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## Agenda

Agenda Amended 05/11/2026

**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 will be allowed. The meeting link will be provided on the Town's website/designated posting place at least 24 hours prior to the meeting.

[https://us02web.zoom.us/webinar/register/WN\\_irDH4x\\_ER1yZSo6clo\\_2Zg](https://us02web.zoom.us/webinar/register/WN_irDH4x_ER1yZSo6clo_2Zg)

#### **1. Call to Order – Roll Call**

Mayor Colleen Whitlow  
Mayor Pro Tem Trisha Harris  
Trustee David Adams  
Trustee Chris Cartwright  
Trustee Jeremiah R. Crane  
Trustee Brad Hagen  
Trustee Herman Schranz

#### **2. Moment of Silence**

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

#### **4. Review and Approve Agenda**

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

a. Manager Report

#### **6. Informational Items**

a. Employee Engagement

#### **7. Proclamations**

a. National Police Week May 10-16, 2026

b. National Public Works Week May 17-23, 2026

#### **8. Public Comment:**

3 minute time limit. Comment is for any item on the agenda, unless it is set for public hearing.

#### **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 April 27, 2026
- b. April 2026 Aging Report
- c. Check Register May 11, 2026
- d. **Resolution No. 29-R-2026** — A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Artaic Group, LLC for Owner's Representative Services Related to the Town of Mead Police Facility Construction (RFP No. 2026-003)
- e. **Resolution No. 30-R-2026** — A Resolution of the Town of Mead, Colorado Approving a Property Inclusion by the Red Barn Metropolitan District
- f. **Ordinance No. 1105** — An Ordinance of the Town of Mead, Colorado, Amending Section 2-7-30 of the Mead Municipal Code regarding Appointment and Removal of Planning Commission Members

**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.

**11. Legislative Update**

**12. Elected Official Reports**

- a. Town Trustees
- b. Mayor Whitlow

**13. Executive Session Pursuant to C.R.S. Sections 24-6-402(4)(b) and 24-6-402(4)(e) for conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions relating to the subdivision improvements agreement for the Highlands Mead subdivision, to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and instruct negotiators regarding status of public improvements in the Highlands Mead subdivision, and potential settlement agreement.**

**14. Executive Session Action Items**

**15. Adjournment**

**16. Work Session: Strategic Planning**

The Town of Mead is committed to providing accessible documents and resources for all individuals. However, some complex documents may not be fully accessible in their original format. If you need assistance or reasonable accommodation to access these materials, please contact us by phone 970-535-4477 or email [info@townofmead.org](mailto:info@townofmead.org).

TO: Honorable Mayor and Trustees  
FROM: Helen Migchelbrink, Town Manager  
DATE: May 11, 2026  
SUBJECT: Town Manager Report

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- The Board of Trustees meets twice a month on the second and last Monday at Town Hall. This month, due to the Memorial Day holiday, the Board of Trustees will meet on Tuesday, May 26<sup>th</sup>, at 6:00 p.m.
- The Mead Motorhead Memorial Day Car Show will be held on May 25<sup>th</sup> at Town Park. This year, the event will extend down Main Street to Fairbairn and include many local businesses. Parking at the Community Center will be utilized for guests. The Mead Motorheads are celebrating their 21<sup>st</sup> annual car show this year.
- Mead's Town-Wide Garage Sale is open for registration until May 17<sup>th</sup>. Once finalized, advertisement will be placed in the Longmont Times-Call along with a full list and map of all participating homes. The Town-Wide Garage Sale will occur on Saturday, May 30<sup>th</sup>.
- The Town of Mead is partnering with the SVVSD Innovation Center to bring a drone show to the community. This program, along with its associated fees, supports students in earning real-world certifications and gaining hands-on experience in technology careers. The drone show is scheduled for July 24<sup>th</sup> and will launch from Ames Park. In addition to delivering a high-quality experience, this partnership offers a more cost-effective alternative to traditional contracted drone shows while also providing greater community benefit and support.
- The Great Western Railway of Colorado (GWR) is applying for federal infrastructure funding to make significant investments in rail infrastructure that will support industrial activity in Northern Colorado for decades to come. A significant part of this work will focus on the line serving Home Depot in Mead. Please see attached letter of support.
- Spring Clean-Up Days are wrapping up. Registration is now closed. Vouchers will be accepted until May 16<sup>th</sup> at the Front Range Landfill during regular operating hours. A printed or digital version of the voucher will be accepted as long as the ID number is visible.
- The Town's 2025 Financial Audit is moving forward with onsite work the week of May 4<sup>th</sup>. DMC Auditing and Consulting will prepare the audited financial statements again this year. Drafts will be reviewed and edited over the next 30-60 days. The audit is scheduled to be presented to the Board of Trustees on July 13, 2026. The audited financial statements must be filed with the Office of the State Auditor by July 31, 2026.
- CIRSA has opened a portal for the 2027 Property Casual Insurance Renewal. Staff is in the process of updating all of the Town's property information, including vehicles, for the renewal quote.
- Registration is now open for the Colorado Municipal League's 104<sup>th</sup> Annual Conference, to be held June 22, 2026 through June 25, 2026, in Westminster. Sessions are available for the education of public officials.
- Little Thompson Water District provides water service to the majority of Mead homeowners. Please see the attached LTWD Update on 2026 Water-Use Restrictions. Longs Peak Water District Information for Liberty Ranch has also been provided from the Longs Peak website.
- A 24-hour ballot box will be installed by Weld County Elections prior to the June primaries. The drive-up box will be installed near the Community Center and will allow residents to vote right here in Mead.
- Construction continues on the new Mead Library, a branch of the High Plains Library District. The library is being constructed on land just east of Liberty Ranch on County Road 7. In the meantime, programming is being offered by High Plains Library for both adults and children at the Town of Mead Community Center. The Mead Library will open later this year.
- Mead will hold a regular election, coordinated with Weld County, on Tuesday, November 3<sup>rd</sup>, 2026. The Mayor and four Trustee seats will be filled. An informational meeting about running for Trustee will be scheduled for early August to coincide with the availability of nomination packets. For further information please contact Town Clerk Milissa Peters-Garcia.

- A new restroom facility is nearing completion in the Liberty Ranch Park. This permanent facility will have restrooms and storage space to support the recreation events at the park. It will replace the port-o-lets which have been at the park for several years.
- A pedestrian and bicycle underpass that will go under SH 66 and connect the pedestrian trail that runs along CR 7 is under design and right of way acquisition. Construction is anticipated to begin on this project by late this year.
- Saint Vrain Valley School District (SVVSD) is constructing a pre-kindergarten through eighth grade school southeast of Mead High School. The school, Big Sky PK-8, will open for students in the fall of 2026. Mead Police School Resource Officers (SRO's) continue to collaborate with the students, faculty and staff at all three of the Mead schools. The partnership that has been forged between the St. Vrain Valley School District and our Mead Police Department has helped to foster an atmosphere of trust and accountability throughout the schools. The Town will provide a fully trained SRO to Big Sky PK-8.
- The High Plains Blvd (WCR 9.5) road construction project continues. The construction of two miles of this road between WCR 32 and WCR 36 includes two travel lanes, bike lanes, two roundabouts located at CR 32 and CR 34, and a ten-foot-wide detached sidewalk. The project is a collaboration among Mead, Weld County and local developers. Currently a new roundabout intersection is being constructed at CR 32 and High Plains Blvd. This roundabout should be completed by July. Once complete, the crews will move to CR 34 and High Plains Blvd to construct a new roundabout in that location. We anticipate the entire project will be open to the public by November.
- Mayor Colleen Whitlow convenes weekly office hours at Mead Town Hall. The office hours are on Mondays from 10:00 a.m. to 12:00 p.m. Please contact the front office for an appointment. Walk ins will be taken as time allows.
- Explore the daily operations of Mead Police officers and staff. Whether responding to service calls, engaging with students, or interacting with residents at community events, the Mead Police Department is committed to improving the quality of life for residents, businesses, and visitors. View the Mead Police Challenges and Needs videos here: <http://bit.ly/40G47gm>
- Coffee with the Mayor was held on Saturday May 2<sup>nd</sup> 8:00 a.m. – 10:00 a.m. at the Community Center Peak room. Mayor Whitlow discussed active development in Mead, Town projects, and responded to citizen comments / general inquiries. Coffee with the Mayor is held the first Saturday of each month. Join Mayor Whitlow on Saturday June 6<sup>th</sup> at 8:00 a.m. for the next Coffee.
- Mead Municipal Court is scheduled for Tuesday May 19<sup>th</sup> at 5:00 p.m. at Town Hall with 28 cases on the docket for arraignment and review hearings. All defendants will be contacted by mail and phone to reduce the fail to appear rates.
- Proposals are being sought and reviewed for roofing and façade work at Town Hall for repair/maintenance work.
- The Colorado State Legislature is nearing the end of the 2026 session. Colorado Municipal League follows the legislative process and advocates for its members on several bills. The CML Statehouse Report is issued weekly on the CML website. Link: <https://www.cml.org/home/advocacy-legal/statehouse-report>. Town Attorney, Marcus McAskin will also provide the Board of Trustees with periodic updates.
- Based on the 5-year Pavement Management Maintenance Plan, this year's transportation projects will begin early this Spring. Current road closures due to construction can be found on the town's website: <https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- Key projects update:
  - 3<sup>rd</sup> and Welker Intersection – Work continues on the landscaping improvements and restoration of adjacent properties, along with concrete punch list repairs.
  - SH66 Pedestrian Crossing – Five proposals were received for Construction Management services for the pedestrian underpass project and are under review by Town staff.
- Building Permits:
  - 2026 YTD (SF-D): 27 Permits, 27 Certificates of Occupancy
  - 2026 YTD (All Permit Types): 139 permits issued, 1,265 inspections
- Boards and Commissions

- The Planning Commission will hold its next regular meeting on May 20, 2026. A public hearing for the Ariet's Grove/Kitely Planned Unit Development (PUD) is scheduled for that evening.
- Human Resources
  - The Town advertises open positions on Neogov – below is the link: <https://www.governmentjobs.com/careers/townofmead>
  - Current open positions:
    - Police Officer interviews were held 3/19 & 3/20. One applicant is in backgrounds.
    - Administrative Clerk – 36 candidates; interviews being scheduled
    - Accountant I / II – 19 candidates; interviews being scheduled.
    - Rec Asst – 16 candidates; interviews being scheduled
  - Recently filled positions
    - PW – Maintenance Worker I – Nick Hilland started on 5/4.
  - Human Resources is preparing an RFP to accept quotes and review options for the Town's costs for health insurance and other benefits. Benefit costs have significantly increased over the last three years.

### **Community Development**

- Mountain View Fire Rescue's new fire station continues vertical construction. Steel posts and beams west of the apparatus bay have been constructed.
- High Plains Library District's construction continues with furring exterior walls in preparation for cladding.
- O'Reilly Auto Parts is open and operating and has been issued full Certificate of Occupancy (CO).
- Town staff have coordinated with St. Vrain Valley School District regarding a land dedication and Cash in Lieu Intergovernmental Agreement. Town staff and legal have provided comments to SVVSD draft of the IGA. Presentation and consideration before each agency's respective Boards is anticipated in May or early June.
- The Town has issued eleven (11) detached single-family residential permits since the week of April 13<sup>th</sup>. These permits include three (3) model home permits and a sales office for Risewell Homes at Mead Place, six (6) permits for Century Communities at Red Barn, and two (2) permits at Range View Estates.
- The Land Use Code Amendment Project continues with Town staff reviewing chapters drafted by the consultant team. Staff has transitioned from interim updates approved over the last three months to progressing iterations of the full code update with the consultant team. The update ensures that the LUC complies with state laws, best practices and efficiencies in the development processes. The A website for the Land Use Code update has been established to provide ongoing access and information to the public: [Land Use Code Update & Outreach | Mead, CO](#)
- The Parks, Recreation, Open Space and Trails (PROST) Master Plan has completed Tasks 1 through 7. Logan Simpson and the Town provided a draft of the plan for public review and comment which started on April 17<sup>th</sup> and closed on May 1<sup>st</sup>. The project team continues to review the feedback of the draft plan with efforts to edit and prepare presentations before the Planning Commission and Board of Trustees. The goal of this plan is to develop a master plan for the future of parks, recreation, open space, and trails efforts in Mead. With the help of a consultant, Logan Simpson, there continues to be multiple opportunities for input by the residents to help shape the future of Mead's parks, open space, and trails. A website for the PROST plan has been established to provide ongoing access and information to the public: <https://www.townofmead.org/development/page/mead-motion-parks-open-space-and-trails-master-plan-update>.

### **Public Works and Engineering**

- Staff selected Artaic for the Owner's Rep services for the PD Facility. The contract is scheduled to be considered by the Board at the May 11<sup>th</sup> meeting.
- Two firms were shortlisted and interviewed for the CR 5 bridge design. Final selection is underway
- The contractor is completing punch list repairs, and landscaping is being installed at the Liberty Ranch Park Restrooms
- The crack seal is 100% complete in Coyote Run and slurry seal will occur at the end of June

- 2026 Asphalt Reconstruction: Coyote Run 100% complete, CR36 90% completed, Mulligan Lake 100% completed, Grandview milling and cement treatment is underway
- The nets at the Founders tennis courts have been replaced
- Alley maintenance has begun, including grading and weed control efforts

### **Community Engagement**

- Community Engagement is finalizing plans for the Mead Motorheads Memorial Day Car Show on May 25<sup>th</sup> at Town Park. This year's event will extend along Main Street to Fairbairn and include participation from local businesses. Guest parking will be available at the Community Center. The Mead Motorheads are celebrating their 21st annual car show.
- Registration for Mead's Town-Wide Garage Sale remains open through May 17<sup>th</sup>. Once finalized, the event will be advertised in the Longmont Times-Call, along with a full list and map of participating homes. The garage sale will take place on Saturday, May 30<sup>th</sup>.
- TBK Bank and the Mead Police Department are partnering again to host a free shredding event on Saturday, May 30<sup>th</sup>, from 9 a.m. to 12 p.m. at the TBK Bank parking lot (141 Main Street). This event offers a secure way for community members to dispose of sensitive documents and reduce the risk of identity theft. Materials will be shredded on-site using mobile shredding trucks and then recycled.
- Community Engagement recently celebrated Arbor Day with a Paint-a-Pot event, which drew 30 participants. Sweetflower, LLC led the painting activity, and a representative from the Colorado Forestry Division provided educational information on seedlings and planting.
- Late registration is ongoing for Youth Baseball, serving preschool through third-grade participants. Due to SVVSD's closure of outdoor facilities related to drought conditions, practices will be held at local parks. Games will take place in Berthoud at their baseball fields.
- The Fishing Is Fun clinic will be held June 6<sup>th</sup> at Lorin Mead Park at Highland Lake. Educational sessions will run from 8 a.m. to 10 a.m. in partnership with Town staff and Colorado Parks and Wildlife. The Mead Area Chamber of Commerce will provide free hot dogs and drinks. This annual event coincides with Colorado's Free Fishing Weekend, when a fishing license is not required.

### **Police Department**

- Staffing update: One candidate in backgrounds to fill the one open position. New Officer Sasha Dickinson is in field training.
- The April Monthly Report is attached and the monthly stats were posted on social media.
- Chief Newbanks, Town Manager Migchelbrink and Town Engineer / PW Director Rasmussen presented to DOLA as part of the PD facility construction grant application Tuesday May 5<sup>th</sup>.
- Two new vehicles were delivered and deployed. The two vehicles being decommissioned are a 2018 Ford Explorer with 104k miles and a 2019 Ford Explorer with 83k miles.



April 28, 2026

The Honorable Sean Duffy  
Secretary, U.S. Dept. of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

The Honorable David Fink  
Administrator, Federal R.R. Admin.  
1200 New Jersey Avenue, SE  
Washington, DC 20590

RE: FY2025 Consolidated Rail Infrastructure and Safety Improvements (CRISI) to fund the Revitalizing America's Industrial Lifelines (RAIL) project

Dear Secretary Duffy and Administrator Fink:

On behalf of the Town of Mead, I am writing in support of the Revitalizing America's Industrial Lifelines (RAIL) project and the associated Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant application.

The rail and industrial services provided through the Great Western Railway of Colorado (GWR) are vital to Mead's local economy and the success of businesses operating in and around our community. Reliable rail access supports key industries, including agriculture and manufacturing, by enabling efficient, cost-effective freight movement. This infrastructure not only sustains existing jobs but also creates opportunities for continued economic growth and investment.

As our community continues to grow, access to modern and dependable rail service is increasingly important. Rail-served industrial developments reduce reliance on truck traffic, helping to preserve local roadways, improve safety, and minimize impacts on residents.

This project will address critical infrastructure needs by modernizing outdated rail infrastructure in high-use, high-risk areas. These improvements are essential to maintain safe, efficient operations and ensure the rail line can meet current and future demand.

Without this investment, the ability to serve existing customers and support new development would be significantly constrained. We appreciate the applicant's investment in infrastructure that directly benefits Mead and the surrounding region. For these reasons, the Town of Mead supports this grant application and encourages your favorable consideration.

Respectfully,

A handwritten signature in cursive script that reads "Colleen Whitlow".

Colleen Whitlow  
Mayor, Town of Mead

[View this email in your browser](#)



## No Mandatory Watering Restrictions Planned at This Time for 2026

Colorado Drought Coordination Group Provides Statewide Update on Current  
Drought Conditions

Dear Customer,

We want to share an important update as we head into the 2026 irrigation season:

**Little Thompson Water District (LTWD) does not anticipate implementing mandatory water-use restrictions at this time in 2026.**

This decision is based on this year's water supply outlook, including the Colorado-Big Thompson (C-BT) quota as well as LTWD's primary supply and storage conditions. Northern Water has set the C-BT water quota at 80%, an above-average allocation. In addition, LTWD's long-range planning has ensured sufficient water in storage, allowing us to meet demands during drought conditions and in the event of a multi-year drought.

LTWD will remain in a Water Shortage Watch, which is the first level of our Water Shortage Contingency Plan. At this level, no mandatory restrictions are required. LTWD will continue to monitor conditions and, if necessary, declare mandatory water-use restrictions if conditions change.

While drought conditions exist across Colorado, water providers are as diverse as the communities they serve and respond to drought differently based on their own water supplies, storage and demand. It is up to each individual provider to plan for drought

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works alongside other providers through the Colorado Drought Coordination Group (CDCG), a collection of more than 40 water providers, to track conditions, plan accordingly and ensure communities remain informed, prepared and connected.

### What this means for you:

- You may continue normal water use at this time without mandatory restrictions.
- Conservation is still encouraged to help protect our shared water resources. See recommendations below.
- Conditions can change, and we will keep you informed if they do.

Learn more about our Water Shortage Contingency Plan and the full guidelines under the WATCH level at [www.littlethompsonwd.gov/action-plan](http://www.littlethompsonwd.gov/action-plan).

While mandatory restrictions are not in place, voluntary conservation remains important given ongoing drought conditions across Colorado. Taking a few simple steps now helps protect our shared water resources and supports long-term reliability for our community. We recommend:

- **Check for leaks** or broken sprinkler heads in your irrigation system and fix them promptly
- **Reduce watering** to no more than three days per week. Watering less frequently helps grass roots grow deeper.
- **Water efficiently** using the cycle-and-soak method to break watering into three shorter cycles, spaced 45-60 minutes apart.
- **Water during early morning or evening hours** to reduce evaporation. Watering before 10 a.m. or after 6 p.m. is best practice.
- **Explore conservation programs and rebates** available through the District, including lawn replacement, sprinkler evaluations and rebates. Learn more at [www.littlethompsonwd.gov/conservation](http://www.littlethompsonwd.gov/conservation)

We are committed to providing reliable water service and keeping you informed every step of the way. If you have any questions, please feel free to contact us.

[View the Water Shortage Contingency Action Plan](#)

[Explore our Conservation Programs and Resources](#)

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**'Water' you waiting for? Follow us to stay up to date.**



LITTLE THOMPSON WATER DISTRICT

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# Longs Peak Water District

HOME BOARD AGENDAS ABOUT US RATES/FEES UTILITY INFO PUBLICATIONS DISTRICT MAP **LIBERTY RANCH** Q

STDS/SPECS ENGR. INFO CONTACT

## LIBERTY RANCH

### SEASONALLY

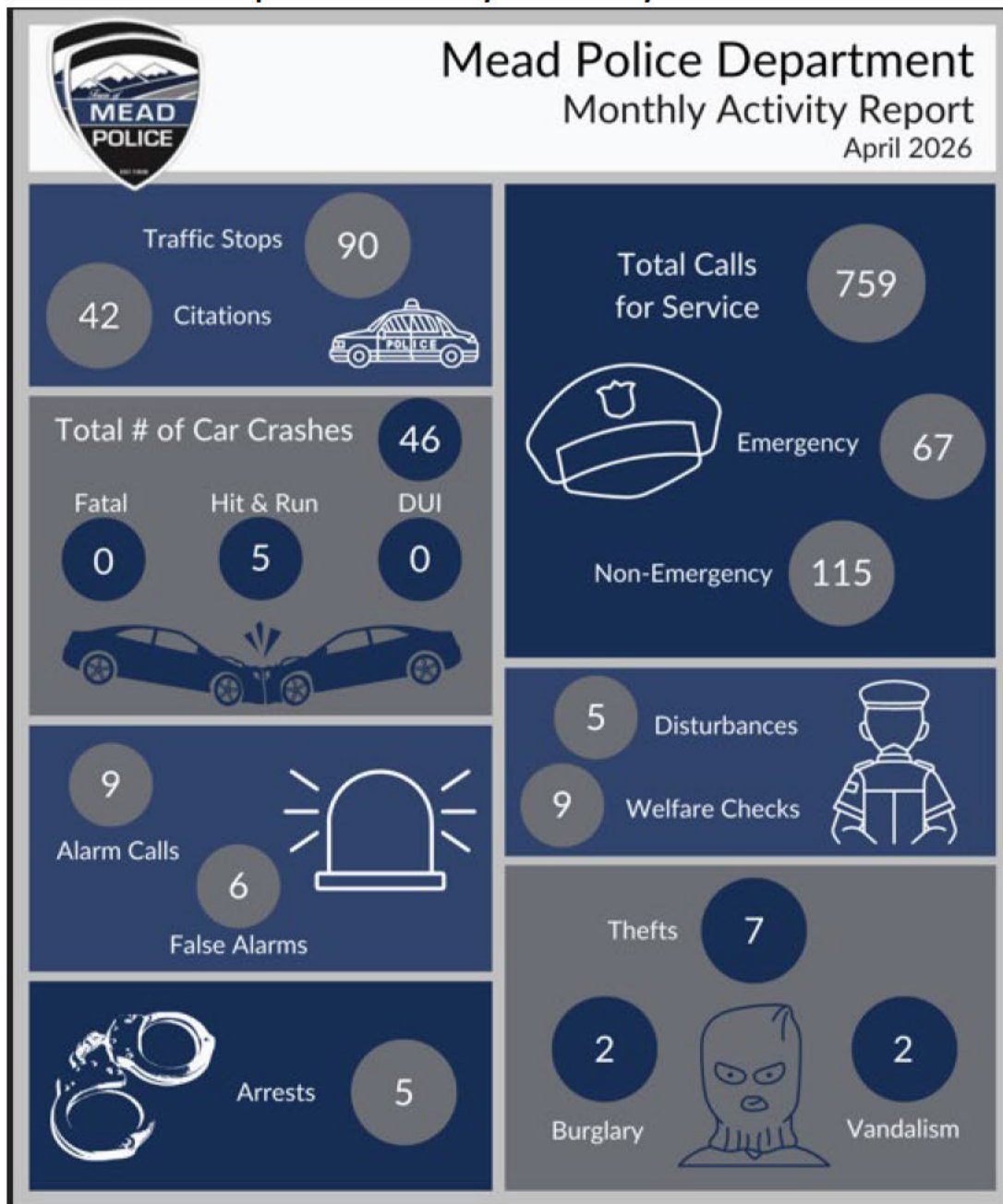
**Depending upon the availability of irrigation water in the ditch, The Liberty Ranch irrigation system will be operational from April 20th to October 20th of each year. Keep in mind, these dates are approximate. During start-up and shut-down of your system, please advise your sprinkler company to NOT access the District's meter pit. The District discovers tampering every year with District equipment that costs us time and money. Those costs for repairs may be passed on to homeowners. Please contact the office if you questions regarding this topic. Thank you.**

Please consider adjusting your sprinklers to only water three days per week. After your lawn is established, it takes significantly less water to maintain. Our water source is dependent upon snow pack and temperature. So, once it's gone, it's gone. There may be occasions that we will need to feed the irrigation system with treated water. If that is the case, you will be charged at the treated water rate. If the District needs to limit usage due to drought, snow pack, or other issues with the supply, we will inform you here.



# Mead Police Department

## April Monthly Activity - 2026

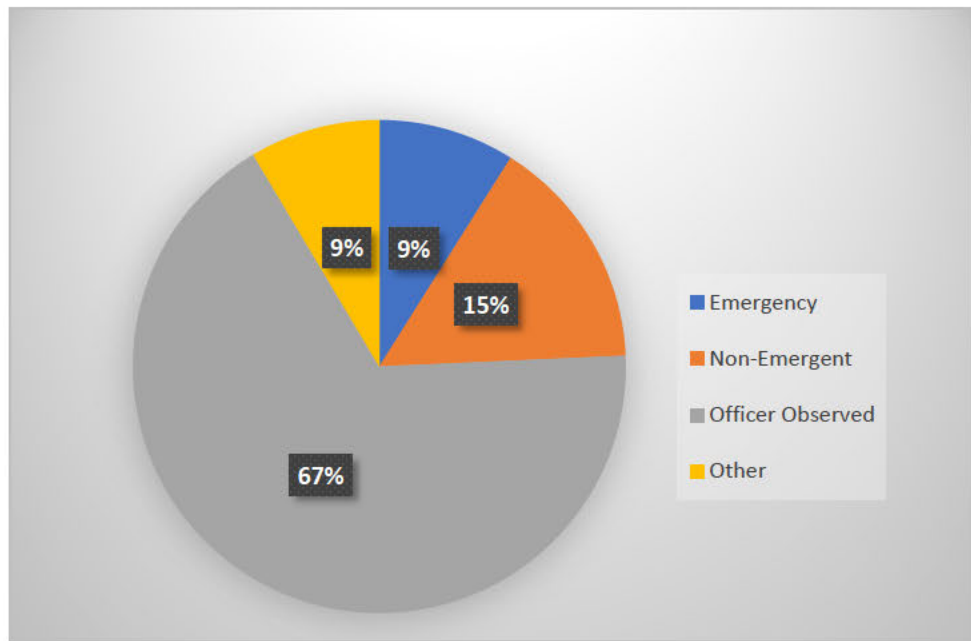
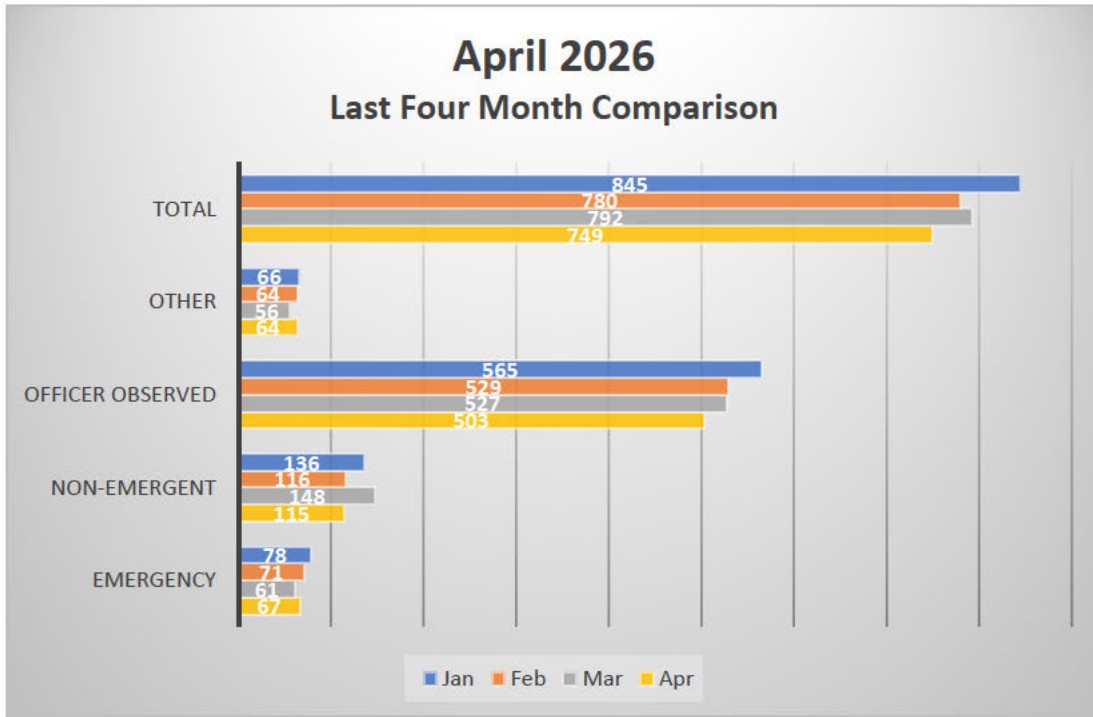


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**ARRESTS: 5 (3 transported to jail, 2 released on summons)**

<b>Case Number</b>	<b>Location</b>	<b>Charge</b>
26ML00171	■■■■ HIGHWAY 66	16-19-103(M) FOJ WANTED BY OTHER AGENCY MISDEMEANOR
26ML00188	■■■■ PALMER AVE	18-9-111(1)(a) HARASSMENT - STRIKES/SHOVES/KICKS
26ML00180	■■■■ MAIN ST	18-9-111(1)(f) HARASSMENT - CALLS REPEATEDLY/DOMESTIC VIOLENCE (18-6-800.3) (90F)
26ML00160		18-3-404(1)(A) SEXUAL CONTACT - NO CONSENT
26ML00222	■■■■ HIGHWAY 66	CRIMINAL TRESPASS - THIRD DEGREE (ML 10-4-80) (90J) DISORDERLY CONDUCT (10-4-10)(90C)

**Four Month Comparison of Calls for Service:**



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**STAFFING:**

We currently have 16 of the 17 authorized sworn positions filled.

Sergeant Ellis, Sergeant Salazar, and Officers Barker, Cramblet, Hansen, Jackson, Palmer, Rollins, Sheppard, M. Smith, and Walker are working patrol. Officer Dickinson is in field training.

Officers Begano and Aguirre are assigned to Mead Schools as SROs, and support patrol when school is not in session. Officer Hansen will be the new SRO at Big Sky K-8 when it opens in the fall.

The Community Service Officer is Helly Arellano. This position covers code enforcement, animal control, and non-emergency calls for service.

Melissa Merkle is the Administrative Clerk. Michelle Rae is the Records and Evidence Technician. Commander Brian Smith oversees operations, training, and professional standards. Brent Newbanks is the Chief of Police.

**TRAINING:**

All officers completed elder abuse investigations and defensive tactics training this month.

**NOTABLE CALLS FOR SERVICE:**

<b>INCIDENT TYPE</b>	<b>ADDRESS</b>	<b>CASE NUMBER</b>
Traffic Accident with Inj.	HIGHWAY 66 / WCR 9.5	26ML00158
Meet	██████ WCR 7	26ML00159
Meet	██████ WELKER AVE	26ML00160
Trespass	██████ MEAD ST	26ML00161
Meet	██████ WELKER AVE	26ML00162
Traffic Accident with Inj.	HIGHWAY 66 / WCR 7	26ML00163
Traffic Accident with Inj.	██████ HIGHWAY 66	26ML00164
Drug Related Activity	WESTVIEW DR / SERENA DR	26ML00165
Traffic Accident	COLORADO BLVD / HIGHWAY 66	26ML00166
Disturbance	██████ KERRY ST	26ML00167
Meet	MM 257 I 25 SB	26ML00168
Traffic Accident	MM 246 I 25 NB	26ML00169
Traffic Stop	██████ HIGHWAY 66	26ML00170
Subject With A Warrant	██████ HIGHWAY 66	26ML00171
Property	██████ MAIN ST	26ML00172
Medical Assist	██████ HIGHWAY 66	26ML00173
Burglary Alarm	██████ E INTERSTATE 25 FRONTAGE RD	26ML00174
Animal Complaint	██████ CHILTON DR	26ML00175
Meet	██████ MAIN ST	26ML00176
Check Wellbeing	E INTERSTATE 25 FRONTAGE RD / WCR 9.5	26ML00177
Assist Other Agency	VISTA VIEW DR / SANDSTONE DR	26ML00178
Animal Complaint	██████ SAGE CT	26ML00179
Meet	██████ MAIN ST	26ML00180
Theft	██████ MULLIGAN DR	26ML00181
Traffic Accident Unknown Inj.	██████ HIGHWAY 66	26ML00182
Follow Up	██████ MCKAY DR	26ML00183
Suspicious	██████ HIGHLAND DR	26ML00184
Meet	██████ WCR 7	26ML00185
Meet	██████ LONGVIEW BLVD	26ML00185
Traffic Accident Hit and Run	MM 245 I 25 NB	26ML00186
Meet	██████ GRAND AVE	26ML00187
Disturbance	██████ PALMER AVE	26ML00188
Traffic Accident	COLORADO BLVD / HIGHWAY 66	26ML00189
Missing Person	██████ WCR 7	26ML00190
Traffic Accident Unknown Inj.	HIGHWAY 66 / FOSTER RIDGE DR	26ML00191
Traffic Accident	WCR 28 / LIMESTONE AVE	26ML00192

<b>INCIDENT TYPE</b>	<b>ADDRESS</b>	<b>CASE NUMBER</b>
Traffic Accident Unk or Inj	MEAD ST / HIGHWAY 66	26ML00194
Meet	█ MAIN ST	26ML00195
Meet	█ MAIN ST	26ML00196
Fraud Activity	█ 7TH ST	26ML00197
Stolen Vehicle	█ HILLTOP RD	26ML00198
Traffic Accident	█ WELKER AVE	26ML00199
Theft	█ MEAD ST	26ML00200
Animal Complaint	█ MULLIGAN LAKE DR	26ML00201
Traffic Hazard	HIGHWAY 66 / INTERSTATE 25 RAMP S	26ML00202
Meet	█ 8TH ST	26ML00203
Traffic Accident Unknown Inj.	COLORADO BLVD / HIGHWAY 66	26ML00206
Meet	█ WESTVIEW DR	26ML00207
Animal Complaint	█ KERRY ST	26ML00208
Traffic Accident	INTERSTATE 25 EXIT 243 RAMP N / HIGHWAY 66	26ML00209
Vandalism	E INTERSTATE 25 FRONTAGE RD / WCR 32	26ML00210
Traffic Accident	WCR 28 / INTERSTATE 25 NB	26ML00211
Vandalism	█ E INTERSTATE 25 FRONTAGE RD	26ML00212
Traffic Accident	HIGHWAY 66 / INTERSTATE 25 EXIT 243 RAMP N	26ML00213
Fraud Activity	█ LONGHORN DR	26ML00214
Traffic Accident Hit and Run	█ HIGHWAY 66	26ML00215
Traffic Accident	HIGHWAY 66 / WCR 7	26ML00216
Stolen Vehicle	█ RITCHIE DR	26ML00217
Traffic Accident	█ WCR 7	26ML00218
Assault	█ WCR 7	26ML00219
Harass	█ WELKER AVE	26ML00220
Traffic Accident	WCR 7 / HIGHWAY 66	26ML00221
Disturbance	█ HIGHWAY 66	26ML00222
Traffic Accident	MM 242 I 25 NB	26ML00223
Restraining Order	█ WESTVIEW DR	26ML00224
Traffic Accident	INTERSTATE 25 SB / WELKER AVE	26ML00225
Traffic Accident	INTERSTATE 25 NB / WELKER AVE	26ML00226
Follow Up	█ MAIN ST	26ML00227
Follow Up	█ WELKER AVE	26ML00228
Traffic Accident Hit and Run	HIGHWAY 66 / WCR 9.5	26ML00229
Theft	MM 243 I 25 SB	26ML00230
Harass	█ SANFORD ST	26ML00231



**PROCLAMATION  
National Police Week  
May 11 - 17, 2025**

WHEREAS, National Police Week was created to recognize and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy; and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Mead Police Department; and

WHEREAS, since the first recorded death in 1786, there are currently more than 24,500 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC; and

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including officers killed in 2025 and officers killed in previous years; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 38<sup>th</sup> Candlelight Vigil, on the evening of May 13, 2026; and

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be *observed* this year May 11th-16th; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff; and

THEREFORE, BE IT RESOLVED that the Town of Mead will observe May 11-16, 2026, as National Police Week, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Given under my hand and Seal of the Town of Mead, Colorado  
On this 11<sup>th</sup> day of May, 2026

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Colleen G. Whitlow  
Mayor



**Proclamation  
National Public Works Week  
May 17–23, 2026  
“Rooted in Service, Powered by Community”**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the Town of Mead; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Mead to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association, be it now

THEREFORE, BE IT RESOLVED, I, Colleen G. Whitlow, do hereby designate the week of May 17–23, 2026, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

Given under my hand and Seal of the Town of Mead, Colorado  
On this 11<sup>th</sup> day of May, 2026

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Colleen G. Whitlow  
Mayor



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## **Minutes**

### **6:00 p.m. to 10:00 p.m. Regular Meeting**

#### **1. Call to Order – Roll Call**

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.

A regular meeting of the Board of Trustees of the Town of Mead, CO was called to order at 06:00 p.m., there being present the following members to wit:

Mayor Colleen Whitlow  
Trustee David Adams  
Trustee Chris Cartwright  
Trustee Jeremiah R Crane  
Trustee Brad Hagen  
Trustee Herman Schranz

Those absent:

Mayor Pro Tem Trisha Harris

Also present: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; Town Clerk Milissa Peters-Garcia; Administrative Services Director Mary Strutt; Police Chief Brent Newbanks; 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 for those in the community struggling with mental health issues.

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

The assembly pledged allegiance to the flag.

#### **4. Review and Approve Agenda**

Trustee Schranz motioned to Approve the Agenda. Trustee Cartwright seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

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

### **a. Manager Report**

Town Manager Helen Migchelbrink mentioned the well-attended PROST Open House, the financial auditors will be in next week, and there were 10 new building permits issued.

## **6. Informational Items**

### **a. Economic Development and Marketing**

Business and Marketing Specialist Hailey McKay provided a presentation on the "Built for Mead" website and economic development.

### **b. 1st Quarter 2026 Financials**

Administrative Services Director Mary Strutt presented the 2026 1st quarter financials.

## **7. Proclamations**

### **a. Mental Health Awareness Month May 2026**

Mayor Whitlow introduced Micaela Sanchez of North Range Behavioral Health. Ms. Sanchez spoke to the Board about the importance of the services they provide and the partnership with the Town.

Trustee Adams motioned to Approve the signing of the proclamation for Mental Health Awareness Month May 2026. Trustee Schranz seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

### **b. Municipal Clerk's Week May 3 - 9, 2026**

Trustee Cartwright motioned to Approve the signing of the proclamation for Municipal Clerk's Week May 3 - 9, 2026. Trustee Adams seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

Mayor Whitlow thanked the Town Clerk's Mary, Milissa and Marisol for all they do.

## **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.

## **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:

Trustee Hagen motioned to Approve Consent Agenda. Trustee Adams seconded the motion.  
Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen,  
Trustee Schranz

Nays: None

Abstaining: None

Passed

- a. Approval of Minutes - Regular Meeting April 13, 2026
- b. March 2026 Financials
- c. Investment Report 1st Quarter 2026
- d. Check Register April 27, 2026

#### **10. Mead Liquor Licensing Authority**

Trustee Schranz motioned to close the Mead Board of Trustees meeting and convene as the Mead Liquor Licensing Authority. Trustee Adams seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen,  
Trustee Schranz

Nays: None

Abstaining: None

Passed

Town Attorney Marcus McAskin advised Trustee Hagen to recuse himself due to his financial interest in the lease of the building and leave the room during the discussion. Trustee Hagen recused himself but refused to leave the room.

- a. Public Hearing: Highlandlake Brewing Brew Pub Liquor License Renewal

Mayor Whitlow opened the Public Hearing: Highlandlake Brewing Brew Pub Liquor License Renewal and Modification of Premises at 6:53 p.m.

Town Clerk Milissa Peters-Garcia provided evidence to the Board for the modification of premises and renewal application of the Highlandlake Brewing Brew Pub Liquor License.

The Applicant, Daniel Akin, addressed the Authority regarding the business, food trucks and cooler access.

Mayor Whitlow closed the public hearing at 7:02 p.m.

Trustee Cartwright motioned to Approve the Modification of Premises and Renewal of the Highlandlake Brewing Brew Pub Liquor License. Trustee Adams seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Schranz

Nays: None

Abstaining: None

Passed

- b. Public Hearing: Aged & Co New Liquor License (continued from March 9, 2026, and April 13, 2026)

Mayor Whitlow opened the Public Hearing: Aged & Co New Liquor License (continued from March 9, 2026, and April 13, 2026) at 7:05 p.m.

Town Clerk Milissa Peters-Garcia provided evidence to the Authority for the New Fermented Malt Beverage and Wine Liquor License application for Aged & Co, LLC.

Dan Carr of Dill Dill Carr Stonbraker & Hutchings, P.C., represented the applicants and spoke to the Authority about the business, the applicants experience with cheese, wine, liquor rules and the co-applicants criminal history. Applicant James Fay discussed his experience in the wine and cheese business. Applicant Abbey Van Horne discussed her business experience and history.

The Authority discussed tastings, no onsite consumption of alcohol and the applicant's experience with liquor rules and regulations.

Mayor Whitlow closed the public hearing at 7:30 p.m.

Trustee Hagen motioned to Approve the application of Aged & Co, LLC for a new Fermented Malt Beverage and Wine License for the premises located at 234 Main St., C101, based on the findings set forth in the April 27th staff report, and:

1. That the applicants are of good moral character;
2. That the premises and its location is suitable for a liquor licensed premises; and
3. That the petition submitted by the applicant, along with testimony received at this hearing, indicates that the needs and desires of the neighborhood are not currently being met by existing establishments.

He further moved that the approval be conditioned on the following:

- (a) That the applicant obtain a Certificate of Occupancy for the licensed premises within one year of this approval;
- (b) That after a Certificate of Occupancy is issued, that the Town inspect the premises to ensure that the premises as-built matches the diagrams submitted in this application.

And further moved to:

- (i) Direct Town staff to prepare the Mead Liquor Licensing Authority Findings of Fact for this matter, in cooperation with the Town Attorney,
- (ii) Authorize the Mayor and Town Clerk to execute the Findings of Fact when in its final form,
- (iii) Direct the Town Clerk to notify the State of Colorado Liquor Enforcement Division of this approval and
- (iv) Authorize the Town Clerk to issue the Town of Mead Fermented Malt Beverage (FMB) and Wine License to Aged & Co, LLC upon approval of the State and receipt of the State license. Trustee Adams seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

Trustee Adams motioned to adjourn the Mead Liquor Licensing Authority meeting and reconvene the Board of Trustees meeting. Trustee Schranz seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

Mayor Whitlow closed the meeting of the Mead Liquor Licensing Authority and reconvened the Board of Trustee meeting.

## 11. Public Hearing

- a. Public Hearing: Mead Municipal Code Amendment - Wildfire Resiliency

Mayor Whitlow opened the Public Hearing: Mead Municipal Code Amendment - Wildfire Resiliency at 7:33 p.m.

Town Planner Alex Ailey presented the staff report to the Board.

The Trustees had no further comments.

Mayor Whitlow closed the public hearing at 7:36 p.m.

- i. Ordinance No. 1104 — An Ordinance of the Town of Mead, Colorado, Amending Chapter 18 of the Mead Municipal Code by the Addition of a New Article XIV to Adopt by Reference the Colorado Wildfire Resiliency Code, 2025 Edition, and the Colorado Wildfire Resiliency Code Map, 2025 Edition, and Providing Penalties for Violations

Trustee Schranz motioned to Approve Ordinance No. 1104 — An Ordinance of the Town of Mead, Colorado, Amending Chapter 18 of the Mead Municipal Code by the Addition of a New Article XIV to Adopt by Reference the Colorado Wildfire Resiliency Code, 2025 Edition, and the Colorado Wildfire Resiliency Code Map, 2025 Edition, and Providing Penalties for Violations. Trustee Adams seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

## 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.

## 13. Legislative Update

Town Attorney Marcus McAskin updated the Board on the Town's Bill on disconnection, lot splitting, minimum lot size, and a ban on government access to red light and speed cameras.

## 14. Elected Official Reports

- a. Town Trustees

The Trustees reported on the PROST Open House.

- b. Mayor Whitlow

Mayor Whitlow reported on the upcoming Coffee with the Mayor and the Mead Elementary and Middle School students participating in the World Robotics Championships.

## 15. Executive Session – Pursuant to C.R.S. Sections 24-6-402(4)(b) and 24-6-402(4)(e) for conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions relating to the subdivision improvements agreement for the Highlands Mead subdivision and to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and instruct negotiators regarding status of public improvements in the Highlands Mead

**subdivision.**

Trustee Cartwright motioned to enter into Executive Session – Pursuant to C.R.S. Sections 24-6-402(4)(b) and 24-6-402(4)(e) for conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions relating to the subdivision improvements agreement for the Highlands Mead subdivision and to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and instruct negotiators regarding status of public improvements in the Highlands Mead subdivision. Trustee Adams seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

The Board entered into executive session at 7:44 p.m.

The Board returned to the Regular Meeting from Executive Session at 8:43 p.m. Those present for the Executive Session were Mayor Whitlow, Trustees Adams Cartwright, Crane, Hagen and Schranz, Town Attorney's Marcus McAskin and Silvia Buchenic, Town Manager Helen Migchelbrink, and Town Engineer / Public Works Director Erika Rasmussen.

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.

**16. Executive Session Action Items**

Trustee Adams motioned to instruct the Town Attorney and Town Manager to take action consistent with the discussion in executive session. Trustee Cartwright seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

Trustee Cartwright motioned to Approve Trustee Schranz to attend the ICSC Conference in Las Vegas in May 2026. Trustee Adams seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

**17. Adjournment**

Trustee Adams motioned to Adjourn the meeting. Trustee Schranz seconded the motion.

Ayes: Mayor Whitlow, Trustee Adams, Trustee Cartwright, Trustee Crane, Trustee Hagen, Trustee Schranz

Nays: None

Abstaining: None

Passed

The Regular Meeting of the Town of Mead Board of Trustees was adjourned at 08:46 p.m. on Monday, April 27, 2026.

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Colleen G. Whitlow, Mayor

ATTEST:

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Mary E. Strutt, MMC, Town Clerk

Report Criteria:

Aging by Date

Aged using Payment Date

Customer Number	Name	Balance	Future	Current	Over 30	Over 60	Over 90	Over 120	Over 150
1	St. Vrain Valley School District	1,917.59	1,910.65	6.94	-	-	-	-	-
45	Mead Development Group, Inc.	15,654.25	8,662.00	-	5,688.75	1,303.50	-	-	-
214	Mead Towne Center	5,750.00	-	-	-	-	-	-	5,750.00
256	Prosper Land & Development LLC	30,654.00	-	-	1,268.50	-	-	-	29,385.50
259	Scannell Properties	2,298.50	2,298.50	-	-	-	-	-	-
270	Highland Development Services Inc	141.40	-	-	-	-	-	-	141.40
282	Agfinity, Inc	1,480.78	268.16	-	140.00	-	-	-	1,072.62
285	Boulder Scientific Company, LLC	2,360.00	-	-	-	-	-	-	2,360.00
290	Forestar Real Estate Group	4,781.30	-	840.00	-	-	-	-	5,621.30
292	BREG Industrial Development	17,233.97	339.36	-	1,127.92	-	-	-	15,766.69
294	QuikTrip Corp	4,246.80	-	4,246.80	-	-	-	-	-
296	Silver Point Development	12,832.36	327.75	-	855.72	-	1,628.12	2,721.50	7,299.27
298	Century Land Holdings LLC	10,377.89	-	-	1,328.43	9,049.46	-	-	-
301	BREG Industrial Devel. c/o Broe Real Es	430.28	-	-	-	-	430.28	-	-
314	Weld Development Company LLC	7,057.50	7,123.15	-	-	-	-	-	65.65
317	Town of Berthoud	4,365.00	1,520.00	2,845.00	-	-	-	-	-
320	Lorson South Land Corp c/o Landhuis C	7,321.33	-	-	-	-	-	-	7,321.33
325	Red Barn Metropolitan District	1,998.02	-	-	-	-	-	-	1,998.02
326	AMK Properties LLC	38,754.51	6,675.00	17,735.00	5,990.25	2,825.00	2,248.26	3,281.00	-
336	Front Range Investment Holdings LLC	155,337.59	-	-	-	-	-	-	155,337.59
343	O'Reilly Auto Enterprises, LLC	7,811.20	5,973.00	1,838.20	-	-	-	-	-
346	Mountain View Fire Protection District	7,595.22	-	1,775.50	290.00	957.00	-	1,124.86	3,447.86
347	Mead Industrial Development Group	4,815.75	1,759.93	326.23	170.69	-	1,990.69	568.21	-
349	Alphabet Investments, Inc	546.06	176.40	369.66	-	-	-	-	-
350	Kiteley Land Co. LLC	7,674.20	5,180.00	2,494.20	-	-	-	-	-
351	M4 Elevation 25, LLC	710.03	417.13	-	292.90	-	-	-	-
352	Tharaldson Motels Inc II	10,886.02	880.72	10,005.30	-	-	-	-	-
354	Mead High Plains Blvd WCR 9.5 Project	146,487.75	-	-	18,383.25	3,069.00	11,972.00	24,265.00	88,798.50
357	Little Thompson Water District	353.50	353.50	-	-	-	-	-	-
358	Kerr-McGee Oil & Gas Onshore LP (KM	18,324.88	536.31	993.34	1,780.63	8,682.80	1,002.03	2,272.50	3,057.27
359	EO Mead, LLC	9,999.56	-	-	-	713.06	1,471.57	3,198.00	4,616.93
9997	Misc AR Invoices	1,292.00	250.00	-	-	-	792.00	-	250.00
Grand Totals:		213,604.42	44,651.56	33,302.57	37,317.04	26,599.82	21,534.95	37,431.07	12,767.41

Report Criteria:  
Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Check Amount
05/26	05/11/2026	41615	ADAMSON POLICE PRODUCTS	INV450180	01-42-7305	Dickinson Handcuff Case	101.65
Total 41615:							101.65
05/26	05/11/2026	41616	Alexandra Wilson	0006	01-46-6999	Yoga Instruction March 1-April 12th	480.00
Total 41616:							480.00
05/26	05/11/2026	41617	Amazon Capital Services Inc	1347-VV39-J	01-46-7020	Op Supplies	98.10
05/26	05/11/2026	41617	Amazon Capital Services Inc	1347-VV39-J	01-46-7999	Op Supplies	25.48
05/26	05/11/2026	41617	Amazon Capital Services Inc	1DQMTKYF	01-47-6104	Cables for computer Set up	75.97
05/26	05/11/2026	41617	Amazon Capital Services Inc	1F37-971Q-	01-42-6104	Remarkable accessories, op supplies, an	148.99
05/26	05/11/2026	41617	Amazon Capital Services Inc	1F37-971Q-	01-42-7020	Remarkable accessories, op supplies, an	117.94
05/26	05/11/2026	41617	Amazon Capital Services Inc	1RPC6GC1C	01-46-8510	camera bag and lense cover	26.77
05/26	05/11/2026	41617	Amazon Capital Services Inc	1WTR-NLLR-	01-46-7020	Supplies	43.98
05/26	05/11/2026	41617	Amazon Capital Services Inc	1WTR-NLLR-	01-46-7010	Supplies	13.90
Total 41617:							551.13
05/26	05/11/2026	41618	Andres Salazar	TUITIONAPR	01-42-5062	Employee Reimbursement	1,001.47
Total 41618:							1,001.47
05/26	05/11/2026	41619	Angel Armor LLC	INV18325	01-42-7305	Vest, carries, Cramblet, Palmer, Dickinso	1,814.67
Total 41619:							1,814.67
05/26	05/11/2026	41620	Anthony DeSantis	042026	04-44-5063	Meals Per Diem NA Snow Conference	223.00
05/26	05/11/2026	41620	Anthony DeSantis	042026	04-44-5063	Ride Share NA Snow Conference	178.31
Total 41620:							401.31
05/26	05/11/2026	41621	Arbortanics, Inc	878603	01-45-6132	landscaping supplies	3,095.90
Total 41621:							3,095.90
05/26	05/11/2026	41622	Ausmus Law Firm PC	10062	01-48-6102	Municipal Prosecutor	1,000.00
Total 41622:							1,000.00
05/26	05/11/2026	41623	BOMGAARS SUPPLY, INC	59330163	04-44-7051	Uniforms CW	369.91
05/26	05/11/2026	41623	BOMGAARS SUPPLY, INC	59340269	04-44-7051	JM Uniform	349.95
Total 41623:							719.86
05/26	05/11/2026	41624	BUCKEYE WELDING SUPPLY C	0005120199	04-44-6805	Cylinder Rental	9.19
Total 41624:							9.19
05/26	05/11/2026	41625	CARBON VALLEY GARAGE	21020	01-42-6805	Maint Work vehicles 17,12,10,15,8	1,744.90
Total 41625:							1,744.90
05/26	05/11/2026	41626	Columnar Holdings LLC	DEPOSIT RE	01-02-2610	Deposit Refund 356	2,392.37

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Check Amount
Total 41626:							2,392.37
05/26	05/11/2026	41627	Comcast	0007928	01-46-6311	Internet - CC	168.45
Total 41627:							168.45
05/26	05/11/2026	41628	Custom Ink	87469522	01-46-7051	MAH Staff Shirts	367.60
Total 41628:							367.60
05/26	05/11/2026	41629	David Jay Thrower	05012026ME	01-48-5040	Municipal court judge	2,000.00
Total 41629:							2,000.00
05/26	05/11/2026	41630	DBC Irrigation Supply	S6309632.00	01-45-6806	Irrigation Supplies	613.21
05/26	05/11/2026	41630	DBC Irrigation Supply	S6310689.00	01-45-6806	Irrigation Supplies	47.46
05/26	05/11/2026	41630	DBC Irrigation Supply	S6319150.00	01-45-6806	Irrigation supplies	721.00
05/26	05/11/2026	41630	DBC Irrigation Supply	S6321862.00	01-45-6806	Irrigation Supplies	238.57
05/26	05/11/2026	41630	DBC Irrigation Supply	S6323310.00	01-45-6806	Irrigation supplies	84.14
Total 41630:							1,704.38
05/26	05/11/2026	41631	DNI Heating Inc	5088919168	01-42-6801	Evedince Refrigerator Repair	1,990.00
Total 41631:							1,990.00
05/26	05/11/2026	41632	Employers Council	0000590472	01-46-5075	testing	225.00
Total 41632:							225.00
05/26	05/11/2026	41633	Felsburg Holt & Ullevig	47846	14-44-8503	3rd and Welker	747.50
Total 41633:							747.50
05/26	05/11/2026	41634	FRONT RANGE PORTABLE RES	2395	01-45-7020	Fouders Park Restroom	168.00
Total 41634:							168.00
05/26	05/11/2026	41635	Garretson's Sports Center	30246	01-45-7051	Uniformd CSlimmen	120.00
Total 41635:							120.00
05/26	05/11/2026	41636	GOPHER EXCAVATION INC	06-2787	14-44-8503	3rd and Welker	2,000.00
Total 41636:							2,000.00
05/26	05/11/2026	41637	Greeley Lock & Key LLC	222211055	01-47-6610	Annual Door Access - PW	720.00
05/26	05/11/2026	41637	Greeley Lock & Key LLC	222212395	01-46-6610	Alta Monitoring License 1yr Renewal	632.27
05/26	05/11/2026	41637	Greeley Lock & Key LLC	222212396	01-46-6610	Alta Video Generic Sensor License - 1 Y	22.36
05/26	05/11/2026	41637	Greeley Lock & Key LLC	222212657	01-46-6610	Alta Monitoring Lease	632.27
05/26	05/11/2026	41637	Greeley Lock & Key LLC	222212737	18-45-8504	rekeyed 3 doors	1,678.57
Total 41637:							3,685.47
05/26	05/11/2026	41638	Imprints Fort Collins	35728	01-40-7051	Hm uniforms	50.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Check Amount
Total 41638:							50.00
05/26	05/11/2026	41639	INFUSION ARCHITECTS	25025-008	09-42-8516	mead PD facility	84,486.94
Total 41639:							84,486.94
05/26	05/11/2026	41640	Jalisco International Inc	13	14-44-8503	3rd and welker	252,964.46
05/26	05/11/2026	41640	Jalisco International Inc	13	14-44-8503	3rd and welker	55,000.00-
05/26	05/11/2026	41640	Jalisco International Inc	13	14-02-2005	3rd and welker	12,648.22-
Total 41640:							185,316.24
05/26	05/11/2026	41641	John Elway Chevrolet	302684	01-42-8599	VEH 20	56,340.00
Total 41641:							56,340.00
05/26	05/11/2026	41642	Jorden Steele	042026	04-44-5063	Meals Per Diem North American Snow C	223.00
Total 41642:							223.00
05/26	05/11/2026	41643	Kinnon Entertainment	3301	01-46-6214	Summer Concert Production 6/26/2026	7,474.86
05/26	05/11/2026	41643	Kinnon Entertainment	3302	01-46-6214	Summer Concert Production 7/24/2026	7,474.86
05/26	05/11/2026	41643	Kinnon Entertainment	3303	01-46-6211	Community Day Concert Production 9/12	7,474.86
05/26	05/11/2026	41643	Kinnon Entertainment	3310	01-46-6214	Summer Block Party & NNO	2,850.00
Total 41643:							25,274.58
05/26	05/11/2026	41644	Laurie Graves	202660521	01-40-6109	Compensation Study	3,625.00
Total 41644:							3,625.00
05/26	05/11/2026	41645	Les Schwab Tire Center	1720021274	04-44-6805	PW03	1,208.09
05/26	05/11/2026	41645	Les Schwab Tire Center	1720021274	04-44-6805	PW03	780.97
05/26	05/11/2026	41645	Les Schwab Tire Center	1720021929	04-44-6805	PW35	47.99
Total 41645:							2,037.05
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	06-47-6111	5423 WC 32	45.48
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	150 Main Street	66.57
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	242 Dillingham Ave	45.48
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	2700 WC 34.5	2,691.30
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	190 1st St	675.41
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	365 Welker Ave	66.57
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	201 Welker Ave	45.48
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	06-47-6111	4504 E Wellker	157.68
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	156 Eagle Ave	224.60
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-42-6111	537 Main St (PD)	51.84
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	16775 North Creek	433.36
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	441 3rd st	1,157.59
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-45-6111	10 Fairburn Ave	77.16
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-40-6111	441 3rd st	78.24
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-47-6111	1341 WC 34	100.10
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	04-44-6111	1782 WC 32	46.21
05/26	05/11/2026	41646	LITTLE THOMPSON WATER DIS	607001- 04/2	01-46-6111	401 3rd St	327.03
Total 41646:							6,290.10

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Check Amount
05/26	05/11/2026	41647	LOVELAND BARRICADE LLC	28547	04-44-7041	Do Not enter sign	135.00
05/26	05/11/2026	41647	LOVELAND BARRICADE LLC	28554	04-44-7041	Telespar post and Telespar Anchor	3,900.00
05/26	05/11/2026	41647	LOVELAND BARRICADE LLC	38553	04-44-7041	Chevrons	60.00
Total 41647:							4,095.00
05/26	05/11/2026	41648	MAIN STREET MAT COMPANY	320027	01-40-7020	Mat Svs TH	77.93
05/26	05/11/2026	41648	MAIN STREET MAT COMPANY	321829	01-40-7020	Mat svs TH	77.93
05/26	05/11/2026	41648	MAIN STREET MAT COMPANY	321831	01-46-7020	Mat svs CC	148.70
05/26	05/11/2026	41648	MAIN STREET MAT COMPANY	321836	01-47-7020	Mat svs PW	115.68
Total 41648:							420.24
05/26	05/11/2026	41649	McDonald Farms Enterprises	0185032-IN	06-47-6601	Vac tanker	1,521.50
Total 41649:							1,521.50
05/26	05/11/2026	41650	NeoTreks, Inc	05031	04-44-6610	Plow Ops Subscription	350.00
Total 41650:							350.00
05/26	05/11/2026	41651	Old Town Pest Control	16409	06-47-6114	Pest Control	2,606.50
Total 41651:							2,606.50
05/26	05/11/2026	41652	PerkCity Inc	INV52202	01-49-5061	Wellness Rewards	75.00
05/26	05/11/2026	41652	PerkCity Inc	INV52564	01-49-5061	New Employee Subscription Fee	34.28
Total 41652:							109.28
05/26	05/11/2026	41653	Ponder Company Inc	30183-1	01-46-6801	Gym Floor Repair Kit	305.00
Total 41653:							305.00
05/26	05/11/2026	41654	Powell Restoration Inc	7	18-45-8504	Liberty Ranch Park	18,628.75
05/26	05/11/2026	41654	Powell Restoration Inc	7	18-02-2005	Liberty Ranch Park	931.44
Total 41654:							17,697.31
05/26	05/11/2026	41655	Prairie Mountian Media	0000448246	01-41-6312	Published Notices	167.20
05/26	05/11/2026	41655	Prairie Mountian Media	0000448246	01-02-2615	Published Notices	61.74
Total 41655:							228.94
05/26	05/11/2026	41656	Professional Management Solutio	85223	01-40-6109	Finance - Admin	4,224.00
05/26	05/11/2026	41656	Professional Management Solutio	85223	06-40-6109	Finance - Sewer	528.00
05/26	05/11/2026	41656	Professional Management Solutio	85223	20-40-6109	Finance - MURA	528.00
Total 41656:							5,280.00
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	30846	06-47-6807	Raterrink Feb	364.00
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	30876	06-47-6837	Wastewater svs - Feb	7,034.00
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	30876	06-47-6837	Annual Reporting	256.00
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	30876	06-47-6808	Equipment - Wastewater	935.96
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	30876	06-47-6125	Lab Services	555.84
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	30876	06-47-6808	Facility Operations	404.00
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	30876	06-47-6808	Facility Operations	20.30
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	31061	06-47-6808	R&M WWTP	2,775.77

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Check Amount
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	31062	06-47-6808	R&M WWTP	4,120.21
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	31107	06-47-6807	Raterrink April	364.00
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	3118	06-47-6837	Wastewater svcs - April	6,529.00
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	3118	06-47-6808	Equipment - Wastewater	766.80
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	3118	06-47-6125	Lab Services	637.44
05/26	05/11/2026	41657	RAMEY ENVIRONMENTAL COM	3118	06-47-6808	Facility Operations	751.80
Total 41657:							25,515.12
05/26	05/11/2026	41658	SAFETY & CONSTRUCTION SU	28939-IN	04-44-7041	D Markers CR 32	1,022.00
05/26	05/11/2026	41658	SAFETY & CONSTRUCTION SU	29018-IN	04-44-7255	Calibration Cylinder	530.00
Total 41658:							1,552.00
05/26	05/11/2026	41659	SportsEngine, Inc	68582	01-46-6135	Recreation BG Checks 5/2026	21.99
Total 41659:							21.99
05/26	05/11/2026	41660	Statewide Internet Portal Authority	12449	01-49-6199	ADA Remediation License	1,876.00
Total 41660:							1,876.00
05/26	05/11/2026	41661	T-Mobile USA Inc	0825 4.2026	01-42-6110	Cellular Service	80.00
Total 41661:							80.00
05/26	05/11/2026	41662	TOWN OF MEAD	18.02 - 05/03	01-40-6111	242 Dillingham Ave	60.88
05/26	05/11/2026	41662	TOWN OF MEAD	31.11 - 05/03/	01-40-6111	201 Welker Sewer	12.39
05/26	05/11/2026	41662	TOWN OF MEAD	338.01 - 05/0	01-40-6111	Town Hall Sewer	77.16
05/26	05/11/2026	41662	TOWN OF MEAD	453.01 - 05/0	01-42-6111	PD Sewer (535 Main St)	77.18
05/26	05/11/2026	41662	TOWN OF MEAD	478.02 - 05/0	01-40-6111	242 Main St	65.98
05/26	05/11/2026	41662	TOWN OF MEAD	566.02 - 05/0	01-46-6111	401 Third St - CC	362.21
05/26	05/11/2026	41662	TOWN OF MEAD	630.04 - 05/0	01-40-6111	505 3rd St Sewer	65.98
Total 41662:							721.78
05/26	05/11/2026	41663	University Auto Parts, Inc	378499	04-44-6805	PW41	35.64
Total 41663:							35.64
05/26	05/11/2026	41664	Utility Notification Center of Color	226041087	06-47-6120	Line locates	403.32
Total 41664:							403.32
05/26	05/11/2026	41665	Velocity Constructors Inc	6 REV	06-47-8527	WWTP Blower	191,000.00
05/26	05/11/2026	41665	Velocity Constructors Inc	6 REV	06-02-2005	WWTP Blower	9,550.00
Total 41665:							181,450.00
05/26	05/11/2026	41666	Wear Parts & Equipment Co, Inc	74150	04-44-6836	Gutter Brooms	1,397.46
Total 41666:							1,397.46
05/26	05/11/2026	41667	Wickham Tractor Company	IE27124	04-44-6805	PW20 maint and repairs	145.02
05/26	05/11/2026	41667	Wickham Tractor Company	IE27125	04-44-6805	PW20	38.05
05/26	05/11/2026	41667	Wickham Tractor Company	WD19385	04-44-6805	repairs and maint	5,041.36

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Check Amount
Total 41667:							5,224.43
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-40-5066	health ins	244.47
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-41-5066	health ins	20.87
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-42-5066	health ins	463.53
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	04-44-5066	health ins	290.73
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-45-5066	health ins	292.55
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-46-5066	health ins	142.33
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-47-5066	health ins	226.36
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-48-5066	health ins	46.36
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-49-5066	health ins	87.50
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	06-40-5066	health ins	125.74
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	20-40-5066	health ins	114.61
05/26	05/11/2026	41669	THE HARTFORD-GROUP BENE	9247062820	01-43-5066	health ins	194.51
Total 41669:							2,249.56
05/26	05/12/2026	51226100	Elan Cardmember Service	7742 4.2026	01-42-5063	Continuing Education SRO	358.56
05/26	05/12/2026	51226100	Elan Cardmember Service	7742 4.2026	01-42-5063	Continuing Education SRO	160.96
05/26	05/12/2026	51226100	Elan Cardmember Service	7742 4.2026	01-42-5063	Leadership Training	795.00
05/26	05/12/2026	51226100	Elan Cardmember Service	7742 4.2026	01-42-5063	Supervision of Police Personnel	1,100.00
Total 51226100:							2,414.52
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-7020	Shop supplies	4.79
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-7305	Shop supplies	10.84
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-7305	Shop supplies	29.98
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-7020	Shop supplies	59.91
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-7020	Shop supplies	4.79
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-6805	Water Tank	7.96
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-6805	Water Tank	9.16
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-6805	Water Tank	7.23
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-6805	Water Tank	4.35
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-6805	Water Tank	8.42
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-6805	Water Tank	14.98
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	04-44-7305	Shop Tools	259.93
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-7305	Shop Tools	99.98
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-46-6801	Shop Tools	169.00
05/26	05/12/2026	51226101	HOME DEPOT CREDIT SERVIC	2769 4.2026	01-45-6805	Shop Tools	348.00
Total 51226101:							1,039.32
05/26	05/12/2026	51226102	JOHN DEERE FINANCIAL	3152263	04-44-6405	JD Grader Lease	5,871.01
05/26	05/12/2026	51226102	JOHN DEERE FINANCIAL	3153119	04-44-6405	JD WLDR Lease	3,223.46
Total 51226102:							9,094.47
05/26	05/12/2026	51226103	SAMSCLUB	4230 5.2026	01-46-7010	CC Drinks,, snacks and kleenex	115.23
05/26	05/12/2026	51226103	SAMSCLUB	4230 5.2026	01-46-7020	CC Drinks,, snacks and kleenex	31.55
05/26	05/12/2026	51226103	SAMSCLUB	4230 5.2026	01-41-7020	BOT Retreat	41.96
05/26	05/12/2026	51226103	SAMSCLUB	4230 5.2026	01-41-7020	BOT Retreat drivers tip	1.70
05/26	05/12/2026	51226103	SAMSCLUB	4230 5.2026	01-41-7999	BOT Mtg supplies	113.27
05/26	05/12/2026	51226103	SAMSCLUB	4230 5.2026	01-41-7999	Coffee w mayor	23.78
05/26	05/12/2026	51226103	SAMSCLUB	4230 5.2026	01-41-7999	BOT Meeting	11.46
Total 51226103:							338.95

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Check Amount
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-7020	Shop Supplies	20.98
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	01-45-7305	Shop Supplies	59.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-7255	Shop Supplies	43.96
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-7255	Shop Supplies	38.97
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	01-45-7020	Shop Supplies	15.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-6835	Roads/Sidewalks	639.96
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	01-45-6835	Shop Supplies/Tools	5.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-6805	Shop Supplies/Tools	9.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-6835	Shop Supplies/Tools	9.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	01-47-7020	Shop Supplies/Tools	13.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-6805	Shop Supplies/Tools	119.96
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	01-45-7020	Shop Supplies/Tools	21.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	01-45-7020	Shop Supplies/Tools	21.99
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-7020	Shop Supplies/Tools	25.16
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-7020	Shop Supplies/Tools	21.96
05/26	05/12/2026	51226104	TRACTOR SUPPLY CREDIT PLA	1350	04-44-6805	Shop Supplies/Tools	9.99
Total 51226104:							1,080.86
05/26	05/12/2026	51226105	XCEL ENERGY	974805658	01-42-6111	Utilities 537 Main St	164.98
05/26	05/12/2026	51226105	XCEL ENERGY	974876992	01-47-6111	1341 CR 34	207.01
05/26	05/12/2026	51226105	XCEL ENERGY	974921977	01-40-6111	299 Palmer Ave	72.43
05/26	05/12/2026	51226105	XCEL ENERGY	974921977	01-46-6111	401 3rd Street	232.17
05/26	05/12/2026	51226105	XCEL ENERGY	974940829	04-44-6111	1785 CR 32	58.20
05/26	05/12/2026	51226105	XCEL ENERGY	974950689	14-44-8536	14014 CR 7	34.61
Total 51226105:							769.40
Grand Totals:							658,010.35

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-02-2000	.00	126,317.83-	126,317.83-
01-02-2610	2,392.37	.00	2,392.37
01-02-2615	61.74	.00	61.74
01-40-5066	244.47	.00	244.47
01-40-6109	7,849.00	.00	7,849.00
01-40-6111	433.06	.00	433.06
01-40-7020	155.86	.00	155.86
01-40-7051	50.00	.00	50.00
01-41-5066	20.87	.00	20.87
01-41-6312	167.20	.00	167.20
01-41-7020	43.66	.00	43.66
01-41-7999	148.51	.00	148.51
01-42-5062	1,001.47	.00	1,001.47
01-42-5063	2,695.00	.00	2,695.00
01-42-5066	463.53	.00	463.53
01-42-6104	148.99	.00	148.99
01-42-6110	80.00	.00	80.00
01-42-6111	294.00	.00	294.00
01-42-6801	1,990.00	.00	1,990.00
01-42-6805	1,744.90	.00	1,744.90
01-42-7020	117.94	.00	117.94
01-42-7305	1,916.32	.00	1,916.32

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-42-8599	56,340.00	.00	56,340.00
01-43-5066	194.51	.00	194.51
01-45-5066	292.55	.00	292.55
01-45-6111	5,483.52	.00	5,483.52
01-45-6132	3,095.90	.00	3,095.90
01-45-6805	400.10	.00	400.10
01-45-6806	1,704.38	.00	1,704.38
01-45-6835	5.99	.00	5.99
01-45-7020	297.46	.00	297.46
01-45-7051	120.00	.00	120.00
01-45-7305	200.79	.00	200.79
01-46-5066	142.33	.00	142.33
01-46-5075	225.00	.00	225.00
01-46-6111	921.41	.00	921.41
01-46-6135	21.99	.00	21.99
01-46-6211	14,949.72	.00	14,949.72
01-46-6214	35,599.44	.00	35,599.44
01-46-6311	168.45	.00	168.45
01-46-6610	1,286.90	.00	1,286.90
01-46-6801	474.00	.00	474.00
01-46-6999	480.00	.00	480.00
01-46-7010	129.13	.00	129.13
01-46-7020	322.33	.00	322.33
01-46-7051	367.60	.00	367.60
01-46-7999	25.48	.00	25.48
01-46-8510	26.77	.00	26.77
01-47-5066	226.36	.00	226.36
01-47-6104	75.97	.00	75.97
01-47-6111	307.11	.00	307.11
01-47-6610	720.00	.00	720.00
01-47-7020	129.67	.00	129.67
01-48-5040	2,000.00	.00	2,000.00
01-48-5066	46.36	.00	46.36
01-48-6102	1,000.00	.00	1,000.00
01-49-5061	109.28	.00	109.28
01-49-5066	87.50	.00	87.50
01-49-6199	1,876.00	.00	1,876.00
04-02-2000	.00	26,735.40-	26,735.40-
04-44-5063	624.31	.00	624.31
04-44-5066	290.73	.00	290.73
04-44-6111	104.41	.00	104.41
04-44-6405	9,094.47	.00	9,094.47
04-44-6610	350.00	.00	350.00
04-44-6805	7,446.25	.00	7,446.25
04-44-6835	649.95	.00	649.95
04-44-6836	1,397.46	.00	1,397.46
04-44-7020	68.10	.00	68.10
04-44-7041	5,117.00	.00	5,117.00
04-44-7051	719.86	.00	719.86
04-44-7255	612.93	.00	612.93
04-44-7305	259.93	.00	259.93
06-02-2000	9,550.00	221,903.34-	212,353.34-
06-02-2005	.00	9,550.00-	9,550.00-
06-40-5066	125.74	.00	125.74
06-40-6109	528.00	.00	528.00
06-47-6111	203.16	.00	203.16
06-47-6114	2,606.50	.00	2,606.50
06-47-6120	403.32	.00	403.32
06-47-6125	1,193.28	.00	1,193.28

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
06-47-6601	1,521.50	.00	1,521.50
06-47-6807	728.00	.00	728.00
06-47-6808	9,774.84	.00	9,774.84
06-47-6837	13,819.00	.00	13,819.00
06-47-8527	191,000.00	.00	191,000.00
09-02-2000	.00	84,486.94-	84,486.94-
09-42-8516	84,486.94	.00	84,486.94
14-02-2000	67,648.22	255,746.57-	188,098.35-
14-02-2005	.00	12,648.22-	12,648.22-
14-44-8503	255,711.96	55,000.00-	200,711.96
14-44-8536	34.61	.00	34.61
18-02-2000	931.44	20,307.32-	19,375.88-
18-02-2005	.00	931.44-	931.44-
18-45-8504	20,307.32	.00	20,307.32
20-02-2000	.00	642.61-	642.61-
20-40-5066	114.61	.00	114.61
20-40-6109	528.00	.00	528.00
<b>Grand Totals:</b>	<u>839,824.73</u>	<u>814,269.67-</u>	<u>25,555.06</u>

Report Criteria:  
 Report type: GL detail



## Agenda Item Summary

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**Agenda Date:** 5/11/2026

**Subject:** Resolution No. 29-R-2026 — A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Artaic Group, LLC for Owner’s Representative Services Related to the Town of Mead Police Facility Construction (RFP No. 2026-003)

**Presented by:** Erika Rasmussen, Town Engineer / Public Works Director

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### Summary:

In April 2026, the Town of Mead (the “Town”) released a Request for Proposals (RFP No. 2026-003) for owner’s representative and project management services related to construction of the new Town of Mead Police Facility (the “Services”). The Services include full-time construction management services for the Town of Mead Police Facility construction project (the “Project”), including management of all pre-construction and construction activities, review of bid packages, preparation of contract documents, providing daily construction and traffic control inspections, negotiating change orders, documenting the progress of the work, measuring quantities, approving pay requests, coordinating response to contractor requests for information and submittal reviews, collecting as-built drawings, issuing punch lists, and providing all Project closeout documentation.

Thirteen (13) proposals were received from qualified firms and the top four (4) were selected for interviews. Staff has selected Artaic Group, LLC (the “Contractor”) based on the quality of its proposal, interview, qualifications, and reference checks. The Contractor best meets the needs of the Project and Staff recommends entering into a professional services agreement with Artaic Group, LLC to provide the Services for the not-to-exceed amount (“NTE Amount”) of Three Hundred Four Thousand Dollars (\$304,000.00) (the “Agreement”).

Resolution No. 29-R-2026 (the “Resolution”): (a) approves the Agreement; (b) authorizes the Town Attorney in cooperation with the Town Manager, to make non-material changes to the Agreement as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the Agreement once in final form.

### Financial Considerations:

As stated above, the NTE Amount for the Agreement is \$304,000.00. Funds are available in the Municipal Facilities Fund 09-42-8516 Capital Outlay – Buildings and Improvements

### Staff Recommendation / Actions Required:

Staff recommends the Board of Trustees approve the Resolution, approving the Agreement between the Town and the Contractor for owner’s representative and project management services related to construction of the Town of Mead Police Facility.

A motion to approve the May 11, 2026, consent agenda will approve the Resolution. If this item is pulled off the consent for further discussion or questions, Staff recommends the following motion:

### Suggested Motion:

“I move to approve Resolution 29-R-2026, A Resolution of the Town of Mead, Colorado,

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Approving an Agreement for Professional Services with Artaic Group, LLC for Owner's Representative Services Related to the Town of Mead Police Facility Construction (RFP No. 2026-003)."

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**Attachments:**

1. Resolution No. 29-R-2026
2. Exhibit 1 - PSA Artaic Group

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 29-R-2026**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING AN AGREEMENT  
FOR PROFESSIONAL SERVICES WITH ARTAIC GROUP, LLC FOR OWNER'S  
REPRESENTATIVE SERVICES RELATED TO THE TOWN OF MEAD POLICE FACILITY  
CONSTRUCTION (RFP NO. 2026-003)**

**WHEREAS**, in March 2026, the Town of Mead (the "Town") issued that certain Request for Proposals for Owner's Representative Services for the Town of Mead Police Facility Construction (RFP No. 2026-003, or "RFP"); and

**WHEREAS**, the Town requires owner's representative and project management services for the construction of a new Town of Mead Police Facility, as generally described and set forth in the RFP (the "Services"); and

**WHEREAS**, Artaic Group, LLC, a Colorado corporation (the "Contractor"), submitted a response to the RFP and represents that it has the requisite expertise and experience to perform the Services; and

**WHEREAS**, following a review of responses to the RFP, Town staff is recommending that the Town enter into an agreement for professional services with Contractor, a copy of which is attached to this Resolution as **Exhibit 1** and is incorporated herein by reference (the "Agreement"); and

**WHEREAS**, the Agreement establishes a not-to-exceed compensation amount of Three Hundred Four Thousand and 00/100 Dollars (\$304,000.00) (the "NTE Amount") for the Services; and

**WHEREAS**, following the review of the Staff recommendation, the Board of Trustees desires to approve the Agreement with Contractor for the NTE Amount of \$304,000.00, and further desires to delegate authority to the Town Manager to execute the Agreement on behalf of the Town once in final form.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

**Section 1.** The foregoing recitals and findings are incorporated herein as findings and conclusions of the Board of Trustees.

**Section 2.** The Board of Trustees hereby: (a) approves the Agreement with the Contractor in substantially the form attached hereto as **Exhibit 1**; (b) authorizes the Town Attorney in cooperation with the Town Manager to make changes to the Agreement as may be necessary prior to mutual execution that do not materially increase the Town's financial or other obligations; and (c) authorizes the Town Manager to execute the Agreement on behalf of the Town when in final form.

**Section 3. Effective Date.** This resolution shall be effective immediately upon adoption.

**Section 4. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 5. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 11<sup>TH</sup> DAY OF MAY, 2026.**

**ATTEST:**

**TOWN OF MEAD**

By: \_\_\_\_\_  
Mary E. Strutt, MMC, Town Clerk

By: \_\_\_\_\_  
Colleen G. Whitlow, Mayor

**EXHIBIT 1**

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE TOWN OF MEAD AND  
ARTAIC GROUP, LLC FOR OWNER'S REPRESENTATIVE SERVICES FOR THE TOWN OF  
MEAD POLICE FACILITY CONSTRUCTION (RFP NO. 2026-003)

**Town of Mead, Colorado**  
**AGREEMENT FOR PROFESSIONAL SERVICES**

**Project/Services Name: Town of Mead Police Facility Owner’s Representative Services**  
**(RFP No. 2026-003)**

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is made and entered into by and between the Town of Mead, a municipal corporation of the State of Colorado, with offices at 441 Third Street, Mead, Colorado 80542 (the “Town”), and Artaic Group, LLC, a Colorado corporation with offices at 2650 18th Street, Suite 301, Denver, CO 80211 (“Contractor”) (each individually a “Party” and collectively the “Parties”).

**RECITALS**

WHEREAS, the Town requires certain professional services as more fully described in **Exhibit A**; and

WHEREAS, Contractor represents that it has the requisite expertise and experience to perform the professional services; and

WHEREAS, the Town desires to contract with the Contractor subject to the terms of this Agreement.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**I. SCOPE OF SERVICES**

A. Services. Contractor shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference (the “Services” or “Scope of Services”). The Parties recognize and acknowledge that, although the Town has requested certain general services to be performed or certain work product to be produced, the Contractor has offered to the Town the process, procedures, terms, and conditions under which the Contractor plans and proposes to achieve or produce the services and/or work product(s) and the Town, through this Agreement, has accepted such process, procedures, terms, and conditions as binding on the Parties.

B. Changes to Services. A change in the Scope of Services shall not be effective unless authorized through a written amendment to this Agreement signed by both Parties. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein or as otherwise provided in writing by the Town, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement.

C. Duty to Inform. The Contractor shall perform the Services in accordance with this Agreement and shall promptly inform the Town concerning ambiguities and uncertainties related to the Contractor's performance that are not addressed by the Agreement.

D. Time of Performance. The Contractor shall perform all Services in accordance with this Agreement commencing on the Effective Date, as set forth in Section II of this Agreement, until such Services are completed, or terminated or suspended in accordance with this Agreement. The Contractor shall not temporarily delay, postpone, or suspend the performance of the Services without the written consent of the Town Board of Trustees, Town Manager, or a person expressly authorized in writing to direct the Contractor's services.

## **II. TERM AND TERMINATION**

A. Term. This Agreement shall commence on the date of mutual execution of the Parties (the "Effective Date") and shall continue until December 31, 2027 or until terminated as provided herein ("Termination Date"). The Parties may mutually agree in writing to extend the term of this Agreement, subject to annual appropriation.

B. Town Unilateral Termination. This Agreement may be terminated by the Town for any or no reason upon written notice delivered to the Contractor at least ten (10) days prior to termination. In the event of the Town's exercise of the right of unilateral termination as provided by this paragraph:

1. Unless otherwise provided in any notice of termination, the Contractor shall provide no further services in connection with this Agreement after Contractor's receipt of a notice of termination; and

2. The Contractor shall deliver all finished or unfinished documents, data, studies and reports prepared by the Contractor pursuant to this Agreement to the Town and such documents, data, studies, and reports shall become the property of the Town; and

3. The Contractor shall submit to the Town a final accounting and final invoice of charges for all outstanding and unpaid Services and reimbursable expenses authorized by this Agreement and performed prior to the Contractor's receipt of notice of termination and for any Services authorized to be performed by the notice of termination as provided by Section II.B of this Agreement. The Contractor shall deliver such final accounting and final invoice to the Town within thirty (30) days of the date of termination; thereafter, the Town shall not accept and Contractor shall not submit any other invoice, bill, or other form of statement of charges owing to the Contractor.

C. Termination for Non-Performance. Should a party to this Agreement fail to materially perform in accordance with the terms and conditions of this Agreement, this Agreement may be terminated by the performing party if the performing party first provides written notice to the non-performing party. Such notice shall specify the non-performance, provide a demand to cure the non-performance and reasonable time to cure the non-performance, and state a date upon which the Agreement shall be terminated if there is a failure to timely cure the non-performance. For purpose of this Section II.C, "reasonable time" shall not be less than five (5) business days. In

the event of a failure to timely cure a non-performance and upon the date of the resulting termination for non-performance, the Contractor shall prepare a final accounting and final invoice of charges for all performed but unpaid Services and any reimbursable expenses authorized by this Agreement. Such final accounting and final invoice shall be delivered to the Town within fifteen (15) days of the termination date contained in the written notice. Thereafter, the Town shall not accept and Contractor shall not submit any other invoice, bill, or other form of statement of charges owing to the Contractor. Provided that notice of non-performance is provided in accordance with this Section II.C, nothing in this Section II.C shall prevent, preclude, or limit any claim or action for default or breach of contract resulting from non-performance by a Party.

D. Suspension of Services. The Town may suspend the Contractor's performance of the Services at the Town's discretion and for any reason by delivery of written notice of suspension to the Contractor, which notice shall state a specific date of suspension. Upon Contractor's receipt of such notice of suspension from the Town, the Contractor shall immediately cease performance of the Services on the date of suspension except: (1) as may be specifically authorized by the notice of suspension (e.g., to secure the work area from damage due to weather or to complete a specific report or study); or (2) for the submission of an invoice for Services performed prior to the date of suspension in accordance with this Agreement. Contractor shall not re-commence performance of the Services until it receives written notice of re-commencement from the Town.

E. Delivery of Notices. Any notice permitted by this Section II and its subsections shall be addressed to the Town Representative or the Contractor Representative at the address set forth in Section XII.D of this Agreement or such other address as either Party may notify the other of and shall be deemed given upon delivery if personally delivered, or forty-eight (48) hours after deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested.

### **III. REPRESENTATIVES AND SUPERVISION**

A. Town Representative. The Town representative responsible for oversight of this Agreement and the Contractor's performance of Services hereunder shall be the Town Manager or his or her designee ("Town Representative"). The Town Representative shall act as the Town's primary point of contact with the Contractor.

B. Contractor Representative. The Contractor representative under this Agreement shall be John Bills, Principal / Co-Owner ("Contractor Representative"). The Contractor Representative shall act as the Contractor's primary point of contact with the Town. The Contractor shall not designate another person to be the Contractor Representative without prior written notice to the Town.

C. Town Supervision. The Contractor shall provide all Services with little or no daily supervision by Town staff or other contractors. Inability or failure of the Contractor to perform with little or no daily supervision which results in the Town's need to allocate resources in time or expense for daily supervision shall constitute a material breach of this Agreement and be subject to cure or remedy, including possible termination of the Agreement, as provided in this Agreement.

#### IV. COMPENSATION

A. Not-to-Exceed Amount. Following execution of this Agreement by the Parties, the Contractor shall be authorized to and shall commence performance of the Services as described in **Exhibit A**, subject to the requirements and limitations on compensation as provided by this Section IV and its subsections. Compensation to be paid hereunder shall not exceed **Three Hundred Four Thousand Dollars and Zero Cents (\$304,000.00)** (“Not-to-Exceed Amount”) unless a larger amount is agreed to by and between the Parties in accordance with the amendment requirements of this Agreement. Notwithstanding the amount specified in this Section, Contractor shall be paid only for work performed. Contractor shall not be paid until tasks identified in the Scope of Services are performed to the satisfaction of the Town. In consideration for the completion of the Scope of Services by Contractor, the Town shall pay Contractor as follows:

- If this box is checked, the Town shall pay Contractor on a time and materials basis in accordance with the rate schedule shown in **Exhibit B**. This amount shall include all fees, costs and expenses incurred by Contractor, and no additional amounts shall be paid by the Town for any fees, costs and expenses. Final payment may be requested by the Contractor upon completion of the Services and the Town’s acceptance of all work or Services as set forth in **Exhibit A**.
- If this box is checked, the Town shall pay the Contractor the Not-to-Exceed Amount in a single lump sum payment.

B. Receipts. The Town, before making any payment, may require the Contractor to furnish at no additional charge releases or receipts from any or all persons performing work under this Agreement and/or supplying material or services to the Contractor, or any subcontractor if this is deemed necessary to protect the Town’s interest. The Town, however, may in its discretion make payment in part or full to the Contractor without requiring the furnishing of such releases or receipts.

C. Reimbursable Expenses.

1. If this Agreement is for lump sum compensation, there shall be no reimbursable expenses.

2. If the Agreement is for compensation based on a time and materials basis, the following shall be considered “reimbursable expenses” for purposes of this Agreement and may be billed to the Town without administrative mark-up, which must be accounted for by the Contractor, and proof of payment shall be provided by the Contractor with the Contractor’s monthly invoices:

- None
- Vehicle Mileage (billed at not more than the prevailing per mile charge permitted by the IRS as a tax-deductible business expense)
- Printing and Photocopying Related to the Services (billed at actual cost)
- Long Distance Telephone Charges Related to the Services
- Postage and Delivery Services

- Lodging and Meals (but only with prior written approval of the Town as to dates and maximum amount)

3. Other Expenses. Any fee, cost, charge, or expense incurred by the Contractor not otherwise specifically authorized by this Agreement shall be deemed a non-reimbursable cost that shall be borne by the Contractor and shall not be billed or invoiced to the Town and shall not be paid by the Town.

D. No Waiver. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

## V. PROFESSIONAL RESPONSIBILITY

A. General. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing required by law.

B. Standard of Performance. The work performed by Contractor shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations including environmental, health and safety laws and regulations.

C. Subcontractors. The Parties recognize and agree that subcontractors may be utilized by the Contractor for the performance of certain Services if included and as described more particularly in **Exhibit A**; however, the engagement or use of subcontractors will not relieve or excuse the Contractor from performance of any obligations imposed in accordance with this Agreement and Contractor shall remain solely responsible for ensuring that any subcontractors engaged to perform Services hereunder shall perform such Services in accordance with all terms and conditions of this Agreement.

## VI. INDEPENDENT CONTRACTOR

A. General. Contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a Town employee for any purposes.

B. Liability for Employment-Related Rights and Compensation. The Contractor shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with the Contractor, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such employment or related to the corporate amenities of such employment. The Contractor will comply with all laws, regulations, municipal codes, and ordinances and other requirements and

standards applicable to the Contractor's employees, including, without limitation, federal and state laws governing wages and overtime, equal employment, safety and health, employees' citizenship, withholdings, reports and record keeping. Accordingly, the Town shall not be called upon to assume any liability for or direct payment of any salaries, wages, contribution to pension funds, insurance premiums or payments, workers' compensation benefits or any other amenities of employment to any of the Contractor's employees or any other liabilities whatsoever, unless otherwise specifically provided herein.

B. Insurance Coverage and Employment Benefits. The Town will not include the Contractor as an insured under any policy the Town has for itself. The Town shall not be obligated to secure nor provide any insurance coverage or employment benefits of any kind or type to or for the Contractor or the Contractor's employees, sub-consultants, subcontractors, agents, or representatives, including but not limited to coverage or benefits related to: local, state, or federal income or other tax contributions, FICA, workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, pension or retirement account contributions, profit sharing, professional liability insurance, or errors and omissions insurance. The following disclosure is provided in accordance with Colorado law:

**CONTRACTOR ACKNOWLEDGES THAT NEITHER IT NOR ITS AGENTS OR EMPLOYEES ARE ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS CONTRACTOR OR SOME ENTITY OTHER THAN THE TOWN PROVIDES SUCH BENEFITS. CONTRACTOR FURTHER ACKNOWLEDGES THAT NEITHER IT NOR ITS AGENTS OR EMPLOYEES ARE ENTITLED TO WORKERS' COMPENSATION BENEFITS. CONTRACTOR ALSO ACKNOWLEDGES THAT IT IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED OR PAID PURSUANT TO THIS AGREEMENT.**

C. Employee Benefits Claims. To the maximum extent permitted by law, the Contractor waives all claims against the Town for any Employee Benefits; the Contractor will defend the Town from any claim and will indemnify the Town against any liability for any Employee Benefits for the Contractor imposed on the Town; and the Contractor will reimburse the Town for any award, judgment, or fine against the Town based on the position the Contractor was ever the Town's employee, and all attorneys' fees and costs the Town reasonably incurs defending itself against any such liability.

## VII. INSURANCE

A. General. During the term of this Agreement, the Contractor shall obtain and shall continuously maintain, at the Contractor's expense, insurance of the kind and in the minimum amounts specified as follows by checking the appropriate boxes:

- The Contractor shall obtain and maintain the types, forms, and coverage(s) of insurance deemed by the Contractor to be sufficient to meet or exceed the Contractor's minimum statutory and legal obligations arising under this Agreement ("Contractor Insurance"); OR

- The Contractor shall secure and maintain the following (“Required Insurance”):
- Worker’s Compensation Insurance in the minimum amount required by applicable law for all employees and other persons as may be required by law. Such policy of insurance shall be endorsed to include the Town as a Certificate Holder.
  - Comprehensive General Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000.00) each occurrence and of Two Million Dollars (\$2,000,000.00) aggregate. The policy shall be applicable to all premises and all operations of the Contractor. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision. Coverage shall be provided on an “occurrence” basis as opposed to a “claims made” basis. Such insurance shall be endorsed to name the Town as Certificate Holder and name the Town, and its elected officials, officers, employees and agents as additional insured parties.
  - Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars (\$1,000,000.00) each occurrence with respect to each of the Contractor’s owned, hired and non-owned vehicles assigned to or used in performance of the Services. The policy shall contain a severability of interests provision. Such insurance coverage must extend to all levels of subcontractors. Such coverage must include all automotive equipment used in the performance of the Services, both on the work site and off the work site, and such coverage shall include non-ownership and hired cars coverage. Such insurance shall be endorsed to name the Town as Certificate Holder and name the Town, and its elected officials, officers, employees and agents as additional insured parties.
  - Professional Liability (errors and omissions) Insurance with a minimum limit of coverage of One Million Dollars (\$1,000,000.00) per claim and annual aggregate. Such policy of insurance shall be obtained and maintained for one (1) year following completion of all Services under this Agreement. Such policy of insurance shall be endorsed to include the Town as a Certificate Holder.

B. Additional Requirements. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least thirty (30) days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the

Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Insurance Certificates. Contractor shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect prior to the commencement of the Services. The certificate shall identify this the Project/Services Name as set forth on the first page of this Agreement.

D. Failure to Obtain or Maintain Insurance. The Contractor's failure to obtain and continuously maintain policies of insurance shall not limit, prevent, preclude, excuse, or modify any liability, claims, demands, or other obligations of the Contractor arising from performance or non-performance of this Agreement. Failure on the part of the Contractor to obtain and continuously maintain policies providing the required coverage, conditions, restrictions, notices, and minimum limits shall constitute a material breach of this Agreement upon which the Town may immediately terminate this Agreement, or, at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith. All monies so paid by the Town, together with an additional five percent (5%) administrative fee, shall be repaid by the Contractor to the Town immediately upon demand by the Town. At the Town's sole discretion, the Town may offset the cost of the premiums against any monies due to the Contractor from the Town pursuant to this Agreement.

## **VIII. INDEMNIFICATION**

A. Contractor agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representatives, agents, employees, and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of a worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor. Contractor's liability under this indemnification provision shall be to the fullest extent of, but shall not exceed, that amount represented by the degree or percentage of negligence or fault attributable to Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor or of any subcontractor of Contractor.

B. If Contractor is providing architectural, engineering, surveying or other design services under this Agreement, the extent of Contractor's obligation to indemnify and hold harmless the Town may be determined only after Contractor's liability or fault has been determined

by adjudication, alternative dispute resolution or otherwise resolved by mutual agreement between the Parties, as provided by C.R.S. § 13-50.5-102(8)(c).

**IX. RESERVED**

**X. REMEDIES**

A. In addition to any other remedies provided for in this Agreement, and without limiting its remedies available at law, the Town may exercise the following remedial actions if the Contractor substantially fails to perform the duties and obligations of this Agreement. Substantial failure to perform the duties and obligations of this Agreement shall mean a significant, insufficient, incorrect, or improper performance, activities or inactions by the Contractor. The remedial actions include:

1. Suspend the Contractor's performance pending necessary corrective action as specified by the Town without the Contractor's entitlement to an adjustment in any charge, fee, rate, price, cost, or schedule; and/or
2. Withhold payment to the Contractor until the necessary services or corrections in performance are satisfactorily completed; and/or
3. Deny payment for those services which have not been satisfactorily performed, and which, due to circumstances caused by the Contractor, cannot be performed, or if performed would be of no value to the Town; and/or
4. Terminate this Agreement in accordance with this Agreement.

B. The foregoing remedies are cumulative and the Town, in its sole discretion, may exercise any or all of the remedies individually or simultaneously.

**XI. RECORDS AND OWNERSHIP**

A. Retention and Open Records Act Compliance. All records of the Contractor related to the provision of Services hereunder, including public records as defined in the Colorado Open Records Act ("CORA"), and records produced or maintained in accordance with this Agreement, are to be retained and stored in accordance with the Town's records retention and disposal policies. Those records which constitute "public records" under CORA are to be at the Town offices or accessible and opened for public inspection in accordance with CORA and Town policies. Public records requests for such records shall be processed in accordance with Town policies. Contractor agrees to allow access by the Town and the public to all documents subject to disclosure under applicable law. Contractor's willful failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the Town. For purposes of CORA, the Town Clerk is the custodian of all records produced or created as a result of this Agreement. Nothing contained herein shall limit the Contractor's right to defend against disclosure of records alleged to be public.

B. Town's Right of Inspection. The Town shall have the right to request that the Contractor provide to the Town a list of all records of the Contractor related to the provision of Services hereunder retained by the Contractor in accordance with this subsection and the location and method of storage of such records. Contractor agrees to allow inspection at reasonable times by the Town of all documents and records produced or maintained in accordance with this Agreement.

C. Ownership. Any work product, materials, and documents produced by the Contractor pursuant to this Agreement shall become property of the Town of Mead upon delivery and shall not be made subject to any copyright by the Contractor unless authorized by the Town. Other materials, statistical data derived from other clients and other client projects, software, methodology and proprietary work used or provided by the Contractor to the Town not specifically created and delivered pursuant to the Services outlined in this Agreement shall not be owned by the Town and may be protected by a copyright held by the Contractor and the Contractor reserves all rights granted to it by any copyright. The Town shall not reproduce, sell, or otherwise make copies of any copyrighted material, subject to the following exceptions: (1) for exclusive use internally by Town staff and/or employees; or (2) pursuant to a request under the Colorado Open Records Act, § 24-72-203, C.R.S., to the extent that such statute applies; or (3) pursuant to law, regulation, or court order. The Contractor waives any right to prevent its name from being used in connection with the Services. The Contractor may publicly state that it performs the Services for the Town.

D. Return of Records to Town. At the Town's request, upon expiration or termination of this Agreement, all records of the Contractor related to the provision of Services hereunder, including public records as defined in the CORA, and records produced or maintained in accordance with this Agreement, are to be returned to the Town in a reasonable format and with an index as determined and requested by the Town.

## **XII. MISCELLANEOUS**

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Weld County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligations of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Notice. Unless otherwise provided in this Agreement, any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent via pre-paid, first class United States Mail, to the party at the address set forth below.

**If to the Town:**

**If to Contractor:**

Town of Mead Attn: Town Manager 441 Third Street P.O. Box 626 Mead, Colorado 80542	Artaic Group, LLC Attn: John Bills 2650 18 <sup>th</sup> Street, Suite 301 Denver, CO 80211
With Copy to: Michow Guckenberger McAskin LLP Attn: Mead Town Attorney 5299 DTC Blvd, Suite 300 Greenwood Village, Colorado 80111	With Copy to:

E. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

F. Modification. This Agreement may only be modified upon written agreement signed by the Parties.

G. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties hereto, shall be assigned by either Party without the written consent of the other.

H. Nondiscrimination. Contractor shall comply with all applicable federal and state laws, rules, and regulations in effect, or hereafter established, relating to discrimination and unfair employment practices, including without limitation, C.R.S. § 24-34-401, *et seq.*, as may be amended from time to time.

I. Governmental Immunity. The Town, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended (“CGIA”), or otherwise available to the Town and its officers or employees.

J. Rights and Remedies. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted.

K. Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, and thus any obligations of the Town hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

L. Binding Effect. The Parties agree that this Agreement, by its terms, shall be binding upon the successors, heirs, legal representatives, and assigns; provided that this Section XII shall not authorize assignment.

M. No Third-Party Beneficiaries. Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, sub-consultant or subcontractor of Contractor. Absolutely no third-party beneficiaries are intended by this Agreement. Any third party receiving a benefit from this Agreement is an incidental and unintended beneficiary only.

N. Release of Information. The Contractor shall not, without the prior written approval of the Town, release any privileged or confidential information obtained in connection with the Services or this Agreement.

O. Attorneys' Fees. If the Contractor breaches this Agreement, then it shall pay the Town's reasonable costs and attorney's fees incurred in the enforcement of the terms, conditions, and obligations of this Agreement.

P. Survival. The provisions of Sections VI (Independent Contractor), VII (Insurance), VIII (Indemnification) and XII (A) (Governing Law and Venue), (J) (Rights and Remedies), (K) Annual Appropriation), (N) (Release of Information) and (O) Attorneys' Fees, shall survive the expiration or termination of this Agreement. Any additional terms and conditions of the Agreement that require continued performance, compliance, or effect beyond the termination date of the Agreement shall survive such termination date and shall be enforceable in the event of a failure to perform or comply.

Q. Agreement Controls. In the event a conflict exists between this Agreement and any term in any exhibit attached or incorporated into this Agreement, the terms in this Agreement shall supersede the terms in such exhibit.

R. Force Majeure. Neither the Contractor nor the Town shall be liable for any delay in, or failure of performance of, any covenant or promise contained in this Agreement, nor shall any delay or failure constitute default or give rise to any liability for damages if, and only to extent that, such delay or failure is caused by "force majeure." As used in this Agreement, "force majeure" means acts of God, acts of the public enemy, acts of terrorism, unusually severe weather, fires, floods, epidemics, pandemics, quarantines, strikes, labor disputes and freight embargoes, to the extent such events were not the result of, or were not aggravated by, the acts or omissions of the non-performing or delayed party.

S. Authority. The individuals executing this Agreement represent that they are expressly authorized to enter into this Agreement on behalf of the Town of Mead and the Contractor and bind their respective entities.

T. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same document. In addition, the Parties specifically acknowledge and agree that electronic signatures shall be

effective for all purposes, in accordance with the provisions of the Uniform Electronic Transactions Act, Title 24, Article 71.3 of the Colorado Revised Statutes.

U. Protection of Personal Identifying Information. In the event the Services include or require the Town to disclose to Contractor any personal identifying information as defined in C.R.S. § 24-73-101, Contractor shall comply with the applicable requirements of C.R.S. §§ 24-73-101, et seq., relating to third-party service providers.

V. Web Accessibility Compliance Requirements. In the event the Services include Services related to the Town internet or intranet, or otherwise require the Contractor to provide documents that will be posted to the Town website, Contractor shall provide the Services subject to all applicable web accessibility requirements of C.R.S. § 24-34-802, as the same may be amended from time to time.

*REMAINDER OF PAGE INTENTIONALLY LEFT BLANK*

*SIGNATURE PAGES FOLLOW*

**THIS AGREEMENT is executed and made effective as provided above.**

**TOWN OF MEAD, COLORADO**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of execution: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mary Strutt, MMC, Town Clerk

APPROVED AS TO FORM (*excluding exhibits*):

\_\_\_\_\_  
Marcus McAskin, Town Attorney

**ARTAIC GROUP, LLC:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of execution: \_\_\_\_\_

STATE OF COLORADO                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing Agreement for Professional Services was subscribed, sworn to and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of Artaic Group, LLC, a Colorado corporation.

My commission expires: \_\_\_\_\_

(S E A L)

\_\_\_\_\_  
Notary Public  
*(Required for all contracts (C.R.S. § 8-40-202(2)(b)(IV)))*

**EXHIBIT A**  
**SCOPE OF SERVICES**

The Contractor (otherwise known as the Owner's Representative (OR)) shall serve as the Town of Mead's (otherwise known as the Owner's) principal point of contact and liaison between the architect (Infusion Architects, LLC), the CM/GC, and all other consultants, contractors, and vendors throughout the Town of Mead Police Facility Construction Project (the "Project"). The OR shall advocate for the Town's interests of quality, timely delivery, and cost-sensitive design and construction while maintaining professional relationships with all project team members.

The Town has limited internal staff resources dedicated to construction project management and will rely heavily on the Owner's Representative to manage all aspects of this project. The OR must be proactive, highly responsive, and prepared to address issues as they arise — including the ability to conduct frequent site visits and provide hands-on project oversight throughout construction.

The OR will not replace the architect, CM/GC, or other consultants, nor act in a legal authority capacity on behalf of the Town.

**Pre-Construction Phase**

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The Owner's Representative shall:

1. Review the program furnished by the owner to ascertain project requirements and arrive at a mutual understanding of those requirements with the Town.
2. Provide a preliminary evaluation of the owner's program, schedule, and construction budget requirements in relation to one another.
3. Prepare and issue the Request for Qualifications/Proposals (RFQ/RFP) for the CM/GC selection, and lead and manage the entire CM/GC procurement process, including advertising, proposal evaluation, interview facilitation, and selection recommendation. Infusion Architecture will participate in interviews and the selection process alongside the Owner's Representative and Town staff.
4. Advise the Town on Guaranteed Maximum Price (GMP) structure and timing and assist in negotiating and establishing the GMP with the CM/GC at the appropriate design phase.
5. Review cost estimates provided by CM/GC at each design milestone and for any alternative materials and systems.
6. Expeditiously review design documents and advise on selection of materials, building systems, and equipment. Provide professional recommendations on constructability, material and labor availability, procurement timing, and cost implications of alternative designs.
7. Consult with the owner and architect regarding construction documents and make

recommendations wherever design details adversely affect constructability, cost, or schedule.

8. Ensure the CM/GC is providing ongoing cost estimating and value engineering throughout the design process, with open-book accounting on subcontractor bids.
9. Prepare and manage the project master schedule, including phasing of construction, commencement and completion milestones, and owner occupancy requirements.
10. Assist the owner in selecting, retaining, and coordinating professional services of surveyors, special consultants, or testing laboratories required for the Project.
11. Review construction contracts and advise the Town on the acceptability of proposed subcontractors and material suppliers.
12. Assist the owner in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by contractors.

### **Construction Phase – Administration**

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The Owner's Representative shall:

1. Provide full administration of the contracts for construction in cooperation with the architect and the Town's designated representative.
2. Provide the level of on-site presence necessary to effectively manage the project, hold the CM/GC and subcontractors accountable to the contract documents, and respond promptly to issues as they arise. The Town anticipates this may include frequent site visits and daily involvement during critical construction phases.
3. Be available to respond to and resolve site issues within a timely manner. Given the Town's proximity requirements, the OR's key personnel must be located within 30 minutes of the project site.
4. Schedule and conduct regular project meetings. Prepare and promptly distribute meeting minutes to the owner, architect, and contractors.
5. Actively manage the CM/GC's performance. Recommend and implement courses of action to the owner when contract requirements are not being fulfilled, and hold the contractor accountable for schedule, quality, and budget compliance.
6. Prepare and monitor the approved estimate of construction cost, showing actual costs for activities in progress and estimates for uncompleted tasks, with comparison to the approved budget.
7. Review cash flow reports and forecasts and advise the owner and architect on variances

between actual and budgeted costs.

8. Develop and implement procedures for the review and processing of contractor applications for progress and final payments. Review and certify amounts due to the contractor and consultants.
9. Determine that work is being performed in accordance with contract documents. Require additional inspection or testing as appropriate, and in consultation with the Architect, reject work that does not conform to contract requirements.
10. Oversee contractors' management of schedule and coordination of the sequence of construction in accordance with contract documents and the approved project schedule.
11. Oversee Requests for Information (RFIs) to the architect and assist in resolving questions that arise.
12. Review change order requests, assist in negotiating contractor proposals, and submit recommendations to the architect and owner. Prepare change orders and work change directives incorporating the architect's modifications.
13. Assist the architect in the review, evaluation, and documentation of contractor claims.
14. Establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples, and other submittals.
15. Record the progress of the project on a weekly basis. Submit written progress reports and photographic documentation to the owner. On a monthly basis, provide a full report on cost, schedule and progress.
16. Coordinate the procurement, delivery, storage, protection, and security of owner-purchased materials, systems, and equipment until incorporated into the project.
17. With the architect and owner's maintenance personnel, observe the contractors' final testing and start-up of utilities, operational systems, and equipment.
18. Assist the architect in conducting inspections to determine substantial completion. Coordinate the correction and completion of work and assist the architect in conducting final inspections.

**EXHIBIT B**  
**COMPENSATION**

**Lump Sum Fee:**

<b>Phase</b>	<b>Schedule</b>	<b>Duration</b>	<b>Hours / Week</b>	<b>Monthly Fee</b>	<b>Fee / Phase</b>
Project Initiation / Procurement	05-26-7/26	3	25	\$17,147	\$51,441
Final Design / Permit / GMP	08/26-10/26	3	26	\$17,060	\$51,180
Construction	11/26-10/27	12	23.5	\$14,332	\$171,984
Close-Out	11/27-12-27	2	16	\$9,669	\$19,398
<b>TOTAL</b>					<b>\$294,003</b>

**Notes / Assumptions / Exclusions:**

- The fees above exclude reimbursable expenses.
- Staffing levels reflect anticipated effort and may be refined per project.
- Duration and total hours will be confirmed based on project schedule.

**Hourly Rates (if required):**

<b>Team Member</b>	<b>Title</b>	<b>Rate</b>
John Bills	Principal-in-Charge	\$195
Joni E. Fournier	Project Director	\$175
John Usery	Senior Project Manager / QA Support	\$150
Kris Grantham	Senior Construction Manager	\$140
Chandler Musso	Construction / Project Manager	\$130
TBD if needed	Assistant Project Manager	\$105

**Reimbursables:**

Reimbursable expenses will be billed at cost with no mark-up. Given the proximity of Contractor's team to the Town of Mead, the Parties anticipate reimbursable expenses will be limited primarily to mileage for site visits or project meetings.



## Agenda Item Summary

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**Agenda Date:** 5/11/2026

**Subject:** Resolution No. 30-R-2026 — A Resolution of the Town of Mead, Colorado Approving a Property Inclusion by the Red Barn Metropolitan District

**Presented by:** Marcus McAskin, Town Attorney

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### Summary:

Counsel for the Red Barn Metropolitan District (“District”), Elisabeth A. Cortese with the law firm of McGeady Becher Cortese Williams P.C. contacted our office seeking Town approval of an inclusion of specific property into District boundaries at the end of calendar year 2025.

The Board of Trustees approved the Amended and Restated Service Plan for the District (“Service Plan”) on November 14, 2022. Section V.A.5 of the Service Plan requires the District to obtain prior written consent for inclusion of any property outside of the Service Area, as shown in Exhibits B and C to the Service Plan.

The District inadvertently included the property shown in blue on the map on the following page without obtaining advance Town consent as required by the Service Plan, which property is more particularly described in the Order for Inclusion attached as Exhibit 1 to Resolution No. 30-R-2026 (the “Resolution”), and described as follows:

Lots 1 through 5, inclusive, Block 1;  
Lot 1, Block 2; and  
Lots 1 through 7, inclusive, Block 7;  
Red Barn Subdivision Filing No. 1 Final Plat  
Town of Mead, County of Weld, State of Colorado.

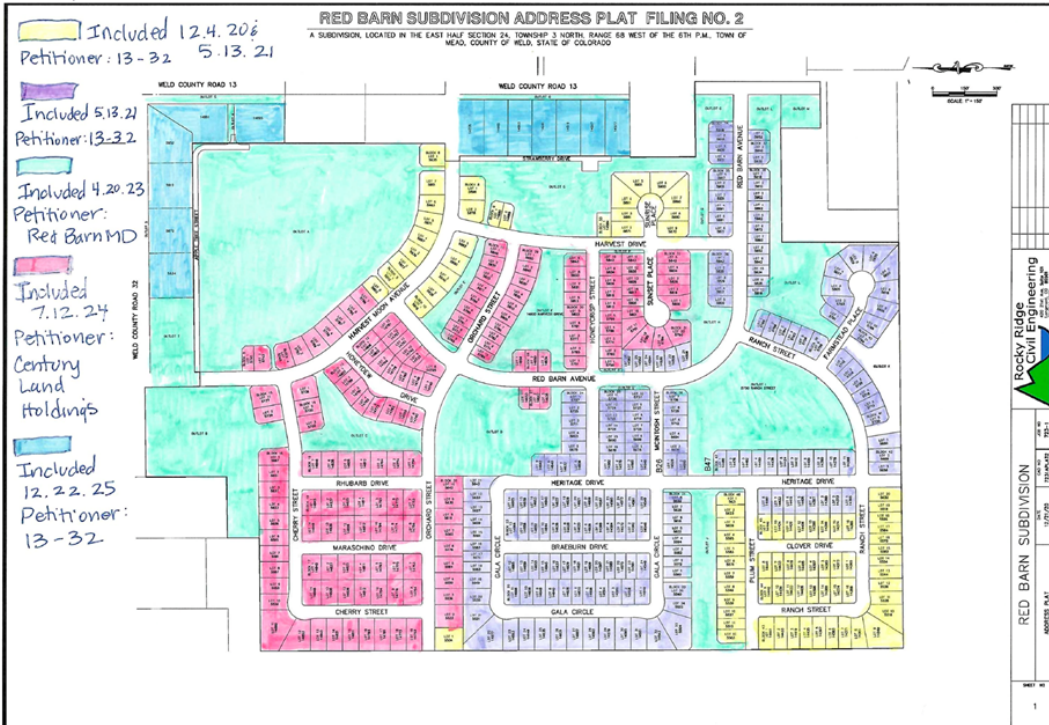
(the “Property”). The Property comprises approximately 11.022 acres.

District counsel realized that the Property is not in the District’s designated Service Area (as defined in the Service Plan), and inclusion required Town’s prior written consent. The Property was under common ownership at the time of inclusion, and the owner petitioned the District for inclusion in accordance with state law. The Property was included in District boundaries pursuant to the Order for Inclusion issued by the Weld County District Court on December 22, 2025, and recorded on that same date at Reception No. 5073701 in the County Records. As set forth above, the Order for Inclusion is attached to the Resolution as Exhibit 1.

The Property was originally platted as part of the Red Barn Subdivision Filing No. 1 Final Plat (recorded on April 15, 2021, at Reception No. 4705175) and is adjacent to and part of the rest of the Red Barn development. As a result, after reviewing District counsel’s request, the Town Attorney’s office recommends retroactive approval of the inclusion of the Property.

The Property consists of the thirteen (13) total lots shown in blue below:

**LEGEND:**



**Financial Considerations:**

None

**Staff Recommendation / Actions Required:**

A motion to approve the May 11, 2026, consent agenda will approve the Resolution, memorializing the Board of Trustee’s consent to the inclusion of the Property into the boundaries of the District. If this item is pulled off the consent agenda for further discussion or questions, Staff recommends the following motion:

**Suggested Motion:**

“I move to adopt Resolution No. 30-R-2026 - A Resolution of the Town of Mead, Colorado Approving a Property Inclusion by the Red Barn Metropolitan District.”

**Attachments:**

- 1. Resolution No. 30-R-2026
- 2. Exhibit 1 - Order for Inclusion

**TOWN OF MEAD, COLORADO  
RESOLUTION NO. 31- R-2026**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING  
A PROPERTY INCLUSION BY THE RED BARN  
METROPOLITAN DISTRICT**

**WHEREAS**, the Town of Mead (the "Town") approved the Amended and Restated Service Plan ("Service Plan") for the Red Barn Metropolitan District ("District") on November 14, 2022, by Resolution No. 87-R-2022, pursuant to Mead Municipal Code Section 12-3-10; and

**WHEREAS**, the Town has received a request from the District's attorney of record to retroactively provide Town approval for an inclusion of certain real property into the boundaries of the District; and

**WHEREAS**, the property is described with specificity in that certain Order for Inclusion dated December 22, 2025, and recorded in the Weld County real property records on December 22, 2025 at Reception No. 5073701 (the "Order for Inclusion"), and is also described as:

Lots 1 through 5, inclusive, Block 1;  
Lot 1, Block 2; and  
Lots 1 through 7, inclusive, Block 7;  
Red Barn Subdivision Filing No. 1 Final Plat  
Town of Mead, County of Weld, State of Colorado

(the "Property"); and

**WHEREAS**, the Order for Inclusion is attached to this Resolution as **Exhibit 1**; and

**WHEREAS**, the Property was included into District boundaries pursuant to the Order for Inclusion; and

**WHEREAS**, inclusion of property into District boundaries requires Town approval pursuant to Section V.A.5 of the Service Plan; and

**WHEREAS**, the Board of Trustees desires to memorialize retroactive approval of the inclusion of the Property into the boundaries of the District,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

**Section 1.** The above recitals are incorporated herein as findings of the Board of Trustees.

**Section 2.** The Board of Trustees hereby approves the inclusion of the Property into the District *nunc pro tunc* December 21, 2025. This approval applies exclusively to the Property as specifically described in this Resolution and the Order of Inclusion and shall not constitute a waiver of the requirements of Service Plan Section V.A.5.

**Section 3. Effective Date.** This resolution shall become effective immediately upon adoption.

**Section 4. Certification.** The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED, AND ADOPTED THIS 11<sup>TH</sup> DAY OF MAY, 2026.**

**ATTEST:**

**TOWN OF MEAD:**

By: \_\_\_\_\_  
Mary E. Strutt, MMC, Town Clerk

By: \_\_\_\_\_  
Colleen G. Whitlow, Mayor

**EXHIBIT 1**  
ORDER FOR INCLUSION  
[December 22, 2025]

*[Attached.]*

**EXHIBIT 1**  
ORDER FOR INCLUSION  
[December 22, 2025]

*[Attached.]*

<b>DISTRICT COURT, COUNTY OF WELD, STATE OF COLORADO</b> 901 9 <sup>th</sup> Avenue Greeley, CO 80631 (970) 475-2400	DATE FILED December 22, 2025 9:07 AM CASE NUMBER: 2019CV30656
<b>IN RE RED BARN METROPOLITAN DISTRICT</b>	
BY THE COURT	<p style="text-align: center;"><b>▲ COURT USE ONLY ▲</b></p> Case Number: 2019CV30656  Div.: 4          Ctrm.: ____
<b>ORDER FOR INCLUSION</b>	

THIS MATTER having come before the Court on the Unopposed Motion for an Order for Inclusion, and the Court being fully advised of the premises, does hereby FIND:

1. This Court has jurisdiction over the subject matter pursuant to Section 32-1-401(1)(c)(I), C.R.S.
2. The name and address of the Petitioner and the legal description of the Property proposed to be included within the boundaries of the Red Barn Metropolitan District (the “**District**”) are as follows:

Petitioner: 13-32 Development, LLC, a Colorado limited liability company

Petitioner’s Address: 1351 Red Ash Lane  
 Boulder, CO 80303

Legal Description: Approximately 11.022 acres of land legally described as follows:  
 Lots 1 through 5, inclusive, Block 1;  
 Lot 1, Block 2; and  
 Lots 1 through 7, inclusive, Block 7;  
 Red Barn Subdivision Filing No. 1 Final Plat  
 Town of Mead, County of Weld, State of Colorado (the “**Property**”).

3. Notice of the place, time and date of the public hearing of the Board of Directors of the District when the Petition requesting such inclusion would be heard was duly published pursuant to Section 32-1-401(1)(b), C.R.S.

4. In accordance with Section 32-1-401(1)(b), C.R.S., the Board of Directors of the District held a public hearing on the Petition and thereafter granted the Petition and ordered the Property be included into the boundaries of the District.

**NOW, THEREFORE, THE COURT ORDERS:**

1. The Property is hereby included within the boundaries of the District pursuant to Section 32-1-401(1), C.R.S.

2. Pursuant to Section 32-1-402(1)(b), C.R.S., as of the effective date of this Order, the Property shall be subject to the taxes, charges and fees as may be imposed by the District against such Property, and shall be liable for its proportionate share of all bonded indebtedness of the District.

3. Pursuant to Section 32-1-105, C.R.S., the effective date of this Order shall be the date this Order is recorded by the Clerk and Recorder of Weld County, Colorado.

DONE this 22nd day of December, 2025.

BY THE COURT:

  
\_\_\_\_\_  
District Court Judge



## Agenda Item Summary

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**Agenda Date:** 5/11/2026

**Subject:** Ordinance No. 1105 — An Ordinance of the Town of Mead, Colorado, Amending Section 2-7-30 of the Mead Municipal Code regarding Appointment and Removal of Planning Commission Members

**Presented by:** Marcus McAskin, Town Attorney

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### Summary:

Ordinance No. 1105 (the “Ordinance”) amends Section 2-7-30 of the Mead Municipal Code (“MMC”) to clarify the process by which members of the Planning Commission may be appointed and removed by the Board of Trustees.

Pursuant to C.R.S. § 31-23-203(4), the Board of Trustees has the authority to provide, by ordinance, for the size, membership, designation of alternate membership, terms of members, removal of members, and filling of vacancies of the planning commission.

### Financial Considerations:

None.

### Staff Recommendation / Actions Required:

A motion to approve the May 11, 2026 consent agenda will approve the Ordinance, adopting the proposed amendment to Section 2-7-30 of the MMC. If this item is pulled off the consent for further discussion or questions, Staff recommends the following motion:

### Suggested Motion:

“I move to adopt Ordinance No. 1105, An Ordinance of the Town of Mead, Colorado, Amending Section 2-7-30 of the Mead Municipal Code regarding Appointment and Removal of Planning Commission Members.”

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### Attachments:

1. Ordinance No. 1105

**TOWN OF MEAD, COLORADO  
ORDINANCE NO. 1105**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, AMENDING SECTION  
2-7-30 OF THE MEAD MUNICIPAL CODE REGARDING APPOINTMENT AND REMOVAL OF  
PLANNING COMMISSION MEMBERS**

**WHEREAS**, the Board of Trustees of the Town of Mead (“Board of Trustees”) has the authority pursuant to C.R.S. § 31-23-201, *et seq.*, to create by ordinance a Planning Commission with the powers and duties set forth in statute; and

**WHEREAS**, pursuant to C.R.S. § 31-23-203(4), the Board of Trustees may provide by ordinance for the size, membership, designation of alternate membership, terms of members, removal of members, and filling of vacancies of the planning commission; and

**WHEREAS**, the Board of Trustees wishes to amend Section 2-7-30 of the Mead Municipal Code to clarify the appointment and removal of planning commission members; and

**WHEREAS**, the Board of Trustees has determined that adopting such revisions as set forth in this Ordinance is consistent with Town policy, Town needs, and is in the best interest of the public health, safety, and welfare.

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Trustees of the Town of Mead, Colorado, that:

**Section 1.** The recitals contained above are incorporated herein by reference and are adopted as findings and determinations of the Board of Trustees.

**Section 2.** Section 2-7-30 of the Mead Municipal Code, titled “Membership,” is amended to add the language shown in bold and underline:

**Sec. 2-7-30. – Membership.**

- (a) The Planning Commission shall consist of five (5) regular members and two (2) alternate members appointed by the Board of Trustees. All regular and alternate members of the Planning Commission are required to be bona fide residents and qualified electors who have resided in the Town for at least twelve (12) consecutive months immediately preceding the date of appointment and have attended at least two (2) meetings of the Planning Commission prior to appointment. In its discretion, the Board of Trustees may waive the meeting attendance requirement. At the time of appointment, members shall not be an immediate family member of, or reside in the same household as, a member of the Board of Trustees or another member of the Planning Commission. For purposes of this subsection, an immediate family member shall mean spouse, child, sibling, or parent. A quorum shall consist of three (3) members of the Planning Commission.

- (b) Alternate members.
  - (1) Alternate members shall sit with the Planning Commission in all meetings and public hearings and may participate in all discussions as though a regular member.
  - (2) Alternate members may vote only in the event a regular member is unable to vote.
- (c) The term of appointment for all Planning Commission members, both regular and alternate, shall be for four (4) years or until his or her successor takes office. Appointments of the members of the Planning Commission, including alternate members, shall be made such that the terms are staggered and such that three (3) members' terms expire every two (2) years.
- (d) **Membership on the Planning Commission is deemed at-will, and members may be removed for any reason at the discretion of the Board of Trustees by a majority vote.**
- (e) Any Planning Commission member who fails to attend three (3) regularly scheduled meetings annually without excuse may be removed from the Planning Commission by the Board of Trustees upon recommendation of the Planning Commission. The Planning Commission may excuse the absence of any Commissioners for just cause.

**Section 5. Remaining provisions.** Except as specifically amended hereby, all other provisions of the Mead Municipal Code shall continue in full force and effect.

**Section 6. Codification Amendments.** The codifier of the MMC is hereby authorized to make such numerical, technical and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the Mead Municipal Code.

**Section 7. Effective Date.** This Ordinance shall be published and become effective as provided by law.

**Section 8. Severability.** If any part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this Ordinance. The Board hereby declares that it would have passed this Ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

**Section 9. Repealer.** All ordinances or resolutions, or parts thereof, in conflict with this Ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

**Section 10. Certification.** The Town Clerk shall certify to the passage of this Ordinance and make not less than one copy of the adopted Mead Municipal Code available for inspection by the public during regular business hours.

**INTRODUCED, READ, PASSED AND ADOPTED THIS 11<sup>TH</sup> DAY OF MAY, 2026.**

**ATTEST:**

**TOWN OF MEAD:**

By: \_\_\_\_\_  
Mary Strutt, Town Clerk

By: \_\_\_\_\_  
Colleen G. Whitlow, Mayor