



# BOARD OF TRUSTEES SPECIAL MEETING

441 3rd Street, Mead  
Tuesday, July 16, 2024

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## MINUTES

### I. 5:30 p.m. to 10:00 p.m. SPECIAL MEETING

Mayor Colleen Whitlow called the Special Meeting of the Board of Trustees to order at 5:30 p.m.

#### 1. Call to Order – Roll Call

##### Present

Mayor Colleen Whitlow  
Mayor Pro Tem Chris Cartwright  
Trustee David Adams  
Trustee Debra Brodhead (via remote access)  
Trustee Trisha Harris (arrived at 5:38 p.m.)  
Trustee Chris Parr (via remote access)  
Trustee Herman Schranz

##### Absent

None

Also present: Town Manager Helen Migchelbrink; Director of Administrative Services Mary Strutt; Community Development Director Jason Bradford; Town Engineer / Public Works Director Erika Rasmussen.

Attending via remote access: Town Attorney Marcus McAskin; Assistant Town Attorney Lori Strand; Ken Clifford, JVA Consulting Engineers; Josh Marks Berg, Hill, Greenleaf, Ruscitti.

#### 2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for the victims of hurricane Beryl.

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

The assembly pledged allegiance to the flag.

#### 4. Review and Approve Agenda

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

#### 5. Public Comment: 3-minute time limit. Comment is for any item on the agenda or not unless it is set for an upcoming public hearing.

There was no public comment at this time.

#### 6. Executive Session pursuant to C.R.S. § 24-6-402(4)(b) and 24-6-402(4)(e) for conference with attorneys for the Town for the purpose of receiving legal advice on specific legal questions regarding Case No. 2024CV30250 (the Schell matter) and for determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding the Schell matter.

*Motion was made by Trustee Schranz, seconded by Trustee Adams, to enter into executive session pursuant to C.R.S. § 24-6-402(4)(b) and 24-6-402(4)(e) for conference with attorneys for the Town for the purpose of receiving legal advice on specific legal questions regarding Case No. 2024CV30250 (the Schell matter) and for determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding the Schell matter. Motion carried 6-0, on a roll call vote.*

Trustee Harris arrived at the meeting at 5:38 p.m.

Mayor Whitlow convened the Executive Session at 5:38 p.m.

The Board returned to the Special Meeting from Executive Session at 7:09 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Cartwright, Trustees Adams, Brodhead, Harris, Parr and Schranz, Town Attorney Marcus McAskin, Assistant Town Attorney Lori Strand, Town Manager Helen Migchelbrink, Director of Administrative Services Mary Strutt, Town Engineer / Public Works Director Erika Rasmussen, Community Development Director Jason Bradford, Ken Clifford, JVA Consulting Engineers, and Josh Marks, Berg, Hill, Greenleaf Ruscitti.

**RECONVENE SPECIAL MEETING**

**7. Executive Session Action Items**

There were no further action items.

**8. Adjournment**

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

The Special Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:11 p.m. on Tuesday, July 16, 2024.

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Colleen G. Whitlow, Mayor

ATTEST:

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Mary E. Strutt, MMC, Town Clerk