



## BOARD OF TRUSTEES

441 3rd Street, Mead  
Tuesday, May 28, 2024

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### MINUTES

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

**WORK SESSION:**

Dr Don Haddad, Superintendent  
St Vrain Valley School District

**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  
Trustee David Adams  
Trustee Chris Parr  
Trustee Herman Schranz

**Absent**

Mayor Pro Tem Chris Cartwright  
Trustee Debra Brodhead  
Trustee Trisha Harris

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

**2. Moment of Silence**

Mayor Whitlow requested the observance of a moment of silence to honor and mourn military personnel that have died while serving our country.

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

The assembly pledged allegiance to the flag.

**4. Review and Approve Agenda**

*Motion was made by Trustee Schranz, seconded by Trustee Parr, to approve the agenda. Motion carried 4-0, on a roll call vote.*

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

a. Manager Report

Town Manager Helen Migchelbrink discussed CML district meeting; Fishing is Fun event; Peddlers license application from Xfinity; groundbreaking ceremony for I-25 Segment 5. The Board discussed the possible need for a stop sign at WCR7 and WCR 38.

**6. 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.

**7. 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 May 13, 2024
- b. April 2024 Financial Statements
- c. Check Register May 28, 2024
- d. **Resolution No. 43-R-2024** – A Resolution of the Town of Mead, Colorado, Adopting a Comprehensive Fee Schedule
- e. **Resolution No. 44-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the County Road 32 Widening Improvements Associated with Phase 1A and Future Phase (Range View Estates Final Plat)
- f. **Resolution No. 45-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with CTL/Thompson, Inc. for On-Call Materials Testing and Special Inspection Services for Local, State, or Federally Funded Projects
- g. **Resolution No. 46-R-2024** – A Resolution of the Town of Mead, Colorado, Awarding the Bid and Approving a Construction Agreement Between the Town and A-1 Chipseal Company for the Street Resurfacing Project (IFB 2024-004)
- h. **Resolution No. 47-R-2024** – A Resolution of the Town of Mead, Colorado, Approving a Task Order for Wilson & Company, Inc., Engineers & Architects to Complete Topographic Survey and Design Services for the Sekich Business Park

***Motion was made by Trustee Adams, seconded by Trustee Parr, to approve the consent agenda. Motion carried 4-0, on a roll call vote.***

**8. 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.*

Autumn Todd and Tom Wilczynski requested the Board to consider adding an initiative on the ballot for legalized cannabis. Staff will be presenting the Board with options.

## **9. Legislative Session Recap**

Town Attorney Marcus McAskin provided an update on the four bills that the Board opposed.

## **10. Elected Official Reports**

- a. Town Trustees

The Trustees had no further comments at this time.

- b. Mayor Whitlow

Mayor Whitlow discussed Coffee with the Mayor and Fishing is Fun event.

**11. Adjournment**

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to adjourn the meeting. Motion carried 4-0, on a roll call vote.*

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 6:30 p.m. on Tuesday, May 28, 2024.

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Colleen G. Whitlow, Mayor

ATTEST:

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Marisol Herman, Deputy Town Clerk