



## BOARD OF TRUSTEES

441 3rd Street, Mead  
Monday, October 14, 2024

### MINUTES

- I. 5:30 p.m.**  
**MURA Special Meeting**
- II. 5:45 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 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 Chris Cartwright  
Trustee David Adams  
Trustee Trisha Harris  
Trustee Chris Parr  
Trustee Herman Schranz

##### **Absent**

Trustee Debra Brodhead

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; Community Development Director Jason Bradford; and 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 Hurricane Milton.

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

The assembly pledged allegiance to the flag.

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

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

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

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

Town Manager Helen Migchelbrink discussed temporary signs in the Town's right-of way which are being removed by Town staff and 3<sup>rd</sup> Street closure 10/18-10/22 for work on the railroad tracks and water line. The Board discussed the detour route and gutter and pavement work at the Community Center site.

## 6. Informational Items

- a. 2025 Proposed Budget Presentation

Administrative Services Director Mary Strutt and Lorraine Trotter, Professional Management Solutions, LLC, presented the proposed budget for 2025. The Board will review and submit questions within the next two weeks.

## 7. Public Comment

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 September 30, 2024
- b. September 2024 Aging Report
- c. Check Register October 14, 2024
- d. **Resolution No. 76-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Ayres Associates Inc for Services Related to the Land Use Code – Major Update Project (RFP No. 2024-007)
- e. **Resolution No. 77-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with National Power Rodding Corporation for Sanitary Sewer and Culvert Cleaning and Inspection Services
- f. **Resolution No. 78-R-2024** – A Resolution of the Town of Mead, Colorado, Delegating Authority to the Town Manager (or Designee) to Execute CDOT Special Use Permit (Permit No. 4240535) and Approving a Right-of-Way Landscaping Agreement with GGRV, LLC
- g. **Resolution No. 79-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Public Improvements associated with Gopher Gulch RV Site Plan
- h. **Resolution No. 80-R-2024** – A Resolution of the Town of Mead, Colorado, Awarding the Bid and Approving a Construction Agreement between the Town of Mead and Jalisco International, Inc. for the 3<sup>rd</sup> & Welker Intersection Improvements Project (IFB 2024-002)
- i. **Resolution No. 81-R-2024** – A Resolution of the Town of Mead, Colorado, Delegating Authority to the Town Manager to Administratively Review, Process and Approve (or Conditionally Approve) a Downtown Revitalization Grant for Façade Improvements to the Property Addressed as 333 and 339 Main Street, Mead, CO

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

## 9. Public Comment:

Marty Panega, Mulligan Lakes HOA, requested that the Town repave the roads in Mulligan Lakes subdivision in 2025-26.

## 10. Elected Official Reports

- a. Town Trustees

The Trustees thanked the Mead Area Chamber of Commerce and The Merc for hosting a Candidate Forum. They also expressed appreciation of the Mead Police Citizens' Academy.

- b. Mayor Whitlow

Mayor Whitlow discussed the recent Mayors' Leadership Academy on leadership in crisis and upcoming meetings/events: State of the County, Trick or Treat Street and Weld County Dinner.

## 11. Adjournment

*Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Cartwright, 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 7:05 p.m. on Monday, October 14, 2024.

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Colleen G. Whitlow, Mayor

ATTEST:

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Mary E. Strutt, MMC, Town Clerk