



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, February 12, 2024

MINUTES

I. 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 Trisha Harris
Trustee Chris Parr
Trustee Herman Schranz

Absent

Trustee Debra Brodhead

Also present: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; Director of Administrative Services 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 in recognition of all School Resource Officers who work to keep our students safe.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Motion was made by Trustee Harris, seconded by Trustee Adams, 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 the Police Survey which is up and available for comment; Mead Municipal Court has two trials scheduled – the room remodel is working well; Leanin’ Tree has announced a move to Mead in 2024 and are scheduled to meet with staff next week.

6. Informational Items

a. Police Update

Police Commander Brian Smith discussed Middle School SRO working with students and reading to kindergarten students at elementary school.

Madison Bergman and Alexis Gutierrez of Carbon Valley and Mead Victim Services spoke of the services that they offer to victims in cooperation with Mead Police Department.

b. Community Center Update

Town Engineer / Public Works Director Erika Rasmussen and Public Information Officer / Community Engagement Director Lorelei Nelson presented information on the building plans, construction, funding and operation of the Community Center. Construction is anticipated to begin Summer 2024.

7. Proclamations

- a. National School Resource Officer Appreciation Day February 15, 2024

Motion was made by Trustee Parr, seconded by Mayor Pro Tem Cartwright, to approve the signing of the Proclamation for National School Resource Officer Appreciation Day February 15, 2024. Motion carried 6-0, on a roll call vote.

- b. Colorado Engineers Week February 18-24, 2024

Motion was made by Trustee Schranz, seconded by Trustee Adams, to approve the signing of the Proclamation for Colorado Engineers Week February 18-24, 2024. Motion carried 6-0, on a roll call vote.

8. Public Comment: 3 minute time limit. Comment is for any item on the agenda unless it is set for public hearing.

Resident Jean Bratcher requested that the Board consider changes to the Community Center plans so that it could accommodate Friendly Forks lunch for seniors.

Resident Don Smith gave the cost to install a 3-compartment sink at \$1,500.00 and suggested that pickle ball lines should be added to the gym floor.

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 January 29, 2024
- b. 4th Quarter 2023 Investment Activity Report
- c. January 2024 Aging Report
- d. Check Register February 12, 2024
- e. **Resolution No. 13-R-2024** – A Resolution of the Town of Mead, Colorado, Authorizing the Mayor to Sign the Annual Highway User Tax Fund Mileage Certification Report
- f. **Resolution No. 14-R-2024** – A Resolution of the Town of Mead, Colorado, Approving Acquisition (Lease) of Two (2) Fleet Vehicles for 2024, Utilizing the Master Equity Lease Agreement with Enterprise Fleet Management (EFM) Dated January 14, 2021
- g. **Resolution No. 15-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Amended and Restated Agreement for Legal Services with the Law Firm of Michow Guckenberger McAskin LLP to Provide Legal Services to the Town of Mead
- h. **Resolution No. 16-R-2024** – A Resolution of the Town of Mead, Colorado, Approving the Fifth Amendment to the Agreement for Professional Services By and Between the Town of Mead and Professional Management Systems, S Corp, a Colorado Corporation (dba Professional Management Solutions), for Financial Services
- i. **Resolution No. 17-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services Between the Town and Ramey Environmental Compliance, Inc. for Wastewater Treatment Facilities Services (Contract Wastewater Operations Services)
- j. **Resolution No. 18-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Dewberry Engineers Inc. for Project and Construction Management Services for State or Federally Funded Projects – 3rd Street and Welker Avenue Intersection Project and Additional Services (TBD)

Motion was made by Trustee Adams, seconded by Mayor Pro Tem Cartwright, 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. Legislative Update

Town Attorney Marcus McAskin presented information regarding the legislative session, which is one month into its 120-day session. Many bills are still being presented and amended. The governor continues to pursue goals of strategic growth, accessory dwelling units and transportation-oriented communities.

12. Elected Official Reports

- a. Town Trustees

The Board discussed pickle ball being added to the gym in the Community Center plans.

- b. Mayor Whitlow

Mayor Whitlow is scheduled to attend the CML Legislative Update and Policy Committee this week.

13. 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 5:59 p.m. on Monday, February 12, 2024.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk