



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, October 09, 2023

MINUTES

- I. 5:30 p.m.
MURA Special Meeting
- II. 5:45 p.m.
Elevation 25 GID Special Meeting
- III. 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 6:00 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; Administrative Services Director Mary Strutt; Police Chief Brent Newbanks; Community Development Director Jason Bradford; Town Engineer / Public Works Director Erika Rasmussen.

Attending via remote access: Public Information Officer / Community Engagement Director Lorelei Nelson and members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for firefighters injured or killed in the line of duty.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Trustee Schranz requested the removal of item 9.d. from the Consent Agenda for further discussion.

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

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed Weld County Town/County Dinner; dirt near I-25 and CR 38 being moved in by CDOT; upcoming Community Meeting for new fire station and library; Clean Up Days this weekend. The Board discussed chicken permits related to size of lot.

6. Informational Items

- a. 2022 Audited Financial Statements

Administrative Services Director Mary Strutt presented the 2022 Audited Financial Statements.

- b. 2024 Proposed Budget Presentation

Administrative Services Director Mary Strutt presented an overview of the 2024 proposed budget. Lorraine Trotter, Professional Management Solutions reviewed the proposed budget and funds in detail with the Board of Trustees.

7. Proclamations

- a. Fire Prevention Week October 8-14, 2023

Motion was made by Trustee Parr, seconded by Mayor Pro Tem Cartwright, to approve the signing of a proclamation for Fire Prevention Week October 8-14 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 September 25, 2023
- b. September 2023 Aging Report
- c. Check Register October 9, 2023
- d. **Resolution No. 66-R-2023** – A Resolution of the Town of Mead, Colorado, Approving Updated Compensation Structure Guidelines for Employees
- e. **Resolution No. 67-R-2023** – A Resolution of the Town of Mead, Colorado, Approving a Cooperation Agreement among the Town, the Mead Urban Renewal Authority and the Grand Meadow Metropolitan District
- f. 2024 Health Insurance Renewal – CEBT

Motion was made by Trustee Adams, seconded by Trustee Parr, to approve the consent agenda Items 9. a., b., c., e., and f. Motion carried 7-0, on a roll call vote.

9. d. Resolution No. 66-R-2023

The Board discussed the implementation of the compensation structure. Specifically discussing the recommended 2% increase in the structure and how that would be implemented for lower performing employees.

Motion was made by Trustee Parr, seconded by Trustee Adams, to adopt Consent Agenda Item 9.d. Resolution No. 66-R-2023 – A Resolution of the Town of Mead, Colorado, Approving Updated Compensation Structure Guidelines for Employees. Motion carried 6-1, on a roll call vote. Mayor Whitlow and Trustees Adams, Brodhead, Cartwright, Harris and Parr voted yes; Trustee Schranz voted no.

10. Public Hearing

- a. **Public Hearing: Parking Regulations** (Continued from May 30, 2023)

Mayor Whitlow opened the continued public hearing on parking regulations at 7:32 p.m.

Community Development Director Jason Bradford presented proposed parking regulations for multifamily residential developments including examples based on the proposed regulations and a comparison to other nearby municipalities.

There was no public comment at this time.

The board discussed the number of units per household and the number of persons expected per household.

- i. **Ordinance No. 1037** – An Ordinance of the Town of Mead, Colorado, Amending Section 16-2-90 of the Mead Municipal Code Regarding Residential Parking Requirements

Motion was made by Trustee Adams, seconded by Trustee Parr, to adopt Ordinance No. 1037 – An Ordinance of the Town of Mead, Colorado, Amending Section 16-2-90 of the Mead Municipal Code Regarding Residential Parking Requirements. Motion carried 5-2, on a roll call vote. Mayor Whitlow and Trustees Adams, Cartwright, Harris and Parr voted yes; Trustees Brodhead and Schranz voted no.

11. 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.

12. Elected Official Reports

- a. Town Trustees

The Trustees discussed First Responder Day October 28th and support of local schools for upcoming plays, concerts, musical and theater.

- b. Mayor Whitlow

Mayor Whitlow thanked the Board and staff for their participation.

13. 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 8:15 p.m. on Monday, October 9, 2023.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk