



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, October 28, 2024

AGENDA

I. 5:15 p.m.
WORK SESSION: Westridge Property

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 on March 13, 2023 by Resolution No. 21-R-2023, remote participation was enabled for the meeting.

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:02 p.m.

1. Call to Order – Roll Call

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; Town Engineer / Public Works Director Erika Rasmussen; Chief of Police Brent Newbanks; Administrative Services Director Mary Strutt; Community Development Director Jason Bradford; and 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 for those fighting cancer.

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 Adams, 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 building permits year to date; Coffee with the Mayor moving to larger PW facility; Mountain Fire offering car seat checks.

6. Informational Items

- a. Built for Mead

Public Information Officer / Community Engagement Director Lorelei Nelson discussed business outreach strategy including Built for Mead website with success stories and advertising.

- b. Recognition Trustee Deb Brodhead

Trustee Harris read the Proclamation in Recognition of Trustee Deb Brodhead.

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Adams, to authorize Mayor Whitlow to sign the Proclamation in Recognition of Trustee Deb Brodhead. Motion carried 7-0, on a roll call vote.

A video was shown honoring Trustee Brodhead's dedication and service to the Town of Mead.

7. Proclamations

- a. Native American Heritage Month November 2024

Motion was made by Trustee Parr, seconded by Trustee Adams, to authorize Mayor Whitlow to sign the Proclamation for Native American Heritage Month November 2024. Motion carried 7-0, on a roll call vote.

- b. Law Enforcement Records Personnel Week November 4-8, 2024

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Parr, to authorize Mayor Whitlow to sign the Proclamation for Law Enforcement Records Personnel Week November 4-8, 2024. Motion carried 7-0, 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.

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 14, 2024
- b. September 2024 Financials
- c. Check Register October 28, 2024
- d. **Resolution No. 82-R-2024** - A Resolution of the Town of Mead, Colorado, Approving That Certain State of Colorado Grant Agreement with the State of Colorado (Acting by and Through the Colorado Department of Transportation) for the Mead Trails and Open Space Master Plan Update (Project No. AQC M870-010)
- e. **Resolution No. 83-R-2024** – A Resolution of the Town of Mead, Colorado, Approving That Certain Amendment #1 to the Intergovernmental Agreement with the State of Colorado (Acting by and Through the Colorado Department Of Transportation) for the Mead Trail Extension (Safe Routes To School), Project Number SAR M870-007 (24459)
- f. **Resolution No. 84-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement by and between the Town of Mead, Colorado, and Sanborn Reservoir and Ditch Company for the Grant of a Revocable License for a Concrete Pedestrian Trail and Ditch Crossing

Motion was made by Trustee Schranz, seconded by Trustee Parr, 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 discussed possible future use of building at 537 Main St for records storage and the recent Police Citizens' Academy.

b. Mayor Whitlow

Mayor Whitlow discussed the recent State of County event; this week's Town & County Dinner hosted by Weld County; Coffee with the Mayor Saturday November 2; Business Outreach Class November 4; Election Day November 5; and ribbon cutting for Renee's Garden November 5.

Mayor Whitlow requested a Recess at 6:36 p.m.

RECESS

Mayor Whitlow reconvened the Regular meeting of the Board of Trustees at 6:47 p.m.

12. Executive Session: Pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters for which the employee has consented: Town Manager Review

Motion was made by Trustee Parr, seconded by Trustee Schranz, to enter into Executive Session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters for which the employee has consented: Town Manager Review. Motion carried 7-0, on a roll call vote.

Mayor Whitlow convened the Executive Session at 6:50 p.m.

The Board returned to the Regular Meeting from Executive Session at 8:35 p.m. Those present for the Executive Session were Mayor Whitlow, Trustees Adams, Brodhead, Cartwright, Harris, Parr and Schranz, Town Attorney Marcus McAskin, Town Manager Helen Migchelbrink, and Deanna Heyn, CPS HR Consulting.

RECONVENE REGULAR MEETING

13. Executive Session Action Items

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Harris, to delegate authority to Mayor Whitlow and the Town Attorney to prepare the second amendment to the Amended and Restated Town Manager Employment Agreement dated November 14, 2022 to provide the Town Manager with a 2% salary increase for market adjustment and 2% merit increase effective January 1, 2025 and to amend section 4.D. of the agreement to provide for accrual of PTO at the rate in the Employee Handbook based on years of service. Mayor Pro Tem Cartwright further moved to delegate authority to the Mayor to execute the agreement when in final form. Motion carried 6-1, on a roll call vote; Mayor Whitlow and Trustees Brodhead, Cartwright, Harris, Parr and Schranz voted yes; Trustee Adams voted no.

14. 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 Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 8:38 p.m. on Monday, October 28, 2024.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk