



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, May 13, 2024

MINUTES

- I. **5:30 p.m. to 6:00 p.m.**
WORK SESSION: Police Planning
- 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

Absent

Trustee Herman Schranz

Also present: Town Manager Helen Migchelbrink; Deputy Town Attorney Joshua Myers; Administrative Services Director Mary Strutt; Police Commander Brian Smith; Community Development Director Jason Bradford; Town Engineer / Public Works Director Erika Rasmussen; 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 282 fallen police officers being honored in Washington D.C tonight.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Motion was made by Trustee Parr, seconded by Trustee Harris, 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 scheduling a board retreat and paving the parking lot across from Town Hall.

6. Informational Items

- a. Community Engagement Update

Public Information Officer / Community Engagement Director Lorelei Nelson discussed youth sports programming, summer corn hole tournament, youth camps, Older Active Adults program, community events, partner events and an overview of 2024.

b. Weld County Referral

Community Development Director Jason Bradford introduced the proposed Drieth Property Solar Energy Production Facility which has been referred to the Town of Mead for comment by Weld County. Due to the location outside of town limits, the direction of the Board was to not pursue annexation of the property.

7. Proclamations

a. National Police Week May 12-18, 2024

Motion was made by Trustee Parr, seconded by Trustee Adams, to approve the signing of the Proclamation for National Police Week May 12 – May 18, 2024. Motion carried 6-0, on a roll call vote.

b. National Public Works Week May 19-25, 2024

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Brodhead, to approve the signing of the Proclamation for National Public Works Week May 19 – May 25, 2024. Motion carried 6-0, on a roll call vote.

c. Building Safety Month May 2024

Motion was made by Trustee Parr, seconded by Trustee Adams, to approve the signing of the Proclamation for Building Safety Month May 2024. Motion carried 6-0, on a roll call vote.

8. Public Comment

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 April 29, 2024

b. April 2024 Aging Report

c. Check Register May 13, 2024

d. **Resolution No. 40-R-2024** – A Resolution of the Town of Mead, Colorado, Awarding a Downtown Revitalization Grant for Improvements to the Property Addressed as 323 Main Street

e. **Resolution No. 41-R-2024** – A Resolution of the Town of Mead, Colorado, Approving a Memorandum of Understanding Between the Town of Mead, the Woody Williams Foundation, Inc., and the Northern Colorado Gold Star Families Memorial Monument Committee for the Installation of the Gold Star Families Memorial Monument

f. **Resolution No. 42-R-2024** – A Resolution of the Town of Mead, Colorado, Approving Change Order 3 to the Agreement for Professional Services by and Between the Town of Mead and Essenza Architecture, LLC Concerning the Architectural and Engineering Design of the Town of Mead Community Center

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

10. 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.

11. Elected Official Reports

a. Town Trustees

The Trustees had no further comments at this time.

b. Mayor Whitlow

Mayor Whitlow discussed the Mead Elementary School 3rd grade class visit to learn about local government.

12. Adjournment

*Motion was made by Mayor Pro Tem Cartwright, 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 6:44 p.m. on Monday, May 13, 2024.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk