



## BOARD OF TRUSTEES

441 3rd Street, Mead  
Monday, January 27, 2025

### MINUTES

- I. 5:30 p.m.**  
**Mead Urban Renewal Authority Special Meeting**
- II. 5:30 p.m.**  
**Town of Mead Hwy 66 & I-25 General Improvement District 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 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 6:00 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; Police Chief Brent Newbanks; Administrative Services Director Mary Strutt; Community Development Director Jason Bradford and Communications Director Lorelei Nelson.

Attending via remote access: Town Engineer / Public Works Director Erika Rasmussen and members of the public.

#### **2. Moment of Silence**

Mayor Whitlow requested the observance of a moment of silence for those battling cancer.

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

The assembly pledged allegiance to the flag.

#### **4. Review and Approve Agenda**

Trustee Adams requested that Item 9.d. be removed from the Consent Agenda for further discussion.

Trustee Schranz added item 6.c. to the agenda.

*Motion was made by Mayor Pro Tem Harris, seconded by Trustee Babcock, to approve the agenda as amended. Motion carried 7-0, on a roll call vote.*

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

##### **a. Manager Report**

Town Manager Helen Migchelbrink discussed snow removal, Maggi's Restaurant opening, Comcast service for Town Hall and July Board Retreat.

## 6. Informational Items

### a. Communications Department Overview

Communications Director Lorelei Nelson provided an overview of the department including staff, scope and responsibilities. The Board discussed 2025 events.

### b. Open Records Policy

Deputy Town Clerk Marisol Herman presented the Town of Mead Public Records Policy. The Board wants to review changes from the previous policy.

### c. Response to Citizen Input

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to direct the Town Attorney to schedule an Executive Session to review the documents submitted and allegations made by Karl Ford on January 13, 2025 and respond to legal questions regarding same. Motion carried 7-0, on a roll call vote.*

## 7. Proclamations

### a. Black History Month February 2025

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Harris, to authorize Mayor Whitlow to sign the Proclamation for Black History Month February 2025. 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 January 13, 2025

### b. December 2024 Preliminary Financials

### c. Check Register January 27, 2025

### e. Resolution No. 09-R-2025

#### Resolution No. 02-URA-2025

**Resolution No. 01-H66-2025** – A Joint Resolution of the Town of Mead, Colorado, the Town of Mead Urban Renewal Authority, and the Town of Mead Highway 66 and I-25 General Improvement District Approving a Cooperation Agreement Regarding Tax Increment Revenue Sharing

### f. Resolution No. 10-R-2025 – A Resolution of The Town of Mead, Colorado, Granting Conditional Acceptance of Filing No. 2 – Phase A2 Public Infrastructure Improvements (Red Barn Subdivision)

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

### 9. d. Resolution No. 08-R-2025 – A Resolution of the Town of Mead, Colorado, Adopting the Town of Mead Public Records Request Policy

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Harris, to approve Item 9.d. and adopt Resolution No. 08-R-2025 – A Resolution of the Town of Mead, Colorado Adopting the Town of Mead Public Records Request Policy. Motion failed 3 – 4. Mayor Whitlow and Trustees Babcock and Harris voted yes; Trustees Adams, Crane, Hagen and Schranz voted no.*

The Board directed staff to bring this item back on February 10, 2024 with the previous policy for reference.

## 10. Public Hearing

### a. Public Hearing: Proposed Code Amendments Establishing Development Standards for Natural Medicine Businesses

Mayor Whitlow opened the public hearing regarding proposed Code Amendments Establishing Development Standards for Natural Medicine businesses at 6:46 p.m.

Community Development Director Jason Bradford presented the staff report.

There was no public comment at this time.

The Board discussed Natural Healing Medicine Centers vs Businesses and the proposed zoning districts for each; they discussed state licensure and local inability to restrict such businesses; the amount of drugs on site; concerns for residents; the Board wants to discuss how to restrict these businesses from the DMU.

***Motion was made by Trustee Babcock, seconded by Trustee Schranz, to continue to a date certain the public hearing regarding proposed Code Amendments Establishing Development Standards to Natural Medicine Business to Monday April 14, 2025 at 6:00 p.m. at Mead Town Hall, 441 Third Street. Motion carried 7-0, on a roll call vote.***

- i. **Ordinance No. 1072** – An Ordinance of the Town of Mead, Colorado Approving Certain Amendments to the *Mead Municipal Code* Establishing Development Standards for Natural Medicine Businesses

**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.

Resident Don Smith stated that staff and Mayor Whitlow have lied to him and he's not going to let it go.

Jim Whitlow and the Mead Area Chamber of Commerce presented a check to Chief Newbanks for \$1,700.00 as a donation to Shield 616 for police vests.

## **12. Legislative Update**

Town Attorney Marcus McAskin discussed the current state legislative session which began on January 8<sup>th</sup>. It appears most work will be related to the budget shortfall. He discussed pending legislation on electric fences, law enforcement whistleblowers, voting rights, multi family housing on church/school grounds and open records act.

## **13. Elected Official Reports**

- a. Town Trustees

The Board discussed the CML Policy Committee and Legislative Workshop scheduled for February 20<sup>th</sup>.

- b. Mayor Whitlow

Mayor Whitlow discussed the recent Mayor's Leadership Academy at the Stock Show, Mayor's Summit, Flight 629 Memorial Committee, Coffee with the Mayor, North I-25 Coalition meeting and MLA 2/6 – 2/8 in Florence, CO.

## **14. Adjournment**

***Motion was made by Trustee Schranz, seconded by Trustee Crane, 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 7:56 p.m. on Monday, January 27, 2025.

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Colleen G. Whitlow, Mayor

ATTEST:

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Mary E. Strutt, MMC, Town Clerk