



# BOARD OF TRUSTEES SPECIAL MEETING

441 3rd Street, Mead  
Monday, March 03, 2025

## MINUTES

### **I. 5:30 p.m. SPECIAL MEETING**

Mayor Colleen Whitlow called the Special Meeting of the Board of Trustees to order at 5:30 p.m.

#### **1. Call to Order – Roll Call Present**

Mayor Colleen Whitlow  
Mayor Pro Tem Trisha Harris  
Trustee Brooke Babcock  
Trustee Brad Hagen  
Trustee Herman Schranz

#### **Absent**

Trustee David Adams  
Trustee Jeremiah R. Crane

Also present: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; Deputy Town Clerk Marisol Herman

#### **2. Pledge of Allegiance to the Flag**

The assembly pledged allegiance to the flag.

#### **3. Review and Approve Agenda**

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

#### **4. Public Comment: 3 minute time limit. Comment is for any item on the agenda unless it is set for public hearing.**

There was no public comment at this time.

#### **5. Executive Session: Pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters for which the employee has consented: Town Manager Review Process (2025)**

*Motion was made by Trustee Schranz, seconded by Trustee Hagen, 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 Review Process (2025). Motion carried 5-0, on a roll call vote.*

Mayor Whitlow convened the Executive Session at 5:34pm.

The Board returned to the Special Meeting from Executive Session at 7:44 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Harris, Trustee Babcock, Trustee Hagen, Trustee Schranz, Town Manager Helen Migchelbrink and Town Attorney Marcus McAskin.

Mayor Whitlow asked the Trustees to state for the record any concerns regarding matters of discussion or improper actions in the executive session. No concerns were raised.

### **RECONVENE SPECIAL MEETING**

#### **6. Executive Session Action Items**

There were no further action items.

#### **7. Adjournment**

***Motion was made by Trustee Schranz, seconded by Trustee Hagen, to adjourn the meeting. Motion carried 5-0, on a roll call vote.***

The Special Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:45 p.m. on Monday, March 3, 2025.

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Colleen G. Whitlow, Mayor

ATTEST:

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Marisol Herman, Deputy Town Clerk