



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, July 29, 2024

MINUTES

I. 6:00 p.m. to 10:00 p.m. REGULAR 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 Chris Cartwright
Trustee Debra Brodhead
Trustee Trisha Harris
Trustee Chris Parr
Trustee Herman Schranz

Absent

Trustee David Adams

Also present: Administrative Services Director Mary Strutt; Community Development Director Jason Bradford; Town Engineer / Public Works Director Erika Rasmussen; Public Information Officer / Community Engagement Director Lorelei Nelson; Police Sergeant Scott Holmen.
Attending via remote access: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; and members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for the victims of recent wildfires.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Motion was made by Trustee Harris, seconded by Trustee Schranz, to approve the agenda. Motion carried 6-0, on a roll call vote

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed hiring a Deputy Town Engineer and Business & Marketing Specialist; advertising for police officer; Gopher RV requested a TCO to provide a site for RV's from the wildfire.

6. Informational Items

a. High Plains Blvd Construction (WCR 9.5)

Town Manager Helen Migchelbrink discussed the agreement for construction of High Plains Blvd between CR 32 and CR 36. The Board discussed Mead's contribution.

b. Draft Ballot Question Marijuana

Town Attorney Marcus McAskin reviewed draft ballot language. The Board discussed the details in the question.

7. Proclamations

- a. National Night Out August 6, 2024

Motion was made by Trustee Parr, seconded by Mayor Pro Tem Cartwright, to authorize Mayor Whitlow to sign the Proclamation for National Night Out August 6, 2024. Motion carried 6-0, 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 July 8, 2024
- b. Approval of Minutes - Special Meeting July 16, 2024
- c. June 2024 Financials
- d. Check Register July 29, 2024
- e. **Ordinance No. 1057** – An Ordinance of the Town of Mead, Colorado, Calling for the 2024 Regular Election to Be Held as a Coordinated Election and Delegating Authority to the Town Clerk to Execute a Memorandum of Intergovernmental Agreement with Weld County Regarding the Coordinated Election to Be Held on Tuesday, November 5, 2024
- f. **Resolution No. 57-R-2024** – A Resolution Approving a Memorandum of Agreement Between the Town of Mead and the Town of Berthoud Regarding Collaboration to Provide Greater Youth League Opportunities for Both Entities
- g. **Resolution No. 58-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Final Acceptance of Certain Public Improvements Associated with the Ziggi's Coffee Site Plan
- h. **Resolution No. 59-R-2024** – A Resolution of the Town of Mead, Colorado, Granting Conditional Acceptance of the Public Improvements associated with the QuikTrip Site Plan (Mead Crossings Amendment No. 1, Lot 1, Block 1)
- i. **Resolution No. 60-R-2024** – A Resolution Approving the Intergovernmental Agreement with Weld County for Construction of High Plains Boulevard (a.k.a. – Weld County Road 9.5) between Weld County Road 32 and Weld County Road 36
- j. **Ordinance No. 1058**– An Ordinance of the Town of Mead, Colorado, Approving with Conditions the Mead Crossings Amendment 3 Replat

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Parr, to approve the consent agenda. Motion carried 6-0, on a roll call vote.

10. Public Hearing

- a. **Public Hearing: AMK Annexation and Establishment of Initial Zoning Continued from June 10, 2024**

Mayor Whitlow reopened the combined public hearing for the AMK Annexation and Establishment of Initial Zoning which was continued from June 10, 2024 at 6:27 p.m.

Town Planner Collin Mieras presented the staff report for the AMK Annexation and Zoning.

There was no public comment.

The Board of Trustees had no further comments.

Mayor Whitlow closed the public hearing at 6:34 p.m.

- i. **Ordinance No. 1059** – An Ordinance of the Town of Mead, Colorado, Annexing Certain Territory Known as the AMK Annexation to the Town of Mead

Motion was made by Trustee Harris, seconded by Trustee Schranz, to adopt Ordinance No. 1059 – An Ordinance of the Town of Mead, Colorado Annexing Certain Territory Known as the AMK Annexation to the Town of Mead. Motion carried 6-0, on a roll call vote.

- ii. **Ordinance No. 1060** – An Ordinance of the Town of Mead, Colorado, Approving the Initial Zoning of Property Known as the AMK, Annexation and Amending the Official Zoning Map of the Town of Mead

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Brodhead, to adopt Ordinance No. 1060 – An Ordinance of the Town of Mead, Colorado Approving the Initial Zoning of Property Known as the AMK Annexation and Amending the Official Zoning Map of the Town of Mead. Motion carried 6-0, on a roll call vote.

- ii. **Ordinance No. 1061** – An Ordinance of the Town of Mead, Colorado, Approving an Annexation Agreement with AMK Properties LLC for the AMK Annexation

Motion was made by Trustee Parr, seconded by Trustee Harris, to adopt Ordinance No. 1061 – An Ordinance of the Town of Mead, Colorado Approving an Annexation Agreement with AMK Properties LLC for the AMK Annexation. Motion carried 6-0, on a roll call vote.

b. Public Hearing: Town of Mead Highway 66 and I-25 General Improvement District

Mayor Whitlow opened the public hearing for the Town of Mead Highway 66 and I-25 General Improvement District at 6:36 p.m.

Town Attorney Marcus McAskin presented the staff report regarding the creation of the District.

There was no public comment.

The Board discussed the need for an election.

Mayor Whitlow closed the public hearing at 6:47 p.m.

- i. **Ordinance No. 1062** – An Ordinance of the Town of Mead, Colorado, Making Findings and Determinations With Respect to a Petition Concerning the Organization of the Proposed “Town of Mead Highway 66 and I-25 General Improvement District” Pursuant to § 31-25-601, *et seq.*, C.R.S., and Providing for the Question of the Organization of the District to be Referred to the Electors Thereof Along With Additional Ballot Issues Authorizing the Imposition of General Property Taxes to Accomplish the Purposes of the District

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c. Public Hearing: Proposed Code Amendments Related to Renewable Energy Facilities

- i. Continuance of Public Hearing on Proposed Code Amendments Related to Renewable Energy Facilities to August 12, 2024

Motion was made by Trustee Harris, seconded by Mayor Pro Tem Cartwright, to open and continue the public hearing regarding the Board’s consideration of the proposed Code Amendments related to Renewable Energy Facilities to Monday August 12, 2024 at 6:00 p.m. at Town Hall. Motion carried 6-0, on a roll call vote.

The public hearing was opened at 6:48 p.m.

11. Committee Appointments

Community Development Director Jason Bradford presented the applications for William Jorgensen to be appointed as Regular Planning Commissioner and Tim Corliss as Planning Commissioner Alternate.

- a. Appointment of William Jorgensen as Regular Planning Commissioner

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Harris, to appoint William Jorgenson as a Regular Planning Commissioner for the term to expire December 31, 2026 effective July 29, 2024. Motion carried 6-0, on a roll call vote.

- b. Appointment of Tim Corliss as Alternate Planning Commissioner

Motion was made by Trustee Harris, seconded by Trustee Parr, to appoint Tim Corliss as a Alternate Planning Commissioner for the term to expire December 31, 2024 effective July 29, 2024. Motion carried 6-0, 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.

There was no public comment at this time.

13. Elected Official Reports

- a. Town Trustees

The Trustees had no further comments.

- b. Mayor Whitlow

Mayor Whitlow invited all residents to the Board Meet, Greet and Eat scheduled for July 30 at Margil Farms Park, Coffee with the Mayor on Saturday, August 3rd, and National Night Out August 6th. Mayor Whitlow has been invited to attend the Mayor's Leadership Academy for the next 8 months.

14. Adjournment

Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Cartwright, to adjourn the meeting. Motion carried 6-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 6:58 p.m. on Monday, July 29, 2024.


Colleen G. Whitlow, Mayor

ATTEST:



Mary E. Strutt, MMC

