



---

## MINUTES

**I. 5:30 p.m. to 6:00 p.m.**  
**Work Session: Boardroom Security**

**II. 6:00 p.m. to 10:00 p.m. REGULAR MEETING**

*In accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, remote participation was enabled for the meeting.*

**1. Call to Order – Roll Call**

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:01 p.m.

**Present**

Mayor Colleen Whitlow  
Mayor Pro Tem Chris Cartwright  
Trustee David Adams  
Trustee Debra Brodhead  
Trustee Trisha Harris  
Trustee Chris Parr  
Trustee Herman Schranz

**Absent**

None

Also present: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; Director of Administrative Services 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.

Attending via remote access: None.

**2. Moment of Silence**

Mayor Whitlow requested the observance of a moment of silence for Tim Moorman who volunteered on several Mead committees.

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

The assembly pledged allegiance to the flag.

**4. Review and Approve Agenda**

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

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

a. Manager Report

Town Manager Helen Migchelbrink discussed the \$1.5 million grant award received from DOLA for the Community Center construction; 12/5 CDOT ribbon cutting for I-25 segments 6, 7 and 8; CDOT representative will be at Board meeting on 12/11; new Built for Mead videos released; Comcast anticipates to be ready to provide services by last quarter 2024. The Board discussed a phasing plan for

the Community Center construction.

## 6. Informational Items

- a. Police Department Update: Co-responder Leslie Coblentz

Chief Newbanks introduced Co-responder Leslie Coblentz. Ms. Coblentz responds to mental health calls for North Range Behavioral Health, by a joint agreement with Mead, Firestone, Frederick and Dacono.

- b. Little Thompson Water District

Little Thompson Water District representatives Amanda Hoff, Garrett Dickson, and Holly Sues discussed the District water usage and conservation. They further discussed rate setting and tiers and other options for conservation including smaller tap sizes and non-potable systems.

- c. Pavement Management

Pavement Management Program Manager Manny Windhorst discussed the pavement management program which is supported by a 1% sales and use tax. He further reviewed pavement management best practices and the 2023 roadway projects. He is updating the 5-year projects plan. The Board discussed right-of-way permits and warranties for street cuts.

## 7. Proclamations

- a. A Woman's Place 45th Anniversary of Domestic Violence Advocacy November 2023

A Woman's Place Executive Director Diane Heldt discussed their mission of assisting victims of domestic violence.

*Motion was made by Trustee Marris, seconded by Mayor Pro Tem Cartwright, to approve the signing of a proclamation for A Woman's Place 45<sup>th</sup> Anniversary of Domestic Violence Advocacy November 2023. Motion carried 7-0, 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.

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 October 30, 2023  
b. October 2023 Aging Report  
c. Check Register November 13, 2023  
d. 3<sup>rd</sup> Quarter 2023 Investment Portfolio  
e. **Resolution No. 69-R-2023** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Public Improvements Associated with the Elevation 25 Filing No. 1 Final Plat (Phase 1 Only)

*Motion was made by Trustee Parr, seconded by Trustee Schranz, to approve the consent agenda. Motion carried 7-0, 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 wished everyone a Happy Thanksgiving.

**12. Adjournment**

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

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:32 p.m. on Monday, November 13, 2023.

---

Colleen G. Whitlow, Mayor

ATTEST:

---

Mary E. Strutt, MMC, Town Clerk