



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, June 10, 2024

MINUTES

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

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

1. Call to Order – Roll Call

Present

Mayor Colleen Whitlow
Mayor Pro Tem Chris Cartwright
Trustee David Adams
Trustee Debra Brodhead
Trustee Trisha Harris (arrived at 6:02 p.m.)
Trustee Chris Parr
Trustee Herman Schranz

Absent

None

Also present: Town Manager Helen Migchelbrink; Town Attorney Kathie Guckenberger; Administrative Services Director Mary Strutt; Police Chief Brent Newbanks; Town Engineer / Public Works Director Erika Rasmussen.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence in support of family and friends with health concerns or in the hospital.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

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

Trustee Harris arrived to the meeting at 6:02 p.m.

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed the Board Retreat 6/17; Community Center Ribbon Cutting 6/24; Comcast is going live in Liberty Ranch and Hunters Cove in July.

6. Informational Items

a. 2024 Pavement Management

Manny Windhorst Pavement Management Program Manager presented the 2024 Pavement Management program.

b. Police Update

Police Chief Brent Newbanks discussed Flock cameras and their use in and around Mead.

c. Citizens' Initiative Marijuana

Administrative Services Director / Town Clerk Mary Strutt discussed the citizens' initiative process and the history of marijuana laws in Mead. Based on the initiative submitted, the Board directed staff to draft marijuana regulations to be referred to the November 5, 2024 election.

7. Proclamations

- a. Flag Day June 14, 2024 and National Flag Week June 9-15, 2024

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Adams, to authorize Mayor Whitlow to sign the Proclamation for Flag Day June 14, 2024 and Flag Week June 9-15, 2024. Motion carried 7-0, on a roll call vote.

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

There was no public comment at this time.

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

- a. Approval of Minutes - Regular Meeting May 28, 2024
- b. May 2024 Aging Report
- c. Check Register June 10, 2024
- d. **Resolution No. 48-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement with the State of Colorado for the I-25/Weld County Road 38 Interchange Project - Design Phase, Project Number NHPP 0253-307 (26405)
- e. **Resolution No. 49-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Between the Town of Mead and the Town of Berthoud Regarding Cost Sharing for Design Costs of Paving Weld County Road (WCR) 7
- f. **Resolution No. 50-R-2024** – A Resolution of the Town of Mead, Colorado, approving a Task Order for Wilson & Company, Inc., Engineers & Architects to Complete Topographic Survey, Design, and Construction Bid Services for the Weld County Road (WCR) 7 Improvement Project.

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

10. Public Hearing

- a. **Public Hearing: AMK Annexation - Eligibility Hearing**

Mayor Whitlow opened the Eligibility Hearing for AMK Annexation at 6:56 p.m.

Town Planner Collin Mieras presented the staff report.

There was no public comment.

The Board had no further comment or discussion.

Mayor Whitlow closed the public hearing at 6:59 p.m.

- i. **Resolution No. 51-R-2024** – A Resolution of the Town of Mead, Colorado, Setting Forth Certain Findings of Fact and Conclusions as to the Annexation of Certain Property Known as the AMK Annexation

Motion was made by Trustee Harris, seconded by Trustee Brodhead to adopt Resolution No. 51-R-2024 – A Resolution of the Town of Mead, Colorado, Setting Forth Certain Findings of Fact and Conclusions as to the Annexation of Certain Property Known as the AMK Annexation based on a finding that all applicable criteria for annexation have been satisfied, as detailed in the Agenda Item Summary report prepared for the June 10, 2024 Board Meeting. Motion carried 7-0, on a roll call vote.

b. **Public Hearing: AMK Annexation and Establishment of Initial Zoning**

- i. Continuance of Public Hearing on Annexation and Zoning to July 29, 2024

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Adams to open and continue the public hearing to consider approval of the ordinances to (1): annex certain territory known as the AMK Annexation to the Town of Mead; (2) establish the initial zoning for the AMK Annexation as light industrial' and (3) approve the AMK Annexation Agreement, which continued hearing shall be held on July 29, 2024, at 6:00 p.m. at Mead Town Hall, 441 Third Street, Mead, CO. Motion carried 7-0, on a roll call vote.

The Public hearing was opened at 7:00 p.m.

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

There was no public comment at this time.

12. Elected Official Reports

- a. Town Trustees

The Trustees had no further comments.

- b. Mayor Whitlow

- i. CML District 2 Meeting

Mayor Whitlow discussed the CML District 2 Meeting and the Mead Area Chamber of Commerce Block Party.

13. Adjournment

Motion was made by Trustee Schranz, seconded by Trustee Brodhead, to adjourn the meeting. Motion carried 7-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:02 p.m. on Monday, June 10, 2024.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk