



Agenda Item Summary

MEETING DATE: November 25, 2024
SUBJECT: Appointment of Town Officers
PRESENTED BY: Mary Strutt, Administrative Services Director

SUMMARY

Section 2-3-10 of the *Mead Municipal Code* (“MMC”) provides as follows:

Sec. 2-3-10. Appointed officers.

- (a) The following officers of the Town shall be appointed by a majority vote of all the members of the Board of Trustees:
 - (1) Town Manager.
 - (2) Town Clerk.
 - (3) Town Treasurer.
 - (4) Town Attorney.
 - (5) Municipal Court Judge.
- (b) No appointment of any officer shall continue beyond thirty (30) days after compliance with Section 31-4-401, C.R.S., except that the appointment of the Town Manager shall be for an indefinite term as provided by contract.

Pursuant to Section 1.A. of the Amended and Restated Town Manager Employment Agreement dated November 14, 2022, as amended by that certain First Amendment effective January 1, 2024 and that certain Second Amendment effective January 1, 2025 (together, the “Town Manager Agreement”), and as specifically provided for in MMC Section 2-3-10(b), the Town Manager has been appointed to serve as the Town Manager for the Town of Mead for an indefinite period.

Mead’s Regular Municipal Election was held on November 5, 2024, with the three elected Trustees scheduled to be sworn in at the November 25, 2024 regular meeting. Staff has prepared resolutions reappointing the following current officers of the Town: Town Clerk, Town Treasurer, Town Attorney and Municipal Court Judge, as required by MMC Section 2-3-10.

Town Clerk / Town Treasurer:

According to MMC 2-3-50(a), the Board of Trustees shall appoint a qualified person as Town Clerk to serve a term not to exceed two years. At the discretion of the Board, the Town Clerk may be appointed to successive terms. The Town Clerk attends all meetings of the Board of Trustees and is records custodian, elections official and responsible for licensing. Mary Strutt was appointed as Town Clerk June 13, 2017 and has served consecutive terms since that date. Ms. Strutt has also served as the Town Treasurer since November 25, 2019. According to MMC 2-3-60(a), the Board of Trustees shall appoint

a qualified person as Town Treasurer to serve a term not to exceed two years. At the discretion of the Board, the Town Treasurer may be appointed to successive terms. The Town Treasurer receives, maintains and accounts for all monies belonging to the Town.

Town Attorney:

According to MMC 2-3-70(a), the Board of Trustees shall appoint a qualified person as Town Attorney to serve a term not to exceed two years. At the discretion of the Board, the Town Attorney may be appointed to successive terms. The Town Attorney acts as legal advisor to, and is attorney and counsel for, the Board of Trustees. Marcus McAskin was appointed Town Attorney on April 30, 2018 and has served consecutive terms since that date. Mr. McAskin practices at the law firm of Michow Guckenberger McAskin LLP.

Municipal Court Judge:

According to MMC 2-5-20, the Board of Trustees shall appoint a Municipal Judge to preside over the Municipal Court to serve a term not to exceed two years. At the discretion of the Board, the Municipal Judge may be appointed to successive terms. David Thrower was appointed Municipal Court Judge April 30, 2018 and has served consecutive terms since that date.

Town Manager:

As set forth above, and pursuant to MMC Section 2-3-10(b) and the Town Manager Agreement, Helen Migchelbrink has been previously appointed as the Town Manager for an indefinite period. Therefore, no resolution to reappoint the Town Manager is necessary.

FINANCIAL CONSIDERATIONS

The Town Clerk / Town Treasurer is currently filled as a staff position with pay determined by the Town of Mead Compensation Schedule. The Town Attorney works under a letter of engagement and the Municipal Judge under an agreement for services. All positions were included in the draft 2025 budget presented to the Board of Trustees on October 14, 2024.

STAFF RECOMMENDATION/ACTION REQUIRED

In order to appoint the Town Clerk / Town Treasurer, Town Attorney and Municipal Court Judge, the Board must consider and adopt the attached Resolutions by making a separate motion of approval for each resolution:

Resolution No. 91-R-2024 – A Resolution of the Town of Mead, Colorado, Appointing a Town Clerk and Town Treasurer

Resolution No. 92-R-2024 – A Resolution of the Town of Mead, Colorado, Appointing a Town Attorney

Resolution No. 93-R-2024 – A Resolution of the Town of Mead, Colorado, Appointing a Municipal Court Judge and Authorizing the Mayor to Execute that Certain Amended and Restated Agreement for Municipal Judge Services

Recommended motions are set forth on the top of the next page below.

Recommended motions:

“I move to approve **Resolution No. 91-R-2024** – A Resolution of the Town of Mead, Colorado, Appointing (Mary Strutt) as the Town Clerk and Town Treasurer.”

“I move to approve **Resolution No. 92-R-2024** – A Resolution of the Town of Mead, Colorado, Appointing (Marcus McAskin of the law firm of Michow Guckenberger McAskin LLP) as the Town Attorney.”

“I move to approve **Resolution No. 93-R-2024** – A Resolution of the Town of Mead, Colorado, Appointing (David Thrower) as the Municipal Court Judge and Authorizing the Mayor to Execute that Certain Amended and Restated Agreement for Municipal Judge Services.”

ATTACHMENTS

Resolution No. 91-R-2024 (Appointing Town Clerk and Town Treasurer)

Resolution No. 92-R-2024 (Appointing Town Attorney)

Resolution No. 93-R-2024 (Appointing Municipal Court Judge)