



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, February 10, 2025

MINUTES

- I. 5:30 p.m.**
Work Session: Hylandtown

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

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted on March 13, 2023 by Resolution No. 21-R-2023, remote participation was enabled for the meeting.

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

1. Call to Order – Roll Call

Present

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

Absent

None

Also present: Town Manager Helen Migchelbrink; Town Attorney Marcus McAskin; Police Chief Brent Newbanks; Administrative Services Director Mary Strutt; Community Development Director Jason Bradford 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 the victims of the January 29th Washington D.C. plane crash and their families.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Trustee Schranz requested that Item 9.e. be removed from the Consent Agenda for further discussion.

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

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed I-25 Coalition meeting on Wednesdays will go to in person; Sweetflower has opened; Manny Windhorst will present 5-year pavement management plan at next meeting; still waiting on environmental reports on two houses to be demolished as part of 3rd & Welker project.

6. Informational Items

a. Mead Municipal Court Update - Judge David Thrower

Municipal Court Judge David Thrower discussed Mead Municipal Court which is held on the third Thursday of each month. He discussed the types of cases and the docket trends.

b. Police Department Overview

Police Chief Brent Newbanks provided an overview of the Mead Police Department including staff, scope and responsibilities.

c. CIRSA Board Member Training

Colorado Intergovernmental Risk Sharing Agency ("CIRSA") General Counsel Sam Light provided training for the board on ethics, liability and risk management.

7. Proclamations

a. National School Resource Officer Appreciation Day February 15, 2025

Motion was made by Trustee Babcock, seconded by Trustee Adams, to authorize Mayor Whitlow to sign the Proclamation for National School Resource Officer Appreciation Day February 15, 2025. Motion carried 7-0, on a roll call vote.

b. National Engineers Week February 16-22, 2025

Motion was made by Trustee Adams, seconded by Trustee Crane, to authorize Mayor Whitlow to sign the Proclamation for National Engineers Week February 16-22, 2025. Motion carried 7-0, on a roll call vote.

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

Resident Don Smith commented on #6.c. expressing frustration over the lack of response to him over Scooterhinge legal issues.

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 January 27, 2025

b. January 2025 Aging Report

c. Check Register February 10, 2025

d. **Resolution No. 11-R-2025** – A Resolution of the Town of Mead, Colorado, Authorizing the Mayor and Town Clerk to sign the Annual Highway User Tax Fund (HUTF) Mileage Certification Report

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

9. e. **Resolution No. 12-R-2025** - A Resolution of the Town of Mead, Colorado, Approving the Acquisition (Lease) of Two (2) Fleet Vehicles for 2025, Utilizing the Master Equity Lease Agreement with Enterprise Fleet Management (EFM) dated January 14, 2021

The Board discussed the lease agreement with Enterprise for passenger vehicles and work trucks. Lease purchase agreements for equipment are not through Enterprise.

Motion was made by Trustee Schranz, seconded by Trustee Crane, to approve Consent Agenda Item 9.e. and adopt Resolution No. 12-R-2025 – A Resolution of the Town of Mead, Colorado, Approving the Acquisition (Lease) of Two (2) Fleet Vehicles for 2025, Utilizing the Master Equity Lease Agreement with Enterprise Fleet Management (EFM) dated January 14, 2021. Motion carried 7-0, on a roll call vote.

10. Old Business

a. **Resolution No. 08-R-2025** – A Resolution of the Town of Mead, Colorado, Adopting the Town of Mead Public Records Request Policy

Administrative Services Director Mary Strutt presented the 2014 Town of Mead Open Records Request Policy alongside the 2025 Public Records Request Policy. The Board discussed how exemptions to the policy are handled.

Motion was made by Trustee Adams, seconded by Trustee Schranz, to adopt Resolution No. 08-R-2025 – A Resolution of the Town of Mead, Colorado, Adopting the Town of Mead Public Records Request Policy. Motion carried 7-0, on a roll call vote.

11. New Business

- a. **Resolution No. 13-R-2025** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Logan Simpson Design Inc. for Services Related to the Trails and Open Space Master Plan Update (RFP No. 2024-012)

Town Planner Collin Mieras presented the consultant agreement for the 2025 Trails and Open Space Master Plan update.

The Trustees discussed inter-neighborhood connectivity; the purpose of the plan; the necessary update for future development; and funding of trails construction.

Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Harris, to adopt Resolution No. 13-R-2025 – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services with Logan Simpson Design Inc. for Services Related to the Trails and Open Space Master Plan Update (RFP No. 2024-012). Motion carried 4-3, on a roll call vote. Mayor Whitlow and Trustees Crane, Harris and Schranz voted yes; Trustees Adams, Babcock and Hagen voted no.

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.

Resident Don Smith recommended that the Board's rules of order be amended to allow a response to the citizens who comment during public comment at Board meetings.

13. Legislative Update

Town Attorney Marcus McAskin provided a legislative update on several bills including those relating to electric fence permitting, CORA, local fee on motor vehicle registration and permitting of wireless communications installations.

14. Elected Official Reports

- a. Town Trustees

The Trustees discussed responding to citizens and Natural Healing Medicine Centers.

- b. Mayor Whitlow

Mayor Whitlow discussed the upcoming CML Legislative Workshop.

Mayor Whitlow requested a 5-minute recess at 9:26 p.m.

RECESS

Mayor Whitlow reconvened the Regular Meeting of the Board of Trustees at 9:32 p.m.

Motion was made by Trustee Babcock, seconded by Mayor Pro Tem Harris, to extend the end time of the February 10, 2025 Board of Trustees meeting to 11:59 p.m. on February 10, 2025. Motion carried 7-0, on a roll call vote.

15. Executive Session: Pursuant to C.R.S. 24-6-402(4)(b) for conference with the Town Attorney regarding specific legal questions regarding allegations made during public comment at the January 13, 2025 regular meeting

Motion was made by Trustee Babcock, seconded by Trustee Schranz, to enter into executive session pursuant to C.R.S. 24-6-402(4)(b) for conference with the Town Attorney regarding specific legal questions regarding allegations made during public comment at the January 13, 2025 regular meeting. Motion carried 7-0, on a roll call vote.

Mayor Whitlow convened the Executive Session at 9:36 p.m.

RECONVENE REGULAR MEETING

The Board returned to the Regular Meeting from Executive Session at 10:48 p.m. Those present for the Executive Session were Mayor Whitlow, Mayor Pro Tem Harris, Trustees Adams, Babcock, Crane, Hagen and Schranz, Town Attorney Marcus McAskin, Town Manager Helen Migchelbrink, and Administrative Services Director Mary Strutt.

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

Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Harris, based on the answers to specific legal questions provided in executive session related to allegations made during public comment at the January 13, 2025 regular meeting, to instruct the Town Attorney to prepare a written or oral statement confirming there is insufficient competent evidence to merit moving forward with any further investigation of the allegations. It was further moved that the Town Attorney present the written or oral statement at the February 24, 2025 regular meeting, for the benefit of the record. Motion carried 7-0, on a roll call vote.

17. Adjournment

Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Harris, to adjourn the meeting. Motion carried 7-0, on a roll call vote.

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 10:51 p.m. on Monday, February 10, 2025.


Colleen G. Whitlow, Mayor

ATTEST:


Mary E. Strutt, MMC, Town Clerk

