



# MEAD URBAN RENEWAL AUTHORITY

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

## MINUTES

5:30 PM

### SPECIAL MEETING

*In accordance with the Authority's Remote Participation and Remote Meeting Policy adopted on June 12, 2023 by Resolution No. 01-URA-2023, remote participation was enabled for the meeting.*

Chair Colleen Whitlow called to order the Special Meeting of the Mead Urban Renewal Authority at 5:30 p.m.

#### 1. Call to Order - Roll Call

##### Present

Chair Colleen Whitlow  
Commissioner David Adams  
Commissioner Brooke Babcock  
Commissioner Jeremiah R. Crane  
Commissioner Brad Hagen  
Commissioner Trisha Harris  
Commissioner Herman Schranz  
Representative Commissioner Sarah Hurianek  
Representative Commissioner Scott James (via remote access)  
Representative Commissioner Laura McConnell

##### Absent

None

Also present: Executive Director Helen Migchelbrink, Clerk Mary Strutt, and Contract Authority Attorney Robert Rogers.

#### 2. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

#### 3. Review and Approve Agenda

*Motion was made by Commissioner Adams, seconded by Commissioner Hagen, to approve the agenda. Motion carried 10-0, on a roll call vote.*

#### 4. 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.

#### 5. 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 Special Meeting October 14, 2024
- b. October 2024 Financial Statements
- c. Check Register October 15, 2024 - December 9, 2024

*Motion was made by Commissioner Babcock, seconded by Commissioner Harris, to approve the Consent Agenda. Motion carried 10-0, on a roll call vote.*

## 6. Public Hearing

Chair Whitlow opened the public hearing at 5:34 p.m.

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

There was no public comment.

The Commissioners had no further comments.

Chair Whitlow closed the public hearing at 5:43 p.m.

- a. **Resolution No. 02-URA-2024** – A Resolution of the Town of Mead Urban Renewal Authority Summarizing Expenditures and Revenues and Adopting a Budget for the Town of Mead Urban Renewal Authority for the Fiscal Year Commencing on the First Day of January 2025 and Ending on the Last Day of December 2025

*Motion was made by Commissioner Harris, seconded by Commissioner Schranz, to adopt Resolution No. 02-URA- 2024 – A Resolution of the Town of Mead Urban Renewal Authority Summarizing Expenditures and Revenues and Adopting a Budget for the Town of Mead Urban Renewal Authority for the Fiscal Year Commencing on the First Day of January 2025 and Ending on the Last Day of December 2025. Motion carried 10-0, on a roll call vote.*

## 7. Adjournment

*Motion was made by Commissioner Schranz, seconded by Commissioner Harris, to adjourn the meeting. Motion carried 10-0.*

The Special Meeting of the Mead Urban Renewal Authority adjourned at approximately 5:43 p.m. on Monday, December 9, 2024.

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Colleen G. Whitlow, Chair

ATTEST:

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Mary E. Strutt, Clerk