



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, December 11, 2023

MINUTES

- I. 5:15 p.m.
MURA Special Meeting
- II. 5:30 p.m.
Elevation 25 GID Special Meeting
- III. 6:00 p.m. to 10:00 p.m.
REGULAR MEETING

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, remote participation was enabled for the meeting.

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.

Present

Mayor Colleen Whitlow
Mayor Pro Tem Chris Cartwright
Trustee David Adams
Trustee Debra Brodhead (arrived at 6:37 p.m.)
Trustee Trisha Harris
Trustee Chris Parr
Trustee Herman Schranz

Absent

None

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

Attending via remote access: Members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for the victims of the shooting at the Las Vegas University last week.

3. Pledge of Allegiance to the Flag

The assembly pledge allegiance to the flag.

4. Review and Approve Agenda

Mayor Whitlow requested that Item 6.a. be removed from the agenda and rescheduled to January 29, 2024.

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

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed the CDOT Ribbon Cutting on I-25; Business Symposium put on by the Town of Mead and Slate Communications; bridge grant received \$1.6M; QuikTrip opening; I-25 Segment 5 (Mead area) slated for design and construction.

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

There was no public comment at this time.

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

- a. Approval of Minutes - Regular Meeting November 27, 2023
- b. November 2023 Aging Report
- c. Check Register December 11, 2023
- d. **Resolution No. 75-R-2023** – A Resolution of the Town of Mead, Colorado, Approving the First Amendment to Agreement for Professional Services Between the Town and MJT Communications, Inc. for Informational Technology (“IT”) Services
- e. **Ordinance No. 1050** – An Ordinance of the Town of Mead, Colorado Repealing and Replacing Town Ordinance No. 1015 dated November 1, 2022, in its entirety, and Restating the Conditional Approval of the Waterfront Filing No. 1 Final Plat
- f. **Resolution No. 76-R-2023** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Remaining Phase 1 Public Improvements for Postle Subdivision, Filing No. 1, Lot 2 (Project Frogger), specifically the On-Site Public Improvements and Phase 1 Off-Site ROW Landscaping Improvements
- g. Pinnacol Workers Compensation Renewal for 2024

Motion was made by Trustee Parr, seconded by Trustee Harris, to approve the consent agenda. Motion carried 6-0, on a roll call vote.

8. Public Hearing: 2024 Proposed Budget

Mayor Whitlow opened the Public Hearing for the 2024 Proposed Budget at 6:08 p.m.

Administrative Services Director, Mary Strutt, and Lorraine Trotter, Professional Management Solutions discussed the proposed budget and any changes since the initial presentation on October 9, 2023.

There was no public comment at this time.

Trustee Brodhead arrived to the meeting at approximately 6:37 p.m.

The Board had no further comments.

- a. **Resolution No. 77-R-2023** – A Resolution of the Town of Mead, Colorado, Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Mead, Colorado, for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024

Motion was made by Trustee Adams, seconded by Trustee Schranz, to adopt Resolution No. 77-R-2023 – A Resolution of the Town of Mead, Colorado, Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Mead, Colorado, for the Calendar Year Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024. Motion carried 7-0, on a roll call vote.

- b. **Resolution No. 78-R-2023** – A Resolution of the Town of Mead, Colorado, Levying General Property Taxes for the Year 2023, to Help Defray the Cost of Government for the Town of Mead, Colorado, for the 2024 Budget Year

Motion was made by Trustee Parr, seconded by Mayor Pro Tem Cartwright, to adopt Resolution No. 78-R-2023 – A Resolution of the Town of Mead, Colorado, Levying General Property Taxes for the Year 2023, to Help Defray the Cost of Government for the Town of Mead, Colorado, for the 2024 Budget Year. Motion carried 7-0, on a roll call vote.

- c. **Resolution No. 79-R-2023** – A Resolution of the Town of Mead, Colorado, Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purposes as set Forth Below, for the Town of Mead, Colorado for the 2024 Budget Year

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Schranz, to adopt Resolution No. 79-R-2023 – A Resolution of the Town of Mead, Colorado, Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purposes as set Forth Below, for the Town of Mead, Colorado for the 2024 Budget Year. Motion carried 7-0, on a roll call vote.

Mayor Whitlow closed the public hearing at 6:39 p.m.

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

There was no public comment at this time.

10. Elected Official Reports

- a. Town Trustees

The Trustees thanked the staff and Board for their work in 2023 and wished everyone Happy Holidays.

- b. Mayor Whitlow

Mayor Whitlow also thanked staff and the Board for a wonderful year with great events and projects. Upcoming is Coffee with the Mayor on January 6, 2024 and a Board Retreat on January 6, 2024.

11. Adjournment

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Adams, to adjourn the meeting. Motion carried 7-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 6:42 p.m. on Monday, December 11, 2023.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk