



## BOARD OF TRUSTEES

441 3rd Street, Mead  
Tuesday, November 01, 2022

### MINUTES

**I. 5:15 p.m.**  
**Work Session: GID Policy**

**II. 6:00 p.m. to 10:00 p.m.**  
**REGULAR MEETING**

**1. Call to Order – Roll Call**

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:05 p.m.

Due to the Town's Disaster Declaration of March 21, 2020 related to the COVID-19 virus, the meeting was held with virtual access provided through Zoom.

**Present**

Mayor Colleen Whitlow  
Mayor Pro Tem David Adams  
Trustee Brooke Babcock  
Trustee Debra Brodhead  
Trustee Chris Cartwright  
Trustee Trisha Harris  
Trustee Herman Schranz

**Absent**

None

Also present: Town Manager Helen Migchelbrink; Town Clerk / Treasurer Mary Strutt; Police Chief Brent Newbanks; Public Information Officer / Community Engagement Director Lorelei Nelson; Community Development Director Jason Bradford; Town Engineer/ Public Works Director Erika Rasmussen; Town Attorney Marcus McAskin.

Attending in person and via virtual access: members of the public.

**2. Moment of Silence**

Mayor Whitlow requested a moment of silence for those killed in the United Flight 629 tragedy on November 1, 1955.

**3. Pledge of Allegiance to the Flag**

The assembly pledged allegiance to the flag.

**4. Review and Approve Agenda**

Trustee Harris requested that item 9.e. Resolution No. 80-R-2022 be removed from the Consent Agenda.

*Motion was made by Trustee Harris, seconded by Trustee Babcock, to approve the agenda. Motion carried 7-0, on a roll call vote.*

**5. Staff Report: Town Manager Report**

**a. Managers Report**

Town Manager Helen Migchelbrink discussed Home Depot TCO and improvements to WCR 36; stoplights over I-25 will be operational 11/15. Town Engineer / Public Works Director Erika Rasmussen discussed change orders to the PW facility which total 10.9%. Change orders over 10% require BOT approval. The change orders were for owner changes, asphalt cost increases and items missed in bid documents. Project has gone smoothly, and contractor has been very responsive. The Board discussed Sugar Beet Solar open meeting 11/2 and congratulated the police department on COPS grant.

## 6. Informational Items

### a. Pavement Management Implementation

Town Engineer / Public Works Director Erika Rasmussen discussed the updated pavement assessment and the 5-year plan for pavement management projects. The projects will adjust based on funds available and need. New development has added lane miles to our inventory which are new and in excellent condition.

### b. Mead Area Chamber of Commerce

Jay Stype, President, Mead Area Chamber of Commerce, discussed the joint events with the town in 2022. MACC currently has 60 members and gives back to the community by providing directories, scholarships and business support. MACC requested funding in 2023 of \$10,000 or \$12,500 due to increased costs of the directories.

## 7. Proclamations

### a. National American Indian Heritage Month November 2022

*Motion was made by Trustee Schranz, seconded by Trustee Cartwright, to authorize the signing of the Proclamation for National American Indian Heritage Month November 2022. Motion carried 7-0, on a roll call vote.*

### b. United Flight 629 Remembrance November 1, 2022

*Motion was made by Trustee Cartwright, seconded by Mayor Pro Tem Adams, to authorize the signing of the Proclamation for United Flight 629 Remembrance Day November 1, 2022. Motion carried 7-0, on a roll call vote.*

Marian Poeppelmeyer and Rick Tittle both spoke in appreciation of the proclamation and the residents of Mead who responded to the tragedy in 1955.

### c. Law Enforcement Records Personnel Week November 7 - November 11, 2022

*Motion was made by Trustee Babcock, seconded by Trustee Harris, to authorize the signing of the Proclamation for Law Enforcement Records Personnel Week November 7 – November 11, 2022. Motion carried 7-0, on a roll call vote.*

Mayor Whitlow thanked Michelle Ross, Mead PD, for her work.

## 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 10, 2022

### b. September 2022 Financials

### c. Check Register October 31, 2022

### d. **Resolution No. 79-R-2022** – A Resolution of the Town of Mead, Colorado, Approving Updated Compensation Structure Guidelines for Employees

### e. **Resolution No. 80-R-2022** – A Resolution of the Town of Mead, Colorado, Approving a Change Order to the Construction Agreement with Krische Construction Concerning Construction of the Public Works Facility

### f. **Resolution No. 81-R-2022** – A Resolution of the Town of Mead, Colorado, Approving that Certain Intergovernmental Agreement with the State of Colorado (acting by and through the Colorado Department of Transportation) for WCR 34 Bridge Over Mead Lateral Project (Project No. BRO M870-008 (24891))

- g. **Ordinance No. 1015** – An Ordinance of the Town of Mead, Colorado, Approving with Conditions the Waterfront Filing No. 1 Final Plat
- h. **Ordinance No. 1016** – An Ordinance of the Town of Mead, Colorado, Amending Chapter 12 of the Mead Municipal Code, Regarding General Improvement Districts
- i. **Resolution No. 82-R-2022** – A Resolution of the Town of Mead, Colorado, Adopting the Town of Mead General Improvement Districts Policy

*Motion was made by Trustee Cartwright, seconded by Trustee Schranz, to approve the Consent Agenda with the exception of Item 9.e. Motion carried 7-0, on a roll call vote.*

#### **9. e. Resolution No. 80-R-2022**

*Motion was made by Trustee Harris, seconded by Trustee Babcock, to adopt Resolution No. 80-R-2022 – A Resolution of the Town of Mead, Colorado, Approving a Change Order to the Construction Agreement with Krische Construction Concerning Construction of the Public Works Facility. Motion carried 7-0, on a roll call vote.*

#### **10. Public Hearing**

- a. **Red Barn Metropolitan District - Amended Service Plan**
  - i. **Amended Service Plan**

*Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Adams, to open and continue the public hearing on the Amended and Restated Service Plan for Red Barn Metropolitan District to November 14, 2022 at 6:00 p.m. at Mead Town Hall. Motion carried 7-0, on a roll call vote.*

#### **11. New Business**

- a. **Resolution No. 83-R-2022** – A Resolution of the Town of Mead, Colorado, Opting Out of the Paid Family and Medical Leave Insurance Program

Elaine Alberding, Precision Employment Consulting, discussed opting out of the paid FAMLI program.

Town Clerk Mary Strutt read into the record an email received from an employee about the program. Ms. Alberding read her response to the email. She also discussed a phone call received from another employee about benefits not being available until 2024.

Mayor Whitlow requested any comment from staff. There were no comments from employees.

The Board discussed the FAMLI program.

*Motion was made by Trustee Harris, seconded by Trustee Babcock, to adopt Resolution No. 83-R-2022 – A Resolution of the Town of Mead, Colorado, Opting Out of the Paid Family and Medical Leave Insurance Program. Motion carried 7-0, on a roll call vote.*

#### **12. 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.

Trustee Herman Schranz requested to address the Board as a resident. He thanked the Board for their dedication, hard work and recognized the improvements to the community under the Board's leadership and direction.

#### **13. Elected Official Reports**

- a. **Town Trustees**

The Trustees had no further comment at this time.

- b. **Mayor Whitlow**

Mayor Whitlow thanked the Board and staff. She reminded everyone to vote on November 8<sup>th</sup> and attend Christmas in the Park on December 3<sup>rd</sup>.

#### **14. 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**

***Motion was made by Trustee Harris, seconded by Trustee Schranz, 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. Motion carried 7-0, on a roll call vote.***

Mayor Whitlow convened the Executive Session at 7:23 p.m.

The Board returned to the Regular Meeting from Executive Session at 8:54 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Adams, Trustees Babcock, Brodhead, Cartwright, Harris and Schranz, Town Attorney Marcus McAskin, Town Manager Helen Migchelbrink, and Elaine Alberding, Precision Employment Consulting.

## **RECONVENE REGULAR MEETING**

### **15. Executive Session Action Items**

***Motion was made by Trustee Harris, seconded by Trustee Schranz, to delegate authority to Mayor Whitlow to negotiate and the Town Attorney to draft an amendment to the Town Manager's Employment Agreement with an effective date of January 1, 2023 and for Mayor Whitlow to execute the agreement. Motion carried 7-0, on a roll call vote.***

### **16. Adjournment**

***Motion was made by Trustee Schranz, seconded by Trustee 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 8:56 p.m. on Tuesday, November 1, 2022.

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Colleen G. Whitlow, Mayor

ATTEST:

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Mary E. Strutt, MMC, Town Clerk