



## BOARD OF TRUSTEES

441 3rd Street, Mead  
Monday, June 24, 2024

### MINUTES

**I. 5:30 p.m. to 6:00 p.m.  
GROUNDBREAKING**

Town of Mead Community Center  
401 Third Street

**II. 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  
Trustee Chris Parr  
Trustee Herman Schranz

**Absent**

None

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

**2. Moment of Silence**

Mayor Whitlow requested the observance of a moment of silence for the victims of the Central New Mexico wildfires.

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

The assembly pledged allegiance to the flag.

**4. Review and Approve Agenda**

*Motion was made by Trustee Adams, seconded by Trustee Parr, 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 CML Conference 6/19-6/21; Friday movie which included kid entrepreneurs' fair; Meet, Greet & Eat 6/25 at Founders Park; and draft 2023 financial audit received. The Board discussed CIRSA deductibles and grant funding for WCR 7 project has cleared first hurdle.

**6. Informational Items**

a. Clean Up Day Recap

Public Information Officer / Community Engagement Director Lorelei Nelson discussed the Spring Clean Up Day. The Board requested research into other facilities to provide a similar service.

b. Police Update

Police Officer Rob Palmer discussed the Town of Mead Police Department Drone program.

**7. 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.

**8. 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 June 10, 2024
- b. May 2024 Financials
- c. Check Register June 24, 2024
- d. **Ordinance No. 1054** – An Ordinance of the Town of Mead, Colorado, Amending Sections 6-1-40, 6-1-110, and 6-1-140 of the Mead Municipal Code Concerning Business License Fees and Exemptions from the Business License Requirement
- e. **Resolution No. 52-R-2024** – A Resolution of the Town of Mead, Colorado, Setting the Date of a Public Hearing Concerning the Organization of the Town of Mead Highway 66 and I-25 General Improvement District and Ordering Publication and Mailing of the Notice of Hearing to Electors of the Proposed District
- f. **Resolution No. 53-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the On-Site Public Improvements (excluding Stormwater and Landscaping) associated with Phases 1A and 1B (Range View Estates Final Plat)

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

**9. Mead Liquor Licensing Authority**

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to recess the regular meeting of the Board of Trustees and to convene as the Mead Liquor Licensing Authority. Motion carried 7-0, on a roll call vote*

Mayor Whitlow convened the meeting of the Mead Liquor Licensing Authority and opened the public hearing for the Highlandlake Brewing Company LLC application at 6:33 p.m.

- a. New Liquor License Application – Brew Pub: Highlandlake Brewing Company LLC.

Town Clerk Mary Strutt entered into evidence the application and supporting documents for a Brew Pub license for Highlandlake Brewing Company LLC at 333 Main St.

Applicant Shanyn Retynski discussed the family-run business that is proposed for 333 Main Street.

There was no public comment.

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to approve the application of Highlandlake Brewing Company LLC for a new brew pub license based on the findings set forth in the staff report for the June 24, 2024, meeting and based on the additional findings:*

- *The applicant is of good moral character and not prohibited as a licensee; and*
- *That the premises and their location are suitable based on a review of the plans submitted; and*
- *That the petition submitted by the 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 fermented malt beverage and wine location as measured by reasonable requirements of the neighborhood.*

*It was further moved that the approval is conditional 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 diagram which includes a plot plan and detailed interior sketch which was submitted with the application.*
3. *Federal Brewer's Permit is updated with the address of the proposed licensed premises. Trustee Schranz 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.*

*Motion was made by Trustee Parr, seconded by Trustee Schranz, to adjourn the meeting of the Mead Liquor Licensing Authority and reconvene the meeting of the Board of Trustees. Motion carried 7-0, on a roll call vote.*

Mayor Whitlow closed the public hearing at 6:43 p.m. and reconvened the Regular Meeting of the Board of Trustees.

#### **10. Committee Appointments: Planning Commission Alternate**

- a. Appointment of William Jorgensen as Alternate Planning Commissioner

Community Development Director Jason Bradford presented the staff report with the recommendation to appoint William Jorgensen as Alternate Planning Commissioner.

*Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Adams, to appoint William Jorgenson as Alternate Planning Commissioner for the term ending December 31, 2024, effective June 24, 2024. 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.*

Resident Don Smith discussed speeding on Welker and on Main Street. He requested that the Board consider a police substation on 3<sup>rd</sup> Street.

#### **12. Elected Official Reports**

- a. Town Trustees

Trustee Harris left the meeting at 6:49 p.m.

The Board discussed the recent CML Conference, especially networking opportunities with other leaders of similar-sized towns.

- b. Mayor Whitlow

Mayor Whitlow thanked everyone for the Community Center Groundbreaking. Upcoming events are Meet, Greet and Eat with the Board of Trustees, Cornhole league, 4<sup>th</sup> of July bike parade.

#### **13. Adjournment**

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to adjourn the meeting. Motion carried 6-0, on a roll call vote.*

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 6:55 p.m. on Monday, June 24, 2024.

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Colleen G. Whitlow, Mayor

ATTEST:

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Mary E. Strutt, MMC, Town Clerk