



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, January 29, 2024

MINUTES

- I. **5:30 p.m. to 6:00 p.m.**
WORK SESSION: Built for Mead and Economic Development
- II. **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 (via remote access)
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: Trustee David Adams and members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for military members who died in the line of duty these last two weeks.

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 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 oil and gas work which has been occurring at 3rd and Welker intersection. She also discussed the annual Community Report which is in the Board packet and will be mailed to residents along with a survey regarding support of the police department.

6. Informational Items

a. Colorado Department of Transportation Update

Abra Geissler, CDOT Program Director Segment 5 and 6, presented about the construction being completed on I-25 up to Fort Collins. Mead is in Segment 5 which will see groundbreaking in Spring 2024 and construction Summer 2024 through Spring 2028.

b. Community Engagement Update

Public Information Officer / Community Engagement Director Lorelei Nelson presented about youth sports, cornhole, youth camps, Older Active Adults programming, town events, partner events and Community Engagement 2024 Plan.

7. Proclamations

- a. Winter Bike to Work Day February 9, 2024

Motion was made by Trustee Parr, seconded by Trustee Harris, to approve the signing of the Proclamation for Winter Bike to Work Day February 9, 2024. 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 January 8, 2024
- b. Preliminary December 2023 Financials
- c. Check Register January 29, 2024
- d. **Resolution No. 09-R-2024** – A Resolution of the Town of Mead, Colorado, Adopting Updated General Guidelines for Public Comment at Open Meetings and General Guidelines for Conduct of Public Hearings
- e. **Resolution No. 10-R-2024** - A Resolution of the Town of Mead, Colorado, Approving a Memorandum of Understanding Between the Town of Mead and U.S. Immigration and Customs Enforcement Homeland Security Investigations Authorizing the Designation of Mead Police Department Employees as Customs Officers
- f. **Resolution No. 11-R-2024** – A Resolution of the Town of Mead, Colorado, Approving Extensions of Engineering-Related Professional Service Agreements (JVA, Inc., Felsburg Holt & Ullevig, Inc., Fox Tuttle Transportation Group, Michael Baker International, Inc., Otak, Inc., Est, Inc., Ayres Associates, Inc., and InVision GIS, LLC)
- g. **Resolution No. 12-R-2024** - A Resolution of the Town of Mead, Colorado, Approving Extensions of Certain Public Works-Related Service Agreements (Kleen Tech Services, LLC, Vector Disease Control International, LLC, and Denali Water Solutions, LLC) for Calendar Year 2024

Motion was made by Trustee Harris, seconded by Trustee Brodhead, 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. Legislative Update

Town Attorney Marcus McAskin presented information regarding the legislative session which began on January 10, 2024. Governor office priorities are strategic growth, Accessory Dwelling Units, and transportation-oriented communities. He also discussed bills regarding Tabor legislation and Colorado Open Records Act.

12. Elected Official Reports

- a. Town Trustees

The Trustees had no further comments at this time.

- b. Mayor Whitlow

Mayor Whitlow mentioned Coffee with the Mayor scheduled for Saturday February 3, 2024.

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 7:07 p.m. on Monday, January 29, 2024.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk