



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, November 27, 2023

MINUTES

I. 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 Debra Brodhead
Trustee Chris Parr
Trustee Herman Schranz

Absent

Trustee David Adams
Trustee Trisha Harris

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: Members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for loved ones who are no longer with us this holiday season.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Schranz, to approve the agenda. Motion carried 5-0, on a roll call vote.

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed dates in January for a Board planning retreat and the I-25 construction and CDOT's storage of dirt at I-25 and WCR 38.

6. Informational Items

a. EV Charging Station

Public Information Officer / Community Engagement Director Lorelei Nelson discussed an EV Charging station location at Town Hall and cost options. Revenues will be monitored for the first year and options for costs and additional stations will be evaluated.

7. Proclamations

- a. Business Appreciation Month December 2023

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Schranz, to approve the signing of a proclamation for Business Appreciation Month December 2023. Motion carried 5-0, 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.

Resident Brad Hagan discussed investment property that he has interest in at 333-339 Main Street. He has received a summons from the Town and is trying to work through issues with the old building and work completed without a permit.

Resident Don Smith discussed inspections for 339 Main Street.

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 November 13, 2023
- b. October 2023 Financials
- c. Check Register November 27, 2023
- d. **Resolution No. 70-R-2023** – A Resolution of the Town of Mead, Colorado, Amending the Employee Handbook
- e. **Ordinance No. 1047** – An Ordinance of the Town of Mead, Colorado, Adopting a New Article VII of Chapter 6 of the *Mead Municipal Code* Establishing the Town’s Process for Accepting Remitted Carryout Bag Fees Under C.R.S. § 25-17-505
- f. **Ordinance No. 1048** – An Ordinance of the Town of Mead, Colorado, Amending Section 7-6-45 of the *Mead Municipal Code* Regarding Backyard Chicken Hens
- g. **Resolution No. 71-R-2023** – A Resolution of the Town of Mead, Colorado, Authorizing an Application for an Energy and Mineral Impact Assistance Program, Tier I Grant, to Support the Land Use Code Major Update (2024)
- h. **Resolution No. 72-R-2023** – A Resolution of the Town of Mead, Colorado, Delegating Authority to the Town Manager to Execute or Accept License Agreements from Property Owners in the Vicinity of I-25 and CR 38 to Facilitate Survey and Other Investigatory Work by the Town
- i. **Resolution No. 73-R-2023** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement to Establish the Southwest Weld County Subregion Forum for Collaborative Transportation Planning
- j. **Resolution No. 74-R-2023** – A Resolution of the Town of Mead, Colorado, Approving Public Road Crossing License Agreements with Great Western Railway of Colorado, L.L.C. for the 3rd Street and Welker Avenue Project

Motion was made by Trustee Schranz, seconded by Trustee Parr, to approve the consent agenda. Motion carried 5-0, on a roll call vote.

10. Public Hearing: Municipal Code Amendment

Mayor Whitlow opened the Public Hearing for Municipal Code amendments at 6:32 p.m.

Town Planner Collin Mieras presented the staff report supporting the Code amendments.

There was no public comment at this time.

The Board discussed the need for the draft amendments.

- a. **Ordinance No. 1049** – An Ordinance of the Town of Mead, Colorado, Amending Sections 16-1-150, 16-3-80 – TABLE 3.3, 16-3-90(g), AND 16-11-40(9) of the *Mead Municipal Code*, Regarding Floor Area Ratio Standards for Development

Motion was made by Trustee Parr, seconded by Trustee Brodhead, to adopt Ordinance No. 1049 – An Ordinance of the Town of Mead, Colorado, Amending Sections 16-1-150, 16-3-80 – TABLE 3.3, 16-3-90(g), AND 16-11-40(9) of the Mead Municipal Code, Regarding Floor Area Ratio Standards for Development. Motion carried 4-1, on a roll call vote. Mayor Whitlow and Trustees Brodhead, Cartwright and Parr voted yes; Trustee Schranz voted no.

Mayor Whitlow closed the public hearing at 6:42 p.m.

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 had no further comment at this time.

- b. Mayor Whitlow

Mayor Whitlow discussed Coffee with the Mayor and Christmas in the Park both scheduled for December 2nd.

13. **Executive Session - Pursuant to C.R.S. 24-6-402(4)(f)** to discuss personnel matters for which the employee has consented: Town Manager Annual Review; **pursuant to C.R.S. 24-6-402(4)(e)** to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and to instruct negotiators related to acquisition of certain property interests required for the 3rd Street and Welker Avenue Intersection Improvements Project consistent with Town Resolution No. 34-R-2023 dated May 8, 2023; and **pursuant to C.R.S. 24-6-402(4)(b)** for legal advice on specific legal questions regarding potential updates/amendments to the Town's general guidelines for public comment at open meetings

Motion was made by Trustee Schranz, seconded by Trustee Parr, 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 Annual Review; pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and to instruct negotiators related to acquisition of certain property interests required for the 3rd Street and Welker Avenue Intersection Improvements Project consistent with Town Resolution No. 34-R-2023 dated May 8, 2023; and pursuant to C.R.S. 24-6-402(4)(b) for legal advice on specific legal questions regarding potential updates/amendments to the Town's general guidelines for public comment at open meetings. Motion carried 5-0, on a roll call vote.

Mayor Whitlow convened the Executive Session at 6:48 p.m.

The Board returned to the Regular Meeting from Executive Session at 8:16 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Cartwright, Trustees Brodhead, Parr and Schranz, Town Attorney Marcus McAskin, Town Manager Helen Migchelbrink, Director of Administrative Services Mary Strutt, Town Engineer / Public Works Director Erika Rasmussen, Community Development Director Jason Bradford and Elaine Alberding, Precision Employment Consulting. Strutt, Rasmussen and Bradford left the meeting at approximately 7:33 p.m.

RECONVENE REGULAR MEETING

14. Executive Session Action Items

Motion was made by Trustee Parr, seconded by Mayor Pro Tem Cartwright, to delegate authority to Mayor Whitlow and the Town Attorney to finalize the first amendment to the amended and restated Town Manager Employment Agreement dated November 14, 2022 to provide the Town Manager with: 2% market adjustment and 3% merit increase, with the total 5% increase in compensation to be effective January 1, 2024, and

Trustee Parr further moved to delegate authority to Mayor Whitlow to execute the first amendment to Town Manager Employment Agreement following the review/approval as to form by the Town Attorney. Motion carried 5-0, on a roll call vote.

15. Adjournment

Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Cartwright, to adjourn the meeting. Motion carried 5-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 8:19 p.m. on Monday, November 27, 2023.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk