



## BOARD OF TRUSTEES

441 3rd Street, Mead  
Monday, December 09, 2024

### MINUTES

- I. 5:30 p.m.  
Mead Urban Renewal Authority Special Meeting
- II. 5:45 p.m.  
Town of Mead Elevation 25 General Improvement District Special Meeting
- III. 5:45 p.m.  
Town of Mead Hwy 66 & I-25 General Improvement District Special Meeting
- IV. 6:00 p.m. to 10:00 p.m.  
REGULAR MEETING

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

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:04 p.m.

#### 1. Call to Order – Roll Call

##### Present

Mayor Colleen Whitlow  
Mayor Pro Tem Harris  
Trustee David Adams  
Trustee Brooke Babcock  
Trustee Jeremiah R. Crane  
Trustee Brad Hagen  
Trustee Herman Schranz

##### Absent

None

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

Attending via remote access: members of the public.

#### 2. Moment of Silence

Mayor Whitlow requested a moment of silence for loved ones lost.

#### 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 Harris, seconded by Trustee Hagen, to approve the agenda.  
Motion carried 7-0, on a roll call vote.*

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

##### a. Manager Report

Town Manager Helen Migchelbrink discussed the Board Retreat scheduled for January 4, 2025; Board photos scheduled for January 13<sup>th</sup> at 5:30 p.m.; new Deputy Town Engineer Kevin Ash started December 2<sup>nd</sup>. The Board discussed the status of the 1601 process for the proposed interchange at WCR 38 & I-25.

## 6. Informational Items

- a. Planning Commission Reappointments

Town Planner Collin Mieras discussed the role and terms of the Planning Commission members.

## 7. Proclamations

- a. Volunteer Recognition Month December 2024

*Motion was made by Trustee Hagen, seconded by Trustee Schranz, to authorize Mayor Whitlow to sign the Proclamation for Volunteer Recognition Month December 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 November 25, 2024
- b. November 2024 Aging Report
- c. Check Register December 9, 2024
- d. Re-Appointment of Karen Peterson and Charles Gehringer as Planning Commissioners, and Timothy Corliss as Alternate Planning Commissioner
- e. **Resolution No. 94-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Phase A1 Landscaping Improvements (Red Barn Subdivision – Filing No. 2 Final Plat)

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

## 10. Public Hearing: 2025 Proposed Budget

Mayor Whitlow opened the public hearing at 6:23 p.m.

Administrative Services Director Mary Strutt and Lorraine Trotter, Professional Management Solutions, LLC, presented the 2025 Proposed Budget.

There was no public comment at this time.

The Trustees discussed the affect of police department costs on the general fund; capacity at the wastewater treatment facility and rates; and the Town's water providers.

Chair Whitlow closed the public hearing at 7:27 p.m.

- a. **Resolution No. 95-R-2024** - 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 2025 and Ending on the Last Day of December 2025

*Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Harris, to adopt Resolution No. 95-R-2024 – 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 2025 and Ending on the Last Day of December 2025. Motion carried 7-0, on a roll call vote.*

- b. **Resolution No. 96-R-2024** - A Resolution of the Town of Mead, Colorado, Levying General Property Taxes for the Year 2024, to Help Defray the Cost of Government for the Town of Mead, Colorado, for the 2025 Budget Year

*Motion was made by Mayor Pro Tem Harris, seconded by Trustee Babcock, to adopt Resolution No. 96-R-2024 – A Resolution of the Town of Mead, Colorado, Levying General Property Taxes for the*

*Year 2024, to Help Defray the Cost of Government for the Town of Mead, Colorado, for the 2025 Budget Year. Motion carried 7-0, on a roll call vote.*

- c. **Resolution No. 97-R-2024** - 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 2025 Budget Year

*Motion was made by Trustee Babcock, seconded by Trustee Adams, to adopt Resolution No. 97-R-2024 – 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 2025 Budget Year. Motion carried 7-0, on a roll call vote.*

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

There was no public comment at this time.

## 12. Elected Official Reports

- a. Town Trustees

The Trustees wished everyone Happy Holidays.

- b. Mayor Whitlow

Mayor Whitlow thanked staff for organizing and all who participated in Coffee with the Mayor, Christmas in the Park, the light parade, and the ribbon cutting at Leanin' Tree. Mayor will attend several transportation meetings this week.

## 13. Adjournment

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

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:44 p.m. on Monday, November 25, 2024.

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Colleen G. Whitlow, Mayor

ATTEST:

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Mary E. Strutt, MMC, Town Clerk