCAPING	.00	.00	29,000.00	29,000.00	.0
01-45-5371 TREE MAINTENANCE	.00	.00	20,000.00	20,000.00	.0
01-45-5372 IRRIGATION SYSTEM	.00	.00	5,000.00	5,000.00	.0
01-45-5381 GRANT - UNITED WAY	.00	.00	1,500.00	1,500.00	.0
01-45-5382 SCHOLARSHIPS	.00	225.00	.00	(225.00)	.0
01-45-5500 CAPITAL OUTLAY	.00	.00	62,000.00	62,000.00	.0
01-45-5700 MISC. EXPENSE	.00	162.18	1,500.00	1,337.82	10.8
TOTAL PARKS & RECREATION	32,207.41	106,889.82	817,827.00	710,937.18	13.1
<u>DRAINAGE</u>					
01-46-5210 OPERATING SUPPLIES	.00	.00	2,000.00	2,000.00	.0
01-46-5215 REPAIRS & MAINTENANCE	.00	.00	15,000.00	15,000.00	.0
01-46-5405 ENGINEERING	.00	.00	70,000.00	70,000.00	.0
TOTAL DRAINAGE	.00	.00	87,000.00	87,000.00	.0

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS OUT</u>					
01-90-5805 TRANSFER TO CAPITAL IMPROVEMEN	17,014.17	51,042.51	204,170.00	153,127.49	25.0
TOTAL TRANSFERS OUT	17,014.17	51,042.51	204,170.00	153,127.49	25.0
TOTAL FUND EXPENDITURES	401,690.81	1,064,717.70	7,865,779.00	6,801,061.30	13.5
NET REVENUE OVER EXPENDITURES	692,990.02	753,593.41	53,606.00	(699,987.41)	1405.8

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

CTF FUND

ASSETS

05-01-0100	CASH IN COMMON - CTF	29,042.95	
	TOTAL ASSETS		29,042.95

LIABILITIES AND EQUITY

FUND EQUITY

05-02-3001	FUND BALANCE	17,524.43	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	11,518.52	
	BALANCE - CURRENT DATE	11,518.52	
	TOTAL FUND EQUITY		29,042.95
	TOTAL LIABILITIES AND EQUITY		29,042.95

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

CTF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LOTTERY</u>					
05-17-4630	11,463.64	11,463.64	50,000.00	38,536.36	22.9
	11,463.64	11,463.64	50,000.00	38,536.36	22.9
<u>MISCELLANEOUS</u>					
05-18-4619	21.71	54.88	269.00	214.12	20.4
	21.71	54.88	269.00	214.12	20.4
	11,485.35	11,518.52	50,269.00	38,750.48	22.9
<u>TRANSFERS OUT</u>					
05-90-5801	.00	.00	60,000.00	60,000.00	.0
	.00	.00	60,000.00	60,000.00	.0
	.00	.00	60,000.00	60,000.00	.0
	11,485.35	11,518.52	(9,731.00)	(21,249.52)	118.4

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2020

SEWER OPERATING

ASSETS

06-01-0100	CASH IN COMMON - SF OP	985,244.24	
06-01-1302	PREPAID EXPENSE	175.15	
06-01-1305	ACCUM DEPRECIATION - PLANT & E	(2,413,079.77)	
06-01-1306	A/R-UTILITY BILLING	76,001.41	
06-01-1311	SPECIAL ASSESSMENTS	10,526.42	
06-01-1501	LAND - SF OP	294,835.11	
06-01-1502	LAND IMPROV. - SF OP	32,113.75	
06-01-1503	SEWER LINES	415,787.63	
06-01-1504	BUILDING - SF OP	92,979.51	
06-01-1505	TREATMENT PLANT - SF OP	183,986.92	
06-01-1506	MACH. & EQUIP. - SF OP	469,803.81	
06-01-1507	TREATMENT PLANT - SF NON OP	6,091,786.65	
06-01-1510	CONSTRUCTION IN PROGRESS	105,465.96	
06-01-1600	BOND PREMIUM AND DISCOUNT	(65,045.30)	
	TOTAL ASSETS		<u>6,280,581.49</u>

LIABILITIES AND EQUITY

LIABILITIES

06-02-2200	LEASE PURCHASE PAY- SEWER NON	1,763,054.79	
06-02-2301	SALARY WAGES PAYABLE	2,264.37	
06-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	136.29	
06-02-2410	MISC PAYROLL PAYABLE	1,684.28	
06-02-2501	ACCRUED PDO	6,660.09	
06-02-2502	ACCRUED INT - SEWER NON	25,637.76	
	TOTAL LIABILITIES		<u>1,799,437.58</u>

FUND EQUITY

06-02-3001	FUND BALANCE	3,919,829.74	
	UNAPPROPRIATED FUND BALANCE:		
06-02-3010	CONTRIBUTIONS FROM DEVELOPERS	15,000.00	
06-02-3020	CONTRIBUTIONS SEWER TAPS	425,400.00	
	REVENUE OVER EXPENDITURES - YTD	120,914.17	
	BALANCE - CURRENT DATE	561,314.17	
	TOTAL FUND EQUITY		<u>4,481,143.91</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,280,581.49</u>

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

SEWER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FEES AND PERMITS</u>					
06-11-4150 SEWER USER FEES	60,649.37	170,399.50	699,300.00	528,900.50	24.4
06-11-4160 SEWER LATE/NSF FEES	1,360.00	4,040.00	16,500.00	12,460.00	24.5
06-11-4165 SEWER TAP ON FEES	80,373.00	85,853.00	216,400.00	130,547.00	39.7
TOTAL FEES AND PERMITS	142,382.37	260,292.50	932,200.00	671,907.50	27.9
<u>MISCELLANEOUS</u>					
06-18-4619 INTEREST INCOME	736.58	2,445.60	12,625.00	10,179.40	19.4
TOTAL MISCELLANEOUS	736.58	2,445.60	12,625.00	10,179.40	19.4
TOTAL FUND REVENUE	143,118.95	262,738.10	944,825.00	682,086.90	27.8
<u>ADMINISTRATION</u>					
06-40-5000 TOWN MANAGER	1,265.82	3,780.68	15,783.00	12,002.32	24.0
06-40-5005 TOWN CLERK	306.96	920.72	3,762.00	2,841.28	24.5
06-40-5006 HUMAN RESOURCES	200.00	625.58	19,600.00	18,974.42	3.2
06-40-5007 TOWN TREASURER	.00	.00	5,617.00	5,617.00	.0
06-40-5010 UTILITY BILLING/ADMIN ASSISTAN	632.32	3,137.28	1,976.00	(1,161.28)	158.8
06-40-5015 PUBLIC WORKS	4,020.36	12,039.60	54,977.00	42,937.40	21.9
06-40-5016 MERIT	.00	.00	5,500.00	5,500.00	.0
06-40-5055 OVERTIME	163.02	695.61	3,125.00	2,429.39	22.3
06-40-5060 PAYROLL TAXES	501.01	1,616.64	8,039.00	6,422.36	20.1
06-40-5065 WORKERS COMP	175.36	350.72	1,578.00	1,227.28	22.2
06-40-5066 HEALTH INSURANCE	1,386.80	5,619.59	18,653.00	13,033.41	30.1
06-40-5067 DEFERRED COMP	306.58	988.15	5,421.00	4,432.85	18.2
06-40-5068 MEDICAL SAVINGS	26.93	97.13	600.00	502.87	16.2
06-40-5201 COMPUTER / TECHNOLOGY	270.25	810.75	3,243.00	2,432.25	25.0
06-40-5205 POSTAGE	327.00	646.00	3,960.00	3,314.00	16.3
06-40-5300 TELEPHONE	40.01	80.02	480.00	399.98	16.7
06-40-5320 GENERAL LIABILITY INSURANCE	.00	6,065.71	25,950.00	19,884.29	23.4
06-40-5400 LEGAL FEES	.00	.00	2,000.00	2,000.00	.0
06-40-5405 ENGINEERING FEES	.00	.00	55,000.00	55,000.00	.0
06-40-5410 PLANNING/CONSULTANTS	168.34	335.62	2,000.00	1,664.38	16.8
06-40-5415 AUDIT FEES	.00	1,920.00	6,300.00	4,380.00	30.5
06-40-5700 MISC. EXPENSE	.00	.00	500.00	500.00	.0
TOTAL ADMINISTRATION	9,790.76	39,729.80	244,064.00	204,334.20	16.3

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

SEWER OPERATING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER-OPERATING</u>					
06-47-5210 OPERATING SUPPLIES	.00	.00	500.00	500.00	.0
06-47-5215 REPAIRS & MAINT	691.42	2,849.89	93,500.00	90,650.11	3.1
06-47-5227 CHEMICALS	.00	.00	1,000.00	1,000.00	.0
06-47-5231 SLUDGE DISPOSAL	4,716.00	14,252.00	55,040.00	40,788.00	25.9
06-47-5253 GAS & OIL	.00	616.51	5,000.00	4,383.49	12.3
06-47-5305 UTILITIES	4,911.93	9,894.28	57,400.00	47,505.72	17.2
06-47-5310 TRASH	89.26	272.24	1,020.00	747.76	26.7
06-47-5340 SAFETY EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
06-47-5369 EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
06-47-5390 SEWER MAINT. CONTRACT	.00	5,102.48	54,500.00	49,397.52	9.4
06-47-5391 SEWER TESTING	101.76	512.18	6,000.00	5,487.82	8.5
06-47-5392 LINE LOCATOR	898.47	1,202.43	5,000.00	3,797.57	24.1
06-47-5393 STATE DISCHARGE PERMIT	.00	.00	3,215.00	3,215.00	.0
06-47-5394 SEWER LINE FLUSHING	.00	.00	40,000.00	40,000.00	.0
06-47-5500 CAPITAL OUTLAY	1,354.26	2,314.86	290,000.00	287,685.14	.8
TOTAL SEWER-OPERATING	12,763.10	37,016.87	614,175.00	577,158.13	6.0
<u>SF-NON-OPERATING</u>					
06-48-5510 LEASE PURCH PRIN - SEWER NON	.00	35,830.00	71,660.00	35,830.00	50.0
06-48-5520 LEASE PURCHASE INT - SEWER NON	.00	29,247.26	58,495.00	29,247.74	50.0
TOTAL SF-NON-OPERATING	.00	65,077.26	130,155.00	65,077.74	50.0
TOTAL FUND EXPENDITURES	22,553.86	141,823.93	988,394.00	846,570.07	14.4
NET REVENUE OVER EXPENDITURES	120,565.09	120,914.17	(43,569.00)	(164,483.17)	277.5

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

MUNICIPAL

ASSETS

09-01-0100	CASH IN COMMON - MUNICIPAL	1,497,731.25	
	TOTAL ASSETS		1,497,731.25

LIABILITIES AND EQUITY

FUND EQUITY

09-02-3003	FUND BALANCE-MUNICIPAL	(69,591.85)	
09-02-3004	FUND BALANCE-RECREATION	1,443,455.70	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	123,867.40	
	BALANCE - CURRENT DATE	123,867.40	
	TOTAL FUND EQUITY		1,497,731.25
	TOTAL LIABILITIES AND EQUITY		1,497,731.25

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

MUNICIPAL

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FEES AND PERMITS</u>					
09-11-4165 IMPACT FEES	123,621.83	125,393.83	221,500.00	96,106.17	56.6
TOTAL FEES AND PERMITS	123,621.83	125,393.83	221,500.00	96,106.17	56.6
<u>MISCELLANEOUS</u>					
09-18-4619 INTEREST INCOME	1,119.72	3,723.57	19,843.00	16,119.43	18.8
TOTAL MISCELLANEOUS	1,119.72	3,723.57	19,843.00	16,119.43	18.8
TOTAL FUND REVENUE	124,741.55	129,117.40	241,343.00	112,225.60	53.5
<u>ADMINISTRATION</u>					
09-40-5410 PLANNING/CONSULTANTS	.00	.00	13,885.00	13,885.00	.0
09-40-5500 CAPITAL OUTLAY	.00	.00	430,000.00	430,000.00	.0
TOTAL ADMINISTRATION	.00	.00	443,885.00	443,885.00	.0
<u>CAPITAL EQUIPMENT</u>					
09-49-5500 CAPITAL OUTLAY	.00	.00	1,337,877.00	1,337,877.00	.0
TOTAL CAPITAL EQUIPMENT	.00	.00	1,337,877.00	1,337,877.00	.0
<u>MUNICIPAL</u>					
09-50-5500 CAPITAL OUTLAY	.00	5,250.00	.00	(5,250.00)	.0
TOTAL MUNICIPAL	.00	5,250.00	.00	(5,250.00)	.0
TOTAL FUND EXPENDITURES	.00	5,250.00	1,781,762.00	1,776,512.00	.3
NET REVENUE OVER EXPENDITURES	124,741.55	123,867.40	(1,540,419.00)	(1,664,286.40)	8.0

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

DOWNTOWN

ASSETS

11-01-0100	CASH IN COMMON - DOWNTOWN	56,711.19	
	TOTAL ASSETS		56,711.19

LIABILITIES AND EQUITY

FUND EQUITY

11-02-3001	FUND BALANCE	56,561.73	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	149.46	
	BALANCE - CURRENT DATE	149.46	
	TOTAL FUND EQUITY		56,711.19
	TOTAL LIABILITIES AND EQUITY		56,711.19

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

DOWNTOWN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
11-18-4619 INTEREST INCOME	42.40	149.46	879.00	729.54	17.0
TOTAL MISCELLANEOUS	42.40	149.46	879.00	729.54	17.0
TOTAL FUND REVENUE	42.40	149.46	879.00	729.54	17.0
<u>ADMINISTRATION</u>					
11-40-5338 DOWNTOWN GRANTS	.00	.00	15,000.00	15,000.00	.0
11-40-5500 CAPITAL OUTLAY	.00	.00	45,194.00	45,194.00	.0
TOTAL ADMINISTRATION	.00	.00	60,194.00	60,194.00	.0
TOTAL FUND EXPENDITURES	.00	.00	60,194.00	60,194.00	.0
NET REVENUE OVER EXPENDITURES	42.40	149.46	(59,315.00)	(59,464.46)	.3

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

STORM DRAINAGE

ASSETS

13-01-0100	CASH IN COMMON - STORM DRAINAG	55,027.50	
	TOTAL ASSETS		55,027.50

LIABILITIES AND EQUITY

FUND EQUITY

13-02-3001	FUND BALANCE	16,143.52	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	38,883.98	
	BALANCE - CURRENT DATE	38,883.98	
	TOTAL FUND EQUITY		55,027.50
	TOTAL LIABILITIES AND EQUITY		55,027.50

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

STORM DRAINAGE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FEES AND PERMITS</u>					
13-11-4165 IMPACT FEES	38,311.34	38,811.34	62,500.00	23,688.66	62.1
TOTAL FEES AND PERMITS	38,311.34	38,811.34	62,500.00	23,688.66	62.1
<u>MISCELLANEOUS</u>					
13-18-4619 INTEREST INCOME	41.14	72.64	136.00	63.36	53.4
TOTAL MISCELLANEOUS	41.14	72.64	136.00	63.36	53.4
TOTAL FUND REVENUE	38,352.48	38,883.98	62,636.00	23,752.02	62.1
<u>ADMINISTRATION</u>					
13-40-5410 PLANNING/CONSULTANTS	.00	.00	3,918.00	3,918.00	.0
13-40-5500 CAPITAL OUTLAY	.00	.00	125,317.00	125,317.00	.0
TOTAL ADMINISTRATION	.00	.00	129,235.00	129,235.00	.0
TOTAL FUND EXPENDITURES	.00	.00	129,235.00	129,235.00	.0
NET REVENUE OVER EXPENDITURES	38,352.48	38,883.98	(66,599.00)	(105,482.98)	58.4

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

TRANSPORTATION

ASSETS

14-01-0100	CASH IN COMMON - TRANSPORTATIO	629,600.18	
	TOTAL ASSETS		629,600.18

LIABILITIES AND EQUITY

FUND EQUITY

14-02-3001	FUND BALANCE	301,588.51	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	328,011.67	
	BALANCE - CURRENT DATE	328,011.67	
	TOTAL FUND EQUITY		629,600.18
	TOTAL LIABILITIES AND EQUITY		629,600.18

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

TRANSPORTATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FEES AND PERMITS</u>					
14-11-4165 IMPACT FEES	68,255.77	349,409.07	326,125.00	(23,284.07)	107.1
TOTAL FEES AND PERMITS	68,255.77	349,409.07	326,125.00	(23,284.07)	107.1
<u>MISCELLANEOUS</u>					
14-18-4619 INTEREST INCOME	470.70	1,594.88	4,194.00	2,599.12	38.0
TOTAL MISCELLANEOUS	470.70	1,594.88	4,194.00	2,599.12	38.0
TOTAL FUND REVENUE	68,726.47	351,003.95	330,319.00	(20,684.95)	106.3
<u>ADMINISTRATION</u>					
14-40-5405 ENGINEERING FEES	18,800.00	18,800.00	90,000.00	71,200.00	20.9
14-40-5410 PLANNING/CONSULTANTS	.00	.00	20,444.00	20,444.00	.0
14-40-5500 CAPITAL OUTLAY	.00	4,192.28	200,000.00	195,807.72	2.1
14-40-5720 CONTINGENCIES	.00	.00	437,408.00	437,408.00	.0
TOTAL ADMINISTRATION	18,800.00	22,992.28	747,852.00	724,859.72	3.1
TOTAL FUND EXPENDITURES	18,800.00	22,992.28	747,852.00	724,859.72	3.1
NET REVENUE OVER EXPENDITURES	49,926.47	328,011.67	(417,533.00)	(745,544.67)	78.6

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

PARKS & OPEN SPACE

ASSETS

18-01-0100	CASH IN COMMON - PARKS & OPEN	799,359.80	
	TOTAL ASSETS		799,359.80

LIABILITIES AND EQUITY

FUND EQUITY

18-02-3001	FUND BALANCE	150,356.16	
18-02-3005	FUND BALANCE - OPEN SPACE	637,109.78	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	11,893.86	
	BALANCE - CURRENT DATE	11,893.86	
	TOTAL FUND EQUITY		799,359.80
	TOTAL LIABILITIES AND EQUITY		799,359.80

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

PARKS & OPEN SPACE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FEES AND PERMITS</u>					
18-11-4165 IMPACT FEES	11,104.00	13,880.00	347,000.00	333,120.00	4.0
TOTAL FEES AND PERMITS	11,104.00	13,880.00	347,000.00	333,120.00	4.0
<u>MISCELLANEOUS</u>					
18-18-4619 INTEREST INCOME	597.61	2,096.36	11,544.00	9,447.64	18.2
TOTAL MISCELLANEOUS	597.61	2,096.36	11,544.00	9,447.64	18.2
TOTAL FUND REVENUE	11,701.61	15,976.36	358,544.00	342,567.64	4.5
<u>ADMINISTRATION</u>					
18-40-5410 PLANNING/CONSULTANTS	3,120.00	4,082.50	21,753.00	17,670.50	18.8
18-40-5500 CAPITAL OUTLAY	.00	.00	439,976.00	439,976.00	.0
TOTAL ADMINISTRATION	3,120.00	4,082.50	461,729.00	457,646.50	.9
<u>OPEN SPACE</u>					
18-52-5500 CAPITAL OUTLAY	.00	.00	697,086.00	697,086.00	.0
TOTAL OPEN SPACE	.00	.00	697,086.00	697,086.00	.0
TOTAL FUND EXPENDITURES	3,120.00	4,082.50	1,158,815.00	1,154,732.50	.4
NET REVENUE OVER EXPENDITURES	8,581.61	11,893.86	(800,271.00)	(812,164.86)	1.5

TOWN OF MEAD
BALANCE SHEET
MARCH 31, 2020

CAPITAL IMPROVEMENT FUND

ASSETS

19-01-0100	CASH IN COMMON - CAPITAL IMPRO	1,103,019.78	
	TOTAL ASSETS		1,103,019.78

LIABILITIES AND EQUITY

FUND EQUITY

19-02-3001	FUND BALANCE	1,049,121.29	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	53,898.49	
	BALANCE - CURRENT DATE	53,898.49	
	TOTAL FUND EQUITY		1,103,019.78
	TOTAL LIABILITIES AND EQUITY		1,103,019.78

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS IN</u>					
19-16-4615 TRANSFER IN FROM GENERAL	17,014.17	51,042.51	204,170.00	153,127.49	25.0
TOTAL TRANSFERS IN	17,014.17	51,042.51	204,170.00	153,127.49	25.0
<u>MISCELLANEOUS</u>					
19-18-4619 INTEREST INCOME	824.63	2,855.98	14,794.00	11,938.02	19.3
TOTAL MISCELLANEOUS	824.63	2,855.98	14,794.00	11,938.02	19.3
TOTAL FUND REVENUE	17,838.80	53,898.49	218,964.00	165,065.51	24.6
<u>ADMINISTRATION</u>					
19-40-5500 CAPITAL OUTLAY	.00	.00	1,475,000.00	1,475,000.00	.0
19-40-5720 CONTINGENCIES	.00	.00	819,393.00	819,393.00	.0
TOTAL ADMINISTRATION	.00	.00	2,294,393.00	2,294,393.00	.0
TOTAL FUND EXPENDITURES	.00	.00	2,294,393.00	2,294,393.00	.0
NET REVENUE OVER EXPENDITURES	17,838.80	53,898.49	(2,075,429.00)	(2,129,327.49)	2.6

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	CASH IN COMMON -MURA	2,125,679.29	
20-01-1250	PROPERTY TAX RECEIVABLE	2,831,141.00	
20-01-1300	A/R - MISCELLANEOUS	3,778.14	
20-01-1301	A/R - MURA	18,213.23	
	TOTAL ASSETS		4,978,811.66

LIABILITIES AND EQUITY

LIABILITIES

20-02-2000	A/P - MISCELLANEOUS	214.79	
20-02-2301	SALARY WAGES PAYABLE	1,604.63	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	(79.18)	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	111.14	
20-02-2410	MISC PAYROLL PAYABLE	1,571.45	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	2,831,141.00	
	TOTAL LIABILITIES		2,834,563.83

FUND EQUITY

20-02-3001	FUND BALANCE	1,741,623.44	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	402,624.39	
	BALANCE - CURRENT DATE	402,624.39	
	TOTAL FUND EQUITY		2,144,247.83
	TOTAL LIABILITIES AND EQUITY		4,978,811.66

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>TAXES</u>						
20-10-4050	PROPERTY TAX (TIF REVENUE)	412,077.37	427,129.17	2,979,107.00	2,551,977.83	14.3
	TOTAL TAXES	412,077.37	427,129.17	2,979,107.00	2,551,977.83	14.3
<u>FEES AND PERMITS</u>						
20-11-4110	ADMINISTRATIVE FEE	.00	.00	15,183.00	15,183.00	.0
	TOTAL FEES AND PERMITS	.00	.00	15,183.00	15,183.00	.0
<u>MISCELLANEOUS</u>						
20-18-4619	INTEREST INCOME	1,589.18	4,845.58	25,582.00	20,736.42	18.9
	TOTAL MISCELLANEOUS	1,589.18	4,845.58	25,582.00	20,736.42	18.9
	TOTAL FUND REVENUE	413,666.55	431,974.75	3,019,872.00	2,587,897.25	14.3
<u>ADMINISTRATION</u>						
20-40-5000	TOWN MANAGER	2,531.62	7,561.33	31,566.00	24,004.67	24.0
20-40-5005	TOWN CLERK	306.96	920.72	3,762.00	2,841.28	24.5
20-40-5006	HR/ACCOUNTING CLERK	200.00	625.58	2,450.00	1,824.42	25.5
20-40-5007	TREASURER	.00	.00	16,851.00	16,851.00	.0
20-40-5011	PLANNING	2,040.48	6,035.12	24,906.00	18,870.88	24.2
20-40-5016	MERIT	.00	.00	2,400.00	2,400.00	.0
20-40-5055	OVERTIME	.00	3.61	25.00	21.39	14.4
20-40-5060	PAYROLL TAXES	389.90	1,163.29	6,228.00	5,064.71	18.7
20-40-5065	WORKERS COMP	58.46	116.92	526.00	409.08	22.2
20-40-5066	HEALTH INSURANCE	987.14	3,797.55	10,045.00	6,247.45	37.8
20-40-5067	DEFERRED COMP	311.90	928.64	4,828.00	3,899.36	19.2
20-40-5068	MEDICAL SAVINGS	9.62	29.83	375.00	345.17	8.0
20-40-5100	TIF REVENUE SHARING	.00	.00	1,678,452.00	1,678,452.00	.0
20-40-5400	LEGAL FEES	1,100.85	1,100.85	50,000.00	48,899.15	2.2
20-40-5410	PLANNING/CONSULTANT	.00	.00	60,000.00	60,000.00	.0
20-40-5415	AUDIT FEES	.00	660.00	2,500.00	1,840.00	26.4
20-40-5425	COUNTY TREASURER'S FEE	6,181.17	6,406.92	44,687.00	38,280.08	14.3
20-40-5426	PROPERTY/SALES TAX REBATE	.00	.00	5,177.00	5,177.00	.0
20-40-5427	TIF ADVANCE	.00	.00	100,000.00	100,000.00	.0
20-40-5500	CAPITAL OUTLAY	.00	.00	1,350,000.00	1,350,000.00	.0
20-40-5700	MISC. EXPENSE	.00	.00	500.00	500.00	.0
	TOTAL ADMINISTRATION	14,118.10	29,350.36	3,395,278.00	3,365,927.64	.9

TOWN OF MEAD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	14,118.10	29,350.36	3,395,278.00	3,365,927.64	.9
NET REVENUE OVER EXPENDITURES	399,548.45	402,624.39	(375,406.00)	(778,030.39)	107.3

TOWN OF MEAD
 BALANCE SHEET
 MARCH 31, 2020

ART IN PUBLIC PLACES

ASSETS

21-01-0100	CASH IN COMMON - ART IN PUBLIC	6,083.65	
	TOTAL ASSETS		6,083.65

LIABILITIES AND EQUITY

FUND EQUITY

21-02-3001	FUND BALANCE	6,067.61	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	16.04	
	BALANCE - CURRENT DATE	16.04	
	TOTAL FUND EQUITY		6,083.65
	TOTAL LIABILITIES AND EQUITY		6,083.65

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2020

ART IN PUBLIC PLACES

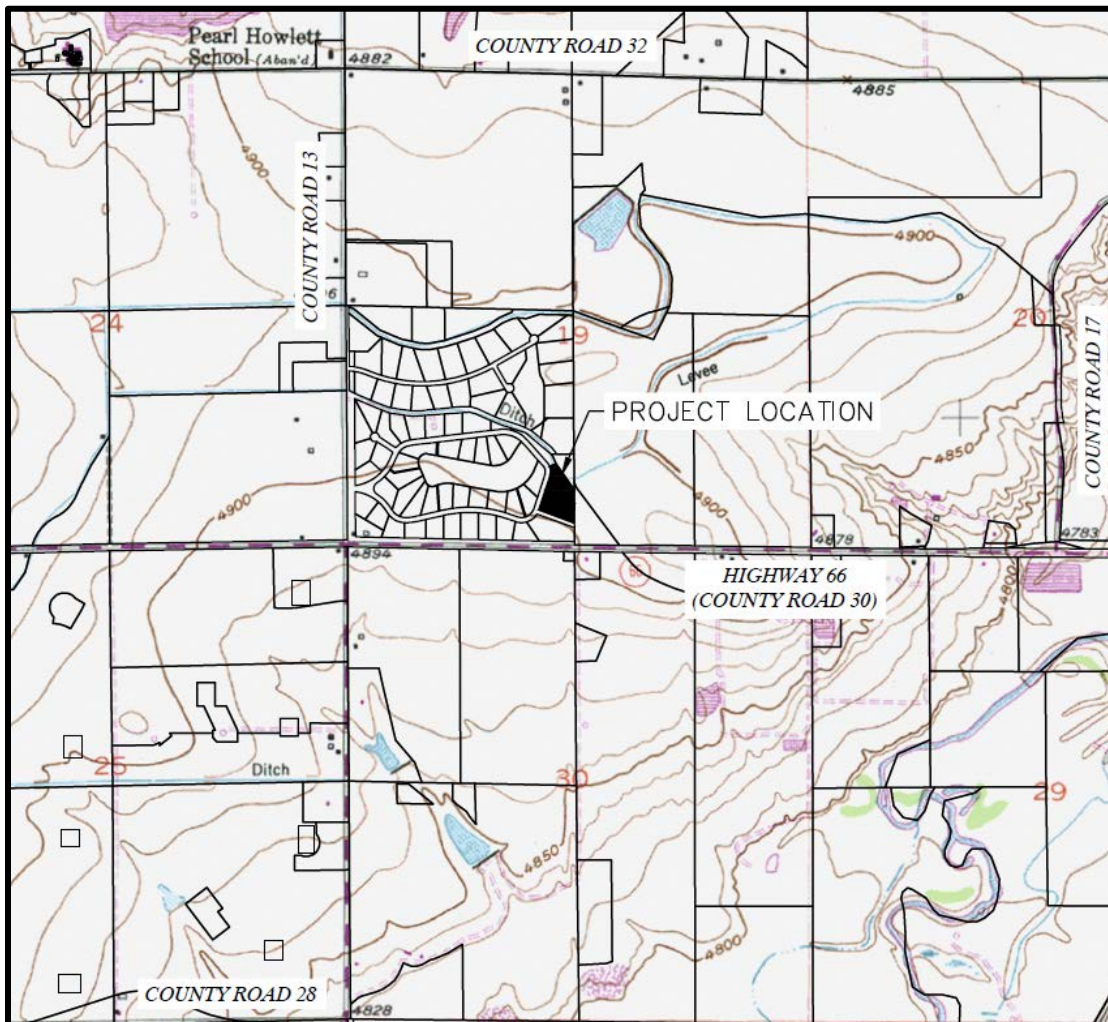
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
21-18-4619 INTEREST INCOME	4.55	16.04	88.00	71.96	18.2
TOTAL MISCELLANEOUS	4.55	16.04	88.00	71.96	18.2
TOTAL FUND REVENUE	4.55	16.04	88.00	71.96	18.2
<u>ADMINISTRATION</u>					
21-40-5500 CAPITAL OUTLAY	.00	.00	6,153.00	6,153.00	.0
TOTAL ADMINISTRATION	.00	.00	6,153.00	6,153.00	.0
TOTAL FUND EXPENDITURES	.00	.00	6,153.00	6,153.00	.0
NET REVENUE OVER EXPENDITURES	4.55	16.04	(6,065.00)	(6,081.04)	.3

Agenda Item Summary (AIS)

MEETING DATE: Board of Trustees – April 27, 2020
SUBJECT: Grand View Estates Filing 2, Replat C – Administrative Plat
PRESENTED BY: Jeremiah Fettig, Planner I
ATTACHMENTS: 1. Ordinance No. 930
 2. Administrative Plat

SUMMARY STATEMENT

This is a request for the Board of Trustees to ratify Town staff’s administrative approval of the Grand View Estates Filing 2, Replat C Administrative Plat application, which proposes to remove the lot line between Lot 14 and Lot 15 and remove the lot line between Lot 15 and Lot 16B. Combining three lots and creating a singular lot under common ownership.





DETAIL OF REQUEST

Applicant: Travis LeRoy
Property Owner: Travis LeRoy
Property Location: 226 Grand View Circle
Zoning Classification: Residential Single-Family-1 (RSF-1)
Comp. Plan Designation: Large Lot Residential (LLR)
Surrounding Land Uses:

North	RSF-1 (Grand View Estates Subdivision)– Town of Mead
South	RSF-1 (Grand View Estates Subdivision)– Town of Mead
East	Undeveloped Agricultural – Unincorporated Weld County
West	RSF-1 (Grand View Estates Subdivision)– Town of Mead

Overview:

This is a request for the Board of Trustees to ratify Town staff’s administrative approval of the Grand View Estates Filing 2, Replat C Administrative Plat application. The properties included are Lots 14, 15 and 16B – totaling 3.68 acres. These properties are located at 226 Grand View Circle, in the Grand View Estates Subdivision.

The application proposes to remove the lot line between Lot 14 and Lot 15 and remove the lot line between Lot 15 and Lot 16B, creating a singular lot under common ownership. The combination of lots will help to avoid potential future conflicts that may occur if any of the properties were sold separately, while reducing the amount of HOA fees paid (fees assessed at a per lot rate) by the property owner. The current use of the property is a single-family residence.

Pursuant to Section 16-4-110, this application is eligible for processing as an administrative plat, also known as a “lot-line adjustment,” because it meets the following conditions:

- a. The boundaries of ten (10) or fewer lots are changed;
- b. There is no increase in the number of lots;
- c. No easements or rights-of-way are changed;
- d. All resulting lots will comply with the requirements of this code. No lots are created that will result in the need for a zoning variance or an exception to the subdivision design standards;
- e. All required public improvements are installed and approved;
- f. There have not been other administrative plats within the same subdivision such that in combination with the proposed administrative plat they would circumvent the intent of this Section;
- g. The approval of the administrative plat will not violate any provisions of this Chapter.



Review Criteria:

Staff has reviewed the application and found it to comply with Section 16-4-110 of the Land Use Code, which contains the review criteria for administrative plats. The review criteria and staff’s explanation of how each criterion has been met are as follows:

1. The administrative plat represents a functional system of land use and is consistent with the review criteria set forth in this Code and the Town Comprehensive Plan.

This administrative plat proposes the combination of the three lots into common ownership, in order to avoid potential future conflicts that may occur if any of the properties were to be sold separately, or if any new buildings were constructed, crossing existing lot lines. The resulting lot (Lot 1) created from combining Lot 14, Lot 15 and Lot 16B will meet all applicable requirements and standards of the Code and Comprehensive Plan. This application will not change how the site functions. As a result, the administrative plat represents a functional system of land use.

2. The development will substantially comply with this Code.

This administrative plat will not result in the creation of any additional lots. The new lot that will result from the combination of the existing three lots will meet all applicable density and dimensional standards. The administrative plat document contains the information required in Section 16-4-110 of the MMC, including north arrow, vicinity map, address, title, legal description, number of lots, survey monuments and other relevant data. Other requirements governing additional development of the site have been or will be met through separate subdivision and/or site plan approval processes.

3. All applicable technical standards have been met.

The administrative plat document contains the information required in Section 16-4-110 of the MMC, including north arrow, vicinity map, address, title, legal description, number of lots, survey monuments, and other relevant data. Further technical standards for development of the site have been or will be met through separate subdivision and/or site plan approval processes.

Other Legal Considerations:

The application complies with the requirements related to processing and notification set forth in Section 16-4-110 of the Land Use Code.



Alternatives/Options:

The Board may adopt Ordinance No. 930 ratifying staff’s approval of the Grand View Estates Filing 2, Replat C Administrative Plat application, add conditions to Ordinance No. 930, or choose not to adopt Ordinance No. 930. Any decision by the Board not to adopt Ordinance No. 930 shall be accompanied by a clear statement outlining which of the required review criteria the Board believes have not been met.

Staff Recommendation:

Staff recommends that the Board of Trustees adopt Ordinance No. 930, ratifying staff’s approval of the Grand View Estates Filing 2, Replat C Administrative Plat application

Suggested motion: “I move to adopt Ordinance No. 930 – an Ordinance of the Town of Mead, Colorado, Approving the Grand View Estates Filing 2, Replat C Administrative Plat.”

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 930**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO,
APPROVING THE GRAND VIEW ESTATES FILING 2, REPLAT
C ADMINISTRATIVE PLAT**

WHEREAS, the Town of Mead is authorized pursuant to Title 31, Article 23, C.R.S. and the Town of Mead Land Use Code to regulate the subdivision of land; and

WHEREAS, Travis Leroy, an individual (the “Applicant”) has submitted an application for an administrative plat designated as the GRAND VIEW ESTATE FILING 2, REPLAT C (“Administrative Plat”) for property consisting of 3.68 acres, more or less, and generally located northwest of the intersection between Weld County Road 13 and Highway 66, in the Grand View Estates Subdivision, and more particularly described in Exhibit A, attached hereto and incorporated herein (the “Property”); and

WHEREAS, the Applicant is the record owner of the Property; and

WHEREAS, Section 16-4-110 of the Mead Municipal Code (“MMC”) authorizes administrative staff review and approval of the Administrative Plat, subject to confirmation by the Board of Trustees through the adoption of an ordinance approving the Administrative Plat; and

WHEREAS, the Applicant is proposing the Administrative Plat in order to vacate the lots line between Lots 14 and 15, and Lots 15 and 16B of the Grand View Estates Subdivision; and

WHEREAS, the administrative record for this matter includes, but is not limited to, the Town of Mead Land Use Code, the Town of Mead Comprehensive Plan, all other applicable ordinances, resolutions and regulations, the staff files and reports of the Planning Director and Town Engineer related to the Administrative Plat, any and all submittals by the Applicant and members of the public, and the tape recordings and minutes of the Board of Trustees meeting at which the Administrative Plat was considered; and

WHEREAS, the Applicant has agreed to all conditions of approval as stated in this ordinance; and

WHEREAS, the Board of Trustees has determined that the Administrative Plat meets all applicable requirements of the Town of Mead Land Use Code and MMC and that the review criteria set forth in Section 16-4-110(3)(f) of the MMC have been satisfied; and

WHEREAS, the Board of Trustees has further determined that approval of the Administrative Plat will advance the public health, safety, convenience and general welfare of the residents of the Town, subject to the conditions of approval as hereinafter set forth.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Administrative Plat designated as the GRAND VIEW ESTATES FILING 2, REPLAT C, be approved subject to the following conditions of approval:

- a. Prior to and as a condition of recordation of the Administrative Plat, the Applicant shall resolve/correct any minor technical issues as directed by Town Staff; and
- b. The Applicant shall pay all fees and costs incurred by the Town and its consultants, including without limitation legal fees and costs, for review and processing of the Administrative Plat application within forty-five (45) days of receiving an invoice from the Town. If the fees and costs are not paid within forty-five (45) days of receiving an invoice, the Town may withhold issuance of building permits or further approvals until the invoices have been paid.
- c. The Applicant shall pay recording fees and other costs billed by the Town, as authorized by Section 16-4-110(3)(h)(1) of the MMC.
- d. The Applicant shall cause to be recorded a final executed version of the applicable Site Improvement Agreement with the Town, and any documents incidental thereto.

Section 2. Subject to review and approval of the Administrative Plat mylar by the Town Staff, and satisfaction of the conditions set forth in a. through d. in Section 1 above, the Mayor and other Town officials, as applicable, are hereby authorized to sign the Administrative Plat mylar and cause the same to be recorded in the real property records of Weld County, Colorado.

Section 3. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 4. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the adopted ordinance available for inspection by the public during regular business hours.

Section 5. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the ordinance. The Board of Trustees hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

Section 6. Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinances or resolutions, nor revive any ordinances or resolutions thereby.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF APRIL, 2020.

ATTEST:

TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

GRAND VIEW ESTATES FILING 2, REPLAT C

A Replat of Lots 14 & 15 of Grand View Estates Filing No. 2 and Lot 16B of Grand View Estates Filing No. 2 Replat B,
Being Part of the Southwest Quarter of Section 19, Township 3 North, Range 67 West of the 6th P.M.,
Town of Mead, County of Weld, State of Colorado

PROPERTY DESCRIPTION

Lots Fourteen (14) and Fifteen (15) of Grand View Estates Filing No. 2 recorded May 27, 1994 at Reception No. 2390573 and Lot Sixteen B (16B) of Grand View Estates Filing No. 2 Replat "B" recorded November 7, 2002 at Reception No. 3003423 within the records of the Weld County Clerk and Recorder, being a portion of the Southwest Quarter (SW1/4) of Section Nineteen (19), Township Three North (T.3N.), Range Sixty-seven West (R.67W.) of the Sixth Principal Meridian (6th P.M.), Town of Mead, County of Weld, State of Colorado.

OWNER'S CERTIFICATE

Know all men by these presents that I, Travis Leroy, the undersigned, being the sole owner of the land described herein, have by these presents laid out, platted and subdivided the same into lots and blocks as shown on this plat, under the name and style of GRAND VIEW ESTATES FILING No. 2 REPLAT C.

Travis Leroy

NOTARIAL CERTIFICATE

STATE OF COLORADO)
)SS
COUNTY OF _____)

The foregoing certification was acknowledged before me this _____ day of _____
A.D., 20____, by Travis Leroy, Owner.

My Commission Expires: _____

Notary Public _____
Witness My Hand and Seal

CERTIFICATE OF FINAL STAFF REVIEW AND APPROVAL

The Administrative Plat shown hereon has been reviewed and approved by the Town of Mead staff, with submittal hereafter to the Board of Trustees for acceptance by ordinance, this _____ day of _____, 20____.

Town Manager _____

CERTIFICATE OF APPROVAL BY THE BOARD OF TRUSTEES

The Administrative Plat shown hereon is approved and accepted by Ordinance No. _____,
passed and adopted at the regular meeting of the Board of Trustees of Mead, Colorado, held on _____,
20____, and recorded on _____ at Reception No. _____, in the
records of the Clerk and Recorder of Weld County, Colorado, by the Board of Trustees of Mead, Colorado.

SURVEYOR'S CERTIFICATE

I certify that this map or plat and the survey on which it is based accurately represents the results of a survey made by me and or under my direct supervision and done in accord with applicable State of Colorado requirements.

Jason S. Ailes - On Behalf Of Lat40, Inc.
Colorado Licensed Professional
Land Surveyor #38479

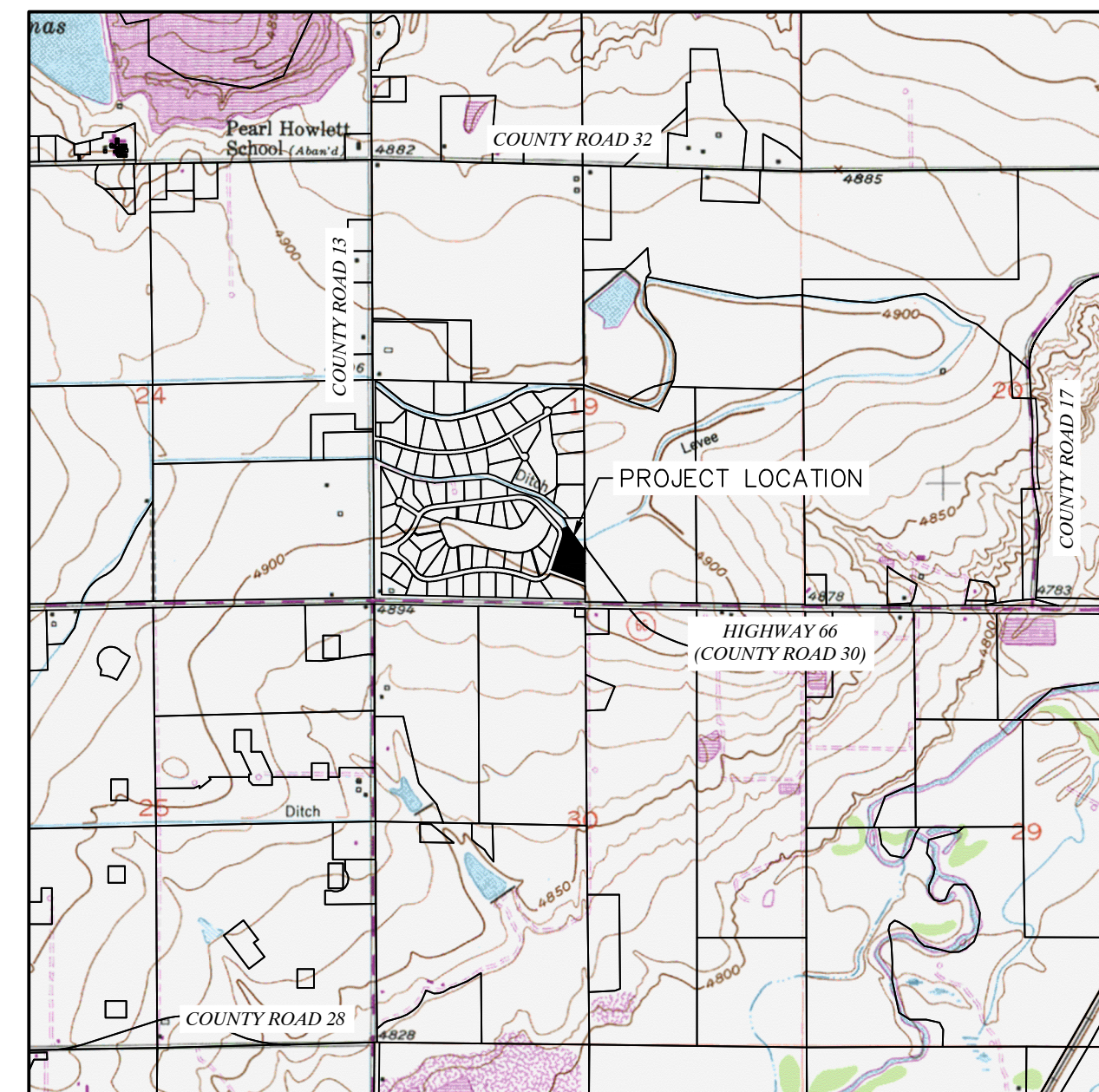
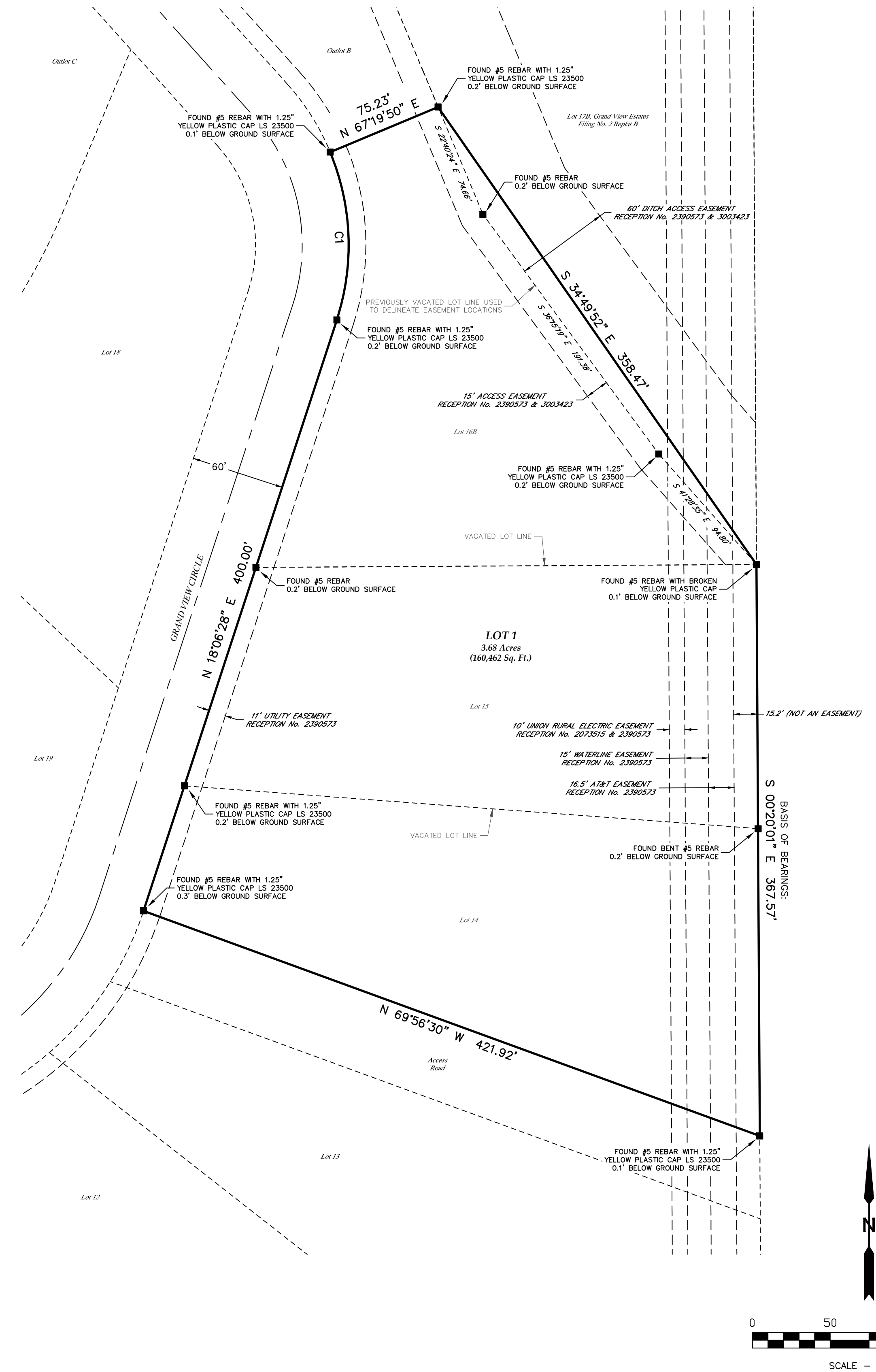
BASIS OF BEARINGS AND LINEAL UNIT DEFINITION

Assuming the East line of Lots 14 and 15 of Grand View Estates Filing No. 2, monumented by a #5 rebar with a broken yellow plastic cap at the North end and by a #5 rebar with a yellow plastic cap LS 23500 at the South end, as bearing South 00°20'01" East being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983, a distance of 367.57 feet with all other bearings contained herein relative thereto.

The lineal dimensions as contained herein are based upon the "U.S. Survey Foot."

NOTICE

According to Colorado law, you must commence any legal action based upon any defect in this survey within three years after you discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years after the date of the certificate shown hereon. (13-80-105 C.R.S.)



	Lat40, Inc. Professional Land Surveyors 6250 W. 10th Street, Unit 2 Greeley, CO 80634 O: 970-515-5294	DATE: 01/21/2020 FILE NAME: 2019159RPLT DRAWN BY: JA CHECKED BY: JSA SCALE: AS NOTED PROJECT #: 2019159	REVISIONS: ADDRESS TOWN/COUNTY COMMENTS DATE: 4/7/2020	GRAND VIEW ESTATES FILING 2, REPLAT C TRAVIS LEROY 226 GRAND VIEW CIRCLE MEAD, COLORADO 80542	1 SHEET 1 OF 1
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Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
04/20	04/22/2020	31943	4RIVERS EQUIPMENT	856185	01-45-5215	Mower blades	51.76
Total 31943:							51.76
04/20	04/22/2020	31944	ADAMSON POLICE PRODUCTS	INV324405	01-42-5210	Ammo	642.00
04/20	04/22/2020	31944	ADAMSON POLICE PRODUCTS	INV324596	01-42-5255	Supplies	1,660.00
04/20	04/22/2020	31944	ADAMSON POLICE PRODUCTS	INV324596	01-42-5210	Supplies	681.25
Total 31944:							2,983.25
04/20	04/22/2020	31945	AMAZON CAPITAL SERVICES	1JP9X64MW	01-42-5210	Phone case	19.97
Total 31945:							19.97
04/20	04/22/2020	31946	Arborado, LLC	824	01-45-5371	Main park insect control- Elm trees	770.00
04/20	04/22/2020	31946	Arborado, LLC	825	01-45-5371	Founders park insect control for trees	180.00
04/20	04/22/2020	31946	Arborado, LLC	826	01-45-5371	Margil Park EAB prevention	720.00
Total 31946:							1,670.00
04/20	04/22/2020	31947	BEAR COM	5004876	01-42-5500	graphics	1,027.00
Total 31947:							1,027.00
04/20	04/22/2020	31948	Brenda Hall	EJ 331-416 4	01-41-5235	Election Judge - training, counts, regist -	412.50
Total 31948:							412.50
04/20	04/22/2020	31949	Bryson Tillema	EJ 042020 3	01-41-5235	Election Judge Recount 4/20/2020	37.50
Total 31949:							37.50
04/20	04/22/2020	31950	Buzz Roofing, Inc	1031	01-40-5215	Town Hall, Park Gazebo, 2 sheds - shingl	26,968.63
Total 31950:							26,968.63
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5205	postage	86.65
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5201	Microsoft office	375.10
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5331	Newspaper subscription	11.99
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-41-5700	BOT meeting meals	240.73
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-41-5230	Ballot boxes	314.48
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-41-5430	Copy of recorded doc	2.00
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-41-5330	Clerks conf	600.00
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-41-5330	records conf	350.00
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5201	Phone system part	800.00
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5325	domain name renewal	159.98
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5201	Adobe -3 employees	1,006.74
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5330	Notary training - Hampshire	39.00
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-41-5330	Clerks conf fligt	376.96
04/20	04/22/2020	31951	CARDMEMBER SERVICE	7700 032520	01-40-5700	staff meeting meal	371.59
Total 31951:							4,735.22

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
04/20	04/22/2020	31952	CASELLE	101506	06-40-5201	Support 5/2020	282.75
04/20	04/22/2020	31952	CASELLE	101506	01-40-5201	Support 5/2020	625.40
04/20	04/22/2020	31952	CASELLE	101506	01-41-5201	Support 5/2020	222.85
Total 31952:							1,131.00
04/20	04/22/2020	31953	CENTURY LINK	4018 040120	01-40-5300	Elevator line	65.95
Total 31953:							65.95
04/20	04/22/2020	31954	Charles Still	EJ 331-416 1	01-41-5235	Election Judge - training, counts, regist -	412.50
Total 31954:							412.50
04/20	04/22/2020	31955	CITY OF LONGMONT	19-YBBMEA	01-45-5260	2019 Youth basketball	2,624.00
Total 31955:							2,624.00
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	01-40-5066	Health Insurance 5/2020	6,463.52
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	01-41-5066	Health Insurance 5/2020	593.60
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	01-42-5066	Health Insurance 5/2020	12,370.46
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	01-43-5066	Health Insurance 5/2020	3,527.30
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	01-44-5066	Health Insurance 5/2020	4,416.16
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	01-45-5066	Health Insurance 5/2020	5,530.22
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	06-40-5066	Health Insurance 5/2020	2,143.33
04/20	04/22/2020	31956	COLORADO EMPLOYER BENEF	0035111	20-40-5066	Health Insurance 5/2020	980.08
Total 31956:							36,024.67
04/20	04/22/2020	31957	Dawn Adams	EJ 042020 4	01-41-5235	Election Judge Recount 4/20/2020	37.50
Total 31957:							37.50
04/20	04/22/2020	31958	Dawn Cayo	EJ 042020 1	01-41-5235	Election Judge Recount 4/20/2020	37.50
Total 31958:							37.50
04/20	04/22/2020	31959	Diane Markt	EJ 042020 5	01-41-5235	Election Judge Recount 4/20/2020	37.50
Total 31959:							37.50
04/20	04/22/2020	31960	Ellen Hamor	EJ 331-416 6	01-41-5235	Election Judge - training, counts, regist -	432.50
Total 31960:							432.50
04/20	04/22/2020	31961	FELSBURG HOLT AND ULLEVIG	27044	01-40-5440	Traffic Review - St. Acacius 3/2020	390.19
04/20	04/22/2020	31961	FELSBURG HOLT AND ULLEVIG	27045	14-40-5405	Traffic Review - Red Barn 3/2020	97.50
04/20	04/22/2020	31961	FELSBURG HOLT AND ULLEVIG	27046	01-40-5440	Traffic Review - Waterfront 3/2020	195.00
Total 31961:							682.69
04/20	04/22/2020	31962	Frank Rich	EJ 331-416 5	01-41-5235	Election Judge - training, counts, regist -	412.50
Total 31962:							412.50
04/20	04/22/2020	31963	FRONTIER SELF STORAGE	050120	01-40-5700	Storage 5/2020	100.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 31963:							100.00
04/20	04/22/2020	31964	Fusion Cloud Company	9111522	01-40-5300	Phone Bill 5/2020	185.20
Total 31964:							185.20
04/20	04/22/2020	31965	Herbert Instrumentation Services	001	06-47-5500	Pay App 1, Contract 1970.1c	30,390.00
Total 31965:							30,390.00
04/20	04/22/2020	31966	INTERSTATE FORD	883686	01-42-5216	2011 Ford Expedition oil change and mai	1,290.20
Total 31966:							1,290.20
04/20	04/22/2020	31967	JARVIS	4909	01-45-5260	Athletics	177.50
Total 31967:							177.50
04/20	04/22/2020	31968	John Elway Chevrolet	280651	01-42-5500	2020 Chevy Tahoe	38,296.00
Total 31968:							38,296.00
04/20	04/22/2020	31969	KARMEN DEUTER	042220	01-41-5700	Gift Cards for departing board members	40.00
Total 31969:							40.00
04/20	04/22/2020	31970	KATHARINE KAUFMAN	21	01-45-5260	Yoga 3/2020	200.00
Total 31970:							200.00
04/20	04/22/2020	31971	KLEEN-TECH SERVICES CORP	52168	01-40-5050	Janitorial Services 3/2020	986.00
Total 31971:							986.00
04/20	04/22/2020	31972	KONICA MINOLTA BUSINESS S	265394180	01-40-5315	copies BW	12.39
04/20	04/22/2020	31972	KONICA MINOLTA BUSINESS S	265394180	01-40-5315	Copies color	36.54
04/20	04/22/2020	31972	KONICA MINOLTA BUSINESS S	265434560	01-40-5315	Copies BW	42.45
04/20	04/22/2020	31972	KONICA MINOLTA BUSINESS S	265434560	01-40-5315	Copies color	174.40
Total 31972:							265.78
04/20	04/22/2020	31973	KONICA MINOLTA PREMIER FIN	411343262	01-40-5315	copier lease TH up	95.79
04/20	04/22/2020	31973	KONICA MINOLTA PREMIER FIN	411343262	01-40-5315	Copier Lease TH down	123.82
04/20	04/22/2020	31973	KONICA MINOLTA PREMIER FIN	411343262	01-40-5315	Copier Lease PW/PD	96.12
Total 31973:							315.73
04/20	04/22/2020	31974	Kristine Scott	EJ 331-416 3	01-41-5235	Election Judge - training, counts, regist -	412.50
Total 31974:							412.50
04/20	04/22/2020	31975	LexisNexis Risk Data Managememe	1744597-020	01-42-5331	Dues	2,660.00
Total 31975:							2,660.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
04/20	04/22/2020	31976	LONGMONT HUMANE SOCIETY	M333120	01-42-5346	Animal Impounds 3/2020	190.00
Total 31976:							190.00
04/20	04/22/2020	31977	MCDONALD FARMS ENTERPRI	492515-1027	06-47-5231	Vac Tanker, Lake Thomas 4.3.2020	660.00
Total 31977:							660.00
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.FEB2	01-40-5435	Legal Services 34 9.5 Metro dist	123.00
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Red Barn	861.00
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services St Acacius	1,665.00
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Waterfront	4,538.50
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Gopher	922.00
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Range View	188.50
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Sorrento	420.75
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Iglesia	784.50
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services 226 Grandview	102.50
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services 34 9.5 Metro dist	102.50
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Meadow Ridge	225.50
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services Mead Place	41.00
04/20	04/22/2020	31978	MICHOW COX & MCASKIN LLP	MEAD.MAR2	01-40-5435	Legal Services 142 5th St	1,150.00
Total 31978:							11,124.75
04/20	04/22/2020	31979	MJT COMMUNICATIONS, INC	12951	01-40-5201	Computer Consulting 6/2020	1,042.00
Total 31979:							1,042.00
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	01-40-5065	Installment 4 of 9 - 2020 Work Comp Ins	620.63
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	01-41-5065	Installment 4 of 9 - 2020 Work Comp Ins	23.05
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	01-42-5065	Installment 4 of 9 - 2020 Work Comp Ins	3,050.06
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	01-43-5065	Installment 4 of 9 - 2020 Work Comp Ins	102.72
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	01-44-5065	Installment 4 of 9 - 2020 Work Comp Ins	1,079.09
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	01-45-5065	Installment 4 of 9 - 2020 Work Comp Ins	977.05
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	06-40-5065	Installment 4 of 9 - 2020 Work Comp Ins	263.55
04/20	04/22/2020	31980	PINNACOL ASSURANCE	19988862	20-40-5065	Installment 4 of 9 - 2020 Work Comp Ins	87.85
Total 31980:							6,204.00
04/20	04/22/2020	31981	PRAIRIE MOUNTAIN MEDIA	230615	01-41-5340	Published Notices 3/2020	48.02
04/20	04/22/2020	31981	PRAIRIE MOUNTAIN MEDIA	230615	01-41-5230	Published Notices 3/2020 Election	89.61
04/20	04/22/2020	31981	PRAIRIE MOUNTAIN MEDIA	230615	01-40-5450	Published Notices 3/2020 Planning	769.48
Total 31981:							907.11
04/20	04/22/2020	31982	Prestin Tillema	EJ 042020 7	01-41-5235	Election Judge Recount 4/20/2020	37.50
Total 31982:							37.50
04/20	04/22/2020	31983	RAMEY ENVIRONMENTAL COM	19975	06-47-5391	Labs svs 1/2020	207.37
04/20	04/22/2020	31983	RAMEY ENVIRONMENTAL COM	19975	06-47-5390	Wastewater svs 1/2020	4,277.70
Total 31983:							4,485.07
04/20	04/22/2020	31984	Renewable Fiber, Inc	INV0720083	01-45-5215	Top dressing for parks	673.75

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 31984:							673.75
04/20	04/22/2020	31985	SAM'S CLUB	4230 040220	01-42-5210	Supplies 3/2020	84.08
04/20	04/22/2020	31985	SAM'S CLUB	4230 040220	01-40-5200	Supplies 3/2020	186.36
04/20	04/22/2020	31985	SAM'S CLUB	4230 040220	01-40-5700	Supplies 3/2020	57.92
04/20	04/22/2020	31985	SAM'S CLUB	4230 040220	01-40-5210	Supplies 3/2020	133.20
04/20	04/22/2020	31985	SAM'S CLUB	4230 040220	01-45-5265	Supplies 3/2020	8.98
Total 31985:							470.54
04/20	04/22/2020	31986	SHERWIN WILLIAMS	1358-1	01-44-5210	Paint	50.94
Total 31986:							50.94
04/20	04/22/2020	31987	STAPLES ADVANTAGE	8058058254	01-40-5200	Office supplies 4/2020	931.44
04/20	04/22/2020	31987	STAPLES ADVANTAGE	8058058254	01-40-5210	Office supplies 4/2020	201.13
04/20	04/22/2020	31987	STAPLES ADVANTAGE	8058058254	01-42-5210	Office supplies 4/2020	6.00
Total 31987:							1,138.57
04/20	04/22/2020	31988	STATE OF COLORADO	WB20109494	06-47-5393	Annual Permit co0046876 WWTF	143.91
Total 31988:							143.91
04/20	04/22/2020	31989	Tabitha Butler	EJ 042020 2	01-41-5235	Election Judge Recount 4/20/2020	37.50
Total 31989:							37.50
04/20	04/22/2020	31990	Timothy Moorman	EJ 331-416 2	01-41-5235	Election Judge - training, counts, regist -	412.50
Total 31990:							412.50
04/20	04/22/2020	31991	Void Check				V
04/20	04/22/2020	31991	TOWN OF MEAD	04202020	01-02-2600	Deposit- site prep Iglasia	25,213.03
04/20	04/22/2020	31991	TOWN OF MEAD	04202020	01-02-2600	Deposit- site prep Iglasia	25,213.03- V
04/20	04/22/2020	31991	TOWN OF MEAD	338.01 0331	01-40-5305	441 3rd St 3/2020	51.13
04/20	04/22/2020	31991	TOWN OF MEAD	338.01 0331	01-40-5305	441 3rd St 3/2020	51.13- V
04/20	04/22/2020	31991	TOWN OF MEAD	453.01 0331	01-42-5305	535 Main St 3/2020	25.56
04/20	04/22/2020	31991	TOWN OF MEAD	453.01 0331	01-42-5305	535 Main St 3/2020	25.56- V
04/20	04/22/2020	31991	TOWN OF MEAD	453.01 0331	01-45-5305	535 Main St 3/2020	25.57
04/20	04/22/2020	31991	TOWN OF MEAD	453.01 0331	01-45-5305	535 Main St 3/2020	25.57- V
04/20	04/22/2020	31991	TOWN OF MEAD	630.04 0331	01-40-5305	505 3rd St 3/2020	38.74
04/20	04/22/2020	31991	TOWN OF MEAD	630.04 0331	01-40-5305	505 3rd St 3/2020	38.74- V
Total 31991:							.00
04/20	04/22/2020	31992	UNITED RENTALS INC.	180087759-0	01-45-5369	Equipment - Banners for town	546.00
Total 31992:							546.00
04/20	04/22/2020	31993	US BANK VOYAGER FLEET SYS	8694028340	01-42-5253	Fuel 3/2020	1,351.78
04/20	04/22/2020	31993	US BANK VOYAGER FLEET SYS	8694028340	01-44-5253	Fuel 3/2020	1,403.76
04/20	04/22/2020	31993	US BANK VOYAGER FLEET SYS	8694028340	01-45-5253	Fuel 3/2020	501.21
04/20	04/22/2020	31993	US BANK VOYAGER FLEET SYS	8694028340	06-47-5253	Fuel 3/2020	501.20

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 31993:							3,757.95
04/20	04/22/2020	31994	UTILITY NOTIFICATION CENTE	22003073	06-47-5392	3/2020 Line Locates	1,010.22
Total 31994:							1,010.22
04/20	04/22/2020	31995	VECCHI & ASSOCIATES, LLC	3106	01-43-5410	Planning services 3/16-4/12/2020	1,911.25
04/20	04/22/2020	31995	VECCHI & ASSOCIATES, LLC	3106	01-40-5445	Planning services 3/16-4/12/2020 Red B	2,012.50
Total 31995:							3,923.75
04/20	04/22/2020	31996	VERIS ENVIRONMENTAL LLC	J010325	06-47-5231	Sludge Disposal WE 4.12.2020	1,690.00
Total 31996:							1,690.00
04/20	04/22/2020	31997	VERIZON WIRELESS	9852046023	01-40-5300	Cell phone bill 3/2020	40.01
04/20	04/22/2020	31997	VERIZON WIRELESS	9852046023	01-42-5300	Cell phone bill 3/2020	751.04
04/20	04/22/2020	31997	VERIZON WIRELESS	9852046023	01-43-5300	Cell phone bill 3/2020	52.78
04/20	04/22/2020	31997	VERIZON WIRELESS	9852046023	01-44-5300	Cell phone bill 3/2020	1,169.54
04/20	04/22/2020	31997	VERIZON WIRELESS	9852046023	06-40-5300	Cell phone bill 3/2020	40.01
Total 31997:							2,053.38
04/20	04/22/2020	31998	Vicki Tillema	EJ 042020 6	01-41-5235	Election Judge Recount 4/20/2020	37.50
Total 31998:							37.50
04/20	04/22/2020	31999	WELD COUNTY PUBLIC SAFET	MEADPD-04	01-42-5331	Mace RSA	135.62
Total 31999:							135.62
04/20	04/22/2020	32000	Wickham Tractor Company	IE06841	01-45-5215	mower	90.48
04/20	04/22/2020	32000	Wickham Tractor Company	IE06894	01-45-5215	mower	25.52
04/20	04/22/2020	32000	Wickham Tractor Company	IE06904	01-45-5215	mower	123.66
Total 32000:							239.66
04/20	04/22/2020	32001	TOWN OF MEAD	338.01 0331	01-40-5305	441 3rd St 3/2020	51.13
04/20	04/22/2020	32001	TOWN OF MEAD	453.01 0331	01-42-5305	535 Main St 3/2020	25.56
04/20	04/22/2020	32001	TOWN OF MEAD	453.01 0331	01-45-5305	535 Main St 3/2020	25.57
04/20	04/22/2020	32001	TOWN OF MEAD	630.04 0331	01-40-5305	505 3rd St 3/2020	38.74
Total 32001:							141.00
04/20	04/22/2020	32002	Town of Mead	04202020	01-02-2600	Deposit - site prep - Iglesia	25,213.03
Total 32002:							25,213.03
Grand Totals:							221,449.30

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-02-2000	25,354.03	204,027.86-	178,673.83-
01-02-2600	50,426.06	25,213.03-	25,213.03
01-40-5050	986.00	.00	986.00
01-40-5065	620.63	.00	620.63
01-40-5066	6,463.52	.00	6,463.52
01-40-5200	1,117.80	.00	1,117.80
01-40-5201	3,849.24	.00	3,849.24
01-40-5205	86.65	.00	86.65
01-40-5210	334.33	.00	334.33
01-40-5215	26,968.63	.00	26,968.63
01-40-5300	291.16	.00	291.16
01-40-5305	179.74	89.87-	89.87
01-40-5315	581.51	.00	581.51
01-40-5325	159.98	.00	159.98
01-40-5330	39.00	.00	39.00
01-40-5331	11.99	.00	11.99
01-40-5435	11,124.75	.00	11,124.75
01-40-5440	585.19	.00	585.19
01-40-5445	2,012.50	.00	2,012.50
01-40-5450	769.48	.00	769.48
01-40-5700	529.51	.00	529.51
01-41-5065	23.05	.00	23.05
01-41-5066	593.60	.00	593.60
01-41-5201	222.85	.00	222.85
01-41-5230	404.09	.00	404.09
01-41-5235	2,757.50	.00	2,757.50
01-41-5330	1,326.96	.00	1,326.96
01-41-5340	48.02	.00	48.02
01-41-5430	2.00	.00	2.00
01-41-5700	280.73	.00	280.73
01-42-5065	3,050.06	.00	3,050.06
01-42-5066	12,370.46	.00	12,370.46
01-42-5210	1,433.30	.00	1,433.30
01-42-5216	1,290.20	.00	1,290.20
01-42-5253	1,351.78	.00	1,351.78
01-42-5255	1,660.00	.00	1,660.00
01-42-5300	751.04	.00	751.04
01-42-5305	51.12	25.56-	25.56
01-42-5331	2,795.62	.00	2,795.62
01-42-5346	190.00	.00	190.00
01-42-5500	39,323.00	.00	39,323.00
01-43-5065	102.72	.00	102.72
01-43-5066	3,527.30	.00	3,527.30
01-43-5300	52.78	.00	52.78
01-43-5410	1,911.25	.00	1,911.25
01-44-5065	1,079.09	.00	1,079.09
01-44-5066	4,416.16	.00	4,416.16
01-44-5210	50.94	.00	50.94
01-44-5253	1,403.76	.00	1,403.76
01-44-5300	1,169.54	.00	1,169.54
01-45-5065	977.05	.00	977.05
01-45-5066	5,530.22	.00	5,530.22
01-45-5215	965.17	.00	965.17
01-45-5253	501.21	.00	501.21
01-45-5260	3,001.50	.00	3,001.50
01-45-5265	8.98	.00	8.98
01-45-5305	51.14	25.57-	25.57

GL Account	Debit	Credit	Proof
01-45-5369	546.00	.00	546.00
01-45-5371	1,670.00	.00	1,670.00
06-02-2000	.00	41,610.04-	41,610.04-
06-40-5065	263.55	.00	263.55
06-40-5066	2,143.33	.00	2,143.33
06-40-5201	282.75	.00	282.75
06-40-5300	40.01	.00	40.01
06-47-5231	2,350.00	.00	2,350.00
06-47-5253	501.20	.00	501.20
06-47-5390	4,277.70	.00	4,277.70
06-47-5391	207.37	.00	207.37
06-47-5392	1,010.22	.00	1,010.22
06-47-5393	143.91	.00	143.91
06-47-5500	30,390.00	.00	30,390.00
14-02-2000	.00	97.50-	97.50-
14-40-5405	97.50	.00	97.50
20-02-2000	.00	1,067.93-	1,067.93-
20-40-5065	87.85	.00	87.85
20-40-5066	980.08	.00	980.08
99-01-1001	.00	.00	.00
Grand Totals:	<u>272,157.36</u>	<u>272,157.36-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Swearing In Newly Elected Board Members

PRESENTED BY: Mary Strutt, Town Clerk / Treasurer

SUMMARY

At the April 7, 2020 Regular Municipal Election, the following were elected:

Mayor:	Colleen G. Whitlow	to complete vacated term 2018-2022
Trustee:	Debbie Brodhead	Four-year term 2020 – 2024
	Chris Cartwright	Four-year term 2020 – 2024
	Steve Fox	Four-year term 2020 – 2024

These newly elected officials will take office today and will take the Oath of Office.

STAFF RECOMMENDATION/ACTION REQUIRED

The newly elected officials will be asked to take the Oath of Office.

ATTACHMENTS

Oath of Office

OATH OF OFFICE

State of Colorado
County of Weld
Town of Mead

*I, xxxxxxxx, do solemnly swear or affirm,
that I will support the Constitution of the United
States of America, of the State of Colorado, and the
Mead Municipal Code and faithfully perform the
duties of the office of*

Upon which I am about to enter.

Signature

*Subscribed and sworn to before me this
27th day of April, 2020.*

Officer administering oath: _____
Signature

Mary E. Strutt, MMC, Town Clerk



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Selection of Mayor Pro Tem

PRESENTED BY: Mary Strutt, Town Clerk

SUMMARY

Per Section 2-2-70, of the *Mead Municipal Code*, the Town Board of Trustees must choose one of its members as Mayor Pro Tem at the first meeting following the biennial election. The Mayor Pro Tem performs the duties of the Mayor in the absence of the Mayor or if the Mayor is unable to act.

The Board may nominate a member for this position. If more than one member is nominated, the Board will be asked to cast votes for their selection.
After appointment, the Mayor Pro Tem will take the Oath of Office.

FINANCIAL CONSIDERATIONS

None.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends a motion to appoint one of the Trustees as Mayor Pro Tem.

ATTACHMENTS

Oath of Office.

OATH OF OFFICE

State of Colorado
County of Weld
Town of Mead

*I, xxxxxxxx, do solemnly swear or affirm,
that I will support the Constitution of the United
States of America, of the State of Colorado, and the
Mead Municipal Code and faithfully perform the
duties of the office of*

Mayor Pro Tem

Upon which I am about to enter.

Signature

*Subscribed and sworn to before me this
27th day of April, 2020.*

Officer administering oath: _____
Signature

Mary E. Strutt, MMC, Town Clerk

TO: Honorable Mayor and Trustees
FROM: Helen Migchelbrink, Town Manager
DATE: April 27, 2020
SUBJECT: Town Manager Report

Administration

- The Municipal Election was held on April 7. Official results were released on April 16 and a recount was completed on April 20. The official results and recount are attached.
- Town staff are complying with all COVID related mandates issued by Governor Polis such as social distancing, telecommuting where possible, and the wearing of facemasks.
- Spring tee ball has been canceled due to the ongoing COVID19 shelter in place order. Staff continues to monitor the situation to determine the most prudent course of action regarding summer events and activities.
- The I-25 frontage road south of SH 66 is officially now owned and maintained by the Town of Mead. The official paperwork from the state was executed this week.
- County Road 5 remains closed to through traffic from Adams Avenue south to SH 66 to complete the road improvements in from of the Sorrento Subdivision.
- The annual CIRSA audit was completed on April 14. Over the past three years our audit score has consistently improved. For the second year in a row we will receive loss control credits due to our high score.
- The Town's financial audit began April 20 and is ongoing.
- The next Richie Brothers auction is slated for May 19 and is online only with no onsite bidding.
- The Impact Fee study is underway.
- Business and construction:
 - Site grading is ongoing at the St. Iglesias site south of Richie Brothers
 - The Fedex building is under construction with utility installation and grading
 - The Sorrento and Highlands subdivisions continue to complete onsite improvements as well as home construction.
- Committee / Commissions Meetings:
 - The Planning Commission meeting scheduled for April 15 was canceled
 - The Finance and Community Events Committee have not met during the disaster declaration. First quarter reporting has been delayed to second quarter.
- Human Resources
 - The Police Evidence Technician started April 20 and is completing training
 - The Town is seeking 3 additional officers and an SRO

Planning and Building

- SAFEbult has established procedures by which some required inspections may be conducted remotely using video technology with the consent of the property owner. Remote inspections commence April 22.
- Thirteen new building permit applications have been received for construction in the Sorrento subdivision.
- Planning staff is working on code revisions that will be presented to the Planning Commission and then the Board of Trustees. Revisions proposed to the sign code will be presented to the Planning Commission for consideration in May prior to coming to the Board of Trustees for final consideration.

Public Works and Engineering

- The Dillingham sewer repair project is complete.
- A pre-construction meeting was held for the off-site utility work related to the Iglesia church development.
- Paving at the Highlands subdivision was completed in the first phase.
- Public Works staff is servicing mowing equipment and preparing weed/fertilizer treatments to begin park maintenance activities.
- The new event stage was delivered.

Community Engagement

- To-go style senior lunch continues to see 20-25 participants each week.
- Staff worked with attorneys to update event contracts and add clauses to cover cancelations due to pandemics, etc.
- Summer tee ball league was canceled, and staff issued refunds to already registered participants.
- PIO is in the process of moving The Mead Messenger over to MailChimp – updating newsletter template and method of email delivery.
- Staff continue to plan for Community Day, including updating event logo.
- Staff worked with attorneys to create a logo licensing agreement

Police Department

- Report Attached



Certification of Election
31-10-1205

ABSTRACT OF VOTES CAST

At the Regular Municipal Election held in the municipality of the Town of Mead in the County of Weld and State of Colorado, on the 7th day of April in the year 2020, the following named persons received the number of votes annexed to their respective names for the following described offices:

OFFICE OF MAYOR

Table with 3 columns: Candidates, Number of Votes, and Election Status. Rows include Colleen Whitlow (644 votes, Elected) and Gerry Torres (636 votes).

OFFICE OF TRUSTEE

Table with 3 columns: Candidates, Number of Votes, and Election Status. Rows include Debbie Brodhead (708 votes, Elected), Janet Torres (702 votes), Steve Fox (870 votes, Elected), and Chris Cartwright (706 votes, Elected).

Ballot Issue:

SHALL TOWN OF MEAD TAXES BE INCREASED BY \$30,000.00 ANNUALLY (FIRST FULL FISCAL YEAR INCREASE) AND BY WHATEVER AMOUNTS ARE RAISED ANNUALLY THEREAFTER, BY THE ADOPTION OF AN ADDITIONAL LODGING OCCUPATION TAX IN THE AMOUNT OF FOUR DOLLARS (\$4.00) PER DAY PER OCCUPIED ROOM OR ACCOMMODATION FOR A TOTAL TAX OF SIX DOLLARS (\$6.00) PER DAY PER OCCUPIED ROOM OR ACCOMMODATION, SUCH TAX BEING APPLICABLE TO THE SHORT-TERM RENTAL (LESS THAN ONE (1) MONTH OR THIRTY CONSECUTIVE DAYS) OF ANY HOTEL ROOM, MOTEL ROOM, LODGING ROOM, MOTOR HOTEL ROOM, GUESTHOUSE ROOM OR OTHER SIMILAR ACCOMMODATION, WITH THE ADDITIONAL \$4.00 PER DAY PER OCCUPIED ROOM OR ACCOMMODATION COLLECTED IN THE SAME MANNER AS THE TOWN'S EXISTING LODGING OCCUPATION TAX, AND SHALL ALL REVENUES DERIVED FROM SUCH ADDITIONAL OCCUPATION TAX BE COLLECTED AND SPENT ON ANY LAWFUL MUNICIPAL PURPOSE, WITH SUCH REVENUES TO BE COLLECTED AND SPENT AS A VOTER-APPROVED REVENUE CHANGE NOTWITHSTANDING ANY REVENUE OR EXPENDITURE LIMITATIONS CONTAINED IN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?

Yes/For 543
No/Against 740

Ballot Question:

Commencing in 2022, shall the regular election date of the Town of Mead be changed from the first Tuesday in April of each even-numbered year to the Tuesday succeeding the first Monday in November of each even-numbered year to allow the town to reduce election costs and participate in coordinated elections with Weld County?

Yes/For 1082
No/Against 196

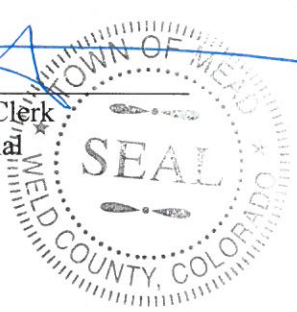
State of Colorado)
County of Weld) SS

On this 16th day of April, 2020, we the undersigned Canvass Board for the Town of Mead, do hereby certify that:

- We have reviewed all ballot forms and ballot logs associated with this election
We have compared the number of ballots counted to the number of ballots cast
We have reviewed and do hereby certify that the above and foregoing is a true and correct abstract of the votes cast in said election, as shown by the returns from one voting precinct in the Town of Mead, Colorado, and the above persons were duly elected.

Witness our hands and seal this 16th day of April, 2020.

Mary Strutt, MMC, Town Clerk
Designated Elections Official



Brooke Babcock, Board of Trustees

Judges' Certificate and Statement of Ballots

Part 1: Judges' Certificate - Recount

31-10-613(1)

At the Regular Municipal Election held in the municipality of the Town of Mead in the County of Weld and State of Colorado, on the 7th day of April in the year 2020, the following named persons received the number of votes annexed to their respective names for the following described offices:

Total Number Ballots Cast: One thousand Three hundred Sixteen (1316)

TRUSTEE

Debbie Brodhead Seven Hundred Eight (708)

Chris Cartwright Seven Hundred Six (706)

Certified by us, Judges of Election on this 20 day of April, 2020

Tabitha M Butts _____

Tabitha M Butts _____)

_____ _____)

Bryson Tillemo _____)

Theresa Hampshire _____)

THERESA HAMPSHIRE _____)

Dawn Adams _____)

Judges of Election

Dawn Adams _____)

Preston Tiller _____)

Prestin Tillemo _____)

Dana Cayo DANA CAYO _____)

Diane Markt _____)

Diane Markt _____)

_____ _____)

_____ _____)

Vicki Tillemo _____)

April 16, 2020

Mary Strutt, Town Clerk
Town of Mead
Mead, Colorado 80542

Dear Mary Strutt:

It was a pleasure working with Town of Mead to perform the most recent audit of the Loss Control Standards, and to review your claims experience.

I. ANNUAL LOSS REVIEW

In 2019 there were four Property/Casualty claims for a net incurred cost of \$26,607. Year to date 2020 there have been no claims reported.

II. CURRENT ACTION PLAN

- Establish a safety committee - All Departments – 2 Points
- Hold and document at least 2 safety committee meetings in 2019 – 2 Points
- Establish an ADA program - All Departments – 2 Points
- Develop an ADA Transition Plan – All Departments – 2 Points
- Develop annual safety goals with the Town Manager, and distribute a memo to all employees on an annual basis - Administration – 2 points

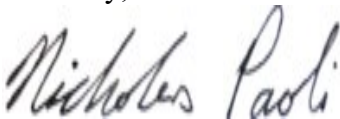
Pool	WC	PC
Audit score:	0	111

Based upon our discussion, no Loss Control Action Plan items were determined for the next audit cycle.

As a reminder, it is necessary to keep documentation of training for future audits. Documentation may be in the form of hard copies, a software program, a database, or any other chosen method, where the entity can show proof of employee attendance.

Thank you for your time and effort.

Sincerely,



Nicholas Paoli
Loss Control Representative



Loss Control Audit - Department Summary

ENTITY:	Mead, Town of
DATE:	April 16, 2020
LOSS CONTROL REP:	Nicholas Paoli

WC Pool: No
 PC Pool: Yes

Department	Total WC Points		WC%	Total PC Points		PC%
	Received	Possible		Received	Possible	
ADMINISTRATION	0	0	0	40	42	95
POLICE	0	0	0	12	14	86
PW - COMBINED	0	0	0	22	23	96
Total	0	0	0	74	79	94

WC Score	0
PC Score	94
Bonus Points	9
Loss Control Action Plan	8
Final Score WC	0
Final Score PC	111

To be eligible to receive Loss Control Credits, the final audit score should be at least 80%





Mead Police Department Monthly Activity - April, 2020

STAFFING:

Sergeants Ellis, Schreiner, Officers Abuso, Barela, Dixon, Ross and Community Service Officer Trujillo are working patrol.

Officer Chris Mace is progressing through field training.

Officer Coleman is assigned to Mead High School as the SRO.

TRAINING:

Scenario Training – Officers received scenario (simunitions) training in suicidal subject response and active killer response.

NOTABLE CALLS FOR SERVICE:

CRIME – LOCATION – CASE NUMBER - DATE

Suspicious Vehicle – 7th / Palmer – 20ML01143 – 04/04/2020

Officers contacted a suspicious vehicle. The vehicle license was associated with a BOLO from Longmont. The vehicle was taken without permission, not stolen, but returned to owner.

Sex Offense – Mead – 20ML01164 – 04/06/2020

Mandatory reporter reported incident that occurred in late 2019.

Found Property – WCR 34 / WCR 5 – 20ML01187 – 04/09/2020

A camera was found and turned into the police department.

Dog at Large – WCR 38 / WCR 7 – 20ML01214 – 04/11/2020

A female German Shepherd puppy was found by a resident and transported to Longmont Humane Society by police.

Crash w/injuries – Hwy 66 / west of I-25 – 20ML01225 – 04/12/2020

Single vehicle crash with injuries. Driver cited for careless driving.

Crash non-injury – Hwy 66 @ mm46 – 20ML01228 – 04/13/2020

Two vehicle crash, driver cited for careless driving.

Animal – Singletree Drive – 20ML01229 – 04/13/2020

Cold dog bite reported through mandatory reporter. Follow up investigation completed; no citation issued.



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Appointment of Town Officers

PRESENTED BY: Mary Strutt, Town Clerk / Treasurer

SUMMARY

After each Regular Municipal Election, the Board of Trustees must appoint officers of the Town within 30 days. Staff has prepared resolutions reappointing the current officers as Town Manager, Town Clerk, Town Treasurer, Town Attorney and Municipal Court Judge.

FINANCIAL CONSIDERATIONS

The Town Manager and Town Clerk / Treasurer are staff positions whose pay are determined by contract and by the Town of Mead Compensation Schedule.

STAFF RECOMMENDATION/ACTION REQUIRED

In order to reappoint Helen Migchelbrink and Mary Strutt, the Board would need to adopt Resolution No. 50-R-2020, 51-R-2020 and 52-R-2020

ATTACHMENTS

Resolution No. 50-R-2020

Resolution No. 51-R-2020

Resolution No. 52-R-2020

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 50-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO,
APPOINTING A TOWN MANAGER**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-3-10(a)(1) and Section 2-3-120 of the *Mead Municipal Code*, shall appoint a Town Manager, for a term not to continue beyond thirty (30) days after compliance with CRS §31-4-401 by members of the succeeding Board of Trustees.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Appointment. Helen Migchelbrink is hereby appointed as Town Manager.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF APRIL, 2020.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 51-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO,
APPOINTING A TOWN CLERK**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-3-10(a)(2) and Section 2-3-50 of the *Mead Municipal Code*, shall appoint a Town Clerk, for a term not to continue beyond thirty (30) days after compliance with CRS §31-4-401 by members of the succeeding Board of Trustees.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Appointment. Mary E. Strutt is hereby appointed as Town Clerk.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF APRIL, 2020.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 52-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO,
APPOINTING A TOWN TREASURER**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-3-10(a)(3) and Section 2-3-60 of the *Mead Municipal Code*, shall appoint a Town Treasurer, for a term not to continue beyond thirty (30) days after compliance with CRS §31-4-401 by members of the succeeding Board of Trustees.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Appointment. Mary E. Strutt is hereby appointed as Town Treasurer.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF April, 2020.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Appointment of Town Officers – Municipal Court Judge

PRESENTED BY: Mary Strutt, Town Clerk / Treasurer

SUMMARY

After each Regular Municipal Election, the Board of Trustees must appoint officers of the Town within 30 days. Staff has prepared resolutions reappointing the current officers as Town Manager, Town Clerk, Town Treasurer, Town Attorney and Municipal Court Judge.

David Thrower has been the Town's Municipal Court Judge since April, 2018. He is very knowledgeable, engaged, fair, and works with staff toward improving Municipal Court Services. Staff recommends renewing the agreement for services with Judge Thrower.

FINANCIAL CONSIDERATIONS

The contract is for \$1000.00 per month, which was appropriately budgeted.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends motion to adopt Resolution No. 53-R-2020 to reappoint David Thrower as Municipal Court Judge and to authorize Mayor Whitlow to sign the agreement for Municipal Judge Services.

ATTACHMENTS

Resolution No. 53-R-2020

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 53-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPOINTING A
MUNICIPAL COURT JUDGE**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-3-10(a)(5) and Chapter 2, Article V, Section 2-5-20 of the *Mead Municipal Code*, shall appoint a Municipal Court Judge for a term not to continue beyond thirty (30) days after compliance with CRS §31-4-401 by members of the succeeding Board of Trustees. At the discretion of the Board of Trustees, the Municipal Judge may be appointed to successive terms.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Appointment. David J. Thrower is hereby appointed as Municipal Court Judge subject to the execution and terms of the Independent Contractor Agreement.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF APRIL, 2020.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor

AGREEMENT FOR MUNICIPAL JUDGE SERVICES

THIS AGREEMENT FOR MUNICIPAL JUDGE SERVICES (“Agreement”) is made and entered into by and between **DAVID J. THROWER** (hereinafter “Judge”) and the **TOWN OF MEAD**, a statutory town of the State of Colorado (the “Town”).

RECITALS AND REPRESENTATIONS

WHEREAS, the Board of Trustees has appointed DAVID J. THROWER to serve as the Municipal Judge by Resolution No. 53-R-2020, a copy of which is attached as **Exhibit A** and is incorporated herein by reference (the “Appointment Resolution”); and

WHEREAS, the Appointment Resolution requires the Judge to execute an independent contractor agreement; and

WHEREAS, this Agreement constitutes the independent contractor agreement contemplated by the Appointment Resolution; and

NOW, THEREFORE, in consideration of the mutual undertakings set forth in this Agreement, the Town and the Judge agree as follows:

- 1. JUDGE'S COMPENSATION.** The Judge is being appointed as the presiding Judge of the Town of Mead Municipal Court. The Judge’s compensation shall be paid at the rate of one thousand dollars (\$1,000.00) per month commencing on May 1, 2020. The Judge shall cause to be submitted an invoice for the judicial services within thirty (30) days following the end of a calendar month in which judicial services are rendered, and the Town shall pay such invoice within twenty (20) days of receipt. The fixed monthly rate set forth herein shall be effective for the term of this Agreement, without modification unless agreed by parties in writing.
- 2. JUDGE’S SCOPE OF SERVICES.** The Judge shall be responsible for all typical duties of the presiding Municipal Court Judge as set forth in applicable provisions of the Mead Municipal Code, and as dictated by the Colorado Municipal Court Rules and the Colorado Code of Judicial Conduct. The Judge shall at all times during the term of this Agreement comply with the Colorado Municipal Court Rules, the Constitutions and applicable laws of the United States and the State of Colorado, and the ordinances, resolutions and regulations of the Town. The Judge shall be currently licensed to practice law by the Colorado Supreme Court and shall remain in good standing during the term of this Agreement.
- 3. ANNUAL BUDGET/APPROPRIATION.** Notwithstanding any provision of this Agreement to the contrary, the Town is not obligated by this Agreement to make any payments in any fiscal year beyond the fiscal year for which funds are appropriated for the payment thereof or to make payments from any funds of the

Town other than funds appropriated for the payment of current expenditures. All payment obligations of the Town under this Agreement are from year to year only and do not constitute a multiple-fiscal year direct or indirect debt or other financial obligation of the Town.

4. **INDEPENDENT CONTRACTOR.** This Agreement is one for independent contractor services. The Judge is appointed to this position by the Board of Trustees pursuant to the Sec. 2-5-20 of the Mead Municipal Code. The Judge is an independent contractor and shall not be considered an employee of the Town for purposes of any federal or state law. The Town shall not be obligated to secure and shall not provide any employment benefits of any kind or type to or for the Independent Contractor, including but not limited to worker's compensation, disability insurance, errors and omissions insurance, vacation or sick leave, retirement contributions, or other benefits. The Judge shall be responsible for any federal and state income tax withholding on moneys earned pursuant to this Agreement.
5. **EFFECTIVE DATE.** This Agreement shall be effective as of the date of mutual execution hereof by the parties and shall continue until the term of the Judge ends. As set forth in the Appointment Resolution, the Judge's term shall not continue beyond thirty (30) days after compliance with C.R.S. § 31-4-401 by members of the succeeding Board of Trustees. The parties acknowledge and agree that the Judge may be appointed to successive terms.
6. **TERMINATION WITHOUT CAUSE OR REASON.** This Agreement may be terminated for cause only as set forth in C.R.S. § 13-10-105(2) and Sec. 2-5-20 of the Mead Municipal Code. The Judge may resign his position upon written notice to the Mayor and Town Manager.
7. **ENTIRE AGREEMENT.** This Agreement shall constitute the entire agreement between the parties.
8. **SEVERABILITY.** If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.
9. **AMENDMENTS.** The terms and conditions of this Agreement may be modified only by the mutual written consent of the Judge and the Board of Trustees.
10. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by and interpreted according to the law of the State of Colorado. Venue for any action arising under this Agreement shall be in the appropriate court for Weld County, Colorado.

11. PARAGRAPH CAPTIONS. The captions of the paragraphs are set forth only for the convenience and reference of the parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.

IN WITNESS WHEREOF, the Town and Judge have executed this Agreement as of the date(s) set forth below.

TOWN OF MEAD, a statutory town of the State of Colorado

By: _____
Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk

JUDGE: David J. Thrower

By: _____
David J. Thrower
Dietze and Davis, P.C.
2060 Broadway, Suite 400
Boulder, CO 80302

Exhibit A



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Appointment of Town Officers – Town Attorney

PRESENTED BY: Mary Strutt, Town Clerk / Treasurer

SUMMARY

After each Regular Municipal Election, the Board of Trustees must appoint officers of the Town within 30 days. Staff has prepared resolutions reappointing the current officers as Town Manager, Town Clerk, Town Treasurer, Town Attorney and Municipal Court Judge.

Marcus McAskin has been the Town's Attorney since April, 2018. He brings professionalism and a depth of knowledge to Town. The law firm of Michow Cox & McAskin LLP has always been responsive and works well with the Board and staff.

FINANCIAL CONSIDERATIONS

Town Manager Helen Migchelbrink and Mayor Colleen Whitlow requested a proposal with a flat fee of services. This is incorporated in the attached engagement letter. A flat fee allows both the Town and MCM to better budget for the coming years.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends motion to adopt Resolution No. 54-R-2020 to reappoint Marcus McAskin as Town Attorney.

Staff also recommends adoption of Resolution No. 55-R-2020 approving the amended and restated engagement letter with the law firm of Michow Cox & McAskin LLP to provide legal services to the Town.

ATTACHMENTS

Resolution No. 54-R-2020

Resolution No. 55-R-2020

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 54-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO,
APPOINTING A TOWN ATTORNEY**

WHEREAS, the Board of Trustees, as required by Chapter 2, Article III, Section 2-3-10(a)(4) and Section 2-3-70 of the *Mead Municipal Code*, shall appoint a Town Attorney for a term not to continue beyond thirty (30) days after compliance with CRS §31-4-401 by members of the succeeding Board of Trustees. At the discretion of the Board of Trustees, the Town Attorney may be appointed to successive terms.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Appointment. Marcus McAskin is hereby appointed as Town Attorney.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 4. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF APRIL, 2020.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 55-R-2020**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING
AN AMENDED AND RESTATED ENGAGEMENT LETTER WITH THE
LAW FIRM OF MICHOW COX & MCASKIN LLP TO PROVIDE LEGAL
SERVICES TO THE TOWN OF MEAD**

WHEREAS, pursuant to Section 31-15-101, C.R.S., the Board of Trustees of the Town of Mead has the authority to enter into contracts; and

WHEREAS, Sec. 2-3-70 of the *Mead Municipal Code* requires the Board of Trustees to appoint a Town Attorney; and

WHEREAS, by and through Resolution No. 54-R-2020 dated April 27, 2020, the Board of Trustees appointed Marcus A. McAskin as the Town Attorney; and

WHEREAS, Mr. McAskin practices at the law firm of Michow Cox & McAskin LLP (“MCM”); and

WHEREAS, the Town desires to continue to retain MCM to provide legal representation for the Town; and

WHEREAS, a copy of MCM’s amended and restated engagement letter (the “Engagement Letter”) is attached and incorporated into this Resolution as **Exhibit A**; and

WHEREAS, the Board of Trustees desire to approve the Engagement Letter and further desires to authorize the Mayor to execute the Engagement Letter on behalf of the Town.

NOW THEREFORE, BE IT RESOLVED by the Town of Mead, Weld County, Colorado, that:

Section 1. The Board of Trustees hereby: (a) approves the Engagement Letter with MCM, in the form attached hereto as **Exhibit A**; and (b) authorizes the Mayor to execute the same on behalf of the Town.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF APRIL, 2020.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor

EXHIBIT A
AMENDED AND RESTATED ENGAGEMENT LETTER
MICHOW COX & MCASKIN LLP

**AMENDED AND RESTATED AGREEMENT FOR LEGAL SERVICES
TOWN OF MEAD, COLORADO**

THIS AMENDED AND RESTATED AGREEMENT FOR LEGAL SERVICES (“Agreement”) is entered into by and between **MICHOW COX & MCASKIN LLP**, a Colorado limited liability partnership with its principal place of business at 6530 S. Yosemite Street, Suite 200, Greenwood Village, Colorado 80111 (the "Firm"), and the **TOWN OF MEAD**, a statutory town of the State of Colorado, with offices at 441 Third Street, Mead, CO 80542 (the “Town”) (together, the “Parties”). This Agreement shall be effective as of the date of mutual execution by the Parties (“Effective Date”).

WITNESSETH:

WHEREAS, the Town and the Firm are parties to that certain Agreement for Legal Services approved by the Town Board of Trustees (“Town Board”) of the Town by Resolution No. 41-R-2018 dated May 14, 2018 (“Prior Agreement”); and

WHEREAS, Marcus McAskin was appointed as the Town Attorney by Resolution No. 40-R-2018 dated April 30, 2018 and reappointed as Town Attorney by Resolution No. [REDACTED]-R-2020 dated April 27, 2020; and

WHEREAS, the Town desires to continue to retain the Firm to provide legal representation for the Town, and the Firm desires to provide such representation subject to the terms and conditions hereinafter set forth.

NOW, THEREFORE, for the consideration herein expressed, it is agreed as follows between the Town and the Firm:

1. APPOINTMENT OF GENERAL LEGAL COUNSEL

- A. The Firm is engaged and appointed as general legal counsel to continue to represent and advise the Town with respect to legal matters referred by the Town to the Firm in accordance with this Agreement. The Parties specifically intend that this Agreement shall replace and supersede the Prior Agreement in its entirety as of the Effective Date.
- B. Marcus McAskin is hereby designated and appointed as the Town Attorney for the Town of Mead and Kathie Guckenberger is designated and appointed as the Deputy Town Attorney for the Town. The Firm may change the designation of the attorney to serve as the Town Attorney only with the express written consent of the Town. The Firm may represent to third parties and identify in Firm advertising and other Firm sponsored materials that the Firm serves or represents the Town as the Town Attorney unless the Town specifically directs the Firm not to make such representation on a particular matter or to a particular party.
- C. The Town Attorney and the Firm will work cooperatively and in concert with other Town-appointed attorneys who may be appointed by the Town Board to represent the Town on specialized matters such as but not limited to specialized litigation or water matters.

- D. The Firm may utilize other qualified attorneys of the Firm to assist the Town Attorney and provide legal services to the Town as deemed appropriate by the Town Attorney, and such additional attorneys may be deemed “Assistant Town Attorneys” for such purposes. The Town shall retain the right to reasonably reject the assignment of any Firm-selected Assistant Town Attorney.
- E. The Town authorizes the Firm's attorneys to execute documents connected with the representation of the Town, including pleadings, applications, protests, contracts, commercial papers, settlement agreements and releases, verifications, dismissals, orders, and all other documents, and to represent the Town in matters associated with providing legal services to the Town.

2. SCOPE OF LEGAL SERVICES

- A. The Firm shall provide to and coordinate for the Town all usual and customary legal services authorized to and provided by a Town Attorney or Town Attorney's Office for comparable towns/cities that engage a law firm on a contract basis for general legal services (“General Legal Services”). The General Legal Services shall include, but not be limited to:
 - i. Representing the Town Board, the Town staff and the various Boards and Commissions of the Town, as may be created by Town Board;
 - ii. Providing legal advice and services associated with land use, subdivision and other planning applications;
 - iii. Preparing or reviewing all ordinances, contracts, bonds and other written instruments as requested by the Town;
 - iv. Representing the Town in judicial and appropriate administrative proceedings;
 - v. Advising the Town on current municipal laws affecting the Town and changes or developments therein; and
 - vi. Providing advice and topical seminars to the Town Board and Town staff on a periodic basis.
- B. The Firm shall provide services outside the scope of General Legal Services only upon pre-authorization from the Town Manager or Mayor. Legal services excluded from General Legal Services include:
 - i. Planning/land development legal review for which the Town will receive reimbursement from developers or applicants;
 - ii. Litigation; and
 - iii. Specialized legal services such as eminent domain.
- C. The Firm shall provide for support by any para-professional personnel in its representation of the Town as deemed necessary and cost effective by the Town Attorney.
- D. The Town reserves the right to engage special legal counsel on any matter

deemed appropriate by the Town, following consultation with the Firm, to advise the Town or to assist the Firm.

- E. The Firm shall maintain working relationships with attorneys specializing in fields of interest to municipalities, including but not limited to condemnation, litigation, and water law. The Firm may recommend hiring special legal counsel with special knowledge and expertise to represent the Town or assist the Firm when it deems reasonable and in the best interest of the Town and in cases of conflict of interest by the Firm. The Firm may also recommend hiring special legal counsel to advise the Town or provide second opinions on matters of extraordinary importance to the Town, including matters involving complex litigation or a substantial financial or other impact on the Town or its residents, considering the Town's budget as a whole, or considering Town functions or programs as a whole, when such matters of extraordinary importance also involve legal uncertainties or complexities.
- F. Any attorneys who are not employed by the Firm, but who are employed by or retained by the Town to perform legal representation or to assist such employed or retained representatives, shall be under the general coordination of the Town Attorney although such non-Firm attorneys shall contract directly with the Town and the Firm shall not warrant the quality of work of such non-Firm attorneys or firms. Such coordination and supervision by the Firm shall not be undertaken when special legal counsel is appointed due to a conflict of interest on behalf of the Firm.
- G. Although the Firm actively seeks to avoid potential for conflicts, the Town understands and recognizes that unanticipated conflicts may arise that could impair the ability of the Town Attorney and the Firm to represent the Town on specific legal matters. In such event, the Town Attorney shall comply with the requirements of the Colorado Rules of Professional Responsibility in addressing such conflict with the Town. The Parties understand that the Town is not obligated to waive any conflict in order to permit the Town Attorney to represent the Town.

3. COMPENSATION

- A. Commencing on May 1, 2020, the Town shall compensate the Firm at a base rate of Fourteen Thousand Five Hundred Dollars (\$14,500.00) per calendar month for General Legal Services ("Base Amount"), prorated for any partial months of service. Such monthly compensation represents an approximate total hourly commitment of between seventy (70) to eighty-five (85) hours each calendar month for the Town Attorney and other Firm attorneys. For services performed outside the scope of General Legal Services, the Town shall pay the Firm for such legal services at the Firm's then standard hourly billing rates, subject to pre-authorization as set forth in Section 2(B) above. Legal services pertaining to specific planning and land development applications for which the Town passes through its consultant and legal review fees to an applicant/developer for payment, are charged at different billing rates as identified in the Firm's 2020 billing rates, attached as **Exhibit A**, and are not included in the Base Amount.
- B. In addition to the Base Amount, the Town shall compensate the Firm for out-of-pocket fees and costs incurred on the Town's behalf, including but not limited to database access charges for electronic legal research, court filing fees, service of

process, expert witness fees (only as pre-authorized by the Town), court reporter fees, transcript fees, recording fees, title company's fees for reports of title, and publication fees. Such fees will be billed to the Town at the Firm's cost without mark-up.

- C. In addition to the Base Amount, the Town shall compensate the Firm for mileage expenses for personal use of private vehicles used by the Town Attorney, other Firm attorneys and paralegals for travel incurred in the direct and exclusive performance of services for the Town. Mileage shall be charged at the Firm's standard mileage rate (not to exceed U.S. Internal Revenue Service published business travel mileage allowance).
- D. The Firm shall submit monthly invoices to the Town for General Legal Services in the Base Amount and for any additional legal services performed outside the scope of General Legal Services, plus any fees and costs incurred as specified in Section 3(A), 3(B) and 3(C) above.
- E. The Town shall pay all undisputed invoices submitted by the Firm within thirty (30) days of receipt of invoice.
- F. The Firm shall maintain the Base Amount and other billing rates set forth in this Agreement without increase until December 31, 2020. Commencing January 1, 2021, the Firm may increase the Base Amount and its hourly billing rates by no more than five percent (5%) annually and will inform the Town of any proposed rate changes at least thirty (30) days in advance of implementing any rate increase.
- G. The Town shall not be required to compensate the Firm for:
 - i. Electronic and hardcopy library and research materials and research librarian services except database access charges (e.g., Lexis/Nexis or Westlaw) for legal research billed at Firm cost without administrative markup;
 - ii. Employee benefits;
 - iii. Employee insurance, including malpractice insurance;
 - iv. Training and continuing legal education;
 - v. Bar and professional licensing expenses and registrations;
 - vi. Local professional memberships;
 - vii. Firm-owned electronic, computer and computer/network related communications equipment, hardware, software and information technology support services, systems training of Firm personnel, including personal computers, laptops, computer printers, mobile phone and smartphones;
 - viii. Routine copying customarily performed in the day-to-day performance of legal services except those projects requiring outside copying and specialized printing services may be charged at cost. Large project copying (typically more than 300 pages/project) may be charged to the Town in accordance with the Firm's standard policies;
 - ix. Newspapers and professional periodicals;

- x. Postage for regular mail delivery by United States Postal Service except for mass mailings (with prior Town Manager approval) and special, expedited, or overnight delivery services, which may be charged at cost;
- xi. Office supplies used by the Town Attorney (to include items customarily associated with standard office operations and management such as paper, pens, notebooks, paper files, file folders, tape, paperclips, labels, etc.); and
- xii. Archival storage and retrieval of outdated client files performed in accordance with the Firm's standard client file storage policies; provided, however, that the Firm may return outdated files to the Town for storage.

4. AVAILABILITY

- A. The Town Attorney shall routinely attend regular Town Board meetings and be available to provide legal services for the Town Board. Upon reasonable notice provided, the Town Attorney will attend Town Board special meetings, study sessions, Board retreats, and other Town business meetings as requested by the Mayor, Town Manager or Town Board.
- B. The Town Attorney shall be available to render the services required hereunder on an "on call" basis, and when necessary shall cause any Assistant Town Attorneys to be available by appointment for consultation with Town representatives.
- C. The Firm shall assign one or more Assistant Town Attorneys to be available to render the services required of the Town Attorney hereunder on an "on call" basis whenever the Town Attorney is unavailable.
- D. The Firm will employ or retain on contract at its discretion and own cost, at its office and during regular business hours, such administrative personnel as are necessary to support the Town Attorney.

5. TOWN DESIGNATED REPRESENTATIVE

In the interest of budget management, the Town Board hereby designates the Mayor and Town Manager to serve as the primary contacts to the Town Attorney outside of the regular Town Board meetings.

6. INDEPENDENT CONTRACTOR

In performing the services herein specified, the Firm is acting as an independent contractor. Its attorneys adhere to the Colorado Rules of Professional Responsibility as approved and adopted by the Colorado Supreme Court, as they may be changed or revised from time to time.

7. NON-DISCRIMINATION

During the performance of this Agreement, the Firm shall:

- A. Not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, age, military service, veteran

status, marital status, national origin, or disability.

- B. Comply with all state and federal laws, regulations and executive orders regarding non-discrimination applicable to the Town and its programs.

8. ASSIGNMENT

This Agreement for services is personal to the parties hereto and shall not be assigned by either party.

9. TERM AND TERMINATION

- A. This Agreement shall be effective as of the Effective Date and may be terminated by either Party, upon written notice, without cause or reason upon thirty (30) days prior written notice to the non-terminating Party. During such period following notice and prior to termination, the Parties shall coordinate the transfer of legal services and client files from the Firm to the Town.
- B. The Parties understand and agree that the compensation to be provided by the Town pursuant to this Agreement is subject to annual appropriation by the Town. Although the Parties recognize that the Town may effectively terminate this Agreement through a refusal to appropriate funds for a given fiscal year, the Town agrees that its exercise of such authority will be undertaken in good faith and in accordance with the provisions of Paragraph 9(A) above which would require the funding of services for the period of notice prior to termination.
- C. Nothing in this Section shall preclude or prevent the Parties from modifying any notice requirement or term of notice or negotiating other terms for a mutually acceptable termination.

10. CONFLICTS

Unless otherwise agreed by the Town, the Firm shall not accept work on behalf of any client that will create a conflict or the potential for a conflict with the Town.

11. MISCELLANEOUS PROVISIONS

- A. Arbitration. Although the Parties do not expect that any dispute will arise between the Parties, in the unlikely event of any dispute under this Agreement, including a dispute regarding the amount of legal fees or costs owed to the Firm or the quality of the Firm's services, including any claim of malpractice, such dispute shall be subject to binding arbitration. The Town and the Firm acknowledge that they are waiving their right to seek remedies in court, including the right to a jury trial. This clause does not prevent the Town and the Firm from trying to resolve any dispute through voluntary mediation, but there is no requirement to do so.

Any dispute concerning fees or costs or concerning the quality of the Firm's services, including malpractice claims, shall be submitted to a single arbitrator and the decision of the arbitrator shall be final and binding on both parties. A final judgment can be entered on the arbitration award by a court of competent

jurisdiction. The arbitrator shall be selected from the Judicial Arbiter Group, Denver, Colorado, unless the parties agree otherwise. If the parties do not agree on the selection of a single arbitrator within ten (10) days after a demand for arbitration is made, then the arbitrator shall be selected by the Judicial Arbiter Group from among its available professionals.

All arbitrations shall be held in Denver, Colorado, unless the parties mutually agree on some other location. All arbitrations shall proceed under the Commercial Arbitration Rules of the American Arbitration Association, except as modified in this Agreement, unless otherwise agreed by the parties. The arbitrator shall have the discretion to order that the costs of arbitration, fees (including expert witness and reasonable attorneys' fees), and other costs shall be borne by the losing party. Any filing fees or other administrative costs of arbitration shall be divided equally between the Town and the Firm. Arbitration of all disputes, and the outcome of the arbitration, to the extent legally permissible, shall remain confidential between the parties.

- B. Privacy Policy. The Firm's "Privacy Policy Notice" is attached to this Agreement as **Exhibit B**. The Firm will conduct its representation of the Town in accordance with this policy.
- C. Document Ownership. Files maintained by the Firm as the result of the performance of services for the Town shall be the property of the Town. Upon termination of this Agreement, the Firm shall deliver such files to the Town.
- D. Prohibition Against Employing Illegal Aliens. The Firm shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. The Firm shall not knowingly contract with a subcontractor that (a) knowingly employs or contracts with an illegal alien to perform work under this Agreement or (b) fails to certify to the Firm that the subcontractor will not knowingly employ or contract with an illegal alien to perform work under this Agreement. The Firm shall comply with any reasonable request of the Colorado Department of Labor and Employment made during an investigation pursuant to C.R.S. § 8- 17.5-102 (5).

[signature page follows]

TOWN OF MEAD, a statutory town of the
State of Colorado

Colleen G. Whitlow, Mayor

Date: _____, 2020

ATTEST:

Mary E. Strutt, MMC, Town Clerk

MICHOW COX & MCASKIN LLP

Marcus McAskin

EXHIBIT A

ATTORNEY RATES PER HOUR FOR LEGAL SERVICES

Partner	\$ 205.00
Senior Associate/Of Counsel	\$ 190.00
Associate	\$ 175.00
Paralegal/Research Professional	\$ 100.00

For development/land use applications for which the Town passes through consultant and legal review fees to the applicant/developer for payment, the Firm charges the following hourly billing rates:

Partner:	\$255
Senior Associate/Of Counsel	\$250
Associate:	\$205

EXHIBIT B

MICHOW COX & MCASKIN LLP PRIVACY POLICY NOTICE

Attorneys, like other professionals, who advise on certain personal matters, are required by federal law to inform their clients of their policies regarding privacy of client information. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by federal law. Maintaining your trust and confidence is a high priority to our law firm. The purpose of this notice is to comply with the federal law by explaining our privacy policy with respect to your personal information.

NONPUBLIC PERSONAL INFORMATION WE COLLECT:

While providing services to our clients, we collect personal and financial information about our clients that is not available to the public and which is provided to us by our clients or obtained by us with their authorization or consent.

PRIVACY POLICY:

As a current or former client of Michow Cox & McAskin LLP, please be assured that all nonpublic personal information that we receive from you is held in confidence, and is not released to people outside the firm, except as agreed to by you, or as is permitted or required by law and applicable ethics rules.

CONFIDENTIALITY AND SECURITY:

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We restrict access to nonpublic, personal information about you to those people in the firm who need to know that information to provide services to you (and their support personnel). In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards as well as federal regulations.

Please call the attorney you work with if you have any questions. Your privacy, our professional ethics, and the ability to provide you with quality service are very important to us.

Michow Cox & McAskin LLP



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Swearing In Appointed Officers

PRESENTED BY: Mary Strutt, Town Clerk / Treasurer

SUMMARY

In accordance with Mead Municipal Code, appointed officers must take an Oath of Office, this will be administered by Mayor Colleen G. Whitlow.

FINANCIAL CONSIDERATIONS

None

STAFF RECOMMENDATION/ACTION REQUIRED

The newly appointed officers will be asked to take the Oath of Office.

ATTACHMENTS

Oath of Office

OATH OF OFFICE

State of Colorado
County of Weld
Town of Mead

*I, xxxxxxxx, do solemnly swear or affirm,
that I will support the Constitution of the United
States of America, of the State of Colorado, and the
Mead Municipal Code and faithfully perform the
duties of the office of*

Upon which I am about to enter.

Signature

*Subscribed and sworn to before me this
27th day of April, 2020.*

Officer administering oath: _____
Signature

Colleen G. Whitlow, Mayor



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Ordinance No. 931, amending sections 2-2-40 and 2-2-100 of the Mead Municipal Code to change the regular election date and alter terms of office for Trustees and Mayor

PRESENTED BY: Marcus McAskin, Town Attorney

ATTACHMENTS: Ordinance No. 931

SUMMARY

At the April 7, 2020 regular election, voters of the Town voted in favor of changing the Town's regular election date from the first Tuesday in April of each even-numbered year to the Tuesday succeeding the first Monday in November of each even-numbered year, commencing in 2022.

The next regular election of the Town will be held on November 8, 2022 instead of in April 2022.

FINANCIAL CONSIDERATIONS

Moving the Town's regular election date to the Tuesday succeeding the first Monday in November of each even-numbered year will permit Town regular elections to be conducted as coordinated elections with Weld County, which should result in lower overall election costs.

LEGAL ISSUES

State law requires the Board of Trustees to establish by ordinance the Town's new regular election date. C.R.S. § 31-10-109(1)(b). State law also authorizes the Board of Trustees to alter the terms of office of the Trustees and Mayor to accomplish the voter-approved change in the regular election date in an orderly manner, provided that the ordinance does not shorten the term of any Trustee or the Mayor. Id.

Ordinance No. 931 establishes the Town's new regular election date and extends the terms of office of the Trustees and the Mayor to accomplish this change as follows:

- The terms of the Trustees whose terms are currently set to expire in April 2022 are extended to November 2022.
- The terms of the Trustees whose terms are currently set to expire in April 2024 are extended to November 2024.
- The Mayor's term is extended to November 2022.

RECOMMENDATION

Staff recommends adoption of the attached Ordinance.

RECOMMENDED MOTION

“I MOVE TO APPROVE ORDINANCE NO. 931, AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, AMENDING SECTIONS 2-2-40 AND 2-2-100 OF THE MEAD MUNICIPAL CODE TO CHANGE THE REGULAR ELECTION DATE AND ALTER TERMS OF OFFICE FOR MAYOR AND TRUSTEES.”

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 931**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, AMENDING
SECTIONS 2-2-40 AND 2-2-100 OF THE MEAD MUNICIPAL CODE TO
CHANGE THE REGULAR ELECTION DATE AND ALTER TERMS OF
OFFICE FOR MAYOR AND TRUSTEES**

WHEREAS, the Town of Mead (the “Town”) is a Colorado statutory town duly organized and existing under the laws of the State of Colorado; and

WHEREAS, in accordance with C.R.S. § 31-1-101(10)(b), regular elections in the Town have historically been held on the first Tuesday of April in each even-numbered year; and

WHEREAS, pursuant to C.R.S. § 31-10-109(1) and Resolution No. 16-R-2020, the Board of Trustees of the Town (the “Board of Trustees”) submitted a ballot question to the voters of the Town at the April 7, 2020 regular election asking voters whether, commencing in calendar year 2022, the Town’s regular election date should be moved from the first Tuesday of April in each even-numbered year to the Tuesday succeeding the first Monday in November in each even-numbered year (the “Ballot Question”); and

WHEREAS, the voters of the Town voted in favor of the Ballot Question; and

WHEREAS, C.R.S. § 31-10-109(1)(b) requires the Board of Trustees to establish by ordinance the Town’s new regular election date and authorizes the Board of Trustees to alter the terms of office of the Trustees and Mayor to accomplish the voter-approved change in the regular election date in an orderly manner, provided that the ordinance does not shorten the term of any Trustee or the Mayor; and

WHEREAS, the Board of Trustees has determined that extending the terms of office of the Trustees and Mayor of the Town as set forth in this Ordinance will accomplish the voter-approved change in the Town’s regular election date in an orderly manner; and

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The Board hereby establishes that, commencing in 2022, the regular election date of the Town shall be changed from the first Tuesday in April of each even-numbered year to the Tuesday succeeding the first Monday in November of each even-numbered year.

Section 2. Section 2-2-40 of the Mead Municipal Code (the “MMC”) is hereby amended to read in full as follows, with strikethrough text showing deletions and bold, underlined text showing additions.

Sec. 2-2-40. - Mayor; term.

(a) At the April 2, 1974, election, and at the regular election every four (4) years thereafter **through and including April 3, 2018**, a Mayor shall be elected to serve a four-year term.

(b) Commencing in 2022, the regular election date of the Town shall be changed from the first Tuesday in April of each even-numbered year to the Tuesday succeeding the first Monday in November of each even-numbered year. At the November 8, 2022 regular election and at the regular election every four (4) years thereafter, a Mayor shall be elected to serve a four-year term.

(c) To accomplish the change in the regular election date contemplated by Subsection (b), the term for the Mayor elected at the April 3, 2018 regular election is extended until the Mayor's successor is elected at the November 8, 2022 election and has taken the oath or affirmation required by law.

Section 3. Section 2-2-100 of the MMC is hereby amended to read in full as follows, with strikethrough text showing deletions and bold, underlined text showing additions.

Sec. 2-2-100. - Trustees; terms.

(a) At the April 2, 1974, election, six (6) Trustees shall be elected. The three (3) candidates for Trustee receiving the highest number of votes shall be elected for four-year terms, and the three (3) candidates for Trustee receiving the next highest number of votes shall be elected for two-year terms. At the next subsequent regular election and at each regular election thereafter **through and including April 7, 2020**, the three (3) candidates for Trustee receiving the highest number of votes shall be elected to serve four-year terms and candidates receiving the next highest number of votes, in descending order, shall be elected to ~~fill~~ **serve the remainder of** any unexpired term or terms.

(b) Commencing in 2022, the regular election date of the Town shall be changed from the first Tuesday in April of each even-numbered year to the Tuesday succeeding the first Monday in November of each even-numbered year. At the November 8, 2022 regular election and at each regular election thereafter, the three (3) candidates for Trustee receiving the highest number of votes shall be elected to serve four-year terms and candidates receiving the next highest number of votes, in descending order, shall be elected to serve the remainder of any unexpired term or terms.

(c) To accomplish the change in the regular election date contemplated by Subsection (b), the terms for the three (3) candidates for Trustee who received the highest number of votes at the April 3, 2018 regular election are extended until the Trustees' successors are elected at the November 8, 2022 election and have taken the oath or affirmation required by law, and the three (3) candidates for Trustee who received the highest number of votes at the April 7, 2020 regular election are extended until the Trustees' successors are elected at the November 5, 2024 election and have taken the oath or affirmation required by law.

(d) A successor appointed by the Board of Trustee or elected to fill any vacancy **in the office of Trustee** shall serve until the next regular election, at which time a candidate shall be elected to serve the **remainder of the** unexpired term.

Section 4. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 5. Remaining provisions. Except as specifically amended hereby, all other provisions of the MMC shall continue in full force and effect.

Section 6. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Ordinance. The Board of Trustees hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

Section 7. Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

Section 8. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 27TH DAY OF APRIL, 2020.

ATTEST:

TOWN OF MEAD:

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor



Agenda Item Summary

MEETING DATE: April 27, 2020

SUBJECT: Administrative Directive No. 01-2020: RV Permits

PRESENTED BY: Mayor Colleen G. Whitlow

SUMMARY

In response to the coronavirus pandemic, some first responders, health care workers and others in our town and in the state have been using recreational vehicles as alternative living quarters. These individuals are utilizing alternatives to living in their homes in order to minimize exposure to family members and slow the spread of COVID-19.

Administrative Directive No. 01-2020 suspends certain restrictions on the use of recreational vehicles during the local disaster emergency. Permits will still be required through proper channels.

FINANCIAL CONSIDERATIONS

None.

STAFF RECOMMENDATION/ACTION REQUIRED

None.

ATTACHMENTS

Administrative Directive No. 01-2020

**TOWN OF MEAD, COLORADO
ADMINISTRATIVE DIRECTIVE NO. 01-2020**

**AN ADMINISTRATIVE DIRECTIVE TEMPORARILY SUSPENDING TOWN
RESTRICTIONS TO PERMIT THE USE OF RECREATIONAL VEHICLES AS
ALTERNATIVE LIVING SPACES**

WHEREAS, the Town of Mead (“Town”) declared a local public health emergency and disaster on March 21, 2020 through the adoption by the Board of Trustees of the Disaster Declaration Declaring a Public Health Emergency Related to COVID-19 (“Disaster Declaration”); and

WHEREAS, Mead’s Disaster Declaration is in effect until the Mayor issues a written declaration terminating the local disaster emergency; and

WHEREAS, under the Disaster Declaration the Mayor and Town Manager may take any action necessary for the protection of life and property; and

WHEREAS, the Town’s Municipal Code at Section 8-6-120 prohibits the use of recreational vehicles for human habitation for more than seven (7) days and places restrictions on where recreational vehicles may be parked and stored; and

WHEREAS, the use of recreational vehicles for our first responders, health care workers and others as an alternative to living in their homes as they are trying to minimize their exposure to family members and slow and prevent the spread of COVID-19 is a reasonable measure for the suppression and prevention of disease; and

WHEREAS, the Mayor and Town Manager desire to use the authority granted by the Disaster Declaration to suspend certain restrictions on the use of recreational vehicles for the duration of the local public health emergency.

NOW THEREFORE, the Mayor and Town Manager of the Town of Mead, Weld County, Colorado, hereby take the following actions pursuant to the authority conferred by the Disaster Declaration:

Section 1. Recitals Incorporated. The recitals contained above are incorporated herein by this reference and adopted as findings and determinations of the Mayor and Town Manager.

Section 2. Suspension of Certain Recreational Vehicle Restrictions. The Mayor and Town Manager hereby suspend the restrictions set forth in Section 8-6-120(a) of the Mead Municipal Code regarding recreational vehicles. The time limit in Section 8-6-120(c) on using recreational vehicles for human habitation for not more than thirty (30) days is also suspended. Recreational vehicles may be used for human habitation and quarantine quarters for the duration of the Town’s local disaster emergency. Any person who uses a recreational vehicle for human habitation for more than seven (7) days must still obtain a permit for such use pursuant to Section 8-6-120(c) of the Municipal Code. Such permit applications shall be made readily available to the public.

ADOPTED THIS 22ND DAY OF APRIL, 2020.

MAYOR:

By: Colleen G. Whitlow
Colleen G. Whitlow

TOWN MANAGER:

By: Helen Migchelbrink
Helen Migchelbrink