BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, February 24, 2025

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 on March 13, 2023 by Resolution No. 21-R-2023, remote participation was enabled for the meeting.

Mayor Colleen Whitlow called the Regular Meeting of the Board of Trustees to order at 6:00 p.m.

1. Call to Order – Roll Call

Present

Mayor Colleen Whitlow
Mayor Pro Tem Harris
Trustee David Adams
Trustee Brooke Babcock
Trustee Jeremiah R. Crane
Trustee Brad Hagen
Trustee Herman Schranz

Absent

None

Also present: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; Police Chief Brent Newbanks; Administrative Services Director Mary Strutt; Community Development Director Jason Bradford; Communications Director Lorelei Nelson and Town Engineer / Public Works Director Erika Rasmussen.

Attending via remote access: members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence in remembrance of women who have contributed to the history of the United States.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Trustee Babcock requested that Item 9.e. be removed from the Consent Agenda for further discussion and Trustee Hagen requested the removal of Item 9.i.

Motion was made by Trustee Adams, seconded by Trustee Crane, to approve the agenda as amended. Motion carried 7-0, on a roll call vote.

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink advised that eight employees were recognized with Length of Service Awards; 3/10 meeting will include a work session on employee benefits and engagement.

6. Informational Items

a. 2025 Wastewater Revenue, Rates, and PIF Study Review and Update

Town Engineer / Public Works Director Erika Rasmussen and Andrew Rheem, Raftelis, presented a review of the wastewater treatment revenues, expenses, capital improvements and rates. The Board discussed the current

capacity at 40-50% and the need to consider a plant expansion when usage reaches 80% capacity. The Board also discussed infiltration, downtown sewer lines and the cure in place pipe program. The 2% annual rate increase for the last three years does not keep up with the cost of inflation. In addition, the previous study was built on an assumption of more residential and commercial growth within the sewer boundaries. The rate increase for 2025 is recommended at 6%.

b. Pavement Management 5-year Maintenance Plan

Pavement Management Program Manager Manny Windhorst discussed the current pavement condition in Mead and pavement maintenance options. He reviewed the pavement management projects from 2017 through 2024 and the proposed 5-year plan. Welker from 3rd to I-25 is slated for reconstruction in 2025 due to the I-25 construction and 3rd and Welker Intersection project.

c. 2024-2025 Community Report

Communications Director Lorelei Nelson presented the 2024-2025 Community Report. She reviewed the completed projects in 2024 and the goals for 2025.

7. Proclamations

a. Women's History Month

Motion was made by Trustee Schranz, seconded by Trustee Babcock, to authorize Mayor Whitlow to sign the Proclamation for Women's History Month March 2025. Motion carried 7-0, on a roll call vote.

8. 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.

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 February 10, 2025

b. January 2025 Financial Statements

c. Check Register February 24, 2025

d. 4th Quarter 2024 Investment Activity Report

e. see below

f. **Resolution No. 15-R-2025** – A Resolution of the Town of Mead, Colorado, Awarding a Bid and Approving a Construction Agreement between the Town of Mead and T2 Construction, Inc. for the Founders Park – Gold Star Memorial Project (IFB No. 2024-013)

g. **Resolution No. 16-R-2025** – A Resolution of the Town of Mead, Colorado, Awarding a Bid and Approving a Construction Agreement between the Town of Mead and Powell Restoration, Inc. for the Liberty Ranch Park Restrooms Project (IFB No. 2024-010)

h. **Resolution No. 17-R-2025** - A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Between the Town of Mead and the City of Longmont, Town of Firestone, and Weld County for the Design and Construction of a Multipurpose Trail Between Union Reservoir, Mead High School, and St. Vrain State Park

i. see below

Motion was made by Trustee Babcock, seconded by Trustee Hagen, to approve the consent agenda as amended. Motion carried 7-0, on a roll call vote.

9.e. Resolution No. 14-R-2025 - A Resolution of the Town of Mead, Colorado, Adopting Annual Adjustments to the Town's Sewer Plant Investment Fees and Sewer User Fees for 2025

There was no further discussion on this item.

Motion was made by Trustee Babcock, seconded by Trustee Schranz, to approve Consent Agenda Item 9.e. and adopt Resolution No. 14-R-2025 – A Resolution of the Town of Mead, Colorado, A Resolution of the Town of Mead, Colorado, Adopting Annual Adjustments to the Town's Sewer Plant Investment Fees and Sewer User Fees for 2025. Motion carried 7-0, on a roll call vote.

9.i. Resolution No. 18-R-2025 – A Resolution of the Town of Mead, Colorado, Approving a Task Order for Wilson & Company, Inc., Engineers & Architects to Provide Topographic and Design Services for the 4th Street Alley Improvement Project

The Board discussed the cost and scope of the alley project. It was asserted that smaller firms may be able to do the job for a much lower cost. The Board discussed the RFQ which was released in 2022 for on-call engineering firms and that no smaller firms were listed as approved firms.

Motion was made by Trustee Schranz, seconded by Trustee Hagen, to direct staff to develop an RFQ for engineering of Town projects.

The Board and staff discussed the RFP process, the 2022 RFQ and potential direction.

Trustee Shranz withdrew his motion.

Motion was made by Trustee Hagen to direct staff to develop an RFQ for engineering of Town projects, but no second was offered.

Motion was made by Trustee Schranz, seconded by Mayor Whitlow, to approve Consent Agenda Item 9.i. and adopt Resolution No. 18-R-2025 – A Resolution of the Town of Mead, Colorado, approving a Task Order for Wilson & Company, Inc., Engineers & Architects to Provide Topographic and Design Services for the 4th Street Alley Improvement Project. Motion failed 2-5, on a roll call vote. Trustee Schranz and Mayor Whitlow voted yes; Trustees Adams, Babcock, Crane, Hagen and Harris voted no.

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.*

Resident Don Smith discussed the cost of the 4th Street alley paving and paving of all downtown alleys. Mr. Smith's property is served by the 4th Street alley. He expressed that it should not be paved.

11. Legislative Update / Attorney Report

Town Attorney Marcus McAskin provided an update on the current Colorado legislative session. He provided information on bills related to electric fences, voting rights, housing on faith and education properties, wireless permits and Colorado Open Records Act.

Following the conclusion of the legislative update, Mr. McAskin reminded the Board that an executive session had been properly convened at the February 10th regular meeting for a conference with the Town Attorney for specific legal questions regarding allegations made during public comment at the January 13, 2025 regular meeting, and that following the conclusion of the February 10th executive session, and upon returning to the open meeting, the Board moved to:

(1) instruct the Town Attorney to prepare a written or oral statement confirming that there is insufficient competent evidence to merit moving forward with any further investigation of the allegations, and

(2) present the written or oral statement at the February 24, 2025 regular meeting, for the benefit of the record,

which motion was approved by a vote of 7-0.

Mr. McAskin proceeded to state that the allegations that were made during public comment at the January 13th have been reviewed and discussed with the Board and that in his opinion none of the allegations merit the expenditure of public funds to open a formal investigation based on a lack of competent evidence. Mr. McAskin further stated that his conclusion and recommendation to not open any form of formal investigation is further supported by the fact that the Board does not have jurisdiction over the allegations lodged at the January 13th meeting. The allegations include vague and unsubstantiated allegations tied to specific provisions of the Colorado Criminal Code, specifically Sections 18-8-404 and 18-8-306 of the Colorado Revised Statutes, and that enforcement of these statutory provisions lies with the District Attorney (for and in Weld County), and not with the Board of Trustees or the Town Attorney.

Mr. McAskin concluded his attorney report by sharing some general guidance with the Board regarding the Mead Police Department's best practices if MPD officers receive a request for assistance from Immigration and Customs Enforcement (ICE). Chief Newbanks briefly responded to questions from the Board.

12. Elected Official Reports

a. Town Trustees

The Trustees had no further comments at this time.

b. Mayor Whitlow

i. National League of Cities Membership

The Board discussed the advantages of a membership with NLC and directed staff to register for membership if funds are available in the 2025 Budget.

Mayor Whitlow discussed recent meetings with the CML Policy Committee, Small Community Hot Topics and CML Legislative Workshop. Coffee with the Mayor is scheduled for Saturday March 1st. Mayor will attend a SVVSD meeting on Friday with school principals.

13. Executive Session pursuant to C.R.S. 24-6-402 (4)(b) and 24-6-402(4)(e) for conference with the Town Attorney regarding specific legal questions regarding the 2015 boundary intergovernmental agreement (IGA) with the Town of Firestone and to develop strategy for negotiations and instruct negotiators regarding renewal or extension of the IGA.

Motion was made by Trustee Schranz, seconded by Trustee Adams, to enter into executive session pursuant to C.R.S. 24-6-402 (4)(b) and 24-6-402(4)(e) for conference with the Town Attorney regarding specific legal questions regarding the 2015 boundary intergovernmental agreement (IGA) with the Town of Firestone and to develop strategy for negotiations and instruct negotiators regarding renewal or extension of the IGA. Motion carried 7-0, on a roll call vote.

Mayor Whitlow convened the Executive Session at 8:52 p.m.

RECONVENE REGULAR MEETING

The Board returned to the Regular Meeting from Executive Session at 9:39 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Harris, Trustees Adams, Babcock, Crane, Hagen and Schranz, Town Attorney Marcus McAskin, Town Manager Helen Migchelbrink, and Community Development Director Jason Bradford.

14. Executive Session Action Items

There were no further action items.

Mayor Whitlow advised the Board that she would be holding Office Hours on Mondays from 10:00 a.m. to 12:00 p.m. starting March 3rd.

15. Adjournment

Motion was made by Trustee Schranz, seconded by Trustee Crane, 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 9:40 p.m. on Monday, February 24, 2025.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD SEAL WELD COUNTY, COLORADO