



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, October 30, 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 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; Administrative Services Director 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 those living under the threat of war.

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 Parr, 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 recent grant awards, Adams Ave turn lane striping and intersection improvements for Hwy 66 & WCR 7.

6. Informational Items

a. Employee Handbook

Elaine Alberding, Precision Employment Consulting, discussed proposed changes to the handbook. The Board discussed bereavement leave.

b. Weld County Planning Referral

Planner Kyle Estrada-Clarke discussed a planning referral from Weld County for a storage facility near I-25 and WCR 38. The Board discussed the proposed response.

Motion was made by Trustee Parr, seconded by Trustee Schranz, to authorize Mayor Whitlow to execute the letter to Weld County Planning in opposition of the zoning request for 17820 E I-25 Frontage Rd. Motion carried 7-0, on a roll call vote.

c. Clean Up Days

Public Information Officer / Community Engagement Director Lorelei Nelson discussed Clean Up Days. After reviewing costs, environmental concerns and resident requests for longer hours and more flexibility in drop off items, staff recommends a voucher program for the Front Range Landfill. The Board supports a program which would allow two vouchers per year for two-week periods.

7. Proclamations

a. Native American Heritage Month November 2023

Motion was made by Trustee Parr, seconded by Trustee Harris, to approve the signing of a proclamation for Native American Heritage Month November 2023. Motion carried 7-0, on a roll call vote.

b. Law Enforcement Records Personnel Week November 6-10, 2023

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Schranz, to approve the signing of a proclamation for Law Enforcement Records Personnel Week November 6-10, 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 October 09, 2023

b. September 2023 Financials

c. Check Register October 30, 2023

d. **Resolution No. 68-R-2023** – A Resolution of the Town of Mead, Colorado, Granting Final Acceptance of the Phase 1 through Phase 5 Public Improvements Associated with the Sorrento Subdivision Final Plat

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. Elected Official Reports

a. Town Trustees

The Trustees discussed the October 13, 2023 CML Policy Committee Meeting. Topics discussed for the upcoming legislative session were housing, police bodycams, substance abuse, construction defect, sales and use tax, home rule, STR and lodging tax, and railroad safety.

b. Mayor Whitlow

Mayor Whitlow discussed upcoming meetings: DRCOG, CDOT North I-25 Coalition, Christmas in Park planning meeting, introduction to new transportation commissioner and Coffee with the Mayor.

12. Adjournment

Motion was made by Trustee Schranz, seconded by Trustee Brodhead, 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 7:20 p.m. on Monday, October 30, 2023.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk