



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, December 12, 2022

AGENDA

I. 5:15 p.m. to 6:00 p.m.
MURA Special Meeting

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

In accordance with the Town's Disaster Declaration dated March 21, 2020 related to the COVID-19 virus and the Town's Emergency Electronic Participation Policy for Regular and Special Meetings, this meeting will be held virtually in Zoom. Virtual access information including the Zoom meeting link will be provided on the Town's website and at designated posting places at least 24 hours prior to the meeting.

1. Call to Order – Roll Call

Mayor Colleen Whitlow
Mayor Pro Tem Chris Cartwright
Trustee David Adams
Trustee Debra Brodhead
Trustee Trisha Harris
Trustee Chris Parr
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. Managers Report

6. 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.

7. 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 November 28, 2022

b. November 2022 Aged Receivables

c. Amended Check Register November 28, 2022

d. Check Register December 12, 2022

e. **Resolution No. 94-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Third Amendment to Agreement for Professional Services with Ditesco, LLC and Authorizing Execution of Task Order No. 2022-008 (Re Project and Construction Management for 2023 Pavement Management Program)

f. **Resolution No. 95-R-2022** – A Resolution of the Town of Mead, Colorado, Approving Change Order No. 1 to the Construction Agreement Between the Town and Glacier Construction Co., Inc.

g. **Resolution No. 96-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Fourth Amendment to the Agreement for Professional Services By and Between the Town of Mead and

Professional Management Systems, a Colorado S Corporation (dba Professional Management Solutions), for Financial Services

- h. **Resolution No. 97-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Fourth Amendment to the Agreement for Professional Services By and Between the Town of Mead and Precision Employment Consulting, LLC for Outsourced Human Resources Services
- i. **Resolution No. 98-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Third Amendment to the Agreement for Professional Services By and Between the Town of Mead and Vecchi & Associates, LLC for Planning Consulting Services
- j. **Resolution No. 99-R-2022** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Between Mead, Frederick, Firestone and Dacono Concerning the Establishment and Operation of a Shared Victim Assistance Unit
- k. **Ordinance No. 1018** – An Ordinance of the Town of Mead, Colorado, Adding a New Section 2-2-80 to the Mead Municipal Code Concerning the Use of Electronic Signatures
- l. **Resolution No. 100-R-2022** – A Resolution of the Town of Mead, Colorado, Approving that Certain First Amendment to Cooperation Agreement among the Town, the Mead Urban Renewal Authority and Mead Place Metropolitan District Nos. 1-6 (Mead Urban Renewal Plan)

8. Public Hearing

a. Public Hearing Sugar Beet Solar

- i. Sugar Beet Solar Planned Unit Development (PUD) Rezoning (public hearing scheduled to be opened/continued to January 9, 2023 at 6:00pm at Town Hall)

b. Public Hearing: 2022 Budget Amendment

- i. **Resolution No. 101-R-2022** – A Resolution of the Town of Mead, Colorado, Amending the 2022 Budget and Appropriating Additional Funds for 2022 Expenditures

c. Public Hearing: 2023 Budget

- i. **Resolution No. 102-R-2022** - A Resolution of the Town of Mead, Colorado, Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Mead, Colorado, for the Calendar Year Beginning on the First Day of January 2023 and Ending on the Last Day of December 2023
- ii. **Resolution No. 103-R-2022** - A Resolution of the Town of Mead, Colorado, Levying General Property Taxes for the Year 2022, to Help Defray the Cost of Government for the Town of Mead, Colorado, for the 2023 Budget Year
- iii. **Resolution No. 104-R-2022** - A Resolution of the Town of Mead, Colorado, Appropriating Sums of Money to the Various Funds and Spending Agencies in the Amount and for the Purposes as Set Forth Below, for the Town of Mead, Colorado, for the 2023 Budget Year

9. New Business

- a. **Resolution No. 105-R-2022** – A Resolution of the Town of Mead, Colorado, Approving Authorized Signatures for Bank Accounts

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. Elected Official Reports

- a. Town Trustees
- b. Mayor Whitlow

12. Adjournment

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact the Town Clerk's Office at 970-805-4182 within 48 hours prior to the meeting in order to request such assistance.



MEAD URBAN RENEWAL AUTHORITY SPECIAL MEETING

441 3rd Street, Mead
Monday, December 12, 2022

AGENDA

5:15 PM SPECIAL MEETING

Due to the COVID-19 virus, the Town of Mead Urban Renewal Authority will hold this meeting as an electronic meeting with remote participation in accordance with the Authority's emergency procedures adopted by Resolution No. 02-URA-2020. Virtual access information including the Zoom meeting link will be provided on the Town of Mead website and at designated posting places at least 24 hours prior to the meeting.

1. Call to Order - Roll Call

Chair Colleen Whitlow
Commissioner David Adams
Commissioner Debra Brodhead
Commissioner Chris Cartwright
Commissioner Trisha Harris
Commissioner Chris Parr
Commissioner Herman Schranz
Representative Commissioner Sarah Hurianek
Representative Commissioner Scott James
Representative Commissioner Laura McConnell

2. Pledge of Allegiance to the Flag

3. Review and Approve Agenda

4. 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.

5. 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 - Special Meeting October 10, 2022
- b. October 2022 Financial Statements
- c. Check Register October 1, 2022 - December 6, 2022
- d. **Resolution No. 04-URA-2022** – A Resolution of the Town of Mead Urban Renewal Authority Approving First Amendment to Cooperation Among the Town of Mead, Colorado, Mead Urban Renewal Authority and Mead Place Metropolitan District Nos. 1-6

6. Public Hearing 2023 Budget

- a. **Resolution No. 05-URA-2022** – A Resolution of the Town of Mead Urban Renewal Authority Summarizing Expenditures and Revenues and Adopting a Budget for the Town of Mead Urban Renewal Authority for the Fiscal Year Commencing on the First Day of January 2023 and Ending on the Last Day of December 2023

7. Adjournment

Section , Item I.

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact the Town Clerk's Office at 970-805-4182 within 48 hours prior to the meeting in order to request such assistance.

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: December 12, 2022

SUBJECT: Town Manager Report

- The Town declared December as Business Appreciation Month and is encouraging residents to shop locally this holiday season. Several social media posts are being made to promote Business Appreciation Month.
- The following 2023 calendars are attached:
 - 2023 Board of Trustees Meeting Calendar (scheduled for adoption by the Board of Trustees on January 9, 2023).
 - Municipal Court Hearing Dates
 - Town Observed Holiday Closures
- Christmas in the Park was a very successful event this year. It was quite well attended and staff received very positive feedback from the community.
- Crews are working on the southside of Guardian Angel Church and along Welker and Third Street installing underground power lines. This work is being done ahead of the power poles being removed along Welker in front of Ziggis and Agfinity. The overhead power is being undergrounded.
- Staff is implementing Docusign for digital signatures. With Docusign the Town will be able to offer permitting and licensing applications in a digital format and expedite the document submission and contract approval process. An ordinance has been prepared by the Town Attorney's office to codify the use of digital signatures.
- Planning staff has been working with the Town of Platteville to assure the respective towns' Urban Growth Areas are not affected by Platteville's modifications to their 3-Mile Plan. The IGA with Platteville is working well.
- Staff is working with Xpress Bill Pay to offer online acceptance of credit cards for business license applications and accounts receivable, in addition to the currently offered utility billing. This should be online by the end of December.
- Traffic signals have been installed on the bridge on WCR 34 over I-25. They should be operational by the end of December.
- The Public Works Building, located at 1341 Welker Avenue, is fully occupied by the Public Works and Engineering staff. The Police Department is now occupying the site at 537 Main Street.
- Development Impact Fees will be increased by 3.66% starting January 1, 2023, in accordance with the adopted study. New rates have been posted to the Town's website and posting boards and have been emailed to current contractors.
- Key projects update:
 - 3rd and Welker Intersection – Right-of-way plan approval is expected from CDOT this month and acquisitions could then begin in January.
 - Mead Community Center – The Bean Plant demolition is nearing completion as all buildings have been demolished and are being loaded and hauled off-site. A progress meeting was held with the Community Center design team on December 5 to further design evolution.
- YTD totals for new single family home permits:
 - 2022 YTD 100 SF Permits, 211 Certificates of Occupancy
- Boards and Commissions

- The Planning Commission has scheduled a special meeting for December 14th for the continued Sugar Beet Solar public hearing. The regularly scheduled meeting for December 21st will be cancelled. A vacancy still exists in the second alternate position.
- The Finance Committee receives monthly updates and has no scheduled in person meetings.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform <https://www.governmentjobs.com/careers/townofmead>
 - Open positions include Deputy Clerk/Court Clerk, Planner I/II, Police Officer, Pavement Manager and Community Service Officer.

Community Development

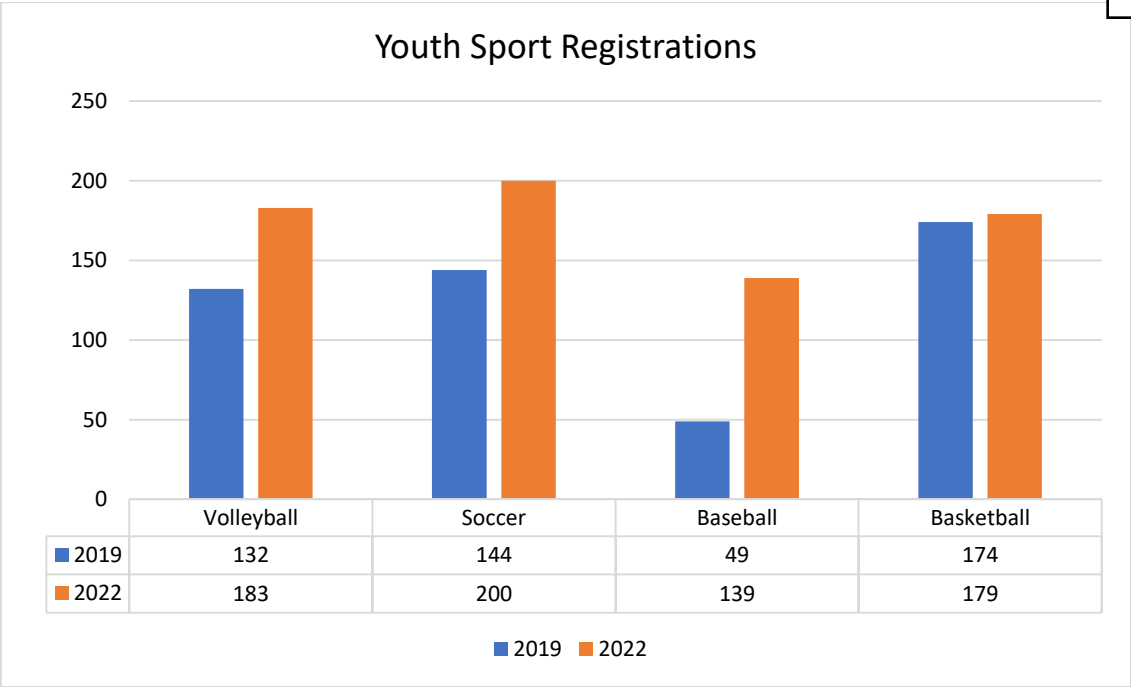
- Meadow Ridge Final Plat and SIA are tentatively scheduled to appear before the Board sometime this winter.
- The Sugar Beet Solar project was continued from the Planning Commission on November 16th to a December 14th special meeting in order to gather further information.
- Staff is conducting research regarding parking ratios for multi-family and single-family attached residential uses and will schedule a work session with the Board early in 2023.
- The Turion PUD is being finalized by the applicant. The PUD is tentatively scheduled to appear before the Planning Commission in January and the Board of Trustees soon thereafter.
- The Preliminary Plat for the Liberty Ranch commercial parcel is tentatively scheduled to appear before the Planning Commission in January and the Board of Trustees in February.
- Staff will be bringing the conceptual master plan for the Municipal Facilities site, that is located directly east of the Liberty Ranch Park, to the Board very soon. The concept plan will show the Board an example of how the site could potentially develop in the future.

Public Works and Engineering

- An RFP addendum was issued for the Board room remodel project. Bids are due December 13.
- Staff reviewed the proposals for the SH66 underpass engineering design RFP and selected Otak to complete the design.
- Weld County Road 13 north of SH 66 is closed for southbound traffic for temporary paving relative to the Red Barn subdivision. Residents of Grand View and adjacent properties will need to access their property from the northbound lanes only. Work is expected to last approximately one week. Detours are in place and outreach to affected residents has been completed.
- The trail closure on 3rd Street near the Range View subdivision has been reopened with a temporary surface. Final concrete replacement will occur in the coming weeks.
- PW staff provided support and traffic control for the Christmas in the Park event and parade.

Community Engagement

- Outlining 2023 events and recreational programs
- Creating 2022-2023 Community Report
- All recreation staff will be attending First Aid & CPR training on 12/28
- 2022 youth sport registration numbers have exceeded pre-covid registration numbers. The increase in participants is largely due to additional age divisions.



Police Department

- Monthly Report is attached.
- Michaela Rollins is finishing up field training. Once her training is complete, the department will be staffed at 14, which is a significant improvement over last year at 9.
- The police will be distributing gifts to children in need during this holiday season through the Weld Elves program.



2023 BOARD OF TRUSTEE MEETINGS

2nd and Last Monday of Every Month, 6:00 p.m. – 10:00 p.m. (unless otherwise indicated)
Mead Town Hall, 441 Third Street, Mead, CO 80542

January 9th

January 30th

February 13th

February 27th

March 13th

March 27th

April 10th

April 24th

May 8th

Tuesday, May 30th (Memorial Day)

June 12th

June 26th

July 10th

July 31st

August 14th

August 28th

September 11th

September 25th

October 9th

October 30th

November 13th

November 27th

December 11th

~~December 25th~~ – Cancelled

Mead Municipal Court Dates for 2023

Mead Municipal Court

441 3rd Street

Mead, CO 80542

Month:	Court Date:	Cut Off Date:
January	01.19.23	12.21.2023
February	02.16.23	01.18.2023
March	03.16.23	02.15.2023
April	04.20.23	03.22.2023
May	05.18.23	04.19.2023
June	06.15.23	05.17.2023
July	07.20.23	06.21.2023
August	08.17.23	07.19.2023
September	09.21.23	08.23.2023
October	10.19.23	09.20.2023
November	11.16.23	10.18.2023
December	12.21.23	11.22.2023

Docket Time: 6:30 p.m.



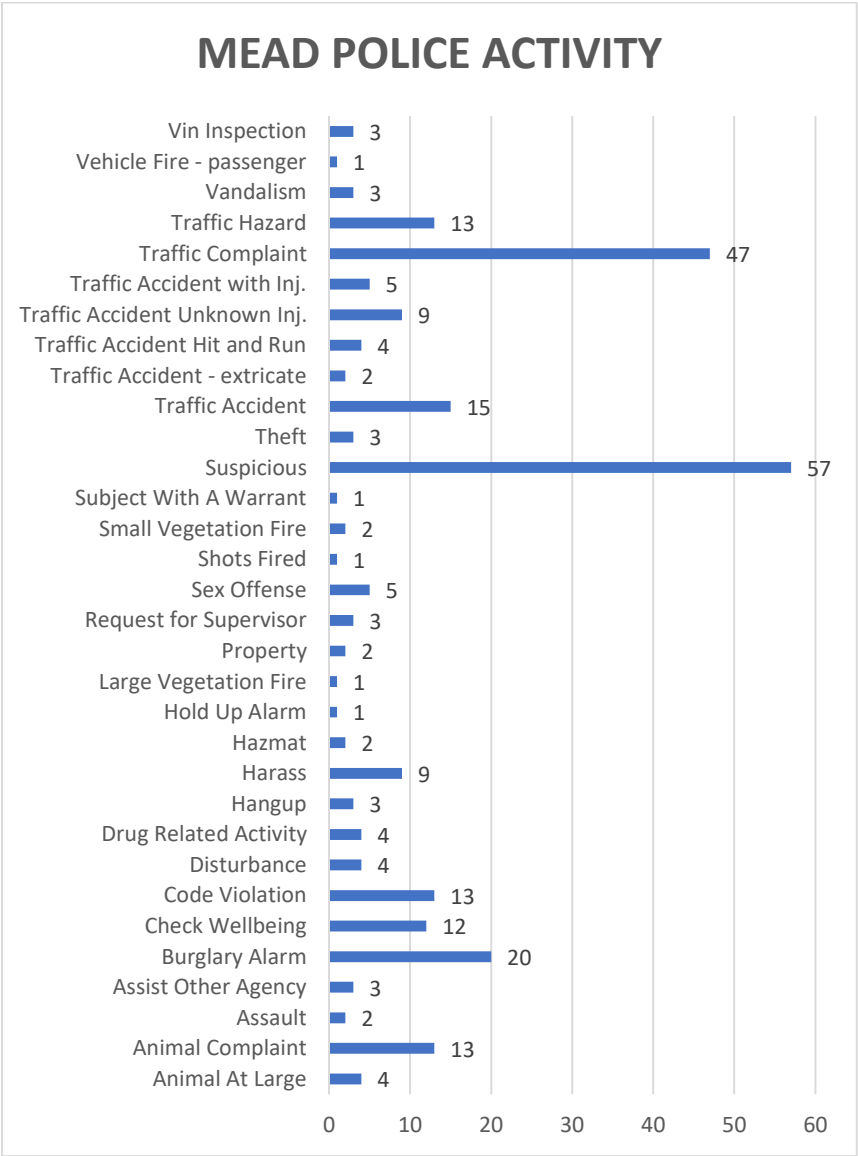
Town of Mead Holiday Closures - 2023

New Year’s Day (Observed)	Monday, 1/2/2023
Martin Luther King Day	Monday, 1/16/2023
President’s Day	Monday, 2/20/2023
Memorial Day	Monday, 5/29/2023
Independence Day	Tuesday, 7/4/2023
Labor Day	Monday, 9/4/2023
Veteran’s Day (Observed)	Friday, 11/10/2023
Thanksgiving	Thursday, 11/23/2023
Day After Thanksgiving	Friday, 11/24/2023
Christmas Eve (Observed)	Monday, 12/25/2023
Christmas Day (Observed)	Tuesday, 12/26/2023



Mead Police Department

Monthly Activity - November 2022



STAFFING:

Sergeants Ellis (Blue Side), Holmen (Red Side), and Officers Barker, Cramblet, Hansen, Palmer, Patton, and Synn are working patrol.

Officer Salazar is assigned to Mead Schools as an SRO.

The Community Service Officer position is vacant.

Officers Rollins, and Lima are in field training.

TRAINING:

Firearms Qualifications were conducted for all sworn officers.

Legal update training for all officers.

NOTABLE CALLS FOR SERVICE:

Harassment – 16200 block of Ginger Ave – 22ML05070 – 11/01/2022
Officers assisted victim with restraining order service.

Crash – NB I25 mm246 - 22ML05072 – 11/06/2022
Rollover crash involving two vehicle and no injuries.

Restraining Order Violation – Mead – 22ML05075 – 11/09/2022
RO violation related to 22ML05070.

Assault – 2700 block of Branding Iron Way – 22ML05076 – 11/10/2022
Intoxicated person arrested after shoving victim.

Suspicious – Mead – 22ML05079 – 11/10/2022
Suspect posting inappropriate pictures of victim on social media.

Theft – Eagle Ave – 22ML05078 – 11/10/2022
Victim had money taken from known suspect.

Disturbance – 3600 block of Homestead Dr – 22ML05080 – 11/10/2022
Domestic disturbance, under investigation.

Sex Offense – Mead Middle School – 22ML05081 – 11/11/2022
Inappropriate behavior, under investigation.

Vandalism – 2700 block of Bridle Dr – 22ML05082 – 11/11/2022
Gang graffiti on a fence.

Crash – Hwy 66 / WCR 7 – 22ML05083 – 11/12/2022
Rollover requiring extrication, four vehicle crash.

Dog Bite – Kerry St / WCR 5 – 22ML05084 – 11/13/2022

Victim bit by dog.

Assist Other Agency – I25 SB mm241 – 22ML05087 – 11/15/2022

Truck with trailer slid off the road, no injuries.

Crash – Hwy 66 / WCR 5 – 22ML05088 – 11/15/2022

Single vehicle crash into a pole, requiring extrication with serious injuries.

Property – 3rd St / Adams Ave – 22ML05089 – 11/15/2022

Package found in the roadway.

Crash – NB I25 mm243 - 22ML05090 – 11/15/2022

Minor two vehicle crash, no injuries.

Crash – Hwy 66 / I25 - 22ML05091 – 11/16/2022

Minor two vehicle crash, no injuries.

Crash – Hwy 66 / WCR 7 - 22ML05092 – 11/16/2022

Minor two vehicle crash, no injuries.

Sex Offense – Mead Middle School – 22ML05093 – 11/16/2022

Under investigation.

Crash – 3800 WCR 28 - 22ML05094 – 11/16/2022

Single vehicle collided with deer.

Crash – Hwy 66 mm40 - 22ML05096 – 11/15/2022

Minor two vehicle crash, no injuries.

Dog Bite – Eagle Ave – 22ML05097 – 11/17/2022

Prior incident reported and citation issued.

Sex Offense – Mead – 22ML05100 – 11/18/2022

Victim was a juvenile when assaults occurred.

Fraud – Mead – 22ML05102 – 11/19/2022

Victim had unauthorized charges on their bank account.

Warrant Arrest – 13700 block of Wrangler Way – 22ML05104 – 11/21/2022

Subject arrested on active arrest warrant.

DUI Crash – I25 mm243 - 22ML05106 – 11/22/2022

Officer responded to single vehicle crash and arrested driver for Driving Under the Influence.

Driving With Revoked License – Hwy 66 / Mead Street – 22ML05107 – 11/23/2022

Driver stopped for traffic violations and found to be revoked.

Warrant Arrest – 4300 block of Hwy 66 – 22ML05109 – 11/26/2022
Subject arrested on active arrest warrant.

Theft – Hwy 66 / WCR 7 – 22ML05110 – 11/23/2022
Fencing taken without permission. Suspect contacted.

Unlawful Sexual Contact – Mead High School – 22ML05111 – 11/28/2022
Reported fondling between students.

Crash – WCR 28 / I25 - 22ML05113 – 11/29/2022
Single vehicle collided with underpass.



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, November 28, 2022

MINUTES

- I. 5:15 p.m. to 6:00 p.m.
Board Photos
- II. 6:00 p.m. to 10:00 p.m.
REGULAR MEETING

1. Call to Order – Roll Call

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

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

Present

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

Absent

None

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

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

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for long-time resident Bonnie Peppler and for those effected by the Club Q shooting in Colorado Springs.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

- 4. **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 November 14, 2022
- b. October 2022 Financials
- c. Check Register November 28, 2022
- d. **Resolution No. 88-R-2022** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services Between the Town and MJT Communications, Inc. for Informational Technology (“IT”) Services

Motion was made by Trustee Babcock, seconded by Trustee Cartwright, to approve the Consent Agenda. Motion carried 7-0, on a roll call vote.

5. Swear In Newly Elected Board Members

Town Clerk Mary Strutt announced the November 8, 2022 Municipal Election Results and administered the Oath of Office to:

- Colleen Whitlow elected Mayor 2022 – 2026
- David Adams elected Trustee 2022 – 2026
- Trisha Harris elected Trustee 2022 – 2026
- Herman Schranz elected Trustee 2022 – 2026
- Chris Parr elected Trustee 2022 – 2024 (2 year term to fill vacancy)

6. RECESS

The Board took a very brief recess to install the new officials.

7. Call to Order – Roll Call

Roll Call was taken:

Present

- Mayor Colleen Whitlow
- Trustee David Adams
- Trustee Debra Brodhead
- Trustee Chris Cartwright
- Trustee Trisha Harris
- Trustee Chris Parr
- Trustee Herman Schranz

Absent

None

8. Selection of Mayor Pro Tem

Motion was made by Trustee Schranz, seconded by Trustee Adams, to nominate Trustee Chris Cartwright as Mayor Pro Tem. Motion carried 7-0, on a roll call vote.

9. Swear In Mayor Pro Tem

Town Clerk Mary Strutt administered the Oath of Office for Mayor Pro Tem Cartwright.

10. Review and Approve Agenda

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

11. Staff Report: Town Manager Report

- a. Town Manager Report

Town Manager Helen Migchelbrink proposed January 7th for a Board retreat; discussed the construction around town; 3rd & Welker projected cleared by CDOT to move forward. The Board discussed Town of Mead Elevation 25 GID formation; police data in manager’s report; sidewalk on CR7 closed due to Range View construction.

12. Informational Items

- a. Mead Police Department: Facial Recognition

Police Chief Brent Newbanks discussed facial recognition software as an investigative tool. Prior to utilizing, there will be a process of accepting community input.

13. Proclamations

- a. Business Appreciation Month December

Motion was made by Trustee Adams, seconded by Trustee Harris, to authorize the signing of the Proclamation for Business Appreciation Month December 2022. Motion carried 7-0, on a roll call vote.

14. Public Comment: 3 minute time limit. Comment is for any item whether it is on the agenda or not unless it is set for p

There was no public comment at this time.

15. Mead Liquor Licensing Authority

Motion was made by Trustee Harris, seconded by Trustee Adams, to recess the Board of Trustees meeting and convene as the Mead Liquor Licensing Authority. Motion carried 7-0, on a roll call vote.

a. Public Hearing: Agfinity Liquor License**i. New Liquor License Application – Fermented Malt Beverage (Beer)**

Mayor Whitlow opened the public hearing for the Agfinity, Inc. application at 6:43 p.m.

Town Clerk Mary Strutt entered into evidence the application and supporting documents for a Fermented Malt Beverage (Beer) license for Agfinity, Inc.

Robert Garza, Agfinity, Inc. discussed the proposed retail store which is under construction and scheduled to open March 2023.

There was no public comment.

The Board had no further questions.

Mayor Whitlow closed the public hearing to public comment at 6:49 p.m.

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Harris, to approve the application of Agfinity Inc for a new fermented malt beverage liquor license based on the findings set forth in the staff report for the November 28, 2022, meeting and based on the additional findings:

- *The applicant is of good moral character and not prohibited as a licensee; and*
- *That the premises and their location are suitable based on a review of the plans submitted; and*
- *That the petition submitted by the applicant, along with testimony received at the public hearing indicate that existing outlets are inadequate to serve the thirst needs of the neighborhood and that there is a desire for an additional fermented malt beverage location as measured by reasonable requirements of the neighborhood.*

It was further moved that the approval is conditional upon the following:

1. *Applicant receiving a certificate of occupancy for the premises within one year of the date of this approval.*
2. *A determination upon inspection by town staff that the building complies with the architect's drawing, plot plan and detailed interior diagram submitted with the application.*

Mayor Pro Tem Cartwright further moved to direct town staff to notify the State of Colorado Liquor Enforcement Division of this approval. Motion carried 7-0, on a roll call vote.

Motion was made by Trustee Adams, seconded by Mayor Pro Tem Cartwright, to adjourn the meeting of the Mead Liquor Licensing Authority and reconvene the meeting of the Board of Trustees. Motion carried 7-0, on a roll call vote.

16. Officer Appointments**a. Resolution No. 89-R-2022 - A Resolution of the Town of Mead, Colorado, Appointing a Town Manager**

Motion was made by Trustee Schranz, seconded by Mayor Pro Tem Cartwright, to adopt Resolution No. 89-R-2022 – A Resolution of the Town of Mead, Colorado, Appointing a Town Manager. Motion carried 7-0, on a roll call vote.

b. Resolution 90-R-2022 A Resolution of The Town of Mead, Colorado, Appointing a Town Clerk and Town Treasurer

Motion was made by Trustee Adams, seconded by Trustee Schranz, to adopt Resolution No. 90-R-2022 – A Resolution of the Town of Mead, Colorado, Appointing a Town Clerk and Town Treasurer. Motion carried 7-0, on a roll call vote.

- c. **Resolution 91-R-2022** A Resolution of The Town of Mead, Colorado, Appointing a Town Attorney

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Adams, to adopt Resolution No. 91-R-2022 – A Resolution of the Town of Mead, Colorado, Appointing a Town Attorney. Motion carried 7-0, on a roll call vote.

- d. **Resolution 92-R-2022** A Resolution of The Town of Mead, Colorado, Appointing a Municipal Court Judge and Authorizing the Mayor to Execute That Certain Amended and Restated Agreement for Municipal Judge Services

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Adams, to adopt Resolution No. 92-R-2022 – A Resolution of the Town of Mead, Colorado, Appointing a Municipal Court Judge and Authorizing the Mayor to Execute That Certain Amended and Restated Agreement for Municipal Judge Services. Motion carried 7-0, on a roll call vote.

17. Swear In Officers

Mayor Whitlow administered the Oath of Office for the appointed officers.

18. New Business

- a. **Resolution No. 93-R-2022** – A Resolution of the Town of Mead, Colorado, Approving that Certain Intergovernmental Agreement and Addendum with the City of Loveland Pulse to Provide Fiber Optic Internet Service to the New Public Works Facility

Town Engineer / Public Works Director Erika Rasmussen discussed the proposed agreement with Loveland Pulse to provide internet service to the new public works facility. The facilities proximity to the PRPA power station and the fiber lines makes this a less expensive option to run the lines and provide a faster and more stable option for internet connection.

Motion was made by Trustee Adams, seconded by Mayor Pro Tem Cartwright, to adopt Resolution No. 93-R-2022 – A Resolution of the Town of Mead, Colorado, Approving that Certain Intergovernmental Agreement and Addendum with the City of Loveland Pulse to Provide Fiber Optic Internet Service to the New Public Works Facility for an amount not to exceed \$115,000.00. Motion carried 7-0, on a roll call vote.

- 19. Public Comment:** 3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.

There was no public comment at this time.

20. Elected Official Reports

- a. Town Trustees

The Trustees had no further comments at this time.

- b. Mayor Whitlow

Mayor Whitlow discussed a letter of commendation to Colorado Springs Mayor John Suthers for the city's response to the Club Q shootings. She also discussed the formation of a mayor's award or challenge coin. Upcoming events – Coffee with the Mayor and Christmas in the Park – both on December 3rd.

21. Adjournment

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

The Regular Meeting of the Town of Mead Board of Trustees adjourned at approximately 7:09 p.m. on Monday, November 28, 2022.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk

Town of Mead

Aging Report - by Date, Formatted

Report date: 11/30/2022

Dec 08, 2022 08:32AM

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	1,862.00	1,862.00	-	-	-	-	-	-
22	Prairie Hills	734.00	-	650.00	-	84.00	-	-	-
45	Mead Development Group, Inc.	3,277.50-	-	-	2,531.50-	-	-	-	746.00-
214	Mead Towne Center	5,750.00	-	-	-	-	130.00	-	5,620.00
239	Gopher Gulch	3,357.00-	-	-	-	-	3,357.00-	-	-
256	Prosper Land & Development LLC	6,085.00	-	4,127.50	1,957.50	-	-	-	-
259	Scannell Properties	14,204.34-	-	-	-	-	-	-	14,204.34-
263	Eagle Development	3,994.25-	-	-	-	-	-	-	3,994.25-
270	Highland Development Services Inc	931.50	-	514.50-	-	-	4,786.00-	-	6,232.00
272	Iglesia De Jesucristo	797.50	-	797.50	-	-	-	-	-
277	Front Range Investment Holdings LLC	722.15	-	722.15	-	-	-	-	-
280	Benson Farms - MD	2,430.25-	-	-	-	-	-	-	2,430.25-
282	Agfinity, Inc	3,749.62	-	3,749.62	-	-	-	-	-
285	Boulder Scientific Company, LLC	3,028.50-	-	-	-	-	-	-	3,028.50-
287	Eagle Development LRMD	1,855.00-	-	-	-	-	-	-	1,855.00-
290	Forestar Real Estate Group	6,435.00	-	6,435.00	-	-	-	-	-
292	BREG Industrial Development	4,374.50-	-	-	4,374.50-	-	-	-	-
293	Equinox Mead, LLC	270.18	-	270.18	-	-	-	-	-
294	QuikTrip Corp	6,027.73	-	3,277.50	2,192.96	557.27	-	-	-
296	Silver Point Development	8,898.31	-	5,877.06	3,021.25	-	-	-	-
297	Meadow Ridge Development, Inc	15,939.75	-	7,398.00	4,936.25	3,605.50	-	-	-
298	Century Land Holdings LLC	1,706.90	-	1,706.90	-	-	-	-	-
299	Lizondo Futbol Academy LLC	65.65	-	65.65	-	-	-	-	-
301	BREG Industrial Devel. c/o Broe Real Es	17,770.00	-	14,487.50	1,050.40	2,232.10	-	-	-
302	SunCap Property Group	2,292.70-	-	-	-	2,292.70-	-	-	-
307	Tharaldson c/o Ventana Capital	5,894.56	-	3,363.25	2,212.41	318.90	-	-	-
308	Melody Homes Inc.	4,185.56	-	907.99	534.04	2,743.53	-	-	-
313	Sunstate Equipment Co LLC	2,306.84	-	-	-	2,306.84	-	-	-
315	Town of Johnstown	22.88	22.88	-	-	-	-	-	-
316	Town of Milliken	22.88	22.88	-	-	-	-	-	-
317	Town of Berthoud	22.88	22.88	-	-	-	-	-	-
319	Lawson Construction	7,199.54	-	2,601.50	464.10	2,803.26	1,330.68	-	-
320	Lorson South Land Corp c/o Landhuis C	3,988.64-	-	-	-	-	-	-	3,988.64-
321	Westside Investment Partners	84.84	-	84.84	-	-	-	-	-
322	FBVAM Investments LLC	1,540.76	-	1,540.76	-	-	-	-	-
323	Enyo Power Partners, LLC	1,301.64	-	1,301.64	-	-	-	-	-
325	Red Barn Metropolitan District	826.94	386.33	349.71	90.90	-	-	-	-
326	AMK Properties LLC	4,437.00	4,437.00	-	-	-	-	-	-
327	17790 CR 7 LLC	2,121.76	2,121.76	-	-	-	-	-	-
Grand Totals:		64,910.69	8,875.73	59,199.75	9,553.81	12,358.70	6,682.32-	-	18,394.98-



Agenda Item Summary

MEETING DATE: December 12, 2022
SUBJECT: Amended Check Register November 28, 2022
PRESENTED BY: Mary Strutt, Town Clerk / Treasurer

SUMMARY

At each meeting of the Board of Trustees, the check register is presented in the Consent Agenda for review and approval. The November 28, 2022 check register, presented on November 28, did not include three checks. The additional checks are shown on the attached register.

ATTACHMENTS

Amended Check Register November 28, 2022

Report Criteria:

Report type: GL detail

Check.Check number = 35808,35810,35811

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
11/22	11/28/2022	35808	FRONTIER SELF STORAGE	120122	01-40-5700	Storage	100.00
Total 35808:							100.00
11/22	11/28/2022	35810	RN Civil Construction, LLC	4.1	06-47-5553	WWTP Grit Pump Improvements	28,503.35
11/22	11/28/2022	35810	RN Civil Construction, LLC	4.1	06-02-2005	WWTP Grit Pump Improvements	1,425.17-
Total 35810:							27,078.18
11/22	11/28/2022	35811	RN Civil Construction, LLC	5	06-02-2005	WWTP Grit Pump Improvements	10,118.17
Total 35811:							10,118.17
Grand Totals:							37,296.35

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-02-2000	.00	100.00-	100.00-
01-40-5700	100.00	.00	100.00
06-02-2000	1,425.17	38,621.52-	37,196.35-
06-02-2005	10,118.17	1,425.17-	8,693.00
06-47-5553	28,503.35	.00	28,503.35
Grand Totals:	40,146.69	40,146.69-	.00

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/22	12/07/2022	35813	Ivory Cottage	120622	09-50-5505	Uline Portable Metal Stairs	500.00
Total 35813:							500.00
12/22	12/12/2022	35814	4Rivers Equipment	1392245	01-44-5216	Window	317.29
12/22	12/12/2022	35814	4Rivers Equipment	1395238	01-45-5216	Maintenance	34.14
Total 35814:							351.43
12/22	12/12/2022	35815	AAA AUTO PARTS INC.	249878	01-42-5216	PD Unit #5	180.49
Total 35815:							180.49
12/22	12/12/2022	35816	ADAMSON POLICE PRODUCTS	INV387166	01-42-5254	Uniform	81.00
Total 35816:							81.00
12/22	12/12/2022	35817	Advance Auto Parts	12162-67870	01-44-5216	R&M	217.50
12/22	12/12/2022	35817	Advance Auto Parts	12162-68386	01-44-5216	Wiper Blades	378.34
Total 35817:							595.84
12/22	12/12/2022	35818	Aimee Overholser	102022-1220	01-41-5700	BOT	91.33
Total 35818:							91.33
12/22	12/12/2022	35819	All Copy Products Inc	485264584	01-47-5315	Copier Lease	178.23
12/22	12/12/2022	35819	All Copy Products Inc	487436156	01-47-5315	Copier Lease	86.05
Total 35819:							264.28
12/22	12/12/2022	35820	All Copy Products, Inc.	AR3738144	01-47-5315	Copies	12.22
12/22	12/12/2022	35820	All Copy Products, Inc.	AR3747880	01-01-1302	Support Agreement	400.00
Total 35820:							412.22
12/22	12/12/2022	35821	AMAZON CAPITAL SERVICES	1G9V-TDNH-	01-40-5210	Operating Supplies	167.38
12/22	12/12/2022	35821	AMAZON CAPITAL SERVICES	1G9V-TDNH-	01-47-5210	Operating Supplies	150.53
12/22	12/12/2022	35821	AMAZON CAPITAL SERVICES	1TXV-YHCR-	01-49-5260	Rec Supplies	71.94
Total 35821:							389.85
12/22	12/12/2022	35822	BK Tire	205023	01-42-5216	Tire and TPMS	152.00
12/22	12/12/2022	35822	BK Tire	25081	01-42-5216	Vehicle Maint	44.00
Total 35822:							196.00
12/22	12/12/2022	35823	Brakes Plus LLC	1428943062	01-42-5216	PD - #8	85.29
Total 35823:							85.29
12/22	12/12/2022	35824	Brent Newbanks	11.2022	01-42-5210	Credit from Credit Card	8.98

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 35824:							8.98
12/22	12/12/2022	35825	BUCKEYE WELDING SUPPLY C	05073030	01-44-5369	Cylinder Rental	7.65
Total 35825:							7.65
12/22	12/12/2022	35826	CARDMEMBER SERVICE	1454 11/2022	01-43-5700	DRC Meeting	41.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	2504 11.2022	01-42-5254	Cold Weather Caps	200.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	2504 11.2022	01-42-5216	Wipers; Washer Fluid - #1	29.30
12/22	12/12/2022	35826	CARDMEMBER SERVICE	2504 11.2022	01-42-5210	CRS Blue Book	991.19
12/22	12/12/2022	35826	CARDMEMBER SERVICE	3514 11/2022	01-40-5331	Subscription - Bizwest	100.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	3514 11/2022	01-40-5331	Subscription - Greeley Tribune	6.99
12/22	12/12/2022	35826	CARDMEMBER SERVICE	3514 11/2022	01-40-5331	Subscription - Coloradoan	14.99
12/22	12/12/2022	35826	CARDMEMBER SERVICE	5590 11/2022	01-47-5330	Training - DK	50.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	5590 11/2022	01-47-5210	Supplies	314.61
12/22	12/12/2022	35826	CARDMEMBER SERVICE	5590 11/2022	01-47-5216	car wash subscription	12.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	5590 11/2022	01-47-5210	Supplies	733.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5401	Built for Mead	112.15
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5260	Rec Crafts	39.06
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5331	URL Subscription	35.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5331	Mead Messenger subscription	17.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5262	Christmas in the Park	975.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-41-5841	Mead Business Appreciation Lunch	200.55
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-41-5841	Mead Business Appreciation Lunch	163.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-41-5841	Mead Business Appreciation Lunch	159.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-41-5841	Mead Business Appreciation Lunch	142.50
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5349	Wellness Reward	210.45
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5265	Staff lunch, Senior Meals Out Program	13.73
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-41-5841	Mead Business Appreciation Lunch	68.70
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5261	CD Food Truck	530.75
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5202	Print Setup Fee	29.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5349	Nectar - Wellness Subscription	140.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5260	Basketball supplies	161.97
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7239 11/2022	01-49-5265	Senior Coffee Program	72.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7665 11/2022	01-49-5700	Josie's Tacos - UP lunch - christmas light	130.31
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7665 11/2022	01-44-5203	Boots - MP	189.98
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7665 11/2022	09-50-5505	Shop Air Compressor	515.29
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7665 11/2022	01-44-5254	Welding Cab	459.97
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7665 11/2022	09-50-5505	Keurig	37.96
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7665 11/2022	01-44-5700	Moving Day	49.39
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	9.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	9.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	9.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	9.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5330	Caselle Conf	327.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	9.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	9.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5700	Holiday	37.27
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5700	Holiday	36.14
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	19.80
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5700	Employee Lunch Mtg	416.88
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5205	Postage	29.70
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-41-5700	BOT Mtg	246.62
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5325	Domain Renewal	41.34
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 11/2022	01-40-5331	Subscription - Bizwest	9.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 112022	01-40-5330	Caselle Conf	159.61
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 112022	01-40-5330	Caselle Conf	487.95
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 112022	01-40-5330	Caselle Conf	90.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 112022	01-40-5331	Subscription - Denver Post	11.99
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 112022	01-40-5201	Subscription - Microsoft	814.00
12/22	12/12/2022	35826	CARDMEMBER SERVICE	7700 112022	01-40-5330	Caselle Conf	1.80
12/22	12/12/2022	35826	CARDMEMBER SERVICE	8855 112022	01-42-5216	Wiper Fluid	18.54
12/22	12/12/2022	35826	CARDMEMBER SERVICE	9596 112022	01-42-5210	Jumper Cables	17.98
12/22	12/12/2022	35826	CARDMEMBER SERVICE	9596 112022	01-42-5201	Adobe Subscription - NB	12.99
12/22	12/12/2022	35826	CARDMEMBER SERVICE	9596 112022	01-42-5210	Battery Charger	49.98
12/22	12/12/2022	35826	CARDMEMBER SERVICE	9596 112022	01-42-5201	Adobe Subscription - MR	14.99
12/22	12/12/2022	35826	CARDMEMBER SERVICE	9596 112022	01-42-5210	iFak Kit	135.05
12/22	12/12/2022	35826	CARDMEMBER SERVICE	9596 112022	18-40-5500	Highland Lake Security Camera Equip	139.90
12/22	12/12/2022	35826	CARDMEMBER SERVICE	9596 112022	01-42-5216	carwash (x7)	70.00
Total 35826:							10,195.57
12/22	12/12/2022	35827	City of Longmont	10303130	01-42-5331	SWAT Services 2022	2,500.00
Total 35827:							2,500.00
12/22	12/12/2022	35828	Cory Weiner	113022	01-45-5254	Clothing/Boots	380.84
Total 35828:							380.84
12/22	12/12/2022	35829	DEAN KORECKY, JR.	120122	01-47-5203	Clothing reimbursement	450.00
Total 35829:							450.00
12/22	12/12/2022	35830	Denali Water Solutions LLc	INV367212	06-47-5231	Sludge Disposal	910.98
12/22	12/12/2022	35830	Denali Water Solutions LLc	INV369318	06-47-5231	Sludge Disposal	910.00
Total 35830:							1,820.98
12/22	12/12/2022	35831	Ditesco LLC	2022-487	09-51-5500	TOM - Community Center	9,503.13
12/22	12/12/2022	35831	Ditesco LLC	2022-488	09-50-5511	PW Facility	1,183.00
Total 35831:							10,686.13
12/22	12/12/2022	35832	Felsburg Holt & Ullevig	35555	14-40-5500	3rd & Welker - Oct 2022	6,022.50
Total 35832:							6,022.50
12/22	12/12/2022	35833	GRC Consulting Inc	12546	04-44-5360	Street Sweeping - Nov 22	2,677.50
Total 35833:							2,677.50
12/22	12/12/2022	35834	GREELEY LOCK AND KEY	0000017679	09-50-5511	PW - Devices/Install	94,186.95
12/22	12/12/2022	35834	GREELEY LOCK AND KEY	0000019672	09-50-5511	PW - Strike	928.24
Total 35834:							95,115.19
12/22	12/12/2022	35835	Hearts & Hooves Livestock Serv	0719	04-44-5215	Deer Pick Up	225.00
Total 35835:							225.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	01-47-5215	Moving Boxes	20.88
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	09-50-5505	Shop	332.83
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	09-50-5505	Keurig	19.74
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	09-50-5505	Shop	1,736.79
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	09-50-5505	Shop Air Compressor	266.87
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	09-50-5505	Shop Air Line	47.20
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	09-50-5505	Shop	1,579.55
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	01-44-5254	Equip/Tools	871.06
12/22	12/12/2022	35836	HOME DEPOT CREDIT SERVIC	2769 112122	09-50-5505	Shop	1,328.97
Total 35836:							6,203.89
12/22	12/12/2022	35837	Jab Wireless Inc	44849 11172	01-47-5305	ISP - Nov to Dec 2022	141.29
Total 35837:							141.29
12/22	12/12/2022	35838	JVA INCORPORATED	104782	06-47-5557	WWTF	703.99
12/22	12/12/2022	35838	JVA INCORPORATED	104790	06-40-5405	TOM - Wastewater On-Call	1,125.00
12/22	12/12/2022	35838	JVA INCORPORATED	104952	09-50-5511	OWTS	576.00
12/22	12/12/2022	35838	JVA INCORPORATED	104980	01-02-2615	Meadow Ridge (297)	924.00
12/22	12/12/2022	35838	JVA INCORPORATED	104981	01-02-2615	Rangeview Estates (270)	84.00
12/22	12/12/2022	35838	JVA INCORPORATED	104982	01-02-2615	Lakeside Canyon (fka St Acacius)	696.00
12/22	12/12/2022	35838	JVA INCORPORATED	104983	09-50-5511	PW Facility	873.88
12/22	12/12/2022	35838	JVA INCORPORATED	104984	09-50-5511	PW Facility	1,960.00
12/22	12/12/2022	35838	JVA INCORPORATED	104985	09-50-5511	PW Facility	2,000.00
12/22	12/12/2022	35838	JVA INCORPORATED	104986	01-02-2615	Elevation 25 (Maan Farms) (296)	232.00
12/22	12/12/2022	35838	JVA INCORPORATED	104987	01-02-2615	Postle (292)	1,702.00
12/22	12/12/2022	35838	JVA INCORPORATED	104987	01-02-2615	Raterink (305)	39.38
12/22	12/12/2022	35838	JVA INCORPORATED	104988	01-02-2615	Lawson Construction (319)	336.00
12/22	12/12/2022	35838	JVA INCORPORATED	104989	01-02-2615	Specialty Products Admin (322)	252.00
12/22	12/12/2022	35838	JVA INCORPORATED	104990	01-02-2615	Sugar Beet Solar (323)	168.00
12/22	12/12/2022	35838	JVA INCORPORATED	104991	01-02-2615	17790 CR 7 (Schiers) (327)	168.00
12/22	12/12/2022	35838	JVA INCORPORATED	104992	01-02-2615	AMK Prop (326)	168.00
12/22	12/12/2022	35838	JVA INCORPORATED	104993	01-02-2615	Homerun Heating (328)	420.00
12/22	12/12/2022	35838	JVA INCORPORATED	104994	01-02-2615	Red Barn Metro (325)	504.00
12/22	12/12/2022	35838	JVA INCORPORATED	104995	01-02-2615	Gopher Gulch (239)	212.00
12/22	12/12/2022	35838	JVA INCORPORATED	104996	01-02-2615	Waterfront (307)	1,052.00
12/22	12/12/2022	35838	JVA INCORPORATED	104997	01-47-5405	TOM - General Engineering Services	836.80
12/22	12/12/2022	35838	JVA INCORPORATED	105144	14-40-5564	North Creek Culvert Repair	4,600.00
Total 35838:							19,633.05
12/22	12/12/2022	35839	KLEEN-TECH SERVICES CORP	311372	01-47-5050	Janitorial Services	532.00
Total 35839:							532.00
12/22	12/12/2022	35840	KONICA MINOLTA BUSINESS S	283765920	01-40-5315	Copies	200.62
Total 35840:							200.62
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	1003301 11/2	01-47-5305	1341 WC 34	206.45
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	607001 11/20	06-47-5305	5423 WC 32	30.32
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	618801 11/20	01-45-5305	150 Main St	32.85
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	619202 11/20	01-45-5305	401 3rd St	30.32
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	620201 11/20	01-45-5305	2700 WC 34.5	683.93
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	621801 11/20	01-45-5305	190 1st St	151.98

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	622501 11/20	01-45-5305	365 Welker	32.85
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	624409 11/20	01-42-5305	201 Welker	30.91
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	650402 11/2	01-40-5305	242 Main St	30.32
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	657701 11/20	01-45-5305	156 Eagle	85.33
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	657801 11/20	01-42-5305	537 Main Police	154.58
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	657901 11/20	01-45-5305	16775 North Creek	202.32
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	658001 11/20	01-45-5305	441 3rd St (6580)	182.37
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	658101 11/20	01-45-5305	10 Fairburn	32.91
12/22	12/12/2022	35841	LITTLE THOMPSON WATER DIS	658201 11/20	01-40-5305	441 3rd St	42.21
Total 35841:							1,929.65
12/22	12/12/2022	35842	LOVELAND BARRICADE LLC	19181	04-44-5252	Speed Limit	450.00
Total 35842:							450.00
12/22	12/12/2022	35843	MAC EQUIPMENT INC	416718	01-44-5255	Post Driver	2,044.00
Total 35843:							2,044.00
12/22	12/12/2022	35844	MAIN STREET MAT COMPANY	144896	01-40-5210	Mat svcs	60.36
12/22	12/12/2022	35844	MAIN STREET MAT COMPANY	144898	01-47-5210	Mat svcs	85.71
Total 35844:							146.07
12/22	12/12/2022	35845	Mike Mitchell	12012022	01-45-5254	Boots/Clothing	162.77
Total 35845:							162.77
12/22	12/12/2022	35846	MJT Communications	13691	01-47-5201	Monitors	385.00
Total 35846:							385.00
12/22	12/12/2022	35847	MOUNTAIN TRUCK & EQUIP	14760-33477	01-44-5364	Plows	264.95
12/22	12/12/2022	35847	MOUNTAIN TRUCK & EQUIP	14760-33488	01-44-5364	Tandem	59.47
Total 35847:							324.42
12/22	12/12/2022	35848	NAPA AUTO PARTS	133512	01-44-5216	PW #01	58.84
Total 35848:							58.84
12/22	12/12/2022	35849	One Way Inc	278891	01-42-5310	537 Main St Recycle D13927B	49.61
12/22	12/12/2022	35849	One Way Inc	281718	01-47-5310	1341 County Rd 34 Trash D13927G	77.18
12/22	12/12/2022	35849	One Way Inc	281863	01-47-5310	1341 County Rd 34 Recycle D13927H	102.61
12/22	12/12/2022	35849	One Way Inc	281920	01-42-5310	537 Main St Trash D13927A	77.18
12/22	12/12/2022	35849	One Way Inc	281926	01-40-5310	441 Third St Trash D13927C	77.18
12/22	12/12/2022	35849	One Way Inc	281927	01-40-5310	441 Third St Recycle D13927D	49.61
12/22	12/12/2022	35849	One Way Inc	281933	06-47-5310	4504 Welker Trash D13927E	93.72
12/22	12/12/2022	35849	One Way Inc	281969	01-42-5310	201 Welker D13927F	26.44
Total 35849:							553.53
12/22	12/12/2022	35850	Pattlen Enterprises Inc	1887127-00	05-45-5506	PO #22-0822101	23,267.50
12/22	12/12/2022	35850	Pattlen Enterprises Inc	1887131-01	05-45-5506	Top Dresser/Spreader	2,022.76

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 35850:							25,290.26
12/22	12/12/2022	35851	Paulette Dolin	018	01-49-5265	Senior Exercise - November	540.00
Total 35851:							540.00
12/22	12/12/2022	35852	Pitney Bowes Inc	1021993339	01-40-5205	ink & sealer for machine	110.48
Total 35852:							110.48
12/22	12/12/2022	35853	POWER EQUIPMENT COMPANY	RSA008172-	01-44-5369	Equipment Rental - Oct - Nov 2022	1,000.00
Total 35853:							1,000.00
12/22	12/12/2022	35854	PRAIRIE DOG PROS LLC	1936	01-45-5348	Pest Control	569.14
Total 35854:							569.14
12/22	12/12/2022	35855	RAMEY ENVIRONMENTAL COM	24800	06-47-5390	Wastewater svcs - Nov 2022	5,043.84
12/22	12/12/2022	35855	RAMEY ENVIRONMENTAL COM	24800	06-47-5391	Lab Services	1,195.44
12/22	12/12/2022	35855	RAMEY ENVIRONMENTAL COM	24800	06-47-5215	Equipment - cleaning	813.77
12/22	12/12/2022	35855	RAMEY ENVIRONMENTAL COM	24845	01-02-2615	WWTP - Postle (292)	495.63
12/22	12/12/2022	35855	RAMEY ENVIRONMENTAL COM	24846	06-47-5396	Raterink - November 2022	981.25
Total 35855:							8,529.93
12/22	12/12/2022	35856	Regina Kropelnicki	11302022	01-40-5705	Mileage Reimbursement	27.50
Total 35856:							27.50
12/22	12/12/2022	35857	Saela Pest Control	74391	01-47-5215	Pest Watch	149.00
Total 35857:							149.00
12/22	12/12/2022	35858	Safety and Construction Supply	4853	09-50-5505	Shelves	1,885.00
12/22	12/12/2022	35858	Safety and Construction Supply	4855	09-50-5505	Tools	199.95
12/22	12/12/2022	35858	Safety and Construction Supply	4872	09-50-5505	Delineators	2,313.25
12/22	12/12/2022	35858	Safety and Construction Supply	4876	09-50-5505	Cabinets	933.99
12/22	12/12/2022	35858	Safety and Construction Supply	4943	01-44-5254	Tools	599.85
12/22	12/12/2022	35858	Safety and Construction Supply	4968	01-47-5215	Delineator	2,584.50
Total 35858:							8,516.54
12/22	12/12/2022	35859	Spartan Towing & Recovery LLC	22-19783	01-42-5216	Towing - #6 (DW)	240.75
Total 35859:							240.75
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-40-5210	3524040520 - Operating Supplies	62.82
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-40-5200	3524040520 - Operating Supplies	14.79
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-40-5210	3524040526 - Operating Supplies	29.06
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-47-5210	3524040528 - Operating Supplies	489.95
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-47-5210	3524040530 - Operating Supplies	711.82
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	09-50-5505	3524040530 - Infnty Mag Gls Brd (x2)	1,943.16
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-47-5210	3524040532 - Operating Supplies	15.49
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-47-5210	3524040536 - Operating Supplies	23.09

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-47-5210	3524040538 - Operating Supplies	23.20
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-45-5210	3524040538 - Operating Supplies	46.52
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-40-5210	3524040538 - Operating Supplies	98.79
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-40-5210	3524040538 - Operating Supplies	30.47
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-45-5210	3524040540 - Operating Supplies	35.99
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-40-5210	3524040542 - Operating Supplies	14.97
12/22	12/12/2022	35860	STAPLES ADVANTAGE	8068404338	01-42-5210	3524040542 - Operating Supplies	6.00
Total 35860:							3,488.00
12/22	12/12/2022	35861	TDS	4762 112522	01-42-5325	Internet	132.45
12/22	12/12/2022	35861	TDS	6545 111922	01-40-5325	Internet - Dec 2022	457.30
Total 35861:							589.75
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-40-5066	STD / LTD Insurance - Dec 2022	154.69
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-41-5066	STD / LTD Insurance - Dec 2022	7.05
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-42-5066	STD / LTD Insurance - Dec 2022	316.12
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-43-5066	STD / LTD Insurance - Dec 2022	51.74
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-44-5066	STD / LTD Insurance - Dec 2022	191.47
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-45-5066	STD / LTD Insurance - Dec 2022	196.01
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-47-5066	STD / LTD Insurance - Dec 2022	225.52
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-48-5066	STD / LTD Insurance - Dec 2022	7.05
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	01-49-5066	STD / LTD Insurance - Dec 2022	76.32
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	06-40-5066	STD / LTD Insurance - Dec 2022	102.15
12/22	12/12/2022	35862	THE HARTFORD-GROUP BENE	9247099666	20-40-5066	STD / LTD Insurance - Dec 2022	69.91
Total 35862:							1,398.03
12/22	12/12/2022	35863	TOWN OF MEAD	31.11 112022	01-42-5305	201 Welker Sewer 11/2022	43.52
12/22	12/12/2022	35863	TOWN OF MEAD	338.01 1202	01-40-5305	Town Hall Sewer 11/2022	57.54
12/22	12/12/2022	35863	TOWN OF MEAD	453.01 11202	01-44-5305	PD Sewer (535 Main St)11/2022	75.33
12/22	12/12/2022	35863	TOWN OF MEAD	478.02 11202	01-40-5305	242 Main St 11/2022	47.88
12/22	12/12/2022	35863	TOWN OF MEAD	566.02 11202	01-45-5305	Bean Plant Sewer 11/2022	47.88
12/22	12/12/2022	35863	TOWN OF MEAD	630.04 11202	01-40-5305	505 3rd St Sewer 11/2022	43.52
Total 35863:							315.67
12/22	12/12/2022	35864	TRACTOR SUPPLY CREDIT PLA	9125 112022	01-44-5216	Fleet - Inv. #100220994	99.97
12/22	12/12/2022	35864	TRACTOR SUPPLY CREDIT PLA	9125 112022	01-44-5216	Fleet - Inv#100222954	90.70
12/22	12/12/2022	35864	TRACTOR SUPPLY CREDIT PLA	9125 112022	01-47-5215	#s for address - Inv #100223250	14.94
12/22	12/12/2022	35864	TRACTOR SUPPLY CREDIT PLA	9125 112022	01-45-5372	Sprinkler Blowout - Inv #200351730	18.47
12/22	12/12/2022	35864	TRACTOR SUPPLY CREDIT PLA	9125 112022	01-44-5216	Fleet - Inv #200353946	53.28
12/22	12/12/2022	35864	TRACTOR SUPPLY CREDIT PLA	9125 112022	01-44-5216	Fleet - Inv #200354163	149.90
Total 35864:							427.26
12/22	12/12/2022	35865	VECCHI & ASSOCIATES LLC	3161	01-43-5410	Planning Consultant	262.50
12/22	12/12/2022	35865	VECCHI & ASSOCIATES LLC	3161-B	01-02-2615	Sugar Beet Solar (323)	8,722.50
12/22	12/12/2022	35865	VECCHI & ASSOCIATES LLC	3161-C	01-02-2615	AMK Annexation (326)	480.00
Total 35865:							9,465.00
12/22	12/12/2022	35866	WELD COUNTY PUBLIC SAFET	MEADPD-11	01-42-5331	NetMotion License	310.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 35866:							310.00
12/22	12/12/2022	35867	Wickham Tractor Company	IE17017	01-44-5216	Hydro Oil	278.34
Total 35867:							278.34
12/22	12/12/2022	121222100	CENTURY LINK	0831 112522	01-40-5300	TH Fax	66.96
Total 121222100:							66.96
12/22	12/12/2022	121222101	Fusion Cloud Company	9596618	01-40-5300	Phone Bill	265.64
Total 121222101:							265.64
12/22	12/12/2022	121222102	Pitney Bowes Inc	3909 111622	01-40-5205	Postage	600.00
Total 121222102:							600.00
12/22	12/12/2022	121222103	UNITED POWER	61303 11172	01-45-5305	17029 CR 5 - Area Light	10.25
12/22	12/12/2022	121222103	UNITED POWER	88601 11172	01-44-5305	Street lights	2,833.70
12/22	12/12/2022	121222103	UNITED POWER	92015 11172	01-42-5305	201 Welker	40.18
Total 121222103:							2,884.13
12/22	12/12/2022	121222104	XCEL ENERGY	804926230	01-42-5305	201 Welker	135.13
12/22	12/12/2022	121222104	XCEL ENERGY	804930204	01-40-5305	299 Palmer	141.52
12/22	12/12/2022	121222104	XCEL ENERGY	804957365	01-47-5305	1341 CR 34	920.91
Total 121222104:							1,197.56
Grand Totals:							232,263.14

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-01-1302	400.00	.00	400.00
01-02-2000	29.06	56,054.92-	56,025.86-
01-02-2615	16,655.51	.00	16,655.51
01-40-5066	154.69	.00	154.69
01-40-5200	14.79	.00	14.79
01-40-5201	814.00	.00	814.00
01-40-5205	819.38	.00	819.38
01-40-5210	434.79	29.06-	405.73
01-40-5300	332.60	.00	332.60
01-40-5305	362.99	.00	362.99
01-40-5310	126.79	.00	126.79
01-40-5315	200.62	.00	200.62
01-40-5325	498.64	.00	498.64
01-40-5330	1,066.36	.00	1,066.36
01-40-5331	142.97	.00	142.97
01-40-5700	490.29	.00	490.29
01-40-5705	27.50	.00	27.50

GL Account	Debit	Credit	Proof
01-41-5066	7.05	.00	7.05
01-41-5700	337.95	.00	337.95
01-41-5841	734.65	.00	734.65
01-42-5066	316.12	.00	316.12
01-42-5201	27.98	.00	27.98
01-42-5210	1,209.18	.00	1,209.18
01-42-5216	820.37	.00	820.37
01-42-5254	281.00	.00	281.00
01-42-5305	404.32	.00	404.32
01-42-5310	153.23	.00	153.23
01-42-5325	132.45	.00	132.45
01-42-5331	2,810.00	.00	2,810.00
01-43-5066	51.74	.00	51.74
01-43-5410	262.50	.00	262.50
01-43-5700	41.90	.00	41.90
01-44-5066	191.47	.00	191.47
01-44-5203	189.98	.00	189.98
01-44-5216	1,644.16	.00	1,644.16
01-44-5254	1,930.88	.00	1,930.88
01-44-5255	2,044.00	.00	2,044.00
01-44-5305	2,909.03	.00	2,909.03
01-44-5364	324.42	.00	324.42
01-44-5369	1,007.65	.00	1,007.65
01-44-5700	49.39	.00	49.39
01-45-5066	196.01	.00	196.01
01-45-5210	82.51	.00	82.51
01-45-5216	34.14	.00	34.14
01-45-5254	543.61	.00	543.61
01-45-5305	1,492.99	.00	1,492.99
01-45-5348	569.14	.00	569.14
01-45-5372	18.47	.00	18.47
01-47-5050	532.00	.00	532.00
01-47-5066	225.52	.00	225.52
01-47-5201	385.00	.00	385.00
01-47-5203	450.00	.00	450.00
01-47-5210	2,547.40	.00	2,547.40
01-47-5215	2,769.32	.00	2,769.32
01-47-5216	12.00	.00	12.00
01-47-5305	1,268.65	.00	1,268.65
01-47-5310	179.79	.00	179.79
01-47-5315	276.50	.00	276.50
01-47-5330	50.00	.00	50.00
01-47-5405	836.80	.00	836.80
01-48-5066	7.05	.00	7.05
01-49-5066	76.32	.00	76.32
01-49-5202	29.00	.00	29.00
01-49-5260	272.97	.00	272.97
01-49-5261	530.75	.00	530.75
01-49-5262	975.00	.00	975.00
01-49-5265	625.73	.00	625.73
01-49-5331	52.00	.00	52.00
01-49-5349	350.45	.00	350.45
01-49-5401	112.15	.00	112.15
01-49-5700	130.31	.00	130.31
04-02-2000	.00	3,352.50-	3,352.50-
04-44-5215	225.00	.00	225.00
04-44-5252	450.00	.00	450.00

GL Account	Debit	Credit	Proof
04-44-5360	2,677.50	.00	2,677.50
05-02-2000	.00	25,290.26-	25,290.26-
05-45-5506	25,290.26	.00	25,290.26
06-02-2000	.00	11,910.46-	11,910.46-
06-40-5066	102.15	.00	102.15
06-40-5405	1,125.00	.00	1,125.00
06-47-5215	813.77	.00	813.77
06-47-5231	1,820.98	.00	1,820.98
06-47-5305	30.32	.00	30.32
06-47-5310	93.72	.00	93.72
06-47-5390	5,043.84	.00	5,043.84
06-47-5391	1,195.44	.00	1,195.44
06-47-5396	981.25	.00	981.25
06-47-5557	703.99	.00	703.99
09-02-2000	.00	124,851.75-	124,851.75-
09-50-5505	13,640.55	.00	13,640.55
09-50-5511	101,708.07	.00	101,708.07
09-51-5500	9,503.13	.00	9,503.13
14-02-2000	.00	10,622.50-	10,622.50-
14-40-5500	6,022.50	.00	6,022.50
14-40-5564	4,600.00	.00	4,600.00
18-02-2000	.00	139.90-	139.90-
18-40-5500	139.90	.00	139.90
20-02-2000	.00	69.91-	69.91-
20-40-5066	69.91	.00	69.91
Grand Totals:	232,321.26	232,321.26-	.00

Report Criteria:

Report type: GL detail



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 94-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Third Amendment to Agreement for Professional Services with Ditesco, LLC and Authorizing Execution of Task Order No. 2022-008 (Re Project and Construction Management for 2023 Pavement Management Program)

PRESENTED BY: Erika Rasmussen, Public Works Director/Town Engineer

SUMMARY

In 2020, a Pavement Condition Analysis was performed on the streets in Mead to create a prioritized Pavement Management Plan to address street repairs, improvements, and maintenance needs. The following year, in November 2021, voters approved a 1% sales tax to establish the Street Improvement Fund. In response to the new budget scenario, the Pavement Condition Analysis and Pavement Management Plan was updated in 2022, identifying a largely expanded program for street maintenance.

In response to this expanded program, a new Pavement Management Program Manager position was created. The Town advertised for, interviewed, and ultimately extended offers to multiple highly qualified applicants for the position. However, the Town was unsuccessful in hiring any of the candidates. In order to keep the project moving forward in time for the 2023 construction season, Staff is proposing to utilize Ditesco, LLC (“Ditesco”) as the Town’s representative to manage field investigation, scope development, design and bidding of the Town’s 2023 Pavement Management Program. Ditesco is currently under contract with the Town to provide owner’s representative services pursuant to task orders for each specific project. Ditesco is currently managing the construction of the Town’s Community Center and Board Room Remodel projects as an extension of Town staff. Ditesco can provide the requested services for the 2023 Pavement Management Project for a not-to-exceed fee of \$83,607 as more specifically detailed in the Ditesco Proposal dated October 28, 2022, a copy of which is attached to this *Agenda Item Summary* for reference.

2023 is year two (of five) of the Town’s current Pavement Management Program. There are seven (7) general work areas/roadway systems that will be either Slurry sealed or fully reconstructed. These areas/roadways include the following:

- | | |
|-----------------------|--------------------------------|
| <u>Slurry Seal</u> | <u>Reconstruction</u> |
| • Hunters Cove | * Hunters Ridge |
| • East I-25 Frontage | * Deere Court |
| • East of Mead Square | * North Creek |
| | * WCR 34 ½ from WCR 5 to WCR 7 |

Staff is requesting approval of the Third Amendment to Agreement for Professional Services with Ditesco in order for Ditesco to be authorized to provide the The Town issued a *Request for Qualifications for Project Owner’s Representative Services* and selected Ditesco in March 2021.

FINANCIAL CONSIDERATIONS

This request is for an amount not to exceed \$88,957.

Current NTE Contract Amount (inclusive of PW Facility, 3 rd Street, Highland Lake, Community Center)	\$673,000
<i>Third Amendment – Pavement Management Program (this request)</i>	<i>\$ 83,607</i>
Revised NTE Contract Amount	\$757,000

Funds are available in the Street Improvement Fund (04-47-5405).

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends authorizing Ditesco, LLC to provide project and construction management for the 2023 Pavement Management Program. A motion to approve the December 12, 2022 consent will approve this item. If the resolution is removed from the Consent Agenda for clarification or further discussion, Town Staff recommends the following motion:

Suggested Motion:

“I move to adopt Resolution No. 94-R-2022, A Resolution Approving the Third Amendment to Agreement for Professional Services with Ditesco, LLC and Authorizing Execution of Task Order No. 2022-008 (re Project and Construction Management for 2023 Pavement Management Program), in the not to exceed amount of eighty-three thousand six hundred seven dollars (\$83,607).”

ATTACHMENTS

Resolution No 94-R-2022
Ditesco PSA Third Amendment (**Exhibit 1** to Resolution)

Task Order and Task Order Memorandum
Ditesco Proposal dated November 29, 2022 including:
Exhibit A (scope of services)
Exhibit B (Ditesco 2022-23 Rate Schedule and Phase/Task Description)

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 94-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING THE THIRD
AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES WITH DITESCO, LLC
AND AUTHORIZING EXECUTION OF TASK ORDER NO. 2022-008 (RE PROJECT AND
CONSTRUCTION MANAGEMENT FOR 2023 PAVEMENT MANAGEMENT PROGRAM)**

WHEREAS, the Town of Mead and DITESCO, LLC, a Colorado limited liability company (“Contractor”) entered into that certain Agreement for Professional Services dated March 30, 2021 as amended by that certain First Amendment to Agreement dated April 11, 2022 and that certain Second Amendment to Agreement dated July 20, 2022 (together, the “Agreement”), pursuant to which Contractor provides certain owner representative / project management services for the Town (“Services”); and

WHEREAS, the Town and Contractor desire to amend the Agreement as specifically set forth in that certain Third Amendment to Agreement for Professional Services (the “Third Amendment”), a copy of which is attached to this Resolution as **Exhibit 1** in order to adjust the not-to-exceed compensation amount set forth in Section IV.A. of the Agreement to account for the specific Services set forth in Task Order No. 2022-008 (re project and construction management for the Town’s 2023 Pavement Management Program) (the “Task Order”); and

WHEREAS, the Task Order and Task Order Memorandum are on file with the Town Clerk and are incorporated herein by reference; and

WHEREAS, the Board of Trustees desires to approve the Third Amendment and further desires to authorize the Mayor to execute the Third Amendment on behalf of the Town,

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 into this Resolution as findings and conclusions of the Board of Trustees.

Section 2. The Board of Trustees hereby: (a) approves the Third Amendment in substantially the same form as is attached in **Exhibit 1**; (b) authorizes the Town Attorney in cooperation with the Town Manager to make non-material changes to the Third Amendment that do not increase the Town’s financial obligations; (c) authorizes the Mayor to execute the Third Amendment on behalf of the Town when in final form; and (d) delegates authority to the Town Manager to execute the Task Order (Task Order 2022-008, re project and construction management for the Town’s 2023 Pavement Management Program).

Section 3. Effective Date. This Resolution is effective immediately upon adoption.

Section 4. Repealer. All resolutions or parts of resolutions in conflict with this Resolution are repealed.

Section 5. Certification. The Town Clerk shall certify the passage of this Resolution and make at least one copy of the adopted Resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 12TH DAY OF DECEMBER, 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Attachment(s):

Exhibit 1 – Third Amendment to Professional Services Agreement (DITESCO, LLC)

Town of Mead, Colorado
THIRD AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES

Project/Services Name: Owner’s Representative Services

THIS THIRD AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES (“Third Amendment”) amends the Agreement for Professional Services 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 **DITESCO, LLC**, a Colorado limited liability company, with a principal office address of 2133 S. Timberline Road, Suite 110, Fort Collins, CO 80525 (the “Contractor”). The Town and Contractor may be collectively referred to herein as the “Parties” or individually as “Party.”

RECITALS

WHEREAS, the Parties entered into that certain Agreement for Professional Services dated March 30, 2021 as amended by that certain First Amendment to Agreement dated April 11, 2022 and that certain Second Amendment to Agreement dated July 20, 2022 (together, the “Agreement”), pursuant to which Contractor provides certain owner’s representative / project management services for the Town (“Services”); and

WHEREAS, the Agreement contemplates that the Contractor may, pursuant to the approval of one or more Task Orders, provide on-call Services to the Town for the Public Works Facility Project, the 3rd Street Reconstruction Project, the Community Center/Bean Plant Project, the Highland Lake Projects and future projects as determined by the Town; and

WHEREAS, Section IV.A. of the Agreement currently limits Contractor compensation to a total of six hundred seventy-three thousand dollars (\$673,000.00) (the “Total NTE Amount”); and

WHEREAS, the Board of Trustees desires to increase the Total NTE Amount of six hundred seventy-three thousand dollars (\$673,000.00) set forth in Section IV.A. of the Agreement to seven hundred fifty-seven thousand dollars (\$757,000.00) in order to account for Services provided by the Contractor pursuant to Task Order No. 2022-008 (re project & construction management services for 2023 Pavement Management Program); and

WHEREAS, Section XII.F of the Agreement requires any contract modifications to be in writing and signed by both Parties; and

NOW, THEREFORE, for the consideration herein expressed, it is agreed by and between the Town and the Contractor that the Agreement shall be amended as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated into the Third Amendment by this reference as though set forth in full.
2. **Original Terms and Conditions.** Except as amended herein, the original terms and conditions of the Agreement remain in full force and effect.

3. **Not-to-Exceed Amount.** The second sentence of Section IV.A. of the Agreement is hereby amended to read in full as follows:

A. Not-to-Exceed Amount. [. . .] Compensation to be paid hereunder shall not exceed **Seven Hundred Fifty-Seven Thousand Dollars and No Cents (\$757,000.00)** (“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. [. . .]

4. **Section IX (“Illegal Aliens”) Deleted.** Section IX is hereby deleted in its entirety and amended to read in full as follows:

IX. [RESERVED]

5. **Conflict.** This Third Amendment is and shall be construed as part of the Agreement. In the case of any inconsistency between this Third Amendment and the Agreement, the provisions containing such inconsistency shall be reconciled with one another to the maximum extent possible, and then to the extent of any remaining inconsistency, the terms of this Third Amendment shall control.

6. **Counterparts; Facsimile or Electronic Signature; Authority.** The Parties hereto agree that this Third Amendment may be executed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement. The Parties further agree that this Third Amendment may be executed by facsimile or electronic signature, and that any facsimile or electronic signature shall be binding upon the party providing such signature as if it were the party’s original signature.

IN WITNESS WHEREOF, the Parties have executed this Third Amendment to Agreement for Professional Services. By the signature of its representatives below, each Party affirms that it has taken all necessary action to authorize said representative to execute this Third Amendment.

THIS THIRD AMENDMENT is executed and made effective as provided herein.

TOWN OF MEAD, COLORADO:

ATTEST:

Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Date of execution: _____, 2022

[Contractor signature page follows].

[Contractor signature page to Agreement for Professional Services – Third Amendment - Owner's Representative Services]

DITESCO, LLC, a Colorado limited liability company

By: _____
Keith Meyer, Owner/Principal

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing Third Amendment to Agreement for Professional Services was acknowledged before me this _____ day of _____, 2022, by Keith Meyer as Owner/Principal of DITESCO, LLC, a Colorado limited liability company.

Witness my hand and official seal.
My commission expires: _____

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

[SEAL]



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2022-008

Task Name: Project & Construction Management for 2023 Pavement Management Program

Requested By: Erika Rasmussen Proposed Start Date: December 2022

Funding Source: 04-47-5405 Proposed Completion Date: September 2023

Total Task Order Budget: \$83,607.00 Tasks / Deliverables: See attached memorandum and Ditesco Proposal

Approval:

____ Date: _____
Town Manager

Note: This Task Order is not valid without attached Task Order memorandum, approved by the Town Engineer.

Attachments: Task Order Memorandum; Ditesco Proposal.

Reference: Third Amendment to Agreement for Professional Services (Ditesco)
Town Board Resolution approving Third Amendment

FINANCE DIRECTOR REVIEW:

Finance has reviewed this Task Order and the funds:

☒ are appropriated
☐ are not appropriated (note: _____)

Approval:

____ Date: _____
Finance Director

Account reference/information: 04-47-5405 Street Improvement Fund



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager

From: Erika Rasmussen, Public Works Director/Town Engineer

Date: December 13, 2022

Subject: Project & Construction Management for 2023 Pavement Management Program

Task Order No.: 2022-008

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **Ditesco, LLC** (the "Contractor") for owner representation/project management services, including special projects. No special projects shall be performed by the Contractor until the Town's Authorized Representative has executed a Task Order authorizing the Contractor to proceed with the Task(s) identified below.

Task(s) to be performed: Provide **project and construction management services** including field investigation, condition assessment, preparation of bid documents, and bidding phase and procurement services.

Time schedule: Begin in December 2022, with an anticipated completion of September 2023.

Deliverables: See attached scope of work (Ditesco Proposal including **Exhibit A** (scope of services) and **Exhibit B** (Ditesco 2022-23 Rate Schedule and Phase/Task Description) (together, the "Scope of Work").

Charges: Unless otherwise set forth in this Task Order Memorandum, the Charges authorized herein shall be considered a not-to-exceed cost. Charges shall be calculated pursuant to the hourly rates in the Scope of Work. A copy of the Scope of Work related to the Task(s) outlined above is attached to this Task Order Memorandum. I have reviewed and approved the Scope of Work, and I therefore request you approve the attached Task Order, which will authorize the Contractor to proceed with the special project described above for the not-to-exceed amount of \$83,607.

Review and approval of Task Order Memorandum:

Erika Rasmussen, Town Engineer/PW Director

Note: This Task Order Memorandum is not valid unless and until a Task Order has been executed by the Town Manager and approved by the Finance Director.



2133 S Timberline Road – Suite 110
Fort Collins, CO 80525
ditescoservices.com

Delivery by email to:
erasumussen@townofmead.org

October 28, 2022

Ms. Erika Rasmussen, PE
Town Engineer
Town of Mead
441 Third Street
Mead, CO 80542

RE: Project & Construction Management
Town of Mead Pavement Management Program 2023

Dear Erika:

Thank you for giving Ditesco the opportunity to assist with project management services for the Town of Mead Town Hall Pavement Management Program 2023. We are very excited to be involved in this project.

This letter follows on our previous meetings, we reviewed the details behind the Town's needs for project management assistance. With this understanding, we have completed a scope of services for your consideration. Please find attached our scope of work and fee proposal to provide project management services for the duration of the project.

Please let me know if you have any questions or require further information regarding this proposal, I can be reached by phone at 480-745-5910 and email george.latour@ditescoservices.com.

Sincerely,

A handwritten signature in black ink that reads "George Latour". The signature is fluid and cursive.

George Latour, CCM

Enc. Scope of work

Cc: file
Jill Burrell, PE

Exhibit A

Town of Mead Pavement Management Plan 2023

Scope of Services

Project Understanding

The Town of Mead is planning to implement year two of the five-year Pavement Management Plan (2022-2026) which includes seven (7) general work areas/roadway systems that will be either Slurry sealed or fully reconstructed. These areas/roadways include the following:

Slurry Seal

- Hunters Cove
- E I-25 Frontage
- East of Mead Square

Reconstruction

- Hunters Ridge
- Deere Court
- North Creek
- WCR 34 ½ from WCR 5 to WCR 7

The condition of each of these areas varies. This Work follows the Town of Mead's Pavement Management Plan prepared by Kimley Horn in 2022. Rehabilitation in these areas the work varies from slurry sealing to full reconstruction. The Town of Mead desires a plan and specification document package to utilize in the procurement of qualified contractors.

The services provided under this contract are generally expected to include field data collection, field layout, cost estimating and construction contract document creation (Plans and Specifications).

Phase: Design

- We will coordinate with Town staff. We will coordinate with other businesses and affected parties to ensure the project parameters are well known and coordinated with other town activities and standards.
- We will conduct a field investigation of the work areas noted above to review the initial condition assessment of the areas to be repaired in 2023. This will include visual inspection of surfaces and measurements taken for recommended replacement quantities in each lot.
- Our team will update the previously created set of Contract Documents. Contract documents will include impacted area, approximate quantities, limits of recommended improvements, and phasing as needed.
- We will update the previously created set of CSI specifications Divisions 1 through Divisions 48 as applicable. Per town's request, these will consist of the technical specifications directly applicable to the work.
- We will provide a final construction cost opinion (Class 5) at the completion of the design phase.
- Our scope does not include provisions for field topographic surveying, grading, or utility potholing as part of the design phase.

Deliverables

- Design Deliverables will include: construction plans; construction specifications.
- All documents will also be provided in an electronic form on DVDs, CDs or external drives for CSU use.

Schedule

The anticipated schedule for is as follows:

Design and Bidding Services
Construction

November 2022 – April 2023
May 2023 – September 2023

Fee Estimate

<i>Design Phase:</i>	<i>\$68,864.00</i>
<i>Bidding Phase:</i>	<i>\$17,568.00</i>
<i>Estimated Other Direct Expenses:</i>	<i><u>\$2,525.00</u></i>
<i>Total:</i>	<i>\$88,957.00</i>

A detailed task breakdown is included. Please find this on page 5 of this scope of work proposal.

The fee shown above is to be billed on a time and material, not to exceed basis based on the rates shown in the table on page 4 and 5 of this proposal. All reimbursable expenses will be billed at direct cost.



Exhibit B

Ditesco 2022-2023 Rate Schedule

Principal:	\$150.00 to \$165.00 per hour
Project Manager:	\$130.00 to \$158.00 per hour
Construction Manager/Resident Engineer:	\$95.00 to \$127.00 per hour
Project Engineer:	\$90.00 to \$124.00 per hour
Inspector:	\$90.00 to \$124.00 per hour
CAD Design	\$69.00 to \$90.00 per hour
Administrative:	\$58.00 to \$71.00 per hour
Mileage Reimbursement:	IRS rate
Subconsultant Markup	none
All other costs at direct expense	
Terms	30 days net



Town of Mead
Pavement Management Program

10/28/2022

Phase/Task Description	Ditesco					Task Total
	G. Latour / J. Burrell	K. Madsen or A. West	Matt Jardin or Eric Kitscher	Rhonda Bunner	Leslie Brantner	
	Senior PM/CM	Assoc. PM	CM / Inspector	CAD Design	Admin	
	(hrs) \$140	(hrs) \$127	(hrs) \$105	(hrs) \$85	(hrs) \$70	
Design Phase						\$68,864
1.01 Design - Asphalt						
- Cover/General Notes	0	2	0	4	0	\$594
- Overall Site Plan	2	4	0	6	0	\$1,298
- Phasing Plan	2	8	0	8	0	\$1,976
- R&R Site Plans	4	32	0	48	0	\$8,704
- Construction Typical Details	0	2	0	8	0	\$934
- Design QA/QC	2	8	0	8	0	\$1,976
1.01 Design - Concrete						
- Cover/General Notes	0	2	0	4	0	\$594
- Overall Site Plan	2	4	0	6	0	\$1,298
- Phasing Plan	2	8	0	8	0	\$1,976
- R&R Site Plans	2	60	0	96	0	\$16,060
- Construction Typical Details	0	2	0	8	0	\$934
- Design QA/QC	2	8	0	10	0	\$2,146
1.01 Design - Slurry Seal						
- Cover/General Notes	0	2	0	4	0	\$594
- Overall Site Plan	0	4	0	6	0	\$1,018
- Phasing Plan	2	8	0	8	0	\$1,976
- Slurry Seal Site Plans	2	16	0	24	0	\$4,352
- Construction Typical Details	0	2	0	8	0	\$934
- Design QA/QC	2	8	0	8	0	\$1,976
1.02 Meetings	6	6	6	0	0	\$2,232
1.03 Independent Cost Estimate	6	0	0	0	0	\$840
1.05 Site Investigation						
- Field Investigate - Reconstruction Areas	4	24	16	0	0	\$5,288
- Field Investigate - Slurry Seal	0	6	8	0	0	\$1,602
- Field Investigate - Concrete R&R	0	12	8	0	0	\$2,364
1.06 CSI Formatted Technical Specifications	2	24	0	0	0	\$3,328
1.09 Permitting	2	20	0	0	0	\$2,820
2.03 Contract Management	5	0	0	0	5	\$1,050
Bidding Phase						\$17,568
1.10 Bid Assistance - Asphalt						
- Develop RFP	2	12	12	0	0	\$3,064
- Pre-Bid Meeting Management	4	4	4	0	0	\$1,488
- Bid Phase Addenda	2	4	4	0	0	\$1,208
- Issue Notice of Award	2	0	0	0	0	\$280
1.10 Bid Assistance - Slurry Seal/Chip Seal						
- Develop RFP	2	10	10	0	0	\$2,600
- Pre-Bid Meeting Management	4	4	4	0	0	\$1,488
- Bid Phase Addenda	2	4	4	0	0	\$1,208
- Issue Notice of Award	2	0	0	0	0	\$280
1.10 Bid Assistance - Concrete						
- Develop RFP	2	8	8	0	0	\$2,136
- Pre-Bid Meeting Management	4	4	4	0	0	\$1,488
- Bid Phase Addenda	2	4	4	0	0	\$1,208
- Issue Notice of Award	2	0	0	0	0	\$280
2.03 Contract Management	4	0	0	0	4	\$840
Other direct costs (mileage, reproduction, etc.)						\$2,525
Work Effort Subtotal	83	326	92	272	9	
Cost per labor category	\$11,620.00	\$41,402.00	\$9,660.00	\$23,120.00	\$630.00	\$88,957
Hours per day	0.8	3.0	0.9	2.5	0.1	

Total Fee Estimate: \$88,957

Assumptions:

- Design Phase November 2022 to February 2023
- Bidding February to April 2023
- Individual Design Drawings, RFPs, and Bid Packages for each of R&R, Concrete, and Slurry Seal
- Drawings will be developed to a high-level nature, not including grading redesign of any R&R



Town of Mead
Pavement Management Program

11/29/2022

Phase/Task Description	Ditesco					Task Total
	G. Latour / J. Burrell	K. Madsen or A. West	Matt Jardin or Eric Kitscher	Rhonda Bunner	Leslie Brantner	
	Senior PM/CM	Assoc. PM	CM / Inspector	CAD Design	Admin	
	(hrs) \$140	(hrs) \$127	(hrs) \$105	(hrs) \$85	(hrs) \$70	
Design Phase						\$63,514
1.01 Design - Asphalt						
- Cover/General Notes	0	2	0	4	0	\$594
- Overall Site Plan	2	4	0	6	0	\$1,298
- Phasing Plan	2	8	0	8	0	\$1,976
- R&R Site Plans	4	80	0	60	0	\$15,820
- Construction Typical Details	0	2	0	8	0	\$934
- Design QA/QC	2	8	0	8	0	\$1,976
1.01 Design - Concrete						
- Cover/General Notes	0	2	0	4	0	\$594
- Overall Site Plan	2	4	0	6	0	\$1,298
- Phasing Plan	2	8	0	8	0	\$1,976
- R&R Site Plans	2	48	0	8	0	\$7,056
- Construction Typical Details	0	2	0	8	0	\$934
- Design QA/QC	2	8	0	10	0	\$2,146
1.01 Design - Slurry Seal						
- Cover/General Notes	0	2	0	4	0	\$594
- Overall Site Plan	0	4	0	6	0	\$1,018
- Phasing Plan	2	8	0	8	0	\$1,976
- Slurry Seal Site Plans	2	12	0	2	0	\$1,974
- Construction Typical Details	0	2	0	8	0	\$934
- Design QA/QC	2	8	0	8	0	\$1,976
1.02 Meetings	6	6	6	0	0	\$2,232
1.03 Independent Cost Estimate	6	0	0	0	0	\$840
1.05 Site Investigation						
- Field Investigate - Reconstruction Areas	4	32	8	0	0	\$5,464
- Field Investigate - Slurry Seal	0	6	2	0	0	\$972
- Field Investigate - Concrete R&R	0	12	2	0	0	\$1,734
1.06 CSI Formatted Technical Specifications	2	24	0	0	0	\$3,328
1.09 Permitting	2	20	0	0	0	\$2,820
2.03 Contract Management	5	0	0	0	5	\$1,050
Bidding Phase						\$17,568
1.10 Bid Assistance - Asphalt						
- Develop RFP	2	12	12	0	0	\$3,064
- Pre-Bid Meeting Management	4	4	4	0	0	\$1,488
- Bid Phase Addenda	2	4	4	0	0	\$1,208
- Issue Notice of Award	2	0	0	0	0	\$280
1.10 Bid Assistance - Slurry Seal/Chip Seal						
- Develop RFP	2	10	10	0	0	\$2,600
- Pre-Bid Meeting Management	4	4	4	0	0	\$1,488
- Bid Phase Addenda	2	4	4	0	0	\$1,208
- Issue Notice of Award	2	0	0	0	0	\$280
1.10 Bid Assistance - Concrete						
- Develop RFP	2	8	8	0	0	\$2,136
- Pre-Bid Meeting Management	4	4	4	0	0	\$1,488
- Bid Phase Addenda	2	4	4	0	0	\$1,208
- Issue Notice of Award	2	0	0	0	0	\$280
2.03 Contract Management	4	0	0	0	4	\$840
Other direct costs (mileage, reproduction, etc.)						\$2,525
Work Effort Subtotal	83	366	72	174	9	
Cost per labor category	\$11,620.00	\$46,482.00	\$7,560.00	\$14,790.00	\$630.00	\$83,607
Hours per day	0.8	3.4	0.7	1.6	0.1	

Total Fee Estimate: \$83,607

Assumptions:

- Design Phase November 2022 to February 2023
- Bidding February to April 2023
- Individual Design Drawings, RFPs, and Bid Packages for each of R&R, Concrete, and Slurry Seal
- Drawings will be developed to a high-level nature, not including grading redesign of any R&R



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 95-R-2022** – A Resolution of the Town of Mead, Colorado, Approving Change Order No. 1 to the Construction Agreement Between the Town and Glacier Construction Co., Inc.

PRESENTED BY: Erika Rasmussen, Town Engineer/Public Works Director

SUMMARY

The valves and actuators in the sequencing batch reactor (SBR) at the Town’s wastewater treatment facility (WWTF) need to be replaced. SBR’s treat wastewater in batches, where oxygen is bubbled through the mixture of wastewater and sludge to reduce the organic matter and chemical oxygen demand. The existing valves are aged and are freezing on a regular basis, causing an alarm and a service call by the operator. Naturally, this occurs late at night at the coldest time and the conditions are less than ideal to try to thaw out the valves manually. The Town has tried several low-cost options, and unfortunately these only work temporarily. Replacing the valves and actuators, along with adding an extension to the catwalk to provide safer access, will solve this problem and save thousands of dollars in emergency responses by the operator.

In September, the Town awarded a contract to Glacier Construction for the headworks mechanical bar screen replacement and ventilation improvement project at the plant. Glacier is already working on the headworks project and has the ability and expertise to incorporate the valve and actuator replacements in time for the rest of the winter season.

Staff is requesting to change order this work into Glacier’s existing contract for \$73,236.

FINANCIAL CONSIDERATIONS

The approved 2022 budget identified \$400,000 for the headworks project through the Sewer Operating Fund for Capital Outlay (06-47-5557). The headworks project is significantly under budget at \$285,700. This change order request for the valve and actuator replacement is for an amount not to exceed \$73,236 which can easily be accommodated within the headworks overall project budget.

Glacier Headworks Contract	\$285,700
<u>Change Order 1 – SBR Valves/Actuators</u>	<u>\$ 73,236</u>
Revised Glacier Contract Amount	\$358,936

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of Change Order No. 1 to allow Glacier to complete the additional work at the WWTF. A motion to approve the consent agenda will approve this item. If the resolution is removed from the Consent Agenda, the suggested motion is:

Suggested Motion:

I move to adopt Resolution 95-R-2022, A Resolution of the Town of Mead, Colorado, Approving Change Order No. 1 to the Construction Agreement Between the Town and Glacier Construction Co., Inc., which amends the Contract Price to an amount not to exceed \$358,936.00.”

ATTACHMENTS

Resolution No. 95-R-2022
Change Order 1

TOWN OF MEAD, COLORADO
RESOLUTION NO. 95- R-2022

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING CHANGE ORDER NO. 1
TO THE CONSTRUCTION AGREEMENT BETWEEN THE TOWN AND GLACIER
CONSTRUCTION CO., INC.

WHEREAS, the Town of Mead (“Town”) is authorized under C.R.S. § 31-15-101 to enter into contracts for any lawful municipal purpose; and

WHEREAS, the Town requires the replacement of the valves and actuators in the sequencing batch reactor at the Town’s wastewater treatment facility (“WWTF”); and

WHEREAS, the Town entered into a construction agreement (“Agreement”) with Glacier Construction Co., Inc. (“Contractor”) in September 2022 for replacement of the WWTF headworks mechanical bar screen and ventilation improvements, and the Contractor has begun the work pursuant to Agreement; and

WHEREAS, Contractor has represented that it has the ability and expertise to incorporate the valve and actuator replacement work into its current scope of work under the Agreement and complete such additional work in a timely manner; and

WHEREAS, the Board of Trustees desires to approve a change order (“Change Order No. 1”), attached to this Resolution as **Exhibit 1**, to the Agreement with Contractor to add the valve and actuator replacement work to the Agreement and increase the Contract Price accordingly to an amount not to exceed Three Hundred Fifty-Eight Thousand Nine Hundred Thirty-Six Dollars and No Cents (\$358,936.00); and

WHEREAS, the Board of Trustees further desires to delegate authority to the Town Manager to execute Change Order No. 1 on behalf of the Town.

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

Section 1. The Board of Trustees hereby: (a) approves Change Order No. 1 in substantially the same form as attached hereto as **Exhibit 1** and incorporated herein; (b) authorizes the Town Attorney, in cooperation with the Town Manager, to make non-material changes to Change Order No. 1 as may be necessary that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute Change Order No. 1 when in final form.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. 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 12TH DAY OF DECEMBER 2022.

ATTEST:

TOWN OF MEAD:

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Attachments to Resolution:

Exhibit 1 – Change Order No. 1 to Construction Agreement

CHANGE ORDER NO.: 01

Owner: Town of
Mead

Engineer: JVA,
Inc.

Contractor:

Glacier
Construction
Co., Inc.

Project: Mead
WWTF

Headworks
Improvements

Contract Name:

Mead WWTF
Headworks
Improvements

Date Issued:

December 2,
2022

Owner's Project No.:

Engineer's Project No.:
1015.10e

**Contractor's Project
No.:** 2235

Effective Date of Change

Order:

December 13, 2022

The Contract is modified as follows upon execution of this Change Order:

Description:

This change order will include removing the SBR decant butterfly valves and actuators and replacing them with new plug valves and electric actuators. The existing valves are aged and are freezing on a continuous basis causing the actuators to lock out. When this occurs, the contract operation staff (Ramey Environmental Consultants-REC) are notified via alarms to respond and make a trip out to the WWTF to thaw out the valves. This typically occurs at night at the coldest time of the day which requires REC to respond in the middle of the night or very early morning hours to thaw out the valves. The process to thaw out the valves is extremely hazardous due to operators having to use a propane torch and extend out over and down through the grating to access the valves which are located 5 feet below the grating. Other methods for preventing the valves from freezing have previously been employed over the years but due to the harsh nature in the winter cold and moisture these methods have only temporarily worked. The Town has spent thousands of dollars for temporary methods to prevent freezing and the overtime for REC to respond.

Attachments:

Glacier Construction Co Potential Change Order Worksheet

Drawing showing the valve and actuator replacement

Change in Contract Price	Change in Contract Times [State Contract Times as either a specific date or a number of days]
Original Contract Price: \$ 285,700	Original Contract Times: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ N/A	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 285,700	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____
Increase this Change Order: \$ 73,236	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 358,936	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____

Recommended by Engineer (if required)	Authorized by Owner
By: John P. McGee	_____
Title: Principal	_____
Date: December 2, 2022	_____
Authorized by Owner	Approved by Funding Agency (if applicable) N/A
By: _____	_____
Title: _____	_____
Date: _____	_____



9801 E Easter Ave• Centennial, Colorado 80112
Phone: (303) 221-5383 • Fax: (303) 221-5385

Section 7, Item f.

PC COST WORKSHEET

Project: Mead Headworks Mechanical Bar Screen Replacement
Owner: Town of Mead
Contractor: Glacier Construction Co., Inc.
Engineer: JVA
GCCl Job Number: 2235
Date: 12/01/2022

SUMMARY SHEET

1	Direct Field Labor	\$3,911.95
2	Supervisory Labor (29.0%) x (Line 1)	\$1,134.47
3	Payroll Taxes & Insurance (38.7%) x (Line 1 + Line 2)	\$1,952.96
4	Safety (3.5%) x (Line 1)	\$136.92
5	Total Labor & Burden:	\$7,136.30
6		
7	Materials	\$33,829.85
8	Total Materials:	\$33,829.85
9		
10	Equipment	\$350.00
11	Small Tools (Saws, Drills, etc.) (2.58%) x (Line 1)	\$100.93
12	Field Office Expendables (1.67%) x (Line 1 + Line 2)	\$84.28
13	Sales Tax on Material, Equipment and Tools (8.5%) x (Line 8 + Line 10 + Line 11)	\$0.00
14	Total Tools and Equipment:	\$535.20
15		
16	Subtotal (Line 5 + Line 8 + Line 14)	\$41,501.35
17	General Contractors OH&P (15%) x (Line 16)	\$6,225.20
18	Total General Contractor Costs:	\$47,726.55
19		
20	Subcontracts	\$21,784.00
21	Subcontractor Bond & Insurance (2.5%) x (Line 20)	\$544.60
22	Subtotal (Line 20 + Line 21)	\$22,328.60
23	General Contractors OH&P (5%) x (Line 22)	\$1,116.43
24	Total Subcontractor Costs:	\$23,445.03
25		
26	Subtotal (Line 18 + Line 24)	\$71,171.58
27	GC Bond & Insurance (2.9%) x (Line 26)	\$2,063.98
28		
29	Extended Overhead Costs 0.0 days at \$1,500 per day	\$0.00
30	Notes: Extended costs for general conditions	
31		
32	TOTAL AMOUNT (Line 26 + Line 27 + Line 29)	\$73,236

TIME EXTENSION REQUIRED:

Yes	No
	X

cc:

Field File

COST SUMMARY BREAKDOWN

LABOR	BURDEN	MATERIAL	PO	SUB	EQUIP (O)	EQUIP (RE)	OTHER	BOND	TOTAL
5,046.42	2,089.88	33,829.85		21,784.00	535.20		7,341.63	2,608.58	73,235.56

DETAIL SHEET

0

ref.	Description	Qty	Unit	Labor				Material		Equipment		Sub	
				MH/U	DF	MH	CC	Amount	UC	Amount	UC	Amount	UC
Glacier Construction Costs													
1	Azbuilt Existing Basin	1.00	LS	5.00	1	5.0	C	125.00		0.00		0.00	
2	Scaffold into Basin	1.00	LS	4.00	1	4.0	C	100.00		0.00	350.00	350.00	
3	Remove Existing Valve & Actuator	2.00	EA	4.00	1	8.0	C	296.00		0.00		0.00	
4	Unbolt Valve & 90's	2.00	EA	5.00	1	10.0	C	370.00		0.00		0.00	
5	Fly Materials out of Basin	1.00	LS	2.00	1	2.0	C	74.00		0.00		0.00	
6			EA		1	0.0	C	0.00		0.00		0.00	
7	Clean Exist Flange	4.00	EA	1.00	1	4.0	C	148.00		0.00		0.00	



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Phone: (303) 221-5383 • Fax: (303) 221-5385

Section 7, Item f.

PC COST WORKSHEET

Project: Mead Headworks Mechanical Bar Screen Replacement

GCCI Job Number: 2235

Owner: Town of Mead

Contractor: Glacier Construction Co., Inc.

Date: 12/01/2022

Engineer: JVA

8	Set New 12" FXF Spool	2.00	EA	3.00	1	6.0	C	222.00			0.00		0.00		
9	Set new Valve, Torque Tube and Act.	2.00	EA	6.00	1	12.0	C	444.00			0.00		0.00		
10	Set Exist 90 at Above	2.00	EA	3.00	1	6.0	C	222.00			0.00		0.00		
11					1	0.0	C	0.00			0.00		0.00		
12					1	0.0	C	0.00			0.00		0.00		
13					1	0.0	C	0.00			0.00		0.00		
14					1	0.0	C	0.00			0.00		0.00		
15	Set Knee Brace for Catwalk	3.00	EA	0.75	1	2.3	C	83.25			0.00		0.00		
16	Drill Anchors at Above	12.00	EA	0.40	1	4.8	C	177.60			0.00		0.00		
17	Set Catwalk	1.00	EA	12.00	1	12.0	C	444.00			0.00		0.00		
18	Install Grating	1.00	LS	4.00	1	4.0	C	148.00			0.00		0.00		
19	Install Handrail System	5.00	LF	1.00	1	5.0	C	185.00			0.00		0.00		
20	Install Kickplate	5.00	LF	0.33	1	1.7	C	61.05			0.00		0.00		
21	Drill Anchors for Chain System	2.00	EA	0.40	1	0.8	C	29.60			0.00		0.00		
22	Reinstall Chain System	1.00	EA	0.65	1	0.7	C	24.05			0.00		0.00		
23	Cut off old Anchors	2.00	EA	0.40	1	0.8	C	29.60			0.00		0.00		
24	Patch Holes at Above	2.00	EA	0.20	1	0.4	C	14.80	10.00		20.00		0.00		
25					1	0.0	C	0.00			0.00		0.00		
26	Clean Basin Out & Make Ready	1.00	EA	4.00	1	4.0	C	148.00			0.00		0.00		
27	Test & Start Up	1.00	LS	8.00	1	8.0	C	296.00			0.00		0.00		

Major Supplier Costs

1	Ferguson	1.00	LS					2703.85			2,703.85				
2	MTE Valve & Operators	2.00	EA					12350.00			24,700.00				
3	Supply Metals from C&C	1.00	LS					6406.00			6,406.00				
4											0.00				

Subcontractor Costs

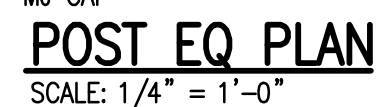
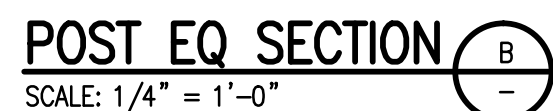
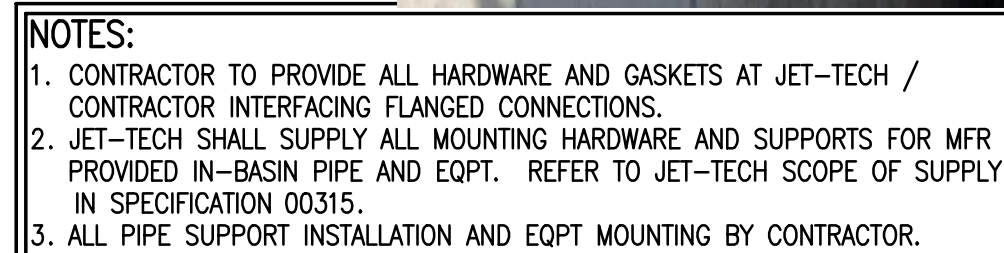
1	Sun Valley Electric	1.00	LS												7,834.00
2	Applewood Painting	1.00	LS												7,350.00
3															0.00
4	Crane & Operator	3.00	Days										2200.00		6,600.00

Administration Costs

1	C.O. Administration / Preparation	1.00	LS			0.0		0.00							
2	Additional Engineering/Submittals	1.00	LS	6.00		6.0		270.00							
3	As- Builts / CPM Updates	1.00	LS			0.0		0.00							

TOTALS						107.4		\$3,912			\$33,830		\$350		\$21,784
---------------	--	--	--	--	--	--------------	--	----------------	--	--	-----------------	--	--------------	--	-----------------

	CC	Rate	Manhours	Cost	
Carpenter	C	37.00	101.35	3,749.95	
Cement Finisher	F	37.00	0.00	0.00	
Foreman	M	40.00	0.00	0.00	
Laborers	L	24.00	0.00	0.00	
Operator	O	37.00	0.00	0.00	
Plumber/Fitters	P	40.00	0.00	0.00	
Totals:			101.35	3,749.95	



CONFORMED TO CONSTRUCTION RECORD



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 96-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Fourth Amendment to the Agreement for Professional Services By and Between the Town of Mead and Professional Management Systems, a Colorado S Corporation (dba Professional Management Solutions), for Financial Services

PRESENTED BY: Helen Migchelbrink, Town Manager

SUMMARY

The Town has contracted with Professional Management Systems (the “Consultant”) to provide financial services since November 2019 under a professional services agreement (“PSA”). The term of the PSA has previously been extended to December 31, 2022.

The attached resolution and proposed Fourth Amendment to the PSA extends the term of the PSA through December 31, 2023. Changes to the PSA for 2023 include:

- The Consultant’s hourly rate is increasing to \$155/hour
- The annual not-to-exceed amount will be \$82,800.00

FINANCIAL CONSIDERATIONS

The Consultant has not submitted an hourly rate increase to date under the PSA. The not-to-exceed amount (\$82,800.00) has been included in the Town’s 2023 draft budget.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the December 12, 2022 consent agenda will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

“I move to adopt Resolution No. 96-R-2022 – A Resolution of the Town of Mead, Colorado, approving the Fourth Amendment to the Agreement for Professional Services by and between the Town of Mead and Professional Management Systems, a Colorado S Corporation (dba Professional Management Solutions), for financial services for an amount not to exceed \$82,800.00.”

ATTACHMENTS

Resolution 96-R-2022

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 96-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING
THE FOURTH AMENDMENT TO THE AGREEMENT FOR
PROFESSIONAL SERVICES BY AND BETWEEN THE TOWN OF MEAD
AND PROFESSIONAL MANAGEMENT SYSTEMS, A COLORADO S
CORPORATION (DBA PROFESSIONAL MANAGEMENT SOLUTIONS),
FOR FINANCIAL SERVICES**

WHEREAS, the Board of Trustees previously approved that certain Agreement for Professional Services between Professional Management Systems, a Colorado S Corporation dba Professional Management Solutions (“Contractor”) and the Town of Mead for financial services dated November 13, 2019, which has been amended by that certain First Amendment to Agreement for Professional Services dated March 9, 2020 and subsequent Second and Third Amendments (together, the “Agreement”); and

WHEREAS, the Agreement is scheduled to terminate on December 31, 2022; and

WHEREAS, the Board of Trustees desires to extend the term of the Agreement to December 31, 2023 and set Contractor’s compensation for calendar year 2023; and

WHEREAS, a copy of the Fourth Amendment to the Agreement (“Fourth Amendment”) is attached to this Resolution as **Exhibit 1** and is incorporated herein by this reference; and

WHEREAS, the Fourth Amendment extends the term of the Agreement through December 31, 2023 and establishes the not-to-exceed compensation for Contractor at eighty-two thousand eight hundred dollars and no cents (\$82,800.00) for calendar year 2023; and

WHEREAS, the Board of Trustees desires to approve the Fourth Amendment in substantially the form attached to this Resolution and further desires to delegate authority to the Mayor to execute the Fourth Amendment on behalf of the Town of Mead.

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

Section 1. The Board of Trustees hereby: (a) approves the Fourth Amendment in substantially the same form as attached hereto and incorporated herein, which extends the term of the Agreement to **December 31, 2023** and sets the not-to exceed amount of the agreement for services rendered from January 1, 2023 through December 31, 2023 at **eighty-two thousand eight hundred dollars and no cents (\$82,800.00)**; (b) authorizes the Town Attorney in cooperation with the Mayor and Town Manager to make any non-material changes, as may be necessary, to the Fourth Amendment that do not increase the Town’s obligations; and (c) authorizes the Mayor to execute the Fourth Amendment on behalf of the Town when in final form.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. 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 12TH DAY OF DECEMBER, 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Exhibit 1
Fourth Amendment to Agreement for Professional Services
(Financial Services)

**Town of Mead, Colorado
FOURTH AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

Project/Services Name: Professional Financial Services

THIS FOURTH AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES (“Fourth Amendment”) amends the Agreement for Professional Services entered into by and between **PROFESSIONAL MANAGEMENT SYSTEMS**, a Colorado S Corporation d/b/a Professional Management Solutions with offices at 130 E. 11th Place, Broomfield, Colorado 80020 (the “Contractor”) and the **TOWN OF MEAD, COLORADO**, a municipal corporation of the State of Colorado (the “Town”). The Town and Contractor may be collectively referred to herein as the “Parties” or individually as “Party.”

RECITALS

WHEREAS, the Parties entered into that certain Agreement for Professional Services dated November 13, 2019 and that certain First Amendment to Agreement for Professional Services dated March 9, 2020 and subsequent Second and Third Amendments (together, the “PSA”), pursuant to which Contractor has been providing professional financial services for the Town and which is currently scheduled to terminate on December 31, 2022; and

WHEREAS, Section II.A of the PSA allows the Parties to mutually agree in writing to extend the term of the PSA, and Section XII.F of the PSA requires any contract modifications to be in writing and signed by both Parties; and

WHEREAS, the Parties desire to extend the term of the PSA such that the Contractor may continue to provide financial services to the Town through December 31, 2023 and memorialize the number of hours each month Contractor provides financial services for the Town during the 2023 extension; and

WHEREAS, the Parties further desire to adjust the Not-to-Exceed Amount of the PSA to eighty-two thousand eight hundred dollars (\$82,800.00) for calendar year 2023.

NOW, THEREFORE, for the consideration herein expressed, it is agreed by and between the Town and the Contractor that the PSA shall be amended as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated into the PSA by this reference as though set forth in full.
2. **Original Terms and Conditions.** Except as amended herein, the original terms and conditions of the PSA remain in full force and effect.
3. **Term.** Section II.A of the PSA is hereby amended to read in full as follows:
 - A. Term. This Agreement shall commence on the date of mutual execution of the Parties (the “Effective Date”) and shall continue through and including **December 31, 2023** (“Termination Date”). The Parties may mutually agree in writing to extend the term of this Agreement, subject to annual appropriation.
4. **Not-to-Exceed Amount.** The Not-to-Exceed Amount in Section IV.A of the PSA is hereby set at **eighty-two thousand eight hundred dollars** (\$82,800.00) for services rendered through December 31, 2023.

5. **Notices.** The mailing address for notices to Contractor set forth in Section XII.D of the PSA is hereby amended to read as follows:

Professional Management Systems, S Corp
Attn: Lorraine Trotter
P.O. Box 1848
Broomfield, Colorado 80038

6. **Exhibit A.** Exhibit A to the PSA is hereby superseded and replaced by Exhibit A attached to this Fourth Amendment.
7. **Exhibit B.** Exhibit B to the PSA is hereby amended to read in full as follows:

Upon acceptance of this proposal, Professional Management Solutions will provide up to fifty-two (52) hours per month of financial consulting services at a rate of \$6,240 per month. Unused consulting hours, if any, may be rolled over to the next month if the Town so requests by the 15th of any month. Additional consulting services above the contracted amount of fifty-two (52) hours per month will be billed at the rate of \$155.00 per hour.

8. **Conflict.** This Fourth Amendment is and shall be construed as part of the PSA. In the case of any inconsistency between this Fourth Amendment and the PSA, the provisions containing such inconsistency shall be reconciled with one another to the maximum extent possible, and then to the extent of any remaining inconsistency, the terms of this Fourth Amendment shall control.
9. **Counterparts; Facsimile or Electronic Signature; Authority.** The Parties hereto agree that this Fourth Amendment may be executed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement. The Parties further agree that this Fourth Amendment may be executed by facsimile or electronic signature, and that any facsimile or electronic signature shall be binding upon the party providing such signature as if it were the party's original signature.

IN WITNESS WHEREOF, the Parties have executed this Fourth Amendment to Agreement for Professional Services, to be effective as of the date of its mutual execution by the Parties. By the signature of its representatives below, each Party affirms that it has taken all necessary action to authorize said representative to execute this Fourth Amendment.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE FOLLOWS

THIS FOURTH AMENDMENT is executed and made effective as provided below.

TOWN OF MEAD, COLORADO:

ATTEST:

Mary Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Date of execution: _____

PROFESSIONAL MANAGEMENT SYSTEMS, S Corp
a Colorado S Corporation d/b/a Professional
Management Solutions

By: _____
Lorraine H. Trotter, President/Managing Partner

Date of execution: _____

STATE OF _____)
COUNTY OF _____) ss.

The foregoing Fourth Amendment to Agreement for Professional Services was acknowledged before me this _____ day of _____, 202__, by Lorraine H. Trotter as President of Professional Management Systems, S Corp, a Colorado S Corporation d/b/a Professional Management Solutions.

Witness my hand and official seal.

My commission expires: _____

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

[SEAL]

EXHIBIT A
SCOPE OF SERVICES (2023)

Services to be provided under this contract would include the following types of financial services as identified and requested by the Town:

1. **Consult on municipal finance and budget** issues, procedures, and reports with Town Manager, Town Clerk/Treasurer, and Town Board as needed and requested.
2. **Assist with oversight/review accounts payable, accounts receivable, cash receipting, payroll, and utility billing operations** throughout each month as required to verify accuracy and adherence to internal controls and procedures.
3. **Prepare and analyze monthly Financial Statements.** Discuss with management/staff and/or present to Town Board.
4. Prepare **monthly financial transactions or reconciliations** as desired, such as bank reconciliations, capital project reviews, grant tracking, preparation of journal entries, and reconciliation of various liability accounts.
5. **Review Caselle** General Ledger and associated subsystem updates (such as Accounts Payable, Accounts Receivable, Cash Receipting, Court Management, Payroll, Timekeeping, and Utility Management) each month **to balance and close each month.**
6. **Communicate with management/staff** regarding various financial issues, transactions or procedures, and **provide associated training** and/or recommendations as needed.
7. Manage and assist with **preparation for annual financial audit** by the Town's independent auditor, such as preparing reconciliation schedules for all major asset and liability accounts as requested by auditors; preparing/updating capital asset and depreciation schedules; preparing/updating long-term debt schedules; preparing year-end journal entries; reviewing drafts of annual Financial Statements; preparing Management's Discussion & Analysis; and preparing state compliance reports.
8. Assist with or handle **issues, problems, or tasks associated with taxes, banking, grants, intergovernmental revenues, interfund transactions, or unusual financial items.**
9. Manage, perform, or advise on **specific projects** such as adding subsystems to accounting systems, **budget development**, debt compliance, rate increases, long-range forecasting, financial negotiations or strategies, investment policies, and desktop procedure development.
10. Perform or assist with **financial duties during planned or unplanned staff leaves of absence or vacancies.**
11. Advise or **consult with management and staff on budgetary and financial policies.**

Contractor will perform duties required for this scope of work at Contractor's offices or on-site at the Town, at Contractor's discretion. This agreement anticipates a minimum of four (4) hours per week to be conducted on-site during regular business hours, unless other arrangements are made in advance. The process, procedures, terms, and conditions under which the scope of work will be performed require the Town to arrange for Contractor's standard desktop and/or laptop computer(s) to remotely connect to Town's Caselle accounting system at Town's expense, if any.

Please note that assistance with issuance of debt would not fall under this Agreement but could be provided separately.



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 97-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Fourth Amendment to the Agreement for Professional Services By and Between the Town of Mead and Precision Employment Consulting, LLC for Outsourced Human Resources Services

PRESENTED BY: Helen Migchelbrink, Town Manager

SUMMARY

The Town has contracted with Precision Employment Consulting LLC, a Colorado limited liability company (the “Consultant”) to provide outsourced human resources services since November 2019 under a professional services agreement (“PSA”). The term of the PSA has been previously extended to December 31, 2022.

The attached resolution and Fourth Amendment to the PSA extends the term of the PSA through December 31, 2023. Changes to the PSA for 2023 include:

- Rate increase for Elaine Alberding from \$100/hour to \$125/hour. Other representatives of the Consultant will bill at \$100/hour
- The annual not-to-exceed amount for 2023 will be \$95,000.00
- Exhibit A of the Fourth Amendment PSA reflects these changes.

FINANCIAL CONSIDERATIONS

The Consultant has not previously requested an increase in the Consultant’s hourly rate for services provided under the PSA. The not-to-exceed amount (\$95,000.00) has been included in the Town’s 2023 draft budget. The Consultant’s not-to-exceed amount for calendar year 2022 was \$80,000.00.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the December 12, 2022 consent agenda will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

“I move to adopt Resolution No. 97-R-2022 – A Resolution of the Town of Mead, Colorado, approving the Fourth Amendment to the Agreement for Professional Services by and between the Town of Mead and Precision Employment Consulting, LLC for outsourced human resources services for an amount not to exceed \$95,000.00.”

ATTACHMENTS

Resolution 97-R-2022

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 97-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING
THE FOURTH AMENDMENT TO THE AGREEMENT FOR
PROFESSIONAL SERVICES BY AND BETWEEN THE TOWN OF MEAD
AND PRECISION EMPLOYMENT CONSULTING, LLC FOR
OUTSOURCED HUMAN RESOURCES SERVICES**

WHEREAS, the Board of Trustees previously approved that certain Agreement for Professional Services between Precision Employment Consulting, LLC and the Town of Mead for outsourced human resources services dated January 13, 2020, and that certain First Amendment to Agreement for Professional Services dated March 9, 2020 and subsequent Second and Third Amendments (together, the “Agreement”); and

WHEREAS, the Agreement is scheduled to terminate on December 31, 2022; and

WHEREAS, the Board of Trustees desires to extend the term of the Agreement to December 31, 2023; and

WHEREAS, a copy of the Fourth Amendment to the Agreement (“Fourth Amendment”) is attached to this Resolution as **Exhibit 1** and is incorporated herein by reference; and

WHEREAS, the Fourth Amendment extends the term of the Agreement through December 31, 2023; and

WHEREAS, the Fourth Agreement fixes the Not-to-Exceed compensation for Precision Employment Consulting, LLC for calendar year 2023 at ninety-five thousand dollars (\$95,000.00); and

WHEREAS, the Fourth Amendment replaces Exhibit A Scope of Services and Compensation; and

WHEREAS, the Board of Trustees desires to approve the Fourth Amendment in substantially the form attached to this Resolution and further desires to delegate authority to the Mayor to execute the Fourth Amendment on behalf of the Town of Mead.

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

Section 1. The Board of Trustees hereby: (a) approves the Fourth Amendment, extending the term of the Agreement to **December 31, 2023** and fixing the Not-to-Exceed compensation for calendar year 2023 at **ninety-five thousand dollars and no cents (\$95,000.00)**, in substantially the same form as is attached hereto and incorporated herein; (b) authorizes the Town Attorney in cooperation with the Mayor and Town Manager to make any non-material changes to the Fourth Amendment that do not increase the Town’s obligations as may be necessary; and (c) authorizes the Mayor to execute the Fourth Amendment on behalf of the Town when in final form.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. 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 12TH DAY OF DECEMBER, 2022.

ATTEST: TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Exhibit 1
Fourth Amendment to Agreement for Professional Services
(Outsourced Human Resources Services)

**Town of Mead, Colorado
FOURTH AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

Project/Services Name: Outsourced Professional Human Resources Services

THIS FOURTH AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES (“Fourth Amendment”) amends the Agreement for Professional Services entered into by and between **PRECISION EMPLOYMENT CONSULTING, LLC**, a Colorado limited liability company with offices at 5175 E. Atlantic Place, Denver, CO 80222 (the “Contractor”) and the **TOWN OF MEAD, COLORADO**, a municipal corporation of the State of Colorado (the “Town”). The Town and Contractor may be collectively referred to herein as the “Parties” or individually as “Party.”

RECITALS

WHEREAS, the Parties entered into that certain Agreement for Professional Services dated January 13, 2020 as amended by that certain First Amendment to Agreement for Professional Services dated March 9, 2020 and subsequent Second and Third Amendments (collectively, the “PSA”), pursuant to which Contractor has been providing professional human resources services for the Town and which is scheduled to terminate on December 31, 2022; and

WHEREAS, Section II.A of the PSA allows the Parties to mutually agree in writing to extend the term of the PSA, and Section XII.F of the PSA requires any contract modifications to be in writing and signed by both Parties; and

WHEREAS, the Parties desire to extend the term of the PSA such that the Contractor may continue to provide human resources services to the Town through December 31, 2023.

NOW, THEREFORE, for the consideration herein expressed, it is agreed by and between the Town and the Contractor that the PSA shall be amended as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated into the PSA by this reference as though set forth in full.
2. **Original Terms and Conditions.** Except as amended herein, the original terms and conditions of the PSA remain in full force and effect.
3. **Term.** Section II.A of the PSA is hereby amended to read in full as follows:
 - A. Term. This Agreement shall commence on the date of mutual execution of the Parties (the “Effective Date”) and shall continue through and including **December 31, 2023** (“Termination Date”). The Parties may mutually agree in writing to extend the term of this Agreement, subject to annual appropriation.
4. **Not-to-Exceed Amount.** The Not-to-Exceed Amount in Section IV.A of the PSA is hereby set at **ninety-five thousand dollars and no cents (\$95,000.00)** for services rendered during calendar year 2023. Any increase in the Not-to-Exceed Amount set forth in the PSA shall be set forth in a written contract modification executed by both Parties.
5. **EXHIBIT A SCOPE OF SERVICES AND COMPENSATION.** Exhibit A to the PSA is hereby

superseded and replaced by Exhibit A attached to this Fourth Amendment.

- 6. **Updated Certificate of Insurance (COI).** Contractor agrees to provide the Town with an updated Certificate of Insurance evidencing that all policies of insurance required by Section VII. of the PSA are in full force and effect prior to providing any Services to the Town in calendar year 2023.
- 7. **Conflict.** This Fourth Amendment is and shall be construed as part of the PSA. In the case of any inconsistency between this Fourth Amendment and the PSA, the provisions containing such inconsistency shall be reconciled with one another to the maximum extent possible, and then to the extent of any remaining inconsistency, the terms of this Fourth Amendment shall control.
- 8. **Counterparts; Facsimile or Electronic Signature; Authority.** The Parties hereto agree that this Fourth Amendment may be executed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement. The Parties further agree that this Fourth Amendment may be executed by electronic signature, and that any electronic signature shall be binding upon the party providing such signature as if it were the party's original signature.

IN WITNESS WHEREOF, the Parties have executed this Fourth Amendment to Agreement for Professional Services, to be effective as of the date of its mutual execution by the Parties. By the signature of its representatives below, each Party affirms that it has taken all necessary action to authorize said representative to execute this Fourth Amendment.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGE FOLLOWS

THIS FOURTH AMENDMENT is executed and made effective as provided below.

TOWN OF MEAD, COLORADO:

ATTEST:

Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Date of execution: _____

PRECISION EMPLOYMENT CONSULTING, LLC:

By: _____
Elaine Alberding, Owner

Date of execution: _____

STATE OF _____)
COUNTY OF _____) ss.

The foregoing Fourth Amendment to Agreement for Professional Services was acknowledged before me this _____ day of _____, 202__, by Elaine Alberding as the owner/managing member of Precision Employment Consulting, LLC, a Colorado limited liability company.

Witness my hand and official seal.

My commission expires: _____

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

[SEAL]

EXHIBIT A
SCOPE OF SERVICES AND COMPENSATION

Section 7, Item h.



Precision Employment Consulting

December 7, 2022

Helen Migchelbrink
Town Manager, Town of Mead

Re: 2023 Proposal for Outsourced Human Resources Services

Dear Ms. Migchelbrink,

Thank you for the opportunity to provide the Town of Mead with professional HR services in 2023. Below is Precision's specific scope of services and the proposed scope of services for an onsite HR professional.

Scope of HR Services (Completed by Precision):

Recruiting and Interviewing

- Recruit positions and review candidates with Directors/managers.
- Draft interview questions.
- Participate in interviews.
- Make job offers, including negotiations for pay and benefit assessments, etc.

Employee Onboarding

- Conduct orientations and provide onboarding support for employees.

Employee Development

- Provide training sessions on a variety of topics, as requested.

Risk Management/Compliance

- Update employee handbook to keep up with changing employment laws and requirements.
- Revise or draft new job descriptions.
- Manage disability claims, collect necessary documentation, and address ADA accommodations.
- Meet with Directors and Town Manager regarding compliance matters.

Worker's Compensation Claims

- Manage WC claims, including communication to the manager, employee, and Pinnacol regarding the status and any work restrictions or accommodations.
- Communicate with HR onsite support about filing claims and WC status.

Compensation and Benefit Administration

- Evaluate compensation and benefits packages offered by the Town to stay competitive.
- Conduct compensation surveys to determine competitive salary scales, as requested.
- Work with benefit providers to evaluate and suggest new benefit structures or changes to existing plans.

Managing Performance

- Maintain performance review process to assess and document employee's performance.
- Address performance issues, including writing and implementing performance improvement plans.
- Meet with managers and employees regarding performance issues.

Terminations, Documentation, and Unemployment Claims

- Document employment matters to combat claims or a wrongful termination lawsuit.
- Provide support for unemployment matters at the direction of the Town Attorney and Town Manager.

In addition to the above-referenced work, Precision will bill time for phone calls, meetings, reviewing and responding to emails and other general correspondence that's necessary to complete these tasks.

Onsite HR work that will need to be completed by Town employees:Recruiting and Interviewing

- Post positions on Town website and all external websites.
- Call applicants to set in-person/zoom interview.
- Reserve conference room and/or send Zoom information.
- Print applications, interview questions and other materials.
- Set up room, greet applicants, and/or start Zoom sessions.
- Call or email applicants to decline positions.

Employee Onboarding

- Draft offer letters and complete background checks.
- Send documents to new hire (using NeoGov).

- Create personnel files and confirm receipt of all necessary documents.
- Set orientations and email information to new hires about documents to bring on first day.
- Print forms for orientation (if necessary, NeoGov will impact this task).
- Additional tasks, as requested or assigned (including last minute requests).

Employee Development

- Send calendar invites to the Town for training provided.
- Set up training room for training sessions, including ordering supplies or lunch if needed.

Compliance

- Assist with updates to employee handbook, as requested.
- Assist with revising or drafting new job descriptions, as requested.
- Revise HR documents with updated information, as requested.

Compensation and Benefit Administration

- Draft PAFs for employee changes.
- Answer benefit questions from employees and get issues resolved.
- Revise HR documents with new benefit and compensation information.
- Coordinate with benefit providers and provide general support.

Worker's Compensation Claims

- Collect necessary forms from employee and manager.
- File WC claims, and update HR Consultant regarding new claims.
- Communicate with employees and managers, as necessary or requested.

Managing Performance

- Assist with collecting performance reviews and confirming all employees get reviewed annually.
- File performance reviews and confirm all employees get reviewed annually.
- Confirm personnel files are updated with all performance-related documentation.

There will be additional tasks that will need to be assigned to the onsite HR representative. Some tasks may be last minute requests and will need to be addressed as soon as possible.

Fee Structures

Precision will bill the Town for HR consulting services at an hourly rate of one hundred twenty-five dollars (\$125.00) for work completed by Elaine Alberding. For work completed by another Precision HR

representative, the hourly rate will be one hundred dollars (\$100.00). All work is billed to the minute and tracked with detailed time records of the work completed. The annual not-to-exceed amount for Precision will be ninety-five thousand dollars (\$95,000.00).

Precision will pay all costs associated with maintaining the required insurance policies, with the Town of Mead listed at the Certificate Holder, as per the current contract. Please let me know if you have any questions.

Warm regards,



Elaine Alberding
President, Precision Employment Consulting



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 98-R-2022** – A Resolution of the Town of Mead, Colorado, Approving the Third Amendment to the Agreement for Professional Services By and Between the Town of Mead and Vecchi & Associates, LLC for Planning Consulting Services

PRESENTED BY: Jason Bradford, Community Development Director

SUMMARY

The Town has contracted with Vecchi & Associates, LLC (the “Contractor”) for planning consulting services, by that certain Agreement for Professional Services dated March 10, 2021, as amended by the First Amendment to Agreement for Professional Services dated August 9, 2021, and the Second Amendment to Agreement for Professional Services dated December 14, 2021 (together, the “Agreement”).

The Agreement is scheduled to terminate on December 31, 2022 but may be extended by the Town and Contractor.

The attached resolution and Third Amendment to the Agreement extends the term of the Agreement through December 31, 2023 and carries forward the Contractor’s not-to-exceed compensation for calendar year 2022 at \$25,000 (which is the same as calendar years 2021 and 2022).

FINANCIAL CONSIDERATIONS

The proposed Third Amendment establishes the same not-to-exceed amount established in 2021 and 2022 (\$25,000.00) for the 2023 calendar year. This amount has been included in the draft 2023 Town budget.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the December 12, 2022 consent agenda will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

“I move to adopt Resolution No. 98-R-2022 – A Resolution of the Town of Mead, Colorado, approving the Third Amendment to the Agreement for Professional Services by and between

the Town of Mead and Vecchi & Associates, LLC for planning consulting services for an amount not to exceed \$25,000.00 in calendar year 2023.”

ATTACHMENTS

Resolution No. 98-R-2022

Third Amendment to Agreement for Professional Services (Planning Consulting Services)

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 98-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING
THE THIRD AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL
SERVICES BY AND BETWEEN THE TOWN OF MEAD AND VECCHI &
ASSOCIATES, LLC FOR PLANNING CONSULTING SERVICES**

WHEREAS, the Town of Mead previously approved that certain Agreement for Professional Services between the Town and Vecchi & Associates, LLC, a Colorado limited liability company (“Contractor”), for planning consulting services dated March 10, 2021, as amended by the First Amendment to Agreement for Professional Services dated August 9, 2021, and the Second Amendment to Agreement for Professional Services dated December 14, 2021 (together, the “Agreement”); and

WHEREAS, the Agreement is scheduled to terminate on December 31, 2022 but may be extended by the Parties subject to annual appropriation by the Town; and

WHEREAS, the Board of Trustees desires to extend the term of the Agreement to December 31, 2023; and

WHEREAS, a copy of the Third Amendment to the Agreement (“Third Amendment”) is attached to this Resolution as **Exhibit 1** and is incorporated herein by reference; and

WHEREAS, the Third Amendment extends the term of the Agreement through December 31, 2023; and

WHEREAS, the annual not-to-exceed compensation payable to Contractor will remain fixed for calendar year 2023 at twenty-five thousand dollars (\$25,000.00); and

WHEREAS, the Board of Trustees desires to approve the Third Amendment in substantially the form attached to this Resolution and further desires to delegate authority to the Town Manager to execute the Third Amendment on behalf of the Town of Mead.

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

Section 1. The Board of Trustees hereby: (a) approves the Third Amendment, extending the term of the Agreement to **December 31, 2023** and fixing the Not-to-Exceed compensation for calendar year 2023 at **twenty-five thousand dollars and no cents (\$25,000.00)**, in substantially the same form as is attached hereto and incorporated herein; (b) authorizes the Town Attorney in cooperation with the Town Manager and Mayor to make any non-material changes to the Third Amendment that do not increase the Town’s obligations as may be necessary; and (c) authorizes the Town Manager to execute the Third Amendment on behalf of the Town.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. 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 12TH DAY OF DECEMBER, 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Exhibit 1
Third Amendment to Agreement for Professional Services
(Planning Consulting Services)

**Town of Mead, Colorado
THIRD AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

Project/Services Name: Planning Consulting Services

THIS THIRD AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES (“Third Amendment”) amends the Agreement for Professional Services 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 **Vecchi & Associates, LLC**, a Colorado limited liability company with offices at 201 Coffman Street, # 1175, Longmont, Colorado 80502 (“Contractor”) (each individually a “Party” and collectively the “Parties”).

RECITALS

WHEREAS, the Parties entered into an Agreement for Professional Services dated March 10, 2021, the First Amendment to Agreement for Professional Services dated August 9, 2021, and the Second Amendment to Agreement for Professional Services dated December 14, 2021 (together, the “Agreement”); and

WHEREAS, the Agreement is scheduled to terminate on December 31, 2022 but may be extended by the Parties subject to annual appropriation by the Town; and

WHEREAS, Section II.A. of the Agreement sets forth that the Parties may mutually agree in writing to extend the term of the Agreement, subject to annual appropriation; and

WHEREAS, the Parties desire to extend the term of the Agreement for calendar year 2023; and

WHEREAS, the Parties desire to carry forward the current **Exhibit A** and **Exhibit B** to the Agreement to reflect the services and compensation structure for calendar year 2023; and

WHEREAS, Section XII.F. of the Agreement requires that any amendments to the Agreement be in writing and signed by the Parties.

NOW, THEREFORE, for the consideration herein expressed, it is agreed by and between the Town and the Contractor that the Agreement shall be amended as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated into the Agreement by this reference as though set forth in full.
2. **Original Terms and Conditions.** Except as amended herein, the original terms and conditions of the Agreement remain in full force and effect.
3. **Amendment to Section II.A. of Agreement (2023 Extension).** Section II.A. of the Agreement shall be amended as set forth below (with deletions shown in ~~strikethrough~~ and additions shown in **bold and underline**):

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, 2022~~ **December 31, 2023** 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.

4. **Exhibits.** **Exhibit A** and **Exhibit B** attached to this Third Amendment are consistent with the existing Agreement and are incorporated here for ease of reference.
5. **Conflict.** This Third Amendment is and shall be construed as part of the Agreement. In the case of any inconsistency between this Third Amendment and the Agreement, the provisions containing such inconsistency shall be reconciled with one another to the maximum extent possible, and then to the extent of any remaining inconsistency, the terms of this Third Amendment shall control.

IN WITNESS WHEREOF, the Parties have executed this Third Amendment to Agreement for Professional Services, to be effective as of the date of its mutual execution by the Parties. By the signature of its representatives below, each Party affirms that it has taken all necessary action to authorize said representative to execute this Third Amendment.

THIS THIRD AMENDMENT is executed and made effective as provided below.

TOWN OF MEAD, COLORADO:

By: _____
Helen Migchelbrink, Town Manager

Date of execution: _____, 202__

ATTEST:

Mary E. Strutt, MMC, Town Clerk

REVIEWED BY:

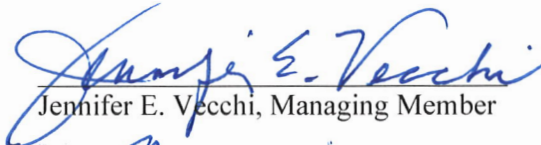


Marcus McAskin, Town Attorney

CONTRACTOR:

VECCHI & ASSOCIATES, LLC, a Colorado limited liability company

By:


Jennifer E. Vecchi, Managing Member

Date: November 22, 2022

EXHIBIT A – SECOND AMENDMENT
DUTIES AND COMPENSATION

DUTIES:

The Contractor will perform the following services as a Planning Consultant for the Town per the description below:

1. **Planning Consultant** – Senior level planning support for code updates, special projects, on-call planning services and development project reviews (bill backs), as outlined below:
 - A. **Special Projects and Senior Level Planning Support** as directed and approved by the Community Development Director, including but not limited to the following:
 - Land Use Code updates
 - Other projects as directed by the Community Development Director or Town Manager
 - Attend DRC meetings
 - Provide senior level planning support
 - B. **On-call Planning Services**
 - On-call planning services as directed by Community Development Director or Town Manager
 - C. **Development Project Review and Oversight (bill-backs)**
 - Review project specific development applications
 - Coordinate with applicants
 - Provide project specific oversight of development review process through administrative or public hearing process and completion

Contractor will report directly to the Community Development Director and to any other party designated by Town Manager and/or Community Development Director in connection with the performance of the duties under this Agreement and shall fulfill any other duties reasonably requested by the Town and agreed to by the Contractor.

EXHIBIT B – SECOND AMENDMENT**COMPENSATION:**

As full compensation for the services rendered pursuant to this Agreement, the Town shall pay the Contractor at the hourly rate as specified below per hour, with total payment not to exceed the amounts specified below without prior written approval by an authorized representative of the Town. Such compensation shall be payable within 30 days of receipt of Contractor's monthly invoice for services rendered supported by reasonable documentation.

1. SPECIAL PROJECTS, SENIOR LEVEL PLANNING SUPPORT, ON-CALL PLANNING SERVICES AND DEVELOPMENT PROJECT REVIEWS (bill-backs)

A. SPECIAL PROJECTS COST ESTIMATE

Special Projects	2022
• Prepare Land Use Code amendments to further implement Comprehensive Plan, as determined by Community Development Director • Assist with projects, as determined by Community Development Director • Attend DRC meetings • Provide senior level planning support	\$25,000
Total	\$25,000

Rate for Special Projects

Jennifer Vecchi	\$150 per hour
Donna Axon, Planning Assistant	\$ 75 per hour

B. ON-CALL PLANNING SERVICES

- Provide on-call planning services as directed by Community Development Director or Town Manager

Rate for On-call Planning Services

Jennifer Vecchi	\$150 per hour
Donna Axon	\$ 75 per hour

C. REVIEW AND MANAGEMENT OF REIMBURSABLE DEVELOPMENT PROJECTS

Rate for project development review and oversight

Jennifer Vecchi	\$175 per hour
Donna Axon, Planning Assistant	\$ 85 per hour

Acknowledgment of Review. Contractor hereby expressly acknowledges that he/she has reviewed and understands the provision of amendments to Exhibit A and B of this Agreement.



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 99-R-2022** – A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Between Mead, Frederick, Firestone and Dacono Concerning the Establishment and Operation of a Shared Victim Assistance Unit

PRESENTED BY: Brent Newbanks, Chief of Police

THROUGH: Marcus McAskin, Town Attorney

SUMMARY

Resolution 99-R-2022 (“Resolution”) approves an intergovernmental agreement between the Town of Mead, the Town of Frederick, the Town of Firestone, and the City of Dacono that allows for the creation and establishment of a **shared victim assistance unit**, an advisory board that will consist of the Police Chief for each respective municipality, and for sharing costs associated with running the victim assistance unit (“IGA”).

The Colorado Constitution and the Colorado Victim Rights Act (“CVRA”) codified at C.R.S. §§ 24-4.1-301, *et seq.* guarantee rights to the victims and witnesses of crime or personal tragedy. The purpose of the CVRA is to preserve and protect a victim’s rights to justice and due process and to ensure the justice system pursues the rights of victims with equal diligence as rights guaranteed to criminal defendants.

For the last 20 years, the Weld Sheriff’s Office has provided victim assistance services to the municipalities in Weld County, including the Town. The Sheriff’s Office has provided notice that, as of January 2023, it will no longer provide victim assistance services. The Town’s Police Department (“Department”) has researched and weighed several options to best meet the needs of the Town’s citizens. The Department believes that the best option of the Town and the Department to be able to adequately provide victim assistance services to the Town’s citizens is to collaborate with other municipalities located in South Weld County to start a shared Victim Assistance Unit (“VAU”). The VAU will service the communities of Frederick, Firestone, Dacono, and the Town (collectively, “User Agencies,” or individually, “User Agency”). The VAU will be a section of the Frederick Police Department, and all User Agencies will share in the cost of running the VAU. Providing adequate assistance to victims and witnesses of crime or personal tragedy is a crucial role of the Department, and it is a vital service to the citizens of the Town.

FINANCIAL CONSIDERATIONS

Article 4 of the IGA sets out the financial responsibility of the User Agencies. The respective financial contribution of the Town is subject to annual appropriation, as required by the Colorado Constitution.

The User Agencies are required to jointly apply for applicable grant programs and opportunities, including Victim Assistance Law Enforcement Program funds. Funds received shall be applied to the costs included when counting, determining, and assessing each User Agency's funding contribution.

The costs of the VAU will be spread among the User Agencies on a percentage basis that is based on population and use, as described in Section 4.5 of the IGA. It is anticipated that the Town's financial obligation will be a smaller percentage of the overall costs of the VAU due to the smaller population size of the Town.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution. A motion to approve the December 12, 2022, consent agenda will approve the Resolution. If the Board decides to remove this item from the consent agenda for questions or discussion, staff recommends the following motion:

"I move to approve Resolution 99-R-2022, A Resolution of the Town of Mead, Colorado, Approving an Intergovernmental Agreement Between Mead, Frederick, Firestone, and Dacono Concerning the Establishment and Operation of a Shared Victim Assistance Unit."

ATTACHMENTS

1. Resolution 99-R-2022

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 99-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO,
APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN
MEAD, FREDERICK, FIRESTONE, AND DAONO CONCERNING THE
ESTABLISHMENT AND OPERATION OF A
SHARED VICTIM ASSISTANCE UNIT**

WHEREAS, C.R.S. 29-1-203 authorizes governments to cooperate and contract with one another to provide any function, service, or facility lawfully authorized to each; and

WHEREAS, Article II, Section 16A of the Constitution of the State of Colorado and the laws related to C.R.S. 24-4.1-301 *et seq.*, guarantee certain rights to victims of crime, as defined in C.R.S. 24-4.1.302; and

WHEREAS, the Town of Mead, Colorado (“Town”), the Town of Frederick, Colorado, the Town of Firestone, Colorado, and the City of Dacono, Colorado (collectively, the “Municipalities”), operate police departments whose personnel have contact with victims of crime; and

WHEREAS, the Municipalities have a desire to enter into an intergovernmental agreement (“IGA”), a copy of which is attached to this resolution, for the creation and operation of a victim assistance unit shared between the Municipalities to assist victims of crimes within the Municipalities; and

WHEREAS, the Board of Trustees finds that it is in the best interests of the public health, safety, and welfare to enter into the IGA subject to the terms and conditions set forth therein.

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 IGA in substantially the form attached to this resolution; (b) authorizes the Town Attorney, in cooperation with the Town Manager and Police Chief, to make such changes to the IGA that do not materially increase the Town’s obligations; (c) authorizes the Mayor to execute the IGA on behalf of the Town when in final form; and (d) delegates all necessary authority to Mead’s Town Manager to execute such other documents or instruments as may be necessary in furtherance of the purpose of the IGA.

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 12th DAY OF DECEMBER 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

Attachments:

Carbon Valley, Mead Agreement for Shared Victim Assistance Unit

CARBON VALLEY, MEAD AGREEMENT FOR SHARED VICTIM ASSISTANCE UNIT

This **Intergovernmental Agreement for Carbon Valley, Mead Victim Assistance Unit** (“IGA”), is made and entered into as of the Effective Date by and between

- 1) The Town of Frederick, a Colorado municipal corporation with a principal place of business at 401 Locust Street, Frederick, Colorado 80530 (“Frederick”),
- 2) The Town of Firestone, a Colorado municipal corporation with a principal place of business at 9950 Park Avenue, Firestone, Colorado 80504 (“Firestone”),
- 3) The City of Dacono, a Colorado municipal corporation with a principal place of business at 512 Cherry Avenue, Dacono, Colorado 80514 (“Dacono”), and
- 4) The Town of Mead, a Colorado municipal corporation with a principal place of business at 441 Third Street, Mead, Colorado 80542 (“Mead”).

referred to collectively as “Municipalities” or “Parties” and each individually as “Party”, “Municipality” or as reflected above.

RECITALS

WHEREAS, Article XIV, Section 18(2)(a) of the Constitution of the State of Colorado and Part 2, Article 1, Title 29, C.R.S., encourages and authorizes intergovernmental agreements; and

WHEREAS, C.R.S. § 29-1-203 authorizes governments to cooperate and contract with one another to provide any function, service, or facility lawfully authorized to each, and to establish a separate political subdivision of the State to do so; and

WHEREAS, Article II, Section 16A of the Constitution of the State of Colorado and the laws related to CRS Title 24 Article 4.1 Part 3 guarantee certain rights to victim of cases specified in CRS § 24-4.1.302; and

WHEREAS, the Municipalities operate police departments whose personnel have contact with victims of crime; and

WHEREAS, the Municipalities desire to enter into an agreement for the creation and facilitation of a shared Carbon Valley, Mead Victim Assistance Unit to assist victims of crimes.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Municipalities agree as follows:

Article 1 Controlling Document

1.0 The effective date of this IGA shall be October 1, 2022 (“Effective Date”).

Article 2 Unit Establishment and Administration

2.0 The Town of Frederick has or will establish a Victim Assistance Unit (“Unit”) within its Police Department, to provide victim assistance and services to the Parties as more specifically set forth in the Scope of Services (“Services”), attached as Exhibit A, and incorporated herein by reference. The Unit is not, shall not be construed as, or have any of the powers and duties of, a “separate governmental entity” pursuant to Part 2, Article 1, Title 29, C.R.S.

2.1 The Unit shall provide the Services to the victims and witnesses of crimes that occur within the corporate boundaries of each of the Municipalities, as required by the State of Colorado Victim Rights Act.

2.2 The Unit shall be administered by Frederick through its Victim Assistance Coordinator (“VA Coordinator”), The VA Coordinator will be an employee of Frederick and answer to the Frederick Police Chief. As such, Firestone, Dacono, and Mead (and any joining parties) will have no direct control or supervision over the day-to-day operations or performance of the VA Coordinator’s powers and duties.

2.3 There is hereby established the Carbon Valley, Mead Victim Services Unit Advisory Board consisting of the Police Chief of the City of Dacono, the Police Chief of the Town of Firestone, the Police Chief of the Town of Mead, and Police Chief of the Town of Frederick (collectively, the “Advisory Board”, and each a “Party Representative”). The Advisory Board shall provide input and feedback to the VA Coordinator on matters concerning victim assistance program; provided that, the Advisory Board shall not oversee the actual work or instruct the victim Coordinator as to how the VA Coordinator’s job will be performed. The Advisory Board may meet periodically upon request of the Frederick’s Chief or otherwise to provide input and feedback on the VA Coordinator’s job performance, evaluations, compensation and/or Job Description changes.

2.4 The Advisory Board shall meet at least annually to discuss the operations of the Unit and Services being provided. The Parties agree that the development and implementation of any policies governing the Services shall be undertaken with input from the Advisory Board.

Article 3

Personnel and Training

3.0 As of the Effective Date, the Parties anticipate Frederick will hire one (1) full time equivalent (“FTE”) VA Coordinator to perform the Services for the Unit as set forth in Exhibit A.

3.0.1 The number of personnel, and status of personnel (e.g. full-time, part-time, contract, volunteer, intern, other) in the Unit (“Unit personnel”) may vary depending upon the resources needed and resources available to the Unit.

3.1 Victim Assistance Coordinator Responsibilities. The VA Coordinator shall serve under the direction of the Fredrick Police Chief. The VA Coordinator shall supervise all personnel within the Unit and be responsible for conducting performance evaluations, assigning work, issuing and approving of work schedule and leave, and other duties normally associated with the supervision and management of personnel. The determination of staffing needs and levels along with the hiring and firing of Unit personnel, shall reside with the Frederick Police Chief with the VA Coordinator and Advisory Board providing recommendations; provided, however, that the hiring of compensated Unit personnel shall require each of the Parties’ prior written approval. The VA Coordinator shall be responsible for completing all grant administration, invoicing, and reporting as may be required. The VA Coordinator shall provide to the Advisory Board a report of the overall services provided by the Unit on a quarterly basis, or as often as requested by a Municipality.

3.2 Personnel Rules and Training. All Unit personnel shall be governed by and perform their duties in accordance with the personnel policies of Frederick and the Frederick Police Department. Frederick shall determine, with input from the Advisory Board, the appropriate training for all Unit personnel, and shall provide the agreed upon training to all Unit personnel.

3.3 Personnel Status. All Unit personnel shall be employed directly by the Town of Frederick. There is no relationship of employment, partnership, or joint venture between the VA Coordinator and other Unit personnel and the Municipalities other than Frederick. The VA Coordinator and other Unit personnel have no authority to exercise supervision over or direct any employee or official of the Municipalities, other than Frederick as applicable.

3.3.1 The Unit shall determine the means and methods of performing the Services in accordance with the terms of this Agreement and applicable law, and Municipalities other than Frederick shall have no right to do so, nor shall they have any right to provide instructions on how to perform the Services.

3.3.2. Notwithstanding the foregoing, Unit personnel shall give special consideration to victim assistance programs or initiatives in each jurisdiction and shall use reasonable efforts to accommodate these programs in the provision of Services.

3.3.3 Municipalities shall provide Unit personnel with training reasonably necessary to familiarize them with the Municipalities’ respective operations, facilities, equipment, personnel, and any other special program as may be applicable. Otherwise,

Frederick shall be responsible for providing the VA Coordinator and Unit personnel with necessary training, internal discipline, certification, or rank.

3.3.4 Nothing contained in this IGA, and no performance by any Party under this IGA shall in any respect alter or modify the status of the VA Coordinator or Unit personnel as employees of Frederick.

3.4 Personnel Compensation. Frederick shall be responsible for paying all compensation due to the VA Coordinator and other Unit Personnel, including but not limited to, all salary, wages, entitlements, pension, benefits, and reimbursable expenses. Frederick shall be obligated to satisfy all tax and other governmentally-imposed responsibilities, including but not limited to, federal and state social security taxes, unemployment taxes, workers' compensation taxes, and income taxes that may be applicable to the VA Coordinator and other Unit personnel.

Article 4 Funding, Equipment, and Budget

4.0 Nothing in this IGA is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the Municipalities within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. Notwithstanding anything in this IGA to the contrary, the respective financial contributions of the Municipalities hereunder are subject to annual appropriation by the respective Municipality's governing board.

4.1 Non-appropriation of Funds. Notwithstanding anything in this Agreement to the contrary, in the event of non-appropriation by any Municipality, this Agreement shall terminate effective December 31 of the then-current fiscal year unless the remaining Parties agree and appropriate the funds necessary to effectuate the IGA beyond the then-current fiscal year.

4.2 Location of Unit. Frederick shall provide designated office space necessary for the Unit's personnel to perform the Services.

4.3 Grant Funds. The Municipalities shall jointly apply for applicable grant programs and opportunities including Victim Assistance Law Enforcement Program funds throughout the term of this Agreement. Funds received shall be applied to the costs included when counting, determining, and assessing each Municipality's funding contribution as reflected below.

4.4 General Budget. Frederick's annual budget (the "Budget") for the Unit shall provide for all costs applicable to the VA Coordinator, Unit personnel, and the Services, including salaries and wages (including overtime where applicable), the cost of employee benefits, operating supplies, equipment, dues and subscription fees, travel expenses, lease payments on vehicle(s), conference and educational costs. All financial and accounting services related to the Budget will be performed by Frederick. Each Municipality shall have access to budget details upon request.

4.5 Allocation of Costs. The Unit is neither established to nor expected to generate any revenue. From the Effective Date of this Agreement until December 31, 2022, the Parties will

equally share all setup and operation costs. Frederick shall with inclusion of supporting documentation invoice all other Municipalities before January 15, 2023 for such costs. In the first full fiscal year (2023), the cost of operation shall be divided 38% to Firestone, 28% to Frederick, 22% to Dacono, and 12% to Mead. Thereafter, the costs of operation, as reflected in the Budget, will be borne by the Municipalities according to the following formula. Each Municipality shall contribute financially a percentage of the total approved Budget (after deducting any grant funds received) pursuant to the formula (“Formula”) set forth herein.

4.5.1 Formula.

$$\frac{\left(\frac{\text{Muni Pop}}{\text{Total Pop}}\right) + \left(\frac{\text{Muni VRA Cases}}{\text{Total VRA Cases}}\right)}{2} = \text{Municipality Contribution}$$

4.5.2 Formula terms. The Formula terms are defined as follows:

- Muni Pop = the Municipality’s population according to the most recent population estimate available at the time the Budget is submitted to the Municipalities pursuant to Article 4.7 on www.worldpopulationreview.com or other source agreed upon by the Parties
- Total Pop = the combined total population of all Municipalities
- VRA Case = Any crime included in the Victims Rights Act (“VRA”) as defined at C.R.S. § 24-4.1-302, as may be amended from time to time.
- Muni VRA Cases = number of VRA cases originating in the Municipality’s jurisdiction between July 1 of the previous year and June 30 of the current year
- Total VRA Cases = combined total number of VRA cases from all Municipalities between July 1 of the previous year and June 30 of the current year
- Municipality Contribution = the percentage of the Budget allocated to the Municipality for contribution to the Unit

4.5.3 In applying the Formula, all decimals will be rounded to the nearest whole number. All population statistics used in the Formula shall be based upon a fixed date and derived from www.worldpopulationreview.com or other source agreed upon by the Parties.

4.6 Right to Inspection. Each Municipality shall have the right to inspect the financial records of the Unit. Upon request from a Municipality, the VA Coordinator will provide full access to the Unit’s financial records, including revenues and expenditures.

4.7 Budget Approval Process. The VA Coordinator shall provide to each Municipality, through the respective Party Representative, the annual Budget for the Unit on or before August 1 for each Municipality’s review and approval. The proposed annual Budget presented to the Municipalities for approval shall include a contingency line item equal to ten percent (10%) of the

Unit's total Budget. Each Municipality shall review the Budget and approve the same in its sole discretion through the means set forth in that Municipality's laws, ordinances, policies, and practices. No Municipality shall be required to approve the Budget in whole or in part. A Municipality, at its sole discretion, may provide a financial contribution greater than that determined by Formula.

4.8 Allocation of Funds. Each Municipality shall make payment of appropriated funds in a lump sum to Frederick in the first quarter of the fiscal year to which the funds are to be applied ("Contribution"). No Municipality shall be required to make any payment above its respective Contribution, unless the Municipality first approves the expenditure in accordance with laws, ordinances, policies, and procedures applicable to such Municipality.

4.9 Year-end Reconciliation. In December of each year, the VA Coordinator shall provide a report to each Municipality showing the difference between the approved budget and the actual expenses inclusive of any grant funding received throughout the year. In the event that there is unexpended budget remaining or additional grant funding received to offset the costs of the Unit, Frederick shall remit the overages paid by the other Municipalities within 30 days of the report. In the event the expenses are anticipated to exceed the approved Budget, Frederick shall request approval from Advisory Board prior to incurring the expenses. If approved by all Municipalities, Frederick shall invoice the other Municipalities according to the formula above. Such invoices shall be paid within thirty (30) days of receipt thereof. Any invoices not paid within thirty (30) days shall accrue interest at the rate of 8% per annum until paid in full.

Article 5

Miscellaneous Provisions

5.0 Term. The Initial term of this IGA shall commence on the Effective Date and shall terminate on December 31, 2022 (the "Termination Date"). Upon expiration of the Initial Term, this IGA will automatically renew for additional subsequent one (1) year terms beginning January 1, and ending December 31 of each respective year, until terminated in accordance with Section 5.1.

5.1 Termination. Notwithstanding other terms of this IGA, a Municipality may terminate its participation by giving at least ninety (90) days written notice to the other Municipalities. Termination by such Municipality will be effective as of the end of the current fiscal year. The IGA will remain in effect with the remaining Parties only upon unanimous agreement by remaining Parties. In the event the budget for the next fiscal year has already been approved, it shall be recalculated based on the formula in 4.5 of this Agreement with the remaining Parties.

5.1.1 In the event this IGA is terminated by all the Parties to the IGA, grant funds awarded and not otherwise legally obligated through the terms of the applicable underlying grant, shall remain with the Town of Frederick to cover the costs of the Unit. Should funds require the return to a Municipality, those funds shall be returned within thirty (30) days of the termination effective date.

5.2 Binding. This IGA shall be binding on the successors and assigns of each Municipality.

5.3 Confidentiality. Each Party acknowledges and agrees that during the term of this Agreement it may be furnished with or otherwise have access to confidential information of another Party. The Party that has received confidential information (the “Receiving Party”), in fulfilling its obligations under this Section, shall exercise the same degree of care and protection with respect to the confidential information of the Party that has disclosed confidential information to the Receiving Party (the “Disclosing Party”) that it exercises with respect to its own confidential information, but in no event shall the Receiving Party exercise less than a reasonable standard of care. The Receiving Party shall only use, access and disclose confidential information as necessary to fulfill its obligations or exercise its rights under this Agreement; except that, disclosure is permitted if the disclosure is required under the Colorado Open Records Act, or pursuant to a valid and effective subpoena or order issued by a court of law.

5.4 Assignability. This IGA, including any and all rights or obligations hereunder, is not assignable.

5.5 No Third-Party Beneficiary. It is expressly understood and agreed that the terms and the enforcement of the terms and conditions of this IGA, and all rights of action relating to such enforcement, are strictly reserved to the undersigned Parties and nothing in this IGA shall give or allow any claim or right or cause of action whatsoever by any other person not included in this IGA. It is the express intention of the undersigned Parties that no person and/or entity, other than the undersigned Parties, receiving services or benefits under this IGA shall be deemed any more than an incidental beneficiary only.

5.6 Severability. In the event that any part, term or provision of this IGA is found to be in violation or conflict with any federal or state law, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Municipalities shall be construed and enforced as if the IGA did not contain the particular part, term or provision held to be invalid.

5.7 Governing Law and Venue. This IGA shall be governed by and construed in accordance with Colorado law. Venue shall lie solely in the County of Weld, Colorado.

5.8 Reservation of Immunity. This IGA is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the Municipalities and their elected officials, appointed officials, directors, officers, employees and volunteers under common law or pursuant to statute, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*; and further shall not be deemed as an assumption of any duty with respect to any non-party to this IGA.

5.9 Additional Parties. Other municipalities may become a party to this Agreement by written amendment signed by all of the then-Parties. Upon the joining of an additional party, each Municipality’s Contribution shall be recalculated using the formula in 4.5 of this Agreement. Each joining Party shall have a Party Representative as provided above.

5.10 Amendments. This IGA may only be amended or modified in writing and with the written consent of the Parties hereto.

5.11 Counterparts. This IGA may be executed in counterpart originals, each of which shall be deemed an original, and each of which shall be deemed to constitute one and the same IGA. Additionally, a copy of an executed original IGA signed by a Party and transmitted by facsimile or electronic mail shall be deemed an original, and any Party is entitled to rely on the validity, authenticity, and authority of an original transmitted by facsimile or electronic mail.

5.12 Entire Agreement. This IGA constitutes the entire agreement and understanding of the Parties, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Intergovernmental Agreement effective the date stated above.

TOWN OF FREDERICK

BY: _____
Tracie Crites, Mayor

ATTEST:

APPROVED AS TO FORM:

BY: _____
Meghan Martinez, Town Clerk

BY: _____
Town Attorney

TOWN OF FIRESTONE

BY: _____
Drew Alan Peterson, Mayor

ATTEST:

APPROVED AS TO FORM:

BY: _____
_____, Town Clerk

BY: _____
William P. Hayashi, Town Attorney

CITY OF DACONO

BY: _____
_____, Mayor

ATTEST:

APPROVED AS TO FORM:

BY: _____
_____, City Clerk

BY: _____
City Attorney

TOWN OF MEAD

BY: _____
Colleen G. Whitlow, Mayor

ATTEST:

APPROVED AS TO FORM:

BY: _____
Mary E. Strutt, MMC, Town Clerk

BY: _____
Marcus McAskin, Town Attorney

Exhibit A

Scope of Services

The Unit shall provide services as set forth below:

1. Contact victims and witnesses of crime or personal tragedy which occur within the corporate boundaries of any participating municipalities, either in the immediate aftermath of the crime or tragedy, or on a follow-up basis;
2. Provide immediate crisis intervention and emotional support, as needed;
3. Advise victims and witnesses on their rights under Colorado law;
4. Advise victims and witnesses of the community services and resources available to them;
5. Assist victims and witnesses in regaining their emotional and physical well-being by means of intervention and advocacy;
6. Keep victims informed of the status of the underlying case; and
7. Recruit and train volunteers to ensure services are available 24-hours per day, 7 days per week.



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Ordinance No. 1018** – An Ordinance of the Town of Mead, Colorado, Adding a New Section 2-2-80 to the Mead Municipal Code Concerning the Use of Electronic Signatures

PRESENTED BY: Mary E. Strutt, Town Clerk

THROUGH: Marcus McAskin, Town Attorney

SUMMARY

In order to increase administrative efficiencies and reduce overall operating costs in 2023 and future years, Town Staff is requesting the ability to increase the utilization of electronic signatures on ordinances, resolutions, contracts, executive orders, declarations, and other Town documents in accordance with the provisions of the Colorado Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 et seq.

Currently, Town Staff is anticipating utilizing the DocuSign e-signature platform commencing in 2023. The DocuSign platform is currently utilized by the State of Colorado and other local governments in the State consistent with the provisions of the Colorado Uniform Electronic Transactions Act.

The proposed Ordinance will authorize the practice of electronic approval/signature of Town documents and instruments in order to facilitate the ongoing business of the Town.

Specifically, the proposed Ordinance will add a new Section 2-2-280 to the *Mead Municipal Code* titled “Electronic Signatures” to read in full as follows:

Sec. 2-2-280. - Electronic signatures.

(a) Definitions. For the purposes of this section, the words and terms used shall be defined as set forth in the Colorado Uniform Electronic Transactions Act, currently contained in Title 24, article 71.3 of the Colorado Revised Statutes, as the same may be amended from time to time. The definitions of words and terms set forth in the remainder of this section shall also apply herein to the extent that they are not inconsistent therewith.

(b) Authorization. Whenever any provision of this Code or any ordinance, resolution, rule, regulation, motion, executive order, or policy of the Town expresses a requirement for a signature of any person or the Town seal to be affixed or associated with any form or document, that requirement shall be deemed to be fully satisfied by an electronic signature or seal when supplied in the manner specified by the Town.

FINANCIAL CONSIDERATIONS

The DocuSign platform includes the ability to add contracts, forms and other documents to be digitally completed and returned to staff. The first tier considers the use of up to 1000 envelopes per year. The cost is approximately \$6,000 per year and includes training, set up and ongoing technical support.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the December 12, 2022 consent agenda will approve the Ordinance. If this item is pulled off of the consent agenda for questions or additional review/discussion by the Board of Trustees, Staff recommends the following motion.

Recommended motion:

“I move to adopt Ordinance No. 1018, an Ordinance of the Town of Mead, Colorado, Adding a New Section 2-2-280 to the *Mead Municipal Code* Concerning the Use of Electronic Signatures.”

ATTACHMENTS

1. Ordinance No. 1018

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 1018**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, ADDING A NEW
SECTION 2-2-280 TO THE MEAD MUNICIPAL CODE CONCERNING THE
USE OF ELECTRONIC SIGNATURES**

WHEREAS, the Town of Mead (“Town”) desires to increase the utilization of electronic signatures on ordinances, resolutions, contracts, executive orders, declarations, and other Town documents in accordance with the provisions of the Colorado Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 *et seq.*; and

WHEREAS, the Board of Trustees desires to formalize the practice of electronic approval and signature of Town documents and instruments in order to facilitate the ongoing business of the Town and its relationship with the public, and to provide certainty to the persons, organizations, and governments with whom the Town contracts and otherwise interacts.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mead, Weld County, 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. The *Mead Municipal Code* (“MMC”) is hereby amended to add a new Section 2-2-280, to read in full as follows:

Sec. 2-2-280. - Electronic signatures.

- (a) **Definitions.** For the purposes of this section, the words and terms used shall be defined as set forth in the Colorado Uniform Electronic Transactions Act, currently contained in Title 24, article 71.3 of the Colorado Revised Statutes, as the same may be amended from time to time. The definitions of words and terms set forth in the remainder of this section shall also apply herein to the extent that they are not inconsistent therewith.
- (b) **Authorization.** Whenever any provision of this Code or any ordinance, resolution, rule, regulation, motion, executive order, or policy of the Town expresses a requirement for a signature of any person or the Town seal to be affixed or associated with any form or document, that requirement shall be deemed to be fully satisfied by an electronic signature or seal when supplied in the manner specified by the Town.

Section 3. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 4. Remaining provisions. Except as specifically amended hereby, all other provisions of the MMC shall continue in full force and effect.

Section 5. 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 MMC.

Section 6. 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 the Ordinance. The Board of Trustees hereby declares that it would have passed the 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 7. 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 8. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 12th DAY OF DECEMBER, 2022.

ATTEST:

By: _____
Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD:

By: _____
Colleen G. Whitlow, Mayor



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 100-R-2022** – A Resolution of the Town of Mead, Colorado, Approving that Certain First Amendment to Cooperation Agreement among the Town, the Mead Urban Renewal Authority and Mead Place Metropolitan District Nos. 1-6 (Mead Urban Renewal Plan)

PRESENTED BY: Marcus McAskin, Town Attorney

SUMMARY

The Town of Mead, the Mead Urban Renewal Authority (“MURA”) and the Mead Place Metropolitan District Nos. 1 – 6 (collectively, the “Parties”) entered into that certain Cooperation Agreement (Mead Urban Renewal Plan) dated December 9, 2019 (the “Agreement”).

In 2021, six (6) new Title 32 financing districts, specifically the Mead Place Metropolitan District Nos. 7 – 12 (“New Districts”) were organized to support the future development and build out of the Mead Place development. The Agreement needs to be amended in order to add the New Districts as parties to the Agreement.

The proposed First Amendment to the Agreement is attached to the Resolution as **Exhibit 1**.

The Resolution: (1) approves the First Amendment, and (2) delegates authority to the Mayor to execute the First Amendment when in final form.

MURA’s Board of Commissioners is also scheduled to consider the First Amendment on December 12, 2022.

FINANCIAL CONSIDERATIONS

None.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution (approving the First Amendment). **A motion to approve the December 12, 2022 regular meeting consent agenda will approve the Resolution.** If this item is pulled off of consent for questions or further discussion, Staff recommends the motion set forth below:

Suggested Motion –

“I move to approve Resolution 100-R-2022, A Resolution Approving that certain First Amendment to Cooperation Agreement among the Town of Mead, the Mead Urban Renewal Authority and Mead Place Metropolitan District Nos. 1 – 6 (Mead Urban Renewal Plan).”

ATTACHMENTS

Resolution No. 100-R-2022

Exhibit 1 to Resolution (FIRST AMENDMENT TO COOPERATION AGREEMENT)

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 100-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO,
APPROVING THAT CERTAIN FIRST AMENDMENT TO COOPERATION
AGREEMENT AMONG THE TOWN, THE MEAD URBAN RENEWAL
AUTHORITY AND MEAD PLACE METROPOLITAN DISTRICT NOS. 1 – 6
(MEAD URBAN RENEWAL PLAN)**

WHEREAS, the Town of Mead, the Mead Urban Renewal Authority (“MURA”) and the Mead Place Metropolitan District Nos. 1 – 6 (collectively, the “Parties”) entered into that certain Cooperation Agreement (Mead Urban Renewal Plan) dated December 9, 2019 (the “**Agreement**”); and

WHEREAS, new Title 32 financing districts, specifically the Mead Place Metropolitan District Nos. 7 – 12 (“New Districts”) have been organized in order to support the future development and build out of the Mead Place development; and

WHEREAS, the Parties desire to amend the Agreement in order to add the New Districts as additional parties to the Agreement; and

WHEREAS, whereas the amendment to the Agreement is set forth in that certain First Amendment to Cooperation Agreement (Mead Urban Renewal Plan) attached hereto as **Exhibit 1** (the “First Amendment”); and

WHEREAS, MURA’s Board of Directors is scheduled to consider the First Amendment at its December 12, 2022 special meeting; and

WHEREAS, the Board of Trustees desires to approve the First Amendment and further desires to authorize the Mayor to execute the First Amendment on behalf of the Town.

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) authorizes the Town Manager, in consultation with the Mayor and Town Attorney to finalize the First Amendment in substantially the form attached to this Resolution as **Exhibit 1**; and (b) authorizes the Mayor to execute the First Amendment 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 12th DAY OF DECEMBER, 2022.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor

**Exhibit 1 - FIRST AMENDMENT TO COOPERATION AGREEMENT (MEAD URBAN
RENEWAL PLAN)**

**FIRST AMENDMENT TO COOPERATION AGREEMENT
AMONG THE TOWN OF MEAD, COLORADO,
MEAD URBAN RENEWAL AUTHORITY AND
MEAD PLACE METROPOLITAN DISTRICT NOS. 1-6**

MEAD URBAN RENEWAL PLAN

This **FIRST AMENDMENT TO COOPERATION AGREEMENT** (Mead Urban Renewal Plan) (the “**First Amendment**”) is made and executed, effective as of the 12th day of December 2022, by and among MEAD PLACE METROPOLITAN DISTRICT NOS. 1-6, each a quasi-municipal corporation and political subdivision of the State of Colorado (each a “**District**” and collectively the “**Districts**”); the TOWN OF MEAD, a municipal corporation of the State of Colorado (the “**Town**”); and the MEAD URBAN RENEWAL AUTHORITY, a body corporate and duly organized and existing as a Title 31 urban renewal authority under the laws of the State of Colorado (“**MURA**”). The Districts, the Town, and MURA are each referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

RECITALS

WHEREAS, the Parties previously entered into that certain Cooperation Agreement (Mead Urban Renewal Plan) dated December 9, 2019 (the “**Agreement**”); and

WHEREAS, pursuant to this First Amendment the Parties desire to add as additional parties to the Agreement, Mead Place Metropolitan District Nos 7-12.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

COVENANTS AND AGREEMENTS

1. Amendment to Parties to Agreement.

Mead Place Metropolitan District Nos. 7-12 are hereby added as “Parties” to the Agreement, as defined therein.

2. Amendment to Agreement – Paragraph 5

Paragraph 5 of the Agreement shall be amended as follows (with deletions shown in ~~strike through~~ and additions shown in **bold and underline**):

Calculation of Three-Mill Remittance to Town. The Parties acknowledge that, pursuant to Section 8(e) **25** of that certain Intergovernmental Agreement Between the Town of Mead, Colorado and Mead Place Metropolitan District Nos. ~~1-6~~ **1-12**, dated ~~January 26, 2015~~ **April 25, 2022 (Section 25 being titled “Town O&M Mill Levy”)**, the Districts are required to contribute annually the proceeds of a three (3) mill levy, **as the same may be adjusted**

from time to time in accordance with the Districts' Service Plan, on assessable property within the Districts (the "Annual Contribution"). In consideration for the remittance obligation being undertaken above, the Parties agree that the Annual Contribution obligation shall be calculated be based on the gross total taxable assessed valuation within the Districts as indicated in the final certification of valuation prepared by the Weld County Tax Assessor, rather than the net total taxable valuation after subtraction of the TIF increment.

3. Amendment to Agreement – New Paragraph 31

A new paragraph 31 shall be added to the Agreement as follows:

Inactive Status of District Nos. 6-12. The Parties acknowledge that Mead Place Metropolitan District Nos. 6-12 ("**District Nos. 6-12**") are currently operating in inactive status pursuant to § 32-1-104(3)(a), C.R.S. Accordingly, the Parties agree and acknowledge that none of District Nos. 6-12 shall become a Party to this Agreement until such time as the applicable inactive District returns to active status under § 32-1-104(3)(b), C.R.S., and the board of directors of said District duly adopts this Agreement. District Nos. 6-12 shall schedule consideration of this Agreement for approval at a regular or special meeting held no later than sixty (60) days following return to active status.

4. Except as amended herein, the terms of the Agreement shall remain in full force and effect without limitation.

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment on the date and year first above written.

ATTEST:

MEAD PLACE METROPOLITAN DISTRICT NO. 1, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

[additional Signature Pages follow]

[Signature Page to First Amendment to Cooperation Agreement (Mead Urban Renewal Plan)]

ATTEST:

**MEAD PLACE METROPOLITAN DISTRICT
NO. 2**, a quasi-municipal corporation and political
subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

ATTEST:

**MEAD PLACE METROPOLITAN DISTRICT
NO. 3**, a quasi-municipal corporation and political
subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

[Signature Page to First Amendment to Cooperation Agreement (Mead Urban Renewal Plan)]

ATTEST:

**MEAD PLACE METROPOLITAN DISTRICT
NO. 4**, a quasi-municipal corporation and political
subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

ATTEST:

**MEAD PLACE METROPOLITAN DISTRICT
NO. 5**, a quasi-municipal corporation and political
subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

[Signature Page to First Amendment to Cooperation Agreement (Mead Urban Renewal Plan)]

ATTEST:

TOWN OF MEAD

By: _____

By: _____

Title: _____

Title: _____

Date: _____

ATTEST:

**TOWN OF MEAD URBAN RENEWAL
AUTHORITY**

By: _____

By: _____

Title: _____

Title: _____

Date: _____

[Signature Page to First Amendment to Cooperation Agreement (Mead Urban Renewal Plan)]

IN WITNESS WHEREOF, by its signature below, each of Mead Place Metropolitan District Nos. 6-12 respectively acknowledges that it has resumed operating in an active status and agrees to bind itself to the Agreement through this First Amendment effective as of the date of its signature.

ATTEST:

MEAD PLACE METROPOLITAN DISTRICT NO. 6, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

ATTEST:

MEAD PLACE METROPOLITAN DISTRICT NO. 7, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

ATTEST:

MEAD PLACE METROPOLITAN DISTRICT NO. 8, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

[Signature Page to First Amendment to Cooperation Agreement (Mead Urban Renewal Plan)]

ATTEST:

MEAD PLACE METROPOLITAN DISTRICT NO. 9, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

ATTEST:

MEAD PLACE METROPOLITAN DISTRICT NO. 10, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

ATTEST:

MEAD PLACE METROPOLITAN DISTRICT NO. 11, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____

[Signature Page to First Amendment to Cooperation Agreement (Mead Urban Renewal Plan)]

ATTEST:

**MEAD PLACE METROPOLITAN DISTRICT
NO. 12**, a quasi-municipal corporation and political
subdivision of the State of Colorado

By: _____

By: _____

Title: _____

Title: _____

Date: _____



Agenda Item Summary

MEETING DATE: December 12, 2022
SUBJECT: Sugar Beet Solar Planned Unit Development (PUD) Rezoning
PRESENTED BY: Marcus McAskin, Town Attorney

SUMMARY

Sugar Beet Solar, LLC (“Applicant”) has filed an application with the Town for the Sugar Beet Solar Planned Unit Development rezoning (“PUD”) to permit development of a photovoltaic solar production facility on certain property generally located northwest of the intersection of WCR 34 (Welker Ave.) and WCR 5.

Mead Municipal Code Section 16-3-160(c)(6) provides that the Planning Commission shall hold a hearing on all proposed zoning map amendments and provide a recommendation regarding same to the Board of Trustees. The Planning Commission held a public hearing on the PUD at its regular meeting on November 16, 2022. The Commission continued the public hearing to Wednesday, December 14, 2022.

To allow the Planning Commission time to complete the public hearing on the proposed PUD and provide a recommendation regarding the same to the Board, Town staff requests that the public hearing before the Board of Trustees be opened and continued to January 9, 2023 at 6:00 p.m., with the continued public hearing to be held at Town Hall. A recommended motion follows below.

FINANCIAL CONSIDERATIONS

N/A.

STAFF RECOMMENDATION/ACTION REQUIRED

Recommended motion:

“I move to OPEN AND CONTINUE the public hearing on the Sugar Beet Solar Planned Unit Development (PUD) Rezoning to January 9, 2023 at 6:00 p.m. at Town Hall.”

ATTACHMENTS

1. Notice of Public Hearing on Sugar Beet Solar Planned Unit Development (PUD) Rezoning



**NOTICE OF PUBLIC HEARINGS
MEAD PLANNING COMMISSION AND BOARD OF TRUSTEES
REGARDING THE ZONING AMENDMENT FOR PROPERTY
KNOWN AS THE SUGAR BEET SOLAR ZONING AMENDMENT**

NOTICE IS HEREBY GIVEN that, in accordance with Sec.16-3-160 of the Mead Municipal Code, the Planning Commission will conduct a public hearing on **Wednesday, November 16, 2022, at 6:00 p.m.** to consider the Sugar Beet Solar Zoning Amendment, for certain property generally located north of Welker Avenue and west of Weld County Road 5 (the “Subject Property”). The applicant for the project is Enyo Power Partners, LLC.

NOTICE IS ALSO GIVEN that the Board of Trustees will hold a public hearing on **Monday, December 12, 2022, at 6:00 p.m.**, for the purpose of reviewing the recommendation of the Planning Commission and considering the application to amend the zoning of the Subject Property.

All interested persons will be given an opportunity to be heard at the public hearing. The proceeding will be held at Mead Town Hall, 441 3rd Street, Mead, Colorado 80542. Copies of the Zoning Amendment are on file and available for public inspection in the Office of the Town Clerk, at Mead Town Hall. Please contact Collin Mieras at 970-805-4202 or cmieras@townofmead.org for more information.

By: Mary E. Strutt, MMC
Town Clerk

HIGHLAND LAKE LATERAL DITCH COMPANY

4322 Hwy 66

Longmont, CO 80504

December 1, 2022

TO: the Mead Planning commission and Board of Trustees & Sugar Beet Solar Zoning

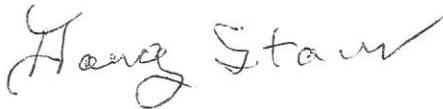
SUBJECT: 202.79 acres of "the subject property" generally located at the northwest corner of Welker Avenue and Weld County Road 5.

The Highland Lake Lateral Ditch Co., (HLL), opposes any and all planned trails and activities along the HLL ditch including the ditch easement which is 30' from the midpoint of the ditch on either side. The HLL cannot allow such activity due to liability and ditch maintenance.

Our insurance liability coverage will not allow such activity as proposed in the plan to "subject property".

Year around maintenance is performed along the ditch and ditch easement and any activity proposed to the "subject property" or any other property in and around the ditch structure cannot be allowed. The activities indicated in the proposal will obstruct any ditch maintenance whether regular or exceptional. Ditch maintenance can and does include 24 hours per day and 365 days per year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Doug Staver".

Doug Staver,
Highland Lake Lateral Ditch Co. Board of Director



Supply Irrigating Ditch Company

P.O. Box 119
Longmont, Colorado 80502-0119
(303) 776-7207

December 5, 2022

Collin Mieras
Office of the Town Clerk,
Mead Town Hall
441 3rd Street
Mead, CO 80542

Via: cmieras@townofmead.org

RE: Zoning Amendment for Sugar Beet Solar Project

Dear Mr. Mieras,

The Supply Irrigating Ditch Company is in receipt of the Notice of Public Hearings regarding the proposed solar project consisting of approximately 202.79 acres at the northwest corner of Welker Avenue and Weld County Road 5.

The Supply Ditch is approximately 40 miles long and has been in existence for a substantial amount of time. The water run in the ditch serves a variety of agricultural entities located within Mead and the surrounding counties. The Supply Irrigating Company has an easement and right of way, established pursuant to Colorado law, for the ditch as it exists in the area described above. That right extends to such areas on either side of the ditch as is reasonable and necessary to operate and maintain as the circumstances dictate.

Common maintenance includes the ability to remove and trim trees and other vegetation which impacts the flow of water, integrity, access, and operations of the ditch. In addition, it is reasonable and common practice to place the material removed from a ditch on or near the banks such that it is clear of the canal and does not impact access.

It is the understanding of the company that the proposed zoning amendment would also include vehicle access and pedestrian walkways within the ditch easement. If true, the Supply Irrigating Ditch Company strongly objects, and absolutely opposes, the use of the ditch easement by any party other than for the operation and maintenance by the ditch company. Please do not include the use of the easement in your review and approval of the reference Notice of Public Hearing.

I appreciate your time and consideration of this response; please do not hesitate to contact me directly with any questions or concerns.

Sincerely,

Angie Swanson
Secretary/Treasurer

CC: Board of Directors
Dan Grant – Dan Grant Bookkeeping
Dave Grant – Dan Grant Bookkeeping



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 101-R-2022** – A Resolution of the Town of Mead, Colorado, Amending the 2022 Budget and Appropriating Additional Funds for 2022 Expenditures

PRESENTED BY: Mary Strutt, Town Clerk / Treasurer
Lorraine Trotter, Professional Management Solutions

SUMMARY

At the December 13, 2021 Regular Meeting of the Board of Trustees, the Board adopted a budget for fiscal year 2022 (“2022 Budget”). This public hearing is for review of proposed amendments to the 2022 Budget.

Since the adoption of the 2022 Budget, additional needs and opportunities for furtherance of the Board’s vision for the Town have presented themselves. These opportunities affect three of the Town of Mead’s Funds: Downtown Fund, Storm Drainage Fund and Sewer Fund. The Board is authorized by Section 29-1-209 C.R.S. to amend the budget after adoption, following a duly noticed public hearing. Notice of the December 12, 2022 public hearing on the proposed amendment to the Town’s 2022 Budget has been properly posted and published in the Times Call newspaper.

Downtown Fund:

The Downtown Fund is a special revenue fund that accounts for the expenditure of Downtown impact fees which have been collected. No further revenue is being collected in this fund. The 2022 adopted budget, included expenditures for the Wayfinding and Signage Design and Implementation Plan. The Board has reviewed additional expenditures under this project which will expend the remaining fund balance in 2022.

Storm Drainage Fund:

The Storm Drainage Fund is a special revenue fund that accounts for the expenditure of Storm Drainage impact fees which have been collected. No further revenue is being collected in this fund. The 2020 Impact Fee Report adopted by Ordinance No. 947 on November 30, 2020 recommended one impact fee for “Storm Drainage and Streets”. This proposed budget amendment transfers the remaining monies in the Storm Drainage Fund to the Storm Drainage and Streets Fund to be used for future storm drainage projects.

Sewer Enterprise Fund:

The Sewer Enterprise fund accounts for the revenues and expenditures related to the operation of the wastewater treatment facility and the provision of sewer services. An opportunity arose to collect additional tap fees to cover the cost of the purchase of the Raterink Lift Station. This sewer lift station will provide services to other commercial development in the area.

FINANCIAL CONSIDERATIONS

This budget amendment includes supplemental appropriations in the Downtown Fund, Storm Drainage Fund and Sewer Fund. Related expenditures are approved by the Board of Trustees and/or staff in accordance with the Town of Mead Purchasing Policies.

STAFF RECOMMENDATION/ACTION REQUIRED

Suggested Motion:

I move to adopt Resolution No. 101-R-2022 – A resolution of the Town of Mead, Colorado, amending the 2022 budget and appropriating additional funds for 2022 Expenditures.

ATTACHMENTS

Resolution No. 101-R-2022

TOWN OF MEAD, COLORADO

RESOLUTION NO. 101-R-2022

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AMENDING THE 2022 BUDGET
AND APPROPRIATING ADDITIONAL FUNDS FOR 2022 EXPENDITURES**

WHEREAS, the Board of Trustees of the Town of Mead (the “Board”) adopted Resolution No. 80-R-2021 entitled “A Resolution of the Town of Mead, Colorado, Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Mead, Colorado for the Calendar Year Beginning on the First Day of January 2022 and Ending on the Last Day of December 2022” on December 13, 2021; and

WHEREAS, the Board adopted Resolution No. 82-R-2021 entitled “A Resolution of the Town of Mead, Colorado Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purposes as Set Forth Below, for the Town of Mead, Colorado, for the 2022 Budget Year” on December 13, 2021; and

WHEREAS, the Board is authorized by Section 29-1-109, C.R.S., to amend the 2022 Budget; and

WHEREAS, the Board recognized a need and opportunity to complete additional Wayfinding signage and expend the remaining fund balance in the Downtown Fund in 2022; and

WHEREAS, the Board recognized a desire and opportunity to utilize Storm Drainage Fund monies for future storm drainage projects to be constructed by the Transportation Fund and to transfer monies remaining in the Storm Drainage Fund to the Transportation Fund for those purposes; and

WHEREAS, the Town received additional sewer tap fees in the Sewer Fund of \$540,548 sufficient along with existing reserves to cover the purchase of a sewer lift station for \$541,073; and

WHEREAS, the Town provided notice of the public hearing at which the proposed amendments to the 2022 Budget were to be considered, and such public hearing was held in accordance with Section 29-1-106, C.R.S.; and

WHEREAS, amending the 2022 Budget to reflect the changes set forth in this Resolution serves a valid public purpose in that it permits the Town to: 1) procure signage; 2) construct storm drainage projects; 3) purchase a sewer lift station to continue to provide sewer service to certain properties within the Town; and 4) properly reflect additional revenues and expenditures in the 2022 Budget, as amended.

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

Section 1. Budget—Downtown Fund. The Downtown Fund budget of the Town of Mead, Weld County, Colorado for the fiscal year ending December 31, 2022 is amended to reflect additional capital outlay expenditures of \$10,000 for signage from existing reserves.

Section 2. Budget—Storm Drainage Fund. The Storm Drainage Fund budget of the Town of Mead, Weld County, Colorado for the fiscal year ending December 31, 2022 is amended to reflect additional transfers to the Transportation Fund of \$20,000 from existing reserves.

Section 3. Budget—Sewer Fund. The Sewer Fund budget of the Town of Mead, Weld County, Colorado for the fiscal year ending December 31, 2022 is amended to reflect additional tap fee revenues of \$540,548 and additional expenditures for Capital Outlay of \$541,073 from additional revenues and existing reserves for the purchase of a sewer lift station.

Section 4. Appropriation—Downtown Fund. A supplemental amount of \$10,000 is hereby appropriated from reserves to bring 2022 Downtown Fund appropriations to \$33,652.

Section 5. Appropriation—Storm Drainage Fund. A supplemental amount of \$20,000 is hereby appropriated from reserves to bring 2022 Storm Drainage Fund appropriations to \$112,001.

Section 6. Appropriation—Sewer Fund. A supplemental amount of \$541,073 is hereby appropriated from additional tap fee revenues and reserves to bring 2022 Sewer Fund appropriations to \$2,098,464.

Section 7. Ratification of Prior Actions and Authorization for Minor Adjustments to 2022 Budget. All previous expenditures, revenues, appropriations, and actions taken by staff, consultants, and other agents of the Town of Mead in connection with its 2022 Budget are hereby affirmed and ratified. Professional Management Systems, a Colorado S corporation, *dba* Professional Management Solutions, acting as the financial consultant to the Town of Mead, and the Town Treasurer shall be authorized to make mathematical computations or minor adjustments to the 2022 Budget to ensure that the amendments provided by this Resolution are properly accounted for, that the figures are accurate as of December 31, 2022, and such 2022 Budget properly reflects the approved amendments.

Section 8. Effective Date. This resolution shall become effective immediately upon adoption.

Section 9. 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 10. 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 BY THE BOARD OF TRUSTEES OF THE TOWN OF MEAD, THIS 12TH DAY OF DECEMBER 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor



Agenda Item Summary

MEETING DATE: December 12, 2022
 SUBJECT: Public Hearing 2023 Proposed Budget and Adoption of Budget
 PRESENTED BY: Mary Strutt, Town Clerk / Treasurer
 Lorraine Trotter, Professional Management Systems

SUMMARY

The proposed budget for 2023 was prepared with input from the Board of Trustees, staff and Town committees. The proposed budget was presented to the Town of Mead Board of Trustees on October 10, 2022. This public hearing is for review of the budget, revisions made to the budget, public input and adoption, if appropriate. Notice of the December 12th public hearing on the Town's 2022 budget has been properly posted and published.

Revisions to the proposed budget since its presentation in October are detailed below.

For the public hearing, staff will review the budget, followed by any public input and questions from the Board of Trustees.

Three Resolutions are being presented to the Board of Trustees for consideration:

Resolution No. 102-R-2022 will adopt the budget.

Resolution No. 103-R-2022 is required to levy property taxes to all taxable property within the Town of Mead.

Resolution No. 104-R-2022 appropriates the funds from revenues and available reserves which establishes limitations on expenditures.

REVISIONS SINCE OCTOBER 10, 2022

General Fund:

01-15-4526	Revenue for COPS grant – two officers
01-42-5001 and others	Increased by salary for 2 officers (COPS grant) -benefits also updates
01-42-5201	Increase by \$4,000 for CRASH team computer
01-42-5330	Increase by \$4,000 for CRASH team training
01-42-5343	Increase by \$7,500 for Body Worn Camera redaction by outside vendor
01-45-5500	Increase by \$92,000 for the purchase of a manlift sweeper. Quotes for these pieces of equipment were not available by the October submission date. . Currently public works rents this equipment for working on facilities, signage, lighting and in parks and streets. Based on the need, it is more cost effective to purchase the equipment

01-90-5500	Increase by \$50,000 for Capital Outlay – emergency. Board request to have a contingency in case of totaled vehicles or other emergency.
01-90-8151	Increase by \$100,000 for Special Projects. Any special project would be brought before the Board for approval.
01-90-5805	Historically, revenues in excess of expenditures for the year are transferred to the Capital Improvement Fund. The above noted changes to the General Fund expenditures, reduces slightly the amount available to transfer to the Capital Improvement Fund. The amount expected to be transferred in 2023 is \$1.38M which will be used for future capital improvement projects. This results in a slight decrease in the year-end balance of the Capital Improvement Fund.

Police Impact Fund:

08-42-5491	Police Vehicle Lease expenses. Added an additional vehicle lease due to the approval of two additional officers (COPS grant)
08-42-5511	Reduce 2022 estimated actual to \$50,000 for flooring and doors to be completed this year. Increase 2023 to \$225,000 for shop modifications which were budgeted/not completed in 2022 but expect to be completed early 2023.

Municipal Facilities Impact Fund:

09-40-5410	Reduce 2022 estimated actual to \$20,000 and increase 2023 budget to \$30,000. The municipal facilities feasibility study will not be completed in 2022 but will be completed in first quarter of 2023.
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Downtown Fund:

Based on the 2022 Budget Amendment presented on December 12, 2022, the Downtown Fund has been exhausted.

Split expenses:

CIRSA	General liability insurance coverage from CIRSA for property, liability and automobile is split between several funds. The total amount of insurance was increased by approximately \$25,000 to account for actual rates which came in after October and to provide coverage for new vehicles and/or facilities.
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STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the 2023 budget as presented. Suggested motions:

“I move to adopt Resolution No. 102-R-2022 – A resolution of the Town of Mead, Colorado, summarizing expenditures and revenues for each fund and adopting a budget for the Town of Mead, Colorado, for the calendar year beginning on the first day of January 2023 and ending on the last day of December 2023.”

“I move to adopt Resolution No. 103-R-2022 – A resolution of the Town of Mead, Colorado, levying general property taxes for the year 2021, to help defray the cost of government for the Town of Mead, Colorado, for the 2023 budget year.”

“I move to adopt Resolution No. 104-R-2022 – A resolution of the Town of Mead, Colorado, appropriating sums of money to the various funds and spending agencies, in the amount and for the purposes as set forth below, for the Town of Mead, Colorado for the 2023 budget year.”

ATTACHMENTS

Resolution No. 102-R-2022

Proposed 2023 Budget

Resolution No. 103-R-2022

Weld County Certification (of assessed value) MEAD TOWN

Resolution No. 104-R-2022

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 102-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO,
SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND
AND ADOPTING A BUDGET FOR THE TOWN OF MEAD, COLORADO,
FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF
JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER
2023.**

WHEREAS, the Board of Trustees (the “Board”) is required to adopt an annual budget in accordance with the Local Government Budget Law, C.R.S. §§ 29-1-101, *et seq.*; and

WHEREAS, Helen Migchelbrink, as Town Manager, submitted a proposed 2023 Town of Mead Budget to the Board on October 10, 2022, for the Board’s consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the proposed budget was open for inspection by the public at the Mead Town Hall, a public hearing was held on December 12, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the Board considered all objections of the electors and other relevant factors concerning the budget and whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserve/fund balances so that the budget remains in balance, as required by law;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF MEAD, WELD COUNTY, COLORADO THAT:**

Section 1. The budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Town of Mead for the year stated above.

The estimated revenues and transfers from other funds for the various funds of the Town of Mead are:

General Fund	\$ 9,159,845
Street Improvement Fund	\$ 2,847,486
Conservation Trust Fund	\$ 61,523
Sewer Fund	\$ 1,529,115
Art in Public Places Fund	\$ 0
Capital Improvement Fund	\$ 1,401,451
Special Revenue – Downtown Revitalization	\$ 0
Special Revenue – Police	\$ 155,721
Special Revenue – Storm Drainage	\$ 0
Special Revenue – Municipal Facilities	\$ 3,687,834
Special Revenue – Transportation	\$ 5,981,718
Special Revenue – Parks & Open Space	<u>\$ 766,020</u>
TOTAL	\$25,590,713

The estimated expenditures and transfers to other funds for each fund of the Town of Mead are:

General Fund	\$ 9,159,845
Street Improvement Fund	\$ 4,151,092
Conservation Trust Fund	\$ 98,500
Sewer Fund	\$ 1,505,524
Art in Public Places Fund	\$ 0
Capital Improvement Fund	\$ 800,000
Special Revenue – Downtown Revitalization	\$ 0
Special Revenue – Police	\$ 311,925
Special Revenue – Storm Drainage	\$ 0
Special Revenue – Municipal Facilities	\$ 6,251,959
Special Revenue – Transportation	\$ 8,743,970
Special Revenue – Parks & Open Space	<u>\$ 2,355,000</u>
 TOTAL	 \$33,377,815

Section 2. The budget herein approved and adopted shall be signed by the Mayor and the Town Clerk and made a part of the public records of the Town of Mead.

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

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 12TH DAY OF DECEMBER, 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

2023 Proposed Budget

December 12, 2022

Town of MEAD, Colorado 2023 Proposed Budget

Budget Summary

Fund	Beginning Fund Balances/ Funds Available	2023 Revenues	2023 Expenditures	2023 Transfers	Ending Fund Balances/ Funds Available
<u>General Fund:</u>	\$ 6,482,527	\$ 9,159,845	\$ (7,404,394)	\$ (1,755,451)	\$ 6,482,527
<u>Special Revenue Funds:</u>					
Street Improvement Fund	1,995,015	2,472,486	(4,151,092)	375,000	691,409
Conservation Trust Fund	37,046	61,523	(98,500)	-	69
Impact Fee Funds					
Police	168,848	155,721	(311,925)	-	12,644
Municipal Facilities	2,621,007	1,387,834	(6,251,959)	2,300,000	56,882
Downtown	-	-	-	-	-
Storm Drainage	-	-	-	-	-
Transportation	5,976,243	5,481,718	(8,743,970)	500,000	3,213,992
Parks & Open Space	1,597,003	766,020	(855,000)	(1,500,000)	8,023
Art in Public Places	-	-	-	-	-
<u>Capital Project Fund:</u>					
Capital Improvement Fund	3,693,528	21,000	-	580,451	4,294,979
<u>Enterprise Fund:</u>					
Sewer Fund	1,233,399	1,529,115	(1,505,524)	-	1,256,991
Total	\$ 23,804,618	\$ 21,035,262	\$ (29,322,364)	\$ 500,000	\$ 16,017,516

Detailed budgetary information for each of these funds and amounts can be found on the following pages:

<u>Fund/Department</u>	<u>Page</u>	<u>Fund/Department</u>	<u>Page</u>
<u>General Fund Summary</u>	2	<u>Special Revenue Funds:</u>	
General Fund Departments		Street Improvement Fund	18
Administration	4	Conservation Trust Fund	20
Board of Trustees	6	Impact Fee Funds	
Police	7	Police	21
Community Development	9	Municipal Facilities	22
Streets	10	Downtown	24
Parks	12	Storm Drainage	25
Drainage	13	Transportation	26
Public Works Administration	14	Parks & Open Space	28
Municipal Court	15	Art in Public Places	29
Community Engagement	16	<u>Capital Project Fund:</u>	
Non-departmental	17	Capital Improvement Fund	30
		<u>Enterprise Fund:</u>	
		Sewer Fund	31
Approved Positions	34		

Town of MEAD, Colorado 2023 Proposed Budget

General Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated <u>2022</u>	Proposed <u>2023</u>
<u>Beginning Fund Balance</u>	6,108,858	5,439,988	6,721,628	6,481,617	6,482,527
<u>Revenues</u>					
01-10-4000 Property Tax	1,456,795	1,153,571	1,243,835	1,243,835	1,590,197
01-10-4005 Highway Users Tax	202,717	248,408	232,092	-	-
01-10-4010 Sales Tax	2,857,868	3,260,505	3,341,447	3,854,471	4,008,649
01-10-4012 Lodging Tax	-	236	250	750	1,000
01-10-4015 Road & Bridge Tax	118,671	80,739	80,000	81,366	82,000
01-10-4020 Specific Ownership Tax	83,914	69,848	70,000	83,297	91,627
01-10-4025 M.V. Registration	23,312	25,354	25,000	-	-
01-10-4030 Building Use Tax	789,423	877,830	986,108	1,015,440	411,556
01-10-4040 Cigarette Tax	13,396	16,202	12,000	8,000	15,000
01-10-4050 MURA Revenue Sharing	152,637	113,661	124,408	124,407	150,778
01-10-4070 Federal Mineral Lease	21,975	22,862	25,000	33,767	35,000
01-10-4071 State Severance Taxes	87,234	3,483	4,000	156,038	50,000
01-11-4100 Building Permit Fees	902,999	1,239,192	1,298,878	818,737	692,195
01-11-4102 Other Permits	40,535	47,761	58,926	44,533	54,200
01-11-4103 Convenience Fee	5,193	11,633	15,000	21,326	25,000
01-11-4110 Building Permit - Admin. Fees	62,868	123,150	80,640	54,835	75,000
01-11-4111 Passport Fees	6,760	8,600	8,000	6,895	7,000
01-11-4112 Town Hall/Park Fees	153	1,690	4,800	2,753	3,000
01-11-4120 Franchise Fees	189,766	207,560	200,573	225,000	236,250
01-11-4130 Developer Application Fees	20,500	106,519	100,000	62,281	65,000
01-11-4140 Royalties	112,706	497,116	208,133	443,798	450,000
01-12-4200 Business/sales Tax License	13,862	17,800	30,000	11,482	10,500
01-12-4210 Liquor License	3,261	1,751	2,634	2,500	1,500
01-12-4220 Pet Licenses	618	604	650	650	650
01-13-4300 Attorney Billbacks	117,432	-	-	-	-
01-13-4301 Engineering Billbacks	351,362	-	-	-	-
01-13-4302 Planning Billbacks	44,275	-	-	-	-
01-13-4303 Misc. Billbacks	26,443	-	300	-	-
01-13-4304 IGA for School Resource Officers	192,167	108,847	150,000	146,874	161,561
01-13-4305 School Guard Reimbursement	5,082	11,140	14,000	17,665	20,000
01-13-4310 New Development Charges	-	247,035	200,000	400,000	250,000
01-13-4624 Senior Event Fees	144	159	2,500	300	400
01-13-4625 Recreation Registration Fees	6,843	43,092	32,000	48,759	40,000
01-14-4420 Court Fines	30,292	33,625	36,000	34,625	40,000
01-14-4422 Court Costs	4,297	6,335	9,300	14,635	21,000
01-14-4423 Police Reports	1,388	2,883	1,500	2,157	3,600
01-14-4620 Misc. Income	325	480	300	832	500
01-15-4511 Grant - JAG - Police	24,983	-	-	-	-
01-15-4512 Grant-Weld Senior Foundation	2,900	2,750	2,750	-	-
01-15-4516 Grant - United Way	-	-	1,500	-	-
01-15-4518 Fed'l Grant--Amer Rescue Plan	-	13,941	594,568	25,263	149,932
01-15-4519 Grant--Main Street Grant	-	95,158	-	53,842	-
01-15-4521 Fiscal Health Model	-	525	-	-	-
01-15-4526 Police Grants	9,461	445	1,500	1,500	122,751

Town of MEAD, Colorado 2023 Proposed Budget

General Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated <u>Actual 2022</u>	Proposed <u>2023</u>
01-18-4619 Interest & Dividend Income	46,561	4,924	5,400	148,106	192,000
01-18-4620 Misc. Income	66,010	50,458	10,000	17,012	10,000
01-18-4621 Howland Tap Fees Collected	-	-	-	-	-
01-18-4622 Donations/Fundraising	2,200	10,396	10,000	7,000	5,000
01-18-4623 Sale of Assets	10,730	27,303	30,000	10,000	10,000
01-18-4625 Metro District Payments	21,265	27,292	45,000	73,670	75,000
01-18-4628 Cash Over/(Short)	-	-	-	-	-
01-18-4648 Delinquent Interest Earned	1,990	2,739	-	1,500	2,000
Total	8,133,310	8,825,600	9,298,992	9,299,901	9,159,846

Expenditures by Department

Board of Trustees	224,524	104,294	162,645	145,107	183,798
Administration	1,457,195	1,141,382	1,173,153	1,016,100	1,214,889
Police	1,385,043	1,567,508	2,223,173	1,889,371	2,781,149
Community Development	816,961	985,642	1,152,628	661,064	875,563
Streets	1,416,922	850,671	921,463	816,004	-
Parks	487,379	408,679	523,162	475,115	691,452
Storm Drainage	2,475	-	-	-	-
Public Works Administration	5,147	388,885	544,865	511,383	630,754
Municipal Court	-	99,621	129,034	99,744	131,332
Community Engagement	2,365	267,698	469,116	525,374	595,523
Non-departmental (excluding Transfers Out)	-	434,145	1,624,752	25,263	299,932
Total	5,798,011	6,248,526	8,923,991	6,164,526	7,404,394

Other Sources/(Uses)

01-16-4616 Transfer From CTF	-	-	-	-	-
01-90-5804 Transfer to Street Improvement Fund	-	-	(375,000)	(375,000)	(375,000)
01-90-5805 Transfer to Capital Improvement	(3,004,170)	-	-	(2,759,465)	(1,380,451)
01-90-5814 Transfer to Transportation Fund	-	(1,535,445)	-	-	-
Total Other Sources/(Uses)	(3,004,170)	(1,535,445)	(375,000)	(3,134,465)	(1,755,451)

Fund Balances

Restricted for Emergencies	281,000	201,649	201,649	194,476	194,476
Unrestricted and Undesignated	5,158,988	6,279,968	6,519,980	6,288,051	6,288,052
Ending Fund Balance	5,439,988	6,481,617	6,721,629	6,482,527	6,482,528

Summary of Significant Changes

In 2021, property tax revenues reflected a 20.3% decrease due to fluctuations in assessed valuations in the oil and gas industry. The TIF Revenue Sharing expense reflected an associated decrease due to property tax fluctuations in the Mead Urban Renewal Authority. Property taxes began to rebound in 2022. Beginning in 2021, amounts billed to Developers for their development review expenses are treated as receivables rather than revenues. Beginning in 2021, the Public Works Administration, Municipal Court, and Community Engagement budgets contain expenses that had previously been combined in other departments' budgets. The following pages contain detailed expenditure budgets for each of the General Fund departments.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Administration

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Expenditures</u>					
01-40-5000 Town Manager	82,570	-	-	-	-
01-40-5001 Salaries & Wages	10,989	383,679	397,748	359,091	361,164
01-40-5002 Public Information Officer	13,800	-	-	-	-
01-40-5005 Town Clerk/Treasurer	24,927	-	-	-	-
01-40-5006 Human Resources	20,618	-	-	-	-
01-40-5008 Office Manager	51,330	-	-	-	-
01-40-5010 Utility Billing/Admin Assistan	30,786	-	-	-	-
01-40-5015 Public Works	80,891	-	-	-	-
01-40-5017 Facilities Maintenance	150	-	-	-	-
01-40-5050 Cleaning	11,832	12,009	15,000	8,000	12,000
01-40-5055 Overtime	1,054	-	1,000	50	-
01-40-5060 Payroll Taxes	23,207	28,071	31,721	27,474	27,629
01-40-5065 Workers Comp	3,924	6,592	5,000	2,046	2,251
01-40-5066 Health Insurance	54,779	73,637	68,272	48,534	50,718
01-40-5067 Deferred Comp & Retirement	15,202	18,314	23,000	25,820	28,402
01-40-5068 Medical Savings	2,624	2,580	3,480	3,441	3,786
01-40-5075 Employment/Recruitment Expenses	-	9,204	500	8,174	10,232
01-40-5200 Office Supplies	9,129	6,209	12,000	5,000	7,000
01-40-5201 Computer/Technology	51,288	49,158	40,000	40,000	40,000
01-40-5202 Printing Expense	9,243	5,957	10,000	250	2,500
01-40-5203 Uniforms	-	1,000	1,200	1,000	1,200
01-40-5205 Postage	7,372	6,153	8,000	5,000	8,000
01-40-5210 Operating Supplies	8,284	5,430	7,500	6,000	7,500
01-40-5212 Furnishings	-	8,947	5,000	3,000	10,000
01-40-5215 Repairs & Maint	35,038	2,069	60,000	30,000	20,000
01-40-5220 Town Decorations	9,783	3,454	-	250	-
01-40-5253 Gas & Oil	31	315	1,000	500	1,000
01-40-5300 Telephone	9,135	6,159	7,002	7,002	7,352
01-40-5305 Utilities	11,445	9,803	12,978	10,000	10,500
01-40-5310 Trash Removal	18,847	1,678	3,134	1,200	1,260
01-40-5315 Copier Expenses	8,070	6,519	9,000	6,500	9,000
01-40-5320 Property & Liability Insurance	64,946	57,790	7,455	7,455	9,390
01-40-5325 Internet/website Expense	13,073	7,901	10,000	10,000	10,000
01-40-5330 Training	1,469	3,657	22,000	14,000	20,000
01-40-5331 Dues and Subscriptions	8,548	9,871	7,500	17,000	30,000
01-40-5332 Tuition Reimbursement	-	5,326	6,000	3,000	3,000
01-40-5348 Pest Control	22,622	-	-	-	-
01-40-5351 Red Deer Lake Maintenance	-	-	2,000	-	-
01-40-5353 Water Assessments	1,195	1,114	1,400	1,400	1,400
01-40-5399 Other Professional Services	-	-	-	-	13,772
01-40-5400 Legal Fees	179,614	184,277	184,680	163,633	216,315
01-40-5401 Consulting Fees	174,964	135,726	130,952	133,575	160,262
01-40-5405 Engineering Fees	28,856	-	-	-	-

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Administration

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
01-40-5415 Audit Fees	8,724	12,837	13,191	13,191	15,954
01-40-5416 Passport Expenses	243	361	1,000	200	400
01-40-5425 County Treasurer's Fee	14,588	11,564	12,438	12,438	15,902
01-40-5426 Property/Sales Tax Rebate	775	519	1,000	875	1,000
01-40-5435 Developer Bb - Attorney	112,342	-	-	-	-
01-40-5440 Developer Bb - Engineer	159,487	-	-	-	-
01-40-5445 Developer Bb - Planner	9,339	-	-	-	-
01-40-5450 Developer Bb - Misc	17,574	-	-	-	-
01-40-5500 Capital Outlay	-	24,667	-	-	-
01-40-5560 Capital Outlay--Sftwr Upgrades	12,972	-	-	-	25,000
01-40-5700 Misc. Expense	10,607	15,103	10,000	10,000	10,000
01-40-5701 Bank Fees	7,884	16,397	11,000	24,000	26,000
01-40-5705 Mileage Reimbursement	1,029	7,333	5,000	7,000	10,000
01-40-5720 Contingency	-	-	25,000	-	25,000
	<u>1,457,195</u>	<u>1,141,382</u>	<u>1,173,153</u>	<u>1,016,100</u>	<u>1,214,889</u>

Summary of Significant Changes

Beginning in 2021, Public Works Administration, Recreation, and Community Development expenditures formerly reported in Administration are reflected in those departments instead. Beginning in 2021, amounts billed to Developers for their development review expenses are treated as receivables rather than expenses of the Town. Beginning in 2022, the Town's insurance expenses are spread among the various departments. The 2022 Repair & Maintenance budget includes general maintenance plus crash doors and roof maintenance costs for Town Hall. The 2023 Capital Outlay budget includes LaserFiche software.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Board of Trustees

	Actual	Actual	Budget	Estimated	Proposed
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
<u>Expenditures</u>					
01-41-5001 Salaries & Wages	2,013	21,549	18,750	17,595	18,975
01-41-5005 Town Clerk	34,131	-	-	-	-
01-41-5030 Mayor and Board Salaries	27,209	25,893	26,592	29,268	48,000
01-41-5035 Court Clerk / Police Admin	53,003	-	-	-	-
01-41-5040 Judge	12,000	-	-	-	-
01-41-5055 Overtime	63	-	-	-	-
01-41-5060 Payroll Taxes	8,652	3,614	3,469	3,585	5,124
01-41-5065 Workers Comp	146	381	150	36	39
01-41-5066 Health Insurance	17,858	2,694	2,527	2,204	2,248
01-41-5067 Deferred Comp	4,250	1,080	1,073	862	880
01-41-5068 Medical Savings	212	100	102	75	76
01-41-5075 Employment/Recruitment Expenses	-	-	500	-	500
01-41-5201 Computer / Technology	5,082	12,534	10,000	10,000	10,000
01-41-5210 Operating Supplies	-	151	2,000	500	2,000
01-41-5212 Furnishings	-	-	11,500	10,000	5,000
01-41-5230 Elections	14,021	5,010	15,000	10,000	15,000
01-41-5235 Court Costs	839	-	-	-	-
01-41-5320 Property & Liability Insurance	-	-	2,982	2,982	3,756
01-41-5330 Training	1,953	4,782	15,000	12,000	15,000
01-41-5331 Dues & Memberships	864	525	1,000	1,000	1,200
01-41-5340 Published Notices	1,391	3,301	2,500	1,000	2,500
01-41-5341 Ordinance Codification	5,894	4,874	6,500	6,500	7,500
01-41-5347 Community Grants	12,100	9,165	24,000	24,000	24,000
01-41-5399 Other Professional Services	-	-	-	-	5,000
01-41-5430 Recording Fees	3,015	802	4,000	1,000	2,000
01-41-5455 Prosecuting Attorney	14,581	-	-	-	-
01-41-5841 Board Outreach Activities	-	-	10,000	10,000	10,000
01-41-5700 Misc. Expense	5,246	7,837	5,000	2,500	5,000
Total Expenditures	224,524	104,294	162,645	145,107	183,798

Summary of Significant Changes

Prior to 2021, the Board of Trustees budget was combined with Municipal Court in a Legislative/Judicial Department. The 2022 Budget includes \$11,500 in Furnishings for new Board Room Chairs, \$10,000 for Board Outreach Activities, and additional funding in Community Grants for façade improvements. The 2022 Estimated Actual and 2023 Proposed budgets reflect approved increases in pay rates for newly elected Mayor and Trustees.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Police Department

		Actual	Actual	Budget	Estimated	
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>Proposed</u>
<u>Expenditures</u>						
01-42-5000	Town Manager	16,447	-	-	-	-
01-42-5001	Salaries & Wages (Sworn Police)	28,141		1,271,294	952,569	1,516,184
01-42-5001	Salaries & Wages (Regular)	-	932,565	127,140	187,451	218,048
01-42-5002	Public Information Officer	13,543	-	-	-	-
01-42-5005	Town Clerk	8,439	-	-	-	-
01-42-5006	HR / Accounting Clerk	5,101	-	-	-	-
01-42-5020	Code Enforcement	29,284	-	-	-	-
01-42-5021	Economic Development	920	-	-	-	-
01-42-5022	Police	644,771	-	-	184	-
01-42-5035	Court Clerk / Admin Assist.	31,490	-	-	-	-
01-42-5045	School Crossing Guards	12,508	-	-	-	-
01-42-5055	Overtime	28,150	40,245	25,000	50,000	25,000
01-42-5060	Payroll Taxes	20,724	24,225	29,536	29,770	40,217
01-42-5065	Workers Comp	15,907	25,553	20,000	28,167	30,984
01-42-5066	Health Insurance	126,120	144,653	198,509	154,257	214,932
01-42-5067	Deferred Comp	5,077	4,817	5,000	5,196	5,715
01-42-5068	Medical Savings	883	1,291	4,000	2,086	2,295
01-42-5069	FPPA	51,603	66,321	106,339	85,731	140,271
01-42-5071	D&D	18,055	23,509	36,496	30,482	48,518
01-42-5075	Employment/Recruitment Expenses	-	-	7,500	6,000	5,000
01-42-5200	Office Supplies	2,361	4,779	4,000	1,000	4,000
01-42-5203	Uniforms (Civilian)	-	-	400	400	800
01-42-5050	Cleaning	-	1,206	6,000	5,000	8,000
01-42-5201	Computer / Technology	23,761	12,340	26,125	27,485	42,250
01-42-5210	Operating Supplies	15,700	19,712	17,000	8,328	9,000
01-42-5215	Repair & Maintenance	539	14,577	17,500	13,700	4,000
01-42-5216	Fleet R&M	30,473	24,929	20,000	11,681	14,602
01-42-5253	Gas & Oil	12,781	27,635	25,000	35,000	40,000
01-42-5254	Uniforms & Tools	17,576	15,795	17,800	20,000	22,800
01-42-5255	Equipment	14,300	39,556	66,710	40,000	42,550
01-42-5300	Telephones	28,632	12,741	15,480	15,000	16,000
01-42-5305	Utilities	3,340	5,909	10,000	10,000	18,000
01-42-5310	Trash	-	143	3,000	300	600
01-42-5315	Copier Expense	-	1,862	1,750	2,200	3,500
01-42-5320	Property & Liability Insurance	-	22,694	45,992	45,992	57,040
01-42-5325	Internet/website Expense		780	-	1,650	2,000
01-42-5330	Training	11,967	16,265	18,300	18,300	39,858
01-42-5331	Dues & Memberships	16,155	9,607	10,460	9,100	13,600
01-42-5332	Tuition Reimbursement	-	-	6,000	6,000	9,000
01-42-5343	Contractual Services	-	19,634	30,841	48,441	108,000
01-42-5345	Law Enforcement Contract	995	-	-	-	-
01-42-5346	Animal Impound Fee	670	5,800	4,000	4,500	5,000
01-42-5347	Community Contract Services	-	4,500	12,000	-	-
01-42-5348	Pest Control	-	1,957	10,000	-	2,000

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Police Department

	Actual	Actual	Budget	Estimated	Proposed
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
01-42-5349 Wellness Program		39	-	1,200	3,500
01-42-5350 Lab Fees	217	92	2,000	200	500
01-42-5399 Other Professional Services	-	-	-	-	2,386
01-42-5400 Legal Fees	-	-	15,000	-	15,000
01-42-5500 Capital Outlay	137,061	25,801	-	27,000	45,000
01-42-5700 Misc. Expense	11,353	15,977	7,000	5,000	5,000
Total Expenditures	<u>1,385,043</u>	<u>1,567,508</u>	<u>2,223,173</u>	<u>1,889,371</u>	<u>2,781,149</u>

Summary of Significant Changes

During 2020, the Town's contract with the Weld County Sheriff's Office for patrol coverage ended, and the Town has gradually increased the size of its police force from 10 to 14.5 (1 Chief, 1 Commander, 2 Sergeants, and 10.5 Officers) in 2022 and 2023. Increases in all personnel related line items (including Gas and Oil for patrol vehicles) are selected due to the increased staff. Beginning in 2022, legal fees for police-related matters were separated from the Administration department, and the Town's insurance expenses were spread among the various departments. The 2023 Proposed Budget includes the addition of an Administrative Assistant position, 2 additional Police Officer positions funded by a COPS grant, and radios, packsets, and license plate reader cameras in Capital Outlay.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Community Development

		Actual	Actual	Budget	Estimated	
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
<u>Expenditures</u>						
01-43-5000	Town Manager	16,447	-	-	-	-
01-43-5001	Salaries & Wages	5,999	214,691	265,160	136,089	291,147
01-43-5002	Public Information Officer	13,543	-	-	-	-
01-43-5005	Town Clerk	8,439	-	-	-	-
01-43-5006	HR / Accounting Clerk	2,550	-	-	-	-
01-43-5007	Town Treasurer	-	-	-	-	-
01-43-5010	Permit Tech / Admin Clerk	36,995	-	-	-	-
01-43-5011	Planning	133,727	-	-	-	-
01-43-5015	Public Works	11,746	-	-	-	-
01-43-5055	Overtime	136	-	1,000	-	-
01-43-5060	Payroll Taxes	17,435	16,412	20,361	10,411	22,273
01-43-5065	Workers Comp	649	2,655	700	234	257
01-43-5066	Health Insurance	41,358	33,600	82,844	37,311	77,981
01-43-5067	Deferred Comp	11,374	9,990	21,559	13,347	29,364
01-43-5068	Medical Savings	653	319	464	975	1,033
01-43-5075	Employment/Recruitment Expenses	-	-	500	500	500
01-43-5200	Office Supplies	650	259	750	200	500
01-43-5201	Computer / Technology	2,885	10,817	10,000	10,000	8,000
01-43-5202	Printing Expense	-	161	-	-	500
01-43-5203	Uniforms	-	-	800	600	1,000
01-43-5212	Furnishings	-	1,000	5,000	-	1,600
01-43-5300	Telephone	572	747	1,200	1,300	1,900
01-43-5320	Property & Liability Insurance	-	-	11,928	11,928	15,024
01-43-5330	Training	1,152	2,485	10,000	1,200	8,000
01-43-5331	Dues & Memberships	1,143	969	2,000	1,000	2,500
01-43-5353	Water Assessments	-	81	-	100	100
01-43-5401	Consulting Fees	-	-	-	-	125,000
01-43-5410	Consultants	18,185	40,776	25,000	25,000	25,000
01-43-5411	Annexations & Rezoning Expense	-	13,078	30,000	-	15,000
01-43-5460	Building Inspections	490,928	633,768	641,862	409,369	246,884
01-43-5500	Capital Outlay	(356)	-	-	-	-
01-43-5421	Economic Development Outreach	-	-	20,000	-	-
01-43-5700	Misc.	750	3,833	1,500	1,500	2,000
		<u>816,961</u>	<u>985,642</u>	<u>1,152,628</u>	<u>661,064</u>	<u>875,563</u>

Summary of Significant Changes

Prior to 2021, certain Community Development expenses were included in Administration. Beginning in 2021, costs incurred for developers' expenses are shown as Accounts Receivable rather than expenses. A Planning Technician position was added in late 2021. Beginning in 2022, the Town's insurance expenses were spread among the various departments. In 2023, 228 single family residences and 10 commercial development projects are forecast, and consulting fees are included to begin updating the Land Use Code.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Streets

		Actual	Actual	Budget	Estimated	
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
<u>Expenditures</u>						
01-44-5001	Salaries & Wages	5,253	190,037	233,605	229,310	-
01-44-5015	Public Works	231,143	-	-	-	-
01-44-5050	Cleaning	-	-	-	-	-
01-44-5055	Overtime	13,211	3,418	9,000	2,384	-
01-44-5060	Payroll Taxes	18,711	14,339	18,559	17,725	-
01-44-5065	Workers Compensation	6,822	7,184	7,750	7,344	-
01-44-5066	Health Insurance	45,006	32,801	33,339	39,618	-
01-44-5067	Deferred Comp	10,589	8,642	4,533	5,308	-
01-44-5068	Medical Savings	850	175	500	-	-
01-44-5075	Employment/Recruitment Expenses	-	-	2,000	1,500	-
01-44-5201	Computer / Technology	16,477	15,955	20,000	15,000	-
01-44-5203	Uniforms	-	65	2,250	2,000	-
01-44-5210	Operating Supplies	3,730	5,402	4,000	4,000	-
01-44-5212	Furnishings	-	-	5,000	5,000	-
01-44-5215	Repairs & Maintenance--Streets	27,552	2,299	-	-	-
01-44-5216	Repair & Maint.--Fleet	54,916	46,142	40,000	40,000	-
01-44-5250	Asphalt/Street Patching	38,849	6,541	-	-	-
01-44-5251	Repair & Maint.--Shop	584	313	-	-	-
01-44-5252	Street Signs & Markers	15,000	212,351	-	-	-
01-44-5253	Gas & Oil	13,739	16,301	20,000	20,000	-
01-44-5254	Tools	3,079	7,083	20,000	20,000	-
01-44-5255	Safety Equipment	1,493	1,976	3,500	2,500	-
01-44-5300	Telephone	5,986	2,482	2,500	2,500	-
01-44-5305	Utilities	45,890	42,156	35,000	35,000	-
01-44-5310	Trash Removal	-	664	-	720	-
01-44-5320	Property & Liability Insurance	-	-	37,276	37,276	-
01-44-5330	Training	77	-	5,000	2,500	-
01-44-5331	Dues & Memberships	1,603	187	2,000	1,500	-
01-44-5360	Street Sweeping	24,623	34,313	-	-	-
01-44-5361	Dust Control	28,606	24,672	-	-	-
01-44-5362	Gravel	36,925	-	-	-	-
01-44-5363	Weed Control	1,869	81	3,000	3,000	-
01-44-5364	Snow Removal	35,997	30,190	100,000	100,000	-
01-44-5365	Repair & Maintenance--Sealcoating	402,822	30	-	-	-
01-44-5366	Repair & Maint.--Drainage System	-	-	-	-	-
01-44-5367	Street Striping	45,372	43,487	-	-	-
01-44-5369	Equipment Rental	25,952	24,704	48,650	27,620	-
01-44-5405	Engineering Fees	49,243	11,204	-	-	-
01-44-5500	Capital Outlay	100,429	-	-	-	-
01-44-5502	Capital Outlay--Equipment	-	6,388	250,000	192,200	-
01-44-5600	Lease Purch Pymts--2017 DumpTr	52,819	52,819	-	-	-
01-44-5602	Lease Purch Prin - 2021 DumpTr	43,243	-	-	-	-
01-44-5604	2012 Grader	-	-	-	-	-
01-44-5700	Misc. Expense	8,463	6,271	4,000	2,000	-

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Streets

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
01-44-5720 Contingency	-	-	10,000	-	-
Total Expenditures	1,416,922	850,671	921,463	816,004	-

Summary of Significant Changes

Beginning in 2021, routine storm drainage maintenance was combined with Streets. Beginning in 2022, major street improvement expenses are budgeted in the Street Improvement Fund. In 2022, funds are included for some contracted snow removal, and capital purchases of a tractor, brush hog, hotshy, skid loader with trailer, water tank, and vehicle-mounted sign boards with trailers. The Town's insurance expenses are spread among the various departments. Beginning in 2023, all street maintenance and improvement expenses are budgeted in the Street Improvement Fund.

Town of MEAD, Colorado
2023 Proposed Budget
General Fund: Parks

		Actual	Actual	Budget	Estimated	Proposed
		2020	2021	2022	2022	2023
<u>Expenditures</u>						
01-45-5001	Salaries & Wages	5,308	175,240	222,258	212,091	258,619
01-45-5002	Public Information Officer	28,114	-	-	-	-
01-45-5015	Public Works	183,921	-	-	-	-
01-45-5021	Recreation Employees	41,877	-	-	-	-
01-45-5025	Senior Coordinators	4,370	-	-	-	-
01-45-5055	Overtime	1,151	3,801	2,678	1,735	1,735
01-45-5060	Payroll Taxes	19,751	13,830	17,208	16,358	19,917
01-45-5065	Workers Comp	6,177	7,121	5,000	6,922	7,614
01-45-5066	Health Insurance	52,204	29,961	28,992	36,863	38,522
01-45-5067	Deferred Comp	10,300	7,194	7,709	8,591	9,106
01-45-5068	Medical Savings	1,515	379	468	857	908
01-45-5075	Employment/Recruitment Expenses	-	-	500	-	-
01-45-5201	Computer/Technology	1,191	-	-	-	-
01-45-5210	Operating Supplies	10,181	5,377	6,000	6,000	6,000
01-45-5212	Furnishings	-	-	5,000	2,500	2,500
01-45-5215	Repairs & Maintenance	9,540	16,067	63,000	25,000	38,000
01-45-5216	Fleet R&M	2,516	4,470	8,000	4,000	5,000
01-45-5253	Gas & Oil	4,997	5,352	5,000	5,000	5,000
01-45-5254	Uniforms	-	-	1,350	1,350	1,500
01-45-5260	Recreation Program	15,541	-	-	-	-
01-45-5262	Town Events	2,926	-	-	-	-
01-45-5265	Senior Events	2,849	-	-	-	-
01-45-5266	Park Signs	-	55	-	-	-
01-45-5300	Telephone	59	549	588	588	1,500
01-45-5305	Utilities	49,675	53,135	36,750	36,750	40,000
01-45-5310	Trash Removal	-	1,008	1,000	2,000	2,500
01-45-5320	Property & Liability Insurance	-	-	14,911	14,911	18,780
01-45-5330	Training	-	896	750	2,500	2,500
01-45-5331	Dues / Memberships	1,288	95	-	-	-
01-45-5348	Pest Control	6,293	34,074	33,000	33,000	33,000
01-45-5349	Wellness Program	3,684	691	-	100	250
01-45-5363	Weed Control	1,634	2,555	5,000	5,000	5,000
01-45-5369	Equipment Rental	2,095	1,149	1,000	1,000	1,000
01-45-5370	Landscaping	1,129	14,335	32,000	32,000	18,000
01-45-5371	Tree Maintenance	2,621	27,047	20,000	15,000	25,000
01-45-5372	Irrigation System	2,040	2,059	5,000	5,000	30,000
01-45-5381	Grant - United Way	555	-	-	-	-
01-45-5405	Park Engineering	-	-	-	-	-
01-45-5500	Capital Outlay	10,493	-	-	-	117,000
01-45-5700	Misc. Expense	1,383	2,240	-	-	2,500
Total Expenditures		487,379	408,679	523,162	475,115	691,452

Summary of Significant Changes

Prior to 2021, certain Community Engagement expenses were budgeted in Parks. Beginning in 2022, the Town's insurance expenses were spread among the various departments. In 2023, a compressor is budgeted in Capital Outlay.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Drainage

	Actual	Actual	Budget	Estimated	Proposed
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
<u>Expenditures</u>					
01-46-5210 Operating Supplies	37	-	-	-	-
01-46-5215 Repairs & Maintenance	2,438	-	-	-	-
01-46-5400 Legal Fees	-	-	-	-	-
01-46-5405 Engineering	-	-	-	-	-
Total Expenditures	2,475	-	-	-	-

Summary of Significant Changes

Beginning in 2021, storm drainage projects are shown in the Storm Drainage Fund and routine storm drainage maintenance is combined with Streets.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Public Works Administration

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Expenditures</u>					
01-47-5001 Salaries & Wages	5,095	229,837	358,026	385,008	444,869
01-47-5050 Cleaning	-	-	6,000	-	7,000
01-47-5055 Overtime	-	22,378	4,000	5,771	-
01-47-5060 Payroll Taxes	-	18,815	27,695	441	536
01-47-5065 Workers Comp	-	3,912	2,122	8,286	9,114
01-47-5066 Health Insurance	-	26,685	23,227	39,985	41,785
01-47-5067 Deferred Comp	-	8,942	3,306	15,272	16,188
01-47-5068 Medical Savings	-	567	234	1,232	1,306
01-47-5075 Employment/Recruitment Expenses	-	-	1,000	200	200
01-47-5200 Office Supplies	-	-	-	-	1,000
01-47-5201 Computer / Technology	-	-	4,000	4,000	8,000
01-47-5203 Uniforms	-	-	1,000	2,250	1,000
01-47-5210 Operating Supplies	-	2,274	3,000	1,500	3,000
01-47-5212 Furnishings	-	359	3,000	3,000	3,000
01-47-5215 Repair & Maintenance--Facilities	-	24,399	20,000	-	10,000
01-47-5216 Repair & Maintenance--Fleet	-	-	5,000	1,000	3,000
01-47-5253 Gas & Oil	-	3,090	3,000	4,000	5,000
01-47-5300 Telephone	52	1,942	2,400	1,800	2,880
01-47-5305 Utilities	-	-	1,500	-	15,000
01-47-5310 Trash	-	-	1,500	1,500	1,500
01-47-5315 Copier Exp	-	-	900	1,500	5,000
01-47-5320 Property & Liability Insurance	-	-	7,455	7,455	9,390
01-47-5330 Training	-	100	5,000	2,500	5,000
01-47-5331 Dues & Subscriptions	-	1,268	1,500	540	600
01-47-5399 Other Professional Services	-	-	-	-	1,386
01-47-5405 Engineering Fees	-	38,290	55,000	23,143	30,000
01-47-5500 Capital Outlay	-	-	-	-	-
01-47-5700 Misc. Expense	-	6,028	5,000	1,000	5,000
Total Expenditures	5,147	388,885	544,865	511,383	630,754

Summary of Significant Changes

Prior to 2021, Public Works Administration was part of Administration. A Deputy Town Engineer position was added midway through 2021. An additional Construction Inspector position was added late in 2021. Beginning in 2022, the Town's insurance expenses were spread among the various departments. Beginning in late 2022, department personnel will be located in the new Public Works building. Office expenses formerly shared with other Town Hall departments are now included in this budget.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Municipal Court

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Expenditures</u>					
01-48-5001 Salaries & Wages	-	47,630	47,350	45,153	48,673
01-48-5040 Judge	-	12,300	18,400	13,500	20,000
01-48-5055 Overtime	-	-	600	-	-
01-48-5060 Payroll Taxes	-	3,436	5,076	3,454	3,724
01-48-5065 Workers Comp	-	754	1,153	44	48
01-48-5066 Health Insurance	-	9,889	10,020	7,257	7,583
01-48-5067 Deferred Comp	-	2,377	2,429	2,258	2,483
01-48-5068 Medical Savings	-	100	104	76	84
01-48-5075 Employment/Recruitment Expenses	-	-	500	-	500
01-48-5201 Computer/Technology	-	3,784	3,000	1,200	3,000
01-48-5203 Uniforms	-	-	200	-	200
01-48-5235 Court Costs	-	-	-	-	1,500
01-48-5300 Telephone	-	609	720	720	800
01-48-5320 Property & Liability Insurance	-	-	2,982	2,982	3,756
01-48-5330 Training	-	22	500	500	1,000
01-48-5331 Dues & Memberships	-	-	500	100	100
01-48-5399 Other Professional Services	-	-	-	-	1,881
01-48-5455 Prosecuting Attorney	-	18,298	25,000	20,000	25,000
01-48-5456 Public Defender	-	-	10,000	2,000	10,000
01-48-5700 Misc. Expense	-	421	500	500	1,000
Total Expenditures	-	99,621	129,034	99,744	131,332

Summary of Significant Changes

Prior to 2021, Municipal Court was combined with Board of Trustees in Legislative/Judicial Department. Beginning in 2021, municipal courts are required to provide public defenders if needed by defendants, and the Town's insurance expenses were spread among the various departments.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Community Engagement

		Actual	Actual	Budget	Estimated	Proposed
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
<u>Expenditures</u>						
01-49-5001	Salaries & Wages	2,352	93,494	144,220	149,279	217,304
01-49-5055	Overtime	-	1,373	5,000	5,000	5,000
01-49-5060	Payroll Taxes	-	7,006	11,415	11,802	17,006
01-49-5065	Workers Comp	-	2,792	3,379	1,367	1,504
01-49-5066	Health Insurance	-	16,447	16,987	20,667	21,597
01-49-5067	Deferred Comp	-	1,391	1,325	4,291	4,720
01-49-5068	Medical Savings	-	200	208	398	437
01-49-5075	Employment/Recruitment Expenses	-	-	1,500	800	1,500
01-49-5201	Computer/Technology	-	914	2,500	2,500	3,000
01-49-5202	Printing Expense	-	-	10,000	10,000	10,000
01-49-5220	Town Decorations	-	-	10,000	10,000	10,000
01-49-5236	Community Outreach	-	4,384	8,500	8,500	10,000
01-49-5203	Uniforms	-	-	1,000	1,000	1,500
01-49-5260	Recreation Program	-	28,677	52,320	52,320	50,000
01-49-5261	Community Day	-	38,158	41,600	41,600	48,000
01-49-5262	Town Events	-	55,730	59,500	79,500	69,000
01-49-5265	Senior Events	-	6,529	13,550	10,000	10,000
01-49-5300	Telephone	13	358	960	960	1,080
01-49-5320	Property & Liability Insurance	-	-	12,151	12,151	15,374
01-49-5330	Training	-	189	2,500	2,500	4,000
01-49-5205	Postage	-	-	2,500	2,500	2,500
01-49-5331	Dues / Memberships	-	4,019	5,000	7,000	7,000
01-49-5349	Wellness Program	-	5,319	15,000	15,000	19,000
01-49-5381	Grant - United Way	-	-	-	-	-
01-49-5382	Scholarships	-	-	1,500	-	-
01-49-5399	Other Professional Services	-	-	-	-	2,000
01-49-5401	Consultants	-	-	25,000	20,000	25,000
01-49-5500	Capital Outlay--Wayfinding	-	-	-	54,738	25,000
01-40-5560	Capital Outlay--Sftwr Upgrades	-	-	-	-	12,000
01-49-5700	Misc. Expense	-	719	21,500	1,500	2,000
Total		2,365	267,698	469,115	525,374	595,523

Summary of Significant Changes

Prior to 2021, Community Engagement expenses were budgeted in Administration and Parks. Prior to 2022, the Communications Consultant was charged to Administration. Beginning in 2022, the Town's insurance expenses were spread among the various departments. The 2022 Budget's Miscellaneous Expenses included \$10,000 for The Wall That Heals and \$10,000 for additional expenses. The 2023 Proposed Budget includes the addition of a full-time Event & Media Specialist, and Consultant costs for community relations and information programs.

Town of MEAD, Colorado 2023 Proposed Budget

General Fund: Non-Departmental

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Expenditures</u>					
01-90-5016 Salary Adjustments	-	-	30,000	-	-
01-90-5500 Capital Outlay	-	420,204	-	-	50,000
01-90-8151 Special Projects	-	-	75,000	-	100,000
01-90-8155 ARPA Broadband	-	13,941	1,164,136	25,263	149,932
01-90-8910 Contingency	-	-	355,616	-	-
01-90-5804 Transfer to Street Improvement Fund	-	-	375,000	375,000	375,000
01-90-5805 Transfer to Capital Improvement	3,004,170	-	-	2,759,465	1,380,451
01-90-5814 Transfer to Transportation Fund	-	1,535,445	-	-	-
01-90-5807 Transfer to Art in Public Places	-	-	-	-	-
Total Expenditures	<u>3,004,170</u>	<u>1,969,590</u>	<u>1,999,752</u>	<u>3,159,728</u>	<u>2,055,383</u>

Summary of Significant Changes

In most years, General Fund appropriations in excess of expenditures are transferred to the Capital Improvement Fund at year-end. In 2021, General Fund appropriations in excess of expenditures were transferred to the Transportation Fund for 3rd & Welker intersection improvements. From 2021-2023, American Rescue Plan (ARPA) funds totaling \$189,136 are budgeted for broadband project expenditures. (Remaining ARPA funds of \$1,000,000 are shown in the Municipal Facilities Fund.)

Town of MEAD, Colorado

2023 Proposed Budget

Street Improvement Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Beginning Fund Balance</u>	-	-	-	-	1,995,015
<u>Revenues</u>					
04-10-4010 Sales Tax	-	-	1,670,723	1,927,235	2,004,325
04-10-4005 Highway Users Tax	-	-	-	235,304	235,190
04-10-4025 M.V. Registration	-	-	-	24,721	27,193
04-10-4030 Building Use Tax	-	-	557,715	507,720	205,778
Total Revenues	-	-	2,228,438	2,694,980	2,472,486
<u>Total Revenues and Other Sources</u>	-	-	2,228,438	2,694,980	2,472,486
<u>Expenditures</u>					
04-44-5001 Salaries & Wages	-	-	-	-	238,136
04-44-5055 Overtime	-	-	-	-	9,000
04-44-5060 Payroll Taxes	-	-	-	-	18,906
04-44-5065 Workers Compensation	-	-	-	-	8,078
04-44-5066 Health Insurance	-	-	-	-	40,410
04-44-5067 Deferred Comp	-	-	-	-	5,627
04-44-5068 Medical Savings	-	-	-	-	-
04-44-5075 Employment/Recruitment Expenses	-	-	-	-	1,500
04-44-5201 Computer / Technology	-	-	-	-	25,000
04-44-5203 Uniforms	-	-	-	-	2,000
04-44-5210 Operating Supplies	-	-	-	-	2,500
04-44-5212 Furnishings	-	-	-	-	5,000
04-44-5215 Repairs & Maintenance--Streets	-	-	100,000	100,000	240,000
04-44-5216 Repair & Maint.--Fleet	-	-	-	-	40,000
04-44-5250 Asphalt/Street Patching	-	-	50,000	50,000	1,800,000
04-44-5252 Street Signs & Markers	-	-	40,000	15,000	25,000
04-44-5253 Gas & Oil	-	-	-	-	20,000
04-44-5254 Tools	-	-	-	-	10,000
04-44-5255 Safety Equipment	-	-	-	-	3,500
04-44-5300 Telephone	-	-	-	-	3,500
04-44-5305 Utilities	-	-	-	-	35,000
04-44-5310 Trash Removal	-	-	-	-	-
04-44-5320 Property & Liability Insurance	-	-	-	-	46,951
04-44-5330 Training	-	-	-	-	1,500
04-44-5331 Dues & Memberships	-	-	-	-	1,500
04-44-5360 Street Sweeping	-	-	-	7,560	15,000
04-44-5361 Dust Control	-	-	40,000	33,000	40,000
04-44-5362 Gravel	-	-	35,000	-	38,000
04-44-5363 Weed Control	-	-	-	-	3,000
04-44-5364 Snow Removal	-	-	-	-	100,000
04-44-5365 Repair & Maintenance--Sealcoating	-	-	750,000	760,405	500,000
04-44-5366 Repair & Maint.--Drainage System	-	-	10,000	10,000	500,000
04-44-5367 Street Striping	-	-	75,000	75,000	75,000

Town of MEAD, Colorado 2023 Proposed Budget

Street Improvement Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
04-44-5369 Equipment Rental	-	-	-	-	27,620
04-44-5369 Repairs and Maintenance--Bridges	-	-	100,000	-	100,000
04-44-5405 Engineering Fees	-	-	100,000	24,000	200,000
04-44-5500 Capital Outlay					205,000
04-44-5604 2012 Grader					2,500
04-44-5700 Misc. Expense					-
04-44-5720 Contingency	-	-	803,438	-	-
04-44-8151 Special Projects	-	-	500,000		-
<u>Total Expenditures and Other Uses</u>	-	-	2,603,438	1,074,965	4,151,092
<u>Transfers In/(Out)</u>					
04-16-4601 Transfer from GF	-	-	375,000	375,000	375,000
Total Transfers In/(Out)	-	-	375,000	375,000	375,000
<u>Ending Fund Balance</u>	-	-	-	1,995,015	691,409

Summary of Significant Changes

Beginning in 2022, major street improvement expenses are budgeted in the Street Improvement Fund. All proceeds from the 1% Street Sales Tax approved by voters on November 2, 2021 are tracked in this fund. Beginning in 2022, all street maintenance and repair expenses, and revenues dedicated to streets are are budgeted in the Street Improvement Fund. The 2023 Proposed Budget also includes Drainage System repair and maintenance costs for culvert and ditch cleaning, Engineering Fees for pavement management data collection and storm drainage or roadway designs, and Capital Outlay costs for a water tank, generator, and compressor.

Town of MEAD, Colorado 2023 Proposed Budget

Conservation Trust Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Beginning Fund Balance</u>	17,517	11,019	46,031	64,323	37,046
<u>Revenues</u>					
05-17-4630 Lottery Revenue	48,259	56,804	60,000	61,523	61,523
05-18-4619 Interest & Dividend Income	118	18	20	-	-
Total Revenues	48,377	56,822	60,020	61,523	61,523
<u>Total Revenues and Other Sources</u>	48,377	56,822	60,020	61,523	61,523
<u>Expenditures</u>					
05-45-5370 Landscaping	14,784	3,518	-	-	-
05-45-5506 Capital Outlay--Parks & Equipment	-	-	106,000	88,800	98,500
05-45-5520 Capital Outlay--Parks & Equip	15,222	-	-	-	-
05-45-5530 Capital Outlay--Vehicles & Equipment	24,868	-	-	-	-
Total Expenditures	54,875	3,518	106,000	88,800	98,500
<u>Total Expenditures and Other Uses</u>	54,875	3,518	106,000	88,800	98,500
<u>Transfers In/(Out)</u>					
05-90-5801 Transfer to General Fund	-	-	-	-	-
Total Transfers In/(Out)	-	-	-	-	-
<u>Ending Fund Balance</u>	11,019	64,323	51	37,046	69

Summary of Significant Changes

The 2022 Budget includes capital outlay to purchase a utility vehicle, top dresser, and to replace playground equipment.
The 2023 Budget includes Capital Outlay for the Margil playground.

Town of MEAD, Colorado 2023 Proposed Budget

Police Facilities Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Beginning Fund Balance</u>	-	-	185,544	132,471	168,848
<u>Revenues</u>					
08-11-4165 Impact Fees	-	159,248	196,101	124,684	150,321
08-18-4619 Interest & Dividend Income	-	30	25	2,814	5,400
Total Revenues	-	159,278	196,126	127,498	155,721
<u>Total Revenues and Other Sources</u>	-	159,278	196,126	127,498	155,721
<u>Expenditures</u>					
08-42-5491 Vehicle Lease Expenses	-	18,778	41,120	41,120	86,925
08-42-5500 Capital Outlay	-	8,029	9,725	-	-
08-42-5505 Capital Outlay--Office Equipment	-	-	-	-	-
08-42-5511 Capital Outlay--Bldgs & Impvts	-	-	200,000	50,000	225,000
08-42-5720 Contingency	-	-	-	-	-
Total Expenditures	-	26,807	250,845	91,120	311,925
<u>Total Expenditures and Other Uses</u>	-	26,807	250,845	91,120	311,925
<u>Ending Fund Balance</u>	-	132,471	130,825	168,848	12,644

Summary of Significant Changes

Beginning in 2021, the department began leasing rather than purchasing its vehicles. The 2022 Budget includes funds for modifying the Police office area when Public Works moves to its new facility. The 2023 Budget includes the addition of four leased vehicles.

Town of MEAD, Colorado 2023 Proposed Budget

Municipal Facilities Fund

	Actual 2020	Actual 2021	Budget 2022	Estimated Actual 2022	Proposed 2023
<u>Beginning Fund Balance</u>	1,373,223	1,728,398	5,697,019	5,516,835	2,621,007
<u>Revenues</u>					
09-11-4165 Impact Fees	566,661	1,471,408	1,560,103	1,163,040	1,284,309
09-18-4619 Interest & Dividend Income	8,047	1,877	-	42,350	63,525
09-18-4627 Lease Proceeds	-	203,637	2,269	-	-
Total Revenues	574,708	1,676,922	1,562,372	1,205,390	1,347,834
<u>Other Sources</u>					
09-15-4518 Fed'I Grant--Amer Rescue Plan	-	-	-	1,000,000	-
09-15-4545 Grants	123,382	24,175	350,000	261,498	40,000
09-18-4627 Lease Purchase Proceeds	-	203,637	2,269	-	-
Total Other	123,382	227,812	352,269	1,261,498	40,000
<u>Total</u>	698,090	1,904,734	1,914,641	2,466,888	1,387,834
<u>Expenditure</u>					
09-40-5410 Planning/consultants	10,628	-	100,000	20,000	30,000
09-40-5511 Capital Outlay--Bldgs & Impvts	19,116	-	-	-	-
09-44-5215 Repairs & Maintenance	19,531	-	-	-	-
09-44-5502 Capital Outlay--Equipment	43,019	203,637	-	-	-
09-49-5511 Capital Outlay--Bldgs & Impvts	3,881	-	-	-	-
09-50-5212 Furnishings	-	-	50,000	65,000	-
09-50-5500 Capital Outlay	7,492	52,996	350,000	50,000	400,000
09-50-5505 Capital Outlay--PW Building Equipment	-	-	50,000	50,000	-
09-50-5511 Capital Outlay - PW Facility	264,247	726,735	4,420,000	4,420,000	175,000
09-50-5700 Misc. Expense	-	-	-	-	-
09-50-5720 Contingency	-	-	663,000	-	-
09-51-5500 Capital Outlay - Community Center	-	996,806	487,249	716,675	5,385,000
09-50-5512 Capital Outlay--Building Impvt --TH	-	2,500	50,000	-	50,000
09-50-5514 Capital Outlay - Grader Shed	-	-	-	-	50,000
09-44-5602 2021 Lease Purch Prin--Dump Tr 2	-	38,287	38,287	38,287	38,287
09-44-5603 2021 Lease Purch Int--Dump Tr 2	-	4,956	4,956	4,956	4,956
09-44-5604 2021 Lease Purch Prin--Dump Tr 1 Repl	-	38,287	39,470	38,287	39,470
09-44-5605 2021 Lease Purch Int--Dump Tr 1 Repl	-	4,956	3,773	4,956	3,773
09-45-5491 Vehicle Lease Expenses	-	40,958	45,047	54,556	63,140
09-49-5491 Vehicle Lease Expenses	-	-	-	-	12,333
Total Expenditures	367,915	2,110,118	6,301,782	5,462,717	6,251,959
<u>Total Expenditures & Other Uses</u>	367,915	2,110,118	6,301,782	5,462,717	6,251,959
<u>Transfers In/(Out)</u>					
09-16-4806 Transfer from Sewer Fund	25,000	125,000	100,000	100,000	-
Transfer from Parks & Recreation Fund	-	-	-	-	1,500,000
09-16-4819 Transfer from Capital Imprvt Fund	-	3,868,821	-	-	800,000

Town of MEAD, Colorado 2023 Proposed Budget

Municipal Facilities Fund

	Actual 2020	Actual 2021	Budget 2022	Estimated Actual 2022	Proposed 2023
Total Transfers In/(Out)	25,000	3,993,821	100,000	100,000	2,300,000
Ending Fund Balance	1,728,398	5,516,835	1,409,878	2,621,007	56,882
Restricted for Municipal Facilities	266,721	4,055,158	-	1,876,005	56,882
Restricted for Recreation Facilities	1,461,677	1,461,677	1,409,878	745,002	-
Total Fund Balance	1,728,398	5,516,835	1,409,878	2,621,007	56,882

Summary of Significant Changes

Beginning in 2020, the DOLA Grant (account #09-15-4545) for the Public Works Facility and all associated costs are shown in this fund. Account # 09-51-5500 includes costs for property acquisition, design, construction, and associated public outreach for a Community Center. Lease expenses for Public Works vehicles are included beginning in 2021. A lease for a Recreation vehicle is added in 2023. Transfers from the Capital Improvement Fund and the Sewer Fund in 2021 and 2022 assist with the Public Works Facility expenses. At the end of 2023, all Fund Balances restricted only for Recreation Facilities will have been spent. All remaining fund balances and new Impact Fee revenues may be used for any Municipal Facilities purposes.

Town of MEAD, Colorado 2023 Proposed Budget

Downtown Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Adopted <u>2023</u>
<u>Beginning Fund Balance</u>	56,534	56,836	33,652	32,132	-
<u>Revenues</u>					
11-18-4619 Interest & Dividend Income	303	28	-	90	-
Total Revenues	303	28	-	90	-
<u>Total Revenues and Other Sources</u>	303	28	-	90	-
<u>Expenditures</u>					
11-40-5338 Downtown Grants	-	-	-	-	-
11-40-5500 Capital Outlay--Wayfinding	-	18,583	25,000	31,800	-
11-40-5210 Banners & Signage	-	-	8,652	422	-
11-40-5700 Misc. Expense	-	6,149	-	-	-
11-40-5720 Contingency	-	-	-	-	-
Total Expenditures	-	24,732	33,652	32,222	-
<u>Total Expenditures and Other Uses</u>	-	24,732	33,652	32,222	-
<u>Ending Fund Balance</u>	56,836	32,132	-	-	-

Summary of Significant Changes

The 2021 and 2022 Budgets include funds for Wayfinding signage and light pole decoration enhancements.

Town of MEAD, Colorado 2023 Proposed Budget

Storm Drainage Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Beginning Fund Balance</u>	16,137	103,622	111,851	110,874	-
<u>Revenues</u>					
13-11-4165 Impact Fees	149,602	51,642	-	-	-
13-15-4565 Grants	-	-	-	-	-
13-18-4619 Interest & Dividend Income	309	75	150	-	-
13-19-4941 P.I.L.O.Construction	-	-	-	-	-
Total Revenues	149,911	51,717	150	-	-
<u>Total Revenues and Other Sources</u>	149,911	51,717	150	-	-
<u>Expenditures</u>					
13-40-5405 Engineering Fees	-	-	-	-	-
13-40-5410 Planning/consultants	2,991	-	-	-	-
13-40-5500 Capital Outlay--North Creek Flood Plain	59,435	44,465	25,000	15,000	-
13-40-5525 Capital Outlay--Wing Wall	-	-	-	-	-
13-40-5700 Misc. Expense	-	-	-	-	-
13-40-5720 Contingency	-	-	-	-	-
Total Expenditures	62,426	44,465	25,000	15,000	-
<u>Total Expenditures and Other Uses</u>	62,426	44,465	25,000	15,000	-
<u>Transfers In/(Out)</u>					
13-90-5914 Transfer to Transportation Fund	-	-	(87,001)	(95,874)	-
Total Transfers In/(Out)	-	-	(87,001)	(95,874)	-
Ending Fund Balance	103,622	110,874	-	-	-

Summary of Significant Changes

Beginning in 2021, storm drainage projects are shown in the Storm Drainage Fund and routine storm drainage maintenance is combined with Streets. During 2021, Storm Drainage Impact Fees were combined with Transportation Impact Fees. In 2022, remaining Fund Balances will be transferred to the Transportation Fund.

Town of MEAD, Colorado 2023 Proposed Budget

Transportation Fund

	Actual 2020	Actual 2021	Budget 2022	Estimated Actual 2022	Proposed 2023
<u>Beginning Fund Balance</u>	301,440	1,130,426	3,456,076	3,405,248	5,976,243
<u>Revenues</u>					
14-11-4165 Impact Fees	651,731	1,985,071	2,682,344	1,696,833	2,056,551
14-12-4061 CDOT--I25 E Frontage Rd S of 66	53,500	-	-	-	-
14-15-4570 CDOT Grant--Safe Routes to Schools	-	-	320,000	-	424,850
14-15-4570 CDOT Grant--Underpass 66 & CR 7	-	-	300,000	-	400,000
14-15-4570 DOLA Grant--3rd & Welker Design	-	-	-	31,955	-
14-15-XXXX CML Grant--Bridge	-	-	-	-	160,317
14-15-XXXX Federal Grant--3rd & Welker	-	-	-	-	1,900,000
14-15-XXXX Energy Colorado--EV Charging Grant	-	-	-	-	40,000
14-18-4619 Interest & Dividend Income	3,874	1,058	2,000	-	-
14-19-4941 P.I.L.O.Construction	339,144	34,575	-	-	500,000
Total Revenues	1,048,250	2,020,704	3,304,344	1,728,788	5,481,718
<u>Total</u>	1,048,250	2,020,704	3,304,344	1,728,788	5,481,718
<u>Expenditures</u>					
14-40-5001 Salaries & Wages	-	-	-	-	-
14-40-5016 Merit	-	-	-	-	-
14-40-5060 Payroll Taxes	-	-	-	-	-
14-40-5065 Workers Compensation	-	-	-	-	-
14-40-5066 Health Insurance	-	-	-	-	-
14-40-5067 Deferred Comp	-	-	-	-	-
14-40-5068 Medical Savings	-	-	-	-	-
14-40-5201 Computer / Technology	-	-	-	-	-
14-40-5400 Legal Fees	-	-	-	-	-
14-40-5405 Engineering Fees	34,570	-	30,000	7,726	20,000
14-40-5410 Planning/consultants	15,689	-	-	-	-
14-40-5500 Capital Outlay--Welker/3rd Intersection	72,093	139,766	4,525,000	190,000	4,557,511
14-40-5501 Capital Outlay--Safe RtesToSch (3rd St	6,875	-	400,000	-	531,063
14-40-5505 Capital Outlay--3rd St. Impvts	90,037	1,549,111	-	130,940	-
14-40-5591 Capital Outlay--Bridge Design CR 38	-	-	175,000	-	-
14-40-5562 Capital Outlay - CR 34 Box Culvert west	-	-	125,000	-	200,396
14-40-5563 Capital Outlay--Bridge Design CR 13	-	-	125,000	-	-
14-40-5564 Capital Outlay--Wing Wall	-	-	100,000	175,000	-
14-40-5720 Contingency	-	-	10,000	-	-
14-40-5565 Capital Outlay - SH 66/CR 7 Underpass	-	-	375,000	-	500,000
14-40-XXXX Capital Outlay - SH 66/CR 7 Intersection	-	-	-	-	1,250,000
14-40-XXXX Capital Outlay--North Creek Flood Plain	-	-	-	-	20,000
14-40-XXXX Capital Outlay--Alley Impts	-	-	-	-	1,250,000
14-40-XXXX Capital Outlay--Interchange at CR 38 & I-	-	-	-	-	200,000
14-40-XXXX Capital Outlay--E.V. Charging Station	-	-	-	-	40,000
14-40-5720 Contingency	-	-	37,500	-	175,000
14-40-5600 Vehicle Lease--CM	-	-	-	-	-

Town of MEAD, Colorado 2023 Proposed Budget

Transportation Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
14-40-5720 Contingency	-	-	-	-	-
Total Expenditures	219,264	1,688,877	5,902,500	503,666	8,743,970
<u>Total Expenditures and Other Uses</u>	<u>219,264</u>	<u>1,688,877</u>	<u>5,902,500</u>	<u>503,666</u>	<u>8,743,970</u>
<u>Transfers In/(Out)</u>					
14-16-4801 Transfer from General Fund	-	1,535,445	-	-	-
14-16-4813 Transfer from Storm Drainage Fund	-	-	67,001	95,874	-
14-16-4820 Transfer from MURA	-	-	1,250,000	1,250,000	500,000
14-16-4819 Transfer from Capital Imprvt Fund	-	407,550	-	-	-
<u>Total Transfers In/(Out)</u>	<u>-</u>	<u>1,942,995</u>	<u>1,317,001</u>	<u>1,345,874</u>	<u>500,000</u>
Ending Fund Balance	<u>1,130,426</u>	<u>3,405,248</u>	<u>2,174,921</u>	<u>5,976,243</u>	<u>3,213,992</u>

Summary of Significant Changes

In 2023, A CDOT Grant is anticipated to pay for 80% of the Safe Routes to School 3rd St. Trail project. In 2021-2023, funds are transferred from the General Fund, Storm Drainage Fund, Capital Improvement Fund ,and/or the Mead Urban Renewal Authority to assist with associated development projects.

Town of MEAD, Colorado 2023 Proposed Budget

Parks & Open Space Fund

	Actual 2020	Actual 2021	Budget 2022	Estimated Actual 2022	Proposed 2023
<u>Beginning Fund Balance</u>	787,098	1,331,136	2,079,133	1,804,624	1,597,003
<u>Revenues</u>					
18-11-4165 Impact Fees	569,080	916,296	744,077	324,087	666,020
18-18-4527 GOCO Grant	-	-	-	-	100,000
18-18-4619 Interest & Dividend Income	4,742	938	1,200	-	-
18-19-4941 P.I.L.O.Construction	-	-	-	-	-
Total Revenues	573,822	917,234	745,277	324,087	766,020
<u>Total Revenues and Other Sources</u>	573,822	917,234	745,277	324,087	766,020
<u>Expenditures</u>					
18-40-5405 Engineering Fees	-	-	-	-	-
18-40-5410 Planning/consultants	16,702	-	-	-	130,000
18-40-5500 Capital Outlay--Highland Lake	13,083	443,746	400,000	453,728	-
18-40-5720 Contingency	-	-	200,000	-	-
18-45-5500 Capital Outlay	-	-	18,333	55,000	350,000
18-52-5500 Capital Outlay	-	-	18,000	7,980	25,000
18-52-5500 Capital Outlay--Gold Star Memorial	-	-	-	-	200,000
18-52-5500 Capital Outlay--Resurface Tennis Courts	-	-	100,000	-	150,000
18-52-5500 Capital Outlay--Electricity at Mead	-	-	50,000	15,000	-
18-52-5700 Misc. Expense	-	-	-	-	-
Total Expenditures	29,784	443,746	786,333	531,708	855,000
<u>Transfers In/(Out)</u>					
18-52-5909 Transfer to Municipal Facilities Fund	-	-	-	-	(1,500,000)
<u>Total Expenditures and Other Uses</u>	29,784	443,746	786,333	531,708	2,355,000
<u>Ending Fund Balance</u>	1,331,136	1,804,624	2,038,077	1,597,003	8,023
Restricted for Open Space	624,004	180,258	164,475	-	-
Unrestricted/Unassigned	707,132	1,624,366	1,873,602	1,597,003	8,023
Total Fund Balance	1,331,136	1,804,624	2,038,077	1,597,003	8,023

Summary of Significant Changes

At the end of 2022, all Fund Balances restricted only for Open Space will have been spent. All remaining fund balances and new Impact Fee revenues may be used for any Parks or Open Space purpose. In 2023, a Great Outdoors Colorado grant is anticipated to help pay for a Trails Master Plan, and a Transfer to the Municipal Facilities Fund will help construct the new Community Center.

Town of MEAD, Colorado 2023 Proposed Budget

Art in Public Places Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
<u>Beginning Fund Balance</u>	6,064	6,097	6,101	6,101	-
<u>Revenues</u>					
21-18-4619 Interest & Dividend Income	33	4	6	6	-
Total Revenues	33	4	6	6	-
<u>Total Revenues and Other Sources</u>	33	4	6	6	-
<u>Expenditures</u>					
21-40-5500 Capital Outlay	-	-	6,107	6,107	-
21-40-5720 Contingencies	-	-	-	-	-
Total Expenditures	-	-	6,107	6,107	-
<u>Total Expenditures and Other Uses</u>	-	-	6,107	6,107	-
<u>Transfers In/(Out)</u>					
21-16-4615 Transfers in From General Fund	-	-	-	-	-
Total Transfers In/(Out)	-	-	-	-	-
Ending Fund Balance	6,097	6,101	-	-	-

Summary of Significant Changes

In 2022, \$6,101 was budgeted for art at Highland Lake.

Town of MEAD, Colorado 2023 Proposed Budget

Capital Improvement Fund

	Actual 2020	Actual 2021	Budget 2022	Estimated Actual 2022	Proposed 2023
<u>Beginning Fund Balance</u>	2,075,633	5,200,082	926,011	925,415	3,693,528
<u>Revenues</u>					
19-18-4619 Interest & Dividend Income	8,622	1,704	3,500	8,649	21,000
Total Revenues	8,622	1,704	3,500	8,649	21,000
<u>Other Sources</u>					
19-19-4901 Pymts in Lieu of Construction	111,657	-	-	-	-
Total Other Sources	111,657	-	-	-	-
<u>Total Revenues and Other Sources</u>	120,279	1,704	3,500	8,649	21,000
<u>Expenditures</u>					
19-40-5405 Engineering	-	-	-	-	-
19-40-5500 Capital Outlay--Wayfinding	-	-	-	-	-
19-40-5720 Contingency	-	-	-	-	-
Total Expenditures	-	-	-	-	-
<u>Total Expenditures and Other Uses</u>	-	-	-	-	-
<u>Transfers In/(Out)</u>					
19-16-4615 Transfer from General	3,004,170	-	-	2,759,465	1,380,451
19-46-5909 Transfer to Municipal Facilities Fund	-	(3,868,821)	-	-	(800,000)
19-46-5914 Transfer to Transportation Fund	-	(407,550)	-	-	-
Total Tansfers In/(Out)	3,004,170	(4,276,371)	-	2,759,465	580,451
Ending Fund Balance	5,200,082	925,415	929,511	3,693,528	4,294,979

Summary of Significant Changes

In 2020, 2022, and 2023, tranfers from the General Fund are made to set aside funds for future capital needs. In 2021, funds were transferred to the Municipal Facilities Fund and Transportation Fund to show all costs of associated projects in each fund.

Town of MEAD, Colorado 2023 Proposed Budget

Sewer Fund

	Actual	Actual	Budget	Estimated	Proposed
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
<u>Beginning Funds Available</u>	524,771	918,078	2,429,411	1,261,936	1,233,399
<u>Revenues</u>					
06-11-4150 Sewer User Fees	707,858	815,041	888,667	909,429	982,183
06-11-4160 Sewer Late/NSF Fees	16,830	18,124	18,092	16,001	16,000
06-18-4618 Gain/Loss on Investments	129	(129)	-	-	-
06-18-4619 Interest & Dividend Income	5,201	562	1,000	18,482	36,000
06-18-4620 Misc. Income	2,533	-	1,000	-	-
Total Revenues	<u>732,551</u>	<u>833,598</u>	<u>908,759</u>	<u>943,912</u>	<u>1,034,183</u>
<u>Other Sources</u>					
06-11-4165 Sewer Tap Fees	277,653	284,701	1,021,293	888,748	494,932
06-11-4155 Sekich Sewer Tap On Fees	-	-	-	-	-
09-15-4518 Fed'I Grant--Amer Rescue Plan	-	-	-	-	-
06-15-4520 GRANTS - WWTP	-	-	-	-	-
06-15-4521 GRANT - N. CREEK LIFT STN	-	-	-	-	-
06-15-4530 Grants	-	-	-	-	-
06-19-4941 P.I.L.O.Construction	-	-	-	-	-
Total Other Sources	<u>277,653</u>	<u>284,701</u>	<u>1,021,293</u>	<u>888,748</u>	<u>494,932</u>
<u>Total Revenues and Other Sources</u>	<u>1,010,204</u>	<u>1,118,299</u>	<u>1,930,052</u>	<u>1,832,660</u>	<u>1,529,115</u>
<u>Expenditures--Operations & Maintenance</u>					
06-40-5000 Town Manager	16,467	-	-	-	-
06-40-5001 Salaries & Wages	2,707	101,504	159,981	144,500	169,869
06-40-5005 Town Clerk	4,219	-	-	-	-
06-40-5006 Human Resources	20,788	-	-	-	-
06-40-5009 Town Engineer	-	-	-	-	-
06-40-5010 Utility Billing/Admin Assistan	4,186	-	-	-	-
06-40-5015 Public Works	51,587	-	-	-	-
06-40-5016 Merit	-	-	-	-	-
06-40-5055 Overtime	3,769	5,975	2,000	3,139	-
06-40-5060 Payroll Taxes	7,571	7,906	12,392	11,294	12,995
06-40-5065 Workers Comp	1,666	2,462	2,186	2,812	3,094
06-40-5066 Health Insurance	18,142	17,661	34,689	23,495	25,845
06-40-5067 Deferred Comp	3,888	4,547	7,153	6,372	7,009
06-40-5068 Medical Savings	290	146	274	534	587
06-40-5070 Other Personal Svces	2,878	1,248	-	-	-
06-40-5460 Administrative Overhead	-	-	6,539	6,539	7,435
06-40-5075 Employment/Recruitment Expenses	-	-	500	-	-
06-40-5201 Computer / Technology	3,343	4,125	4,500	4,320	-
06-40-5205 Postage	3,954	4,078	5,000	4,020	4,800
06-40-5254 Uniforms	-	-	914	-	-
06-40-5300 Telephone	497	743	720	720	720
06-40-5320 Property & Liability Insurance	24,246	22,880	7,455	7,455	9,390
06-40-5330 Training	-	-	-	-	-

Town of MEAD, Colorado 2023 Proposed Budget

Sewer Fund

	Actual	Actual	Budget	Estimated	Proposed
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
06-40-5331 Dues And Membership	-	414	828	1,000	1,200
06-40-5339 Other Professional Services	-	-	-	-	6,583
06-40-5400 Legal Fees	-	-	9,720	8,336	11,385
06-40-5401 Consulting Fees	-	15,199	-	10,854	13,647
06-40-5405 Engineering Fees	36,881	22,247	30,000	20,000	70,000
06-40-5410 Planning/consultants	2,001	1,967	2,040	2,040	2,040
06-40-5415 Audit Fees	4,572	6,419	6,596	6,596	7,977
06-40-5425 Treasurer's Fees	2,259	-	-	-	-
06-40-5700 Misc. Expense	-	-	500	-	500
06-40-5705 Mileage	-	321	150	300	300
06-47-5210 Operating Supplies	324	883	1,500	1,500	1,500
06-47-5215 Repairs & Maint	46,016	34,670	95,360	35,360	160,500
06-47-5227 Chemicals	1,789	270	1,800	500	750
06-47-5231 Sludge Disposal	64,528	87,262	97,850	60,000	65,000
06-47-5248 Sewer Line Repairs	-	-	15,000	-	15,000
06-47-5253 Gas & Oil	4,874	7,473	5,000	6,000	6,000
06-47-5305 Utilities	56,963	54,590	60,270	60,270	68,284
06-47-5310 Trash	1,076	1,071	1,071	1,071	1,125
06-47-5340 Safety Equipment	-	-	-	-	-
06-47-5350 Howland Tap Fee Settlement	-	-	-	-	-
06-47-5363 Weed Control	-	-	1,000	-	-
06-47-5369 Equipment Rental	-	-	1,000	-	-
06-47-5390 Sewer Maint. Contract	52,557	53,379	57,750	57,750	85,638
06-47-5391 Sewer Testing	5,254	9,409	6,000	6,000	6,000
06-47-5392 Line Locator	9,071	8,312	6,000	6,000	6,000
06-47-5393 State Discharge Permit	3,199	2,943	3,500	3,500	3,500
06-47-5394 Sewer Line Flushing	-	40,261	50,000	50,000	85,000
06-47-5720 Contingency	-	-	5,000	-	-
Total Operations & Maintenance	461,561	520,366	702,236	552,277	859,671

Expenditures--Capital Outlay

06-47-5500 Capital Outlay	-	-	541,073	541,073	-
06-47-5501 Capital Outlay--Vehicles	-	-	-	-	-
06-47-5502 Capital Outlay--Equipment	-	-	-	-	-
06-47-5503 Capital Outlay--	-	-	-	-	-
06-47-5504 Capital Outlay--Sidewalks & Tr	-	-	-	-	-
06-47-5505 Capital Outlay--Office & Lab Eq	-	-	-	-	-
06-47-5506 Capital Outlay--Analytical Test	-	-	-	-	-
06-47-5507 Capital Outlay - WWTF	-	-	-	-	-
06-47-5551 Capital Outlay - Grit Pump and Digester	180	-	-	61,176	-
06-47-5552 Capital Outlay - WAS Pumps	-	-	-	2,266	-
06-47-5553 Capital Outlay - PLC Upgrades (Other	-	-	-	127,249	-
06-47-5556 Capital Outlay - CIPP	-	-	225,000	192,000	100,000
06-47-5557 Capital Outlay - Headworks Mechanical	-	-	400,000	155,000	185,700
06-47-5558 Capital Outlay - Blower Replacement	-	-	-	-	130,000
06-47-5559 Capital Outlay - chemical phosphorous	-	-	-	-	100,000

Town of MEAD, Colorado 2023 Proposed Budget

Sewer Fund

	Actual <u>2020</u>	Actual <u>2021</u>	Budget <u>2022</u>	Estimated Actual <u>2022</u>	Proposed <u>2023</u>
Total Capital Outlay	180	-	1,166,073	1,078,764	515,700
<u>Expenditures--Debt Service</u>					
06-98-9801 2007 CWRPDA Loan--Principal	71,660	74,182	76,794	76,794	79,497
06-98-9802 2007 CWRPDA Loan--Interest	58,495	54,893	53,361	53,361	50,657
Total Capital Outlay	130,155	129,075	130,155	130,155	130,155
<u>Total Expenditures</u>	591,896	649,441	1,998,464	1,761,196	1,505,524
<u>Transfers In/(Out)</u>					
06-58-5809 Transfer to Municipal Facilities Fund	(25,000)	(125,000)	(100,000)	(100,000)	-
Total Transfers In/(Out)	(25,000)	(125,000)	(100,000)	(100,000)	-
Ending Funds Available	918,078	1,261,936	2,260,999	1,233,399	1,256,991

Summary of Significant Changes

In 2021 and 2022, scheduled rate increases of 6% were included; in 2023, scheduled rate increases of 3% are included. Increased engineering fees include extra funds for flow monitoring and a Master Plan modeling update. Repairs and Maintenance include extra funds for manhole maintenance. Increased funding for Sewer Maintenance Contract reflect the addition of a lift station. In 2022 and 2023, Capital Outlay expenses to rehabilitate old clay sewer lines with Cured in Place Pipe (CIPP) will be completed in the old town area.

Approved 2022 Positions by Full-time Equivalent (FTE)

		Admin- istration	Board of Trustees	Police	Communi- ty Devel- opment	Streets	Parks	Drainag e	Public Works Adminis- tration	Muni- cipal Court	Com- munity Engage- ment	Sewer Fund	Trans- porta- tion	MURA	Total
Positions	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Administrative Clerk	1.00	0.70										0.30			1.00
Community Development Director	1.00				0.80									0.20	1.00
Community Service Officer	1.00			1.00											1.00
Construction Inspector	1.00								0.80			0.20			1.00
Crossing Guard	0.68			0.68											0.68
Deputy Town Clerk/Court Clerk	1.00	0.50								0.50					1.00
Deputy Town Engineer	1.00								0.80			0.10		0.10	1.00
Events & Media Specialist	1.00										0.70			0.30	1.00
Human Resources/Accounting Clerk	1.00	0.65										0.30		0.05	1.00
Human Resources Generalist	1.00	0.65										0.30		0.05	1.00
Administrative Assistant	1.00								0.90			0.10			1.00
Permit Technician	1.00				1.00										1.00
Planner II	1.00				0.95									0.05	1.00
Planning Technician	1.00				0.95									0.05	1.00
Police Administrative Assistant	1.00			1.00											1.00
Police Chief	1.00			1.00											1.00
Police Commander	1.00			1.00											1.00
Police Officer	11.00			11.00											11.00
Police Officer	0.50			0.50											0.50
Police Records & Evidence Technician	1.00			1.00											1.00
Police Sergeant	2.00			2.00											2.00
Public Information Officer/Recreation Director	1.00										0.70			0.30	1.00
Public Works Director	1.00								0.75			0.10		0.15	1.00
Public Works Maintenance Worker III	1.00					0.55	0.40					0.05			1.00
Public Works Maintenance Worker I (including Seasonals)	5.00					1.50	3.25					0.25			5.00
Public Works Maintenance Worker II	1.00					0.55	0.40					0.05			1.00
Public Works Operations Manager	1.00					0.70	0.25					0.05			1.00
Recreation Aide (Seasonal)	0.80										0.80				0.80
Recreation Coordinator	1.00										1.00				1.00
Senior Construction Inspector	1.00								0.80			0.20			1.00
Town Clerk/Treasurer	1.00	0.50	0.15							0.15		0.05		0.15	1.00
Town Manager	1.00	0.70										0.05		0.25	1.00
TOTAL	45.98	3.70	0.15	19.18	3.70	3.30	4.30	0.00	4.05	0.65	3.20	2.10	0.00	1.65	45.98

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 103-R-2022**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, LEVYING
GENERAL PROPERTY TAXES FOR THE YEAR 2022, TO HELP DEFRAY
THE COST OF GOVERNMENT FOR THE TOWN OF MEAD, COLORADO,
FOR THE 2023 BUDGET YEAR.**

WHEREAS, the Board of Trustees of the Town of Mead, Colorado has adopted the annual budget in accordance with the Local Government Budget Law, on December 12, 2022, and;

WHEREAS, the amount of money necessary to balance the budget for the general operating purposes from property tax revenue is \$1,614,049 and;

WHEREAS, the 2022 net assessed valuation for the Town of Mead as certified by the County Assessor is \$140,084,095;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF MEAD, WELD COUNTY, COLORADO THAT;**

Section 1. For the purpose of meeting all general operating and other expenditures of the Town of Mead during the 2023 budget year, there is hereby levied a tax of 11.522 mills upon each dollar of the net assessed valuation of all taxable property within the Town of Mead for the year 2022. The Town Manager and Town Treasurer/Town Clerk shall be authorized to certify the mill levy to the Board of County Commissioners of Weld County, Colorado on or before December 15, 2022.

Section 2. Effective Date. This resolution shall be become effective immediately upon adoption.

Section 3. 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 12th DAY OF DECEMBER 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor

CERTIFICATION OF VALUATION BY WELD COUNTY ASSESSOR

Name of Jurisdiction: 0420 - MEAD TOWN

Section c, Item ii.

IN WELD COUNTY ON 11/28/2022

New Entity: No

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2022 IN WELD COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$107,953,067
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$166,578,010
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$26,493,916
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$140,084,095
5. NEW CONSTRUCTION: **	\$12,395,970
6. INCREASED PRODUCTION OF PRODUCING MINES: #	\$0
7. ANNEXATIONS/INCLUSIONS:	\$4,801,360
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: #	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b) C.R.S.): ##	\$0
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1))(a) C.R.S.):	\$205.44
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) and (39-10-114(1)(a)(I)(B) C.R.S.):	\$147.95

* This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec.20(8)(b), Colo.

** New construction is defined as: Taxable real property structures and the personal property connected with the structure.

Jurisdiction must submit respective certifications (Forms DLG 52 AND 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

Jurisdiction must apply (Forms DLG 52B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY

IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b), C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2022 IN WELD COUNTY, COLORADO ON AUGUST 25, 2022

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: @	\$1,149,943,109
ADDITIONS TO TAXABLE REAL PROPERTY:	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: !	\$101,465,441
3. ANNEXATIONS/INCLUSIONS:	\$15,790,597
4. INCREASED MINING PRODUCTION: %	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0
(If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)	
DELETIONS FROM TAXABLE REAL PROPERTY:	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$201,273
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$312,816

@ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

! Construction is defined as newly constructed taxable real property structures.

% Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS : 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY:----->	\$0
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NOTE: All levies must be Certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2022

IN ACCORDANCE WITH 39-5-128(1.5) C.R.S. THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **	\$232,105
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** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119 f(3). C.R.S.

TOWN OF MEAD, COLORADO
RESOLUTION NO. 104-R-2022

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF MEAD, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Town of Mead has adopted the annual budget in accordance with the Local Government Budget Law, on December 12, 2022, and;

WHEREAS, the Town of Mead has made provision therein for revenues and available reserves in an amount equal to or greater than the total proposed expenditures and transfers to other funds as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the monies provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Town of Mead.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MEAD, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenues and available reserves of each fund, to each fund, for purposes stated:

General Fund	\$ 9,159,845
Street Improvement Fund	\$ 4,151,092
Conservation Trust Fund	\$ 98,500
Sewer Fund	\$ 1,505,524
Art in Public Places Fund	\$ 0
Capital Improvement Fund	\$ 800,000
Special Revenue – Downtown Revitalization	\$ 0
Special Revenue – Police	\$ 311,925
Special Revenue – Storm Drainage	\$ 0
Special Revenue – Municipal Facilities	\$ 6,251,959
Special Revenue – Transportation	\$ 8,743,970
Special Revenue – Parks & Open Space	<u>\$ 2,355,000</u>
TOTAL	\$33,377,815

Section 2. Effective Date. This resolution shall be become effective immediately upon adoption.

Section 3. 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 12th DAY OF DECEMBER 2022.

ATTEST:

TOWN OF MEAD

By: _____
Mary E. Strutt, MMC, Town Clerk

By: _____
Colleen G. Whitlow, Mayor



Agenda Item Summary

MEETING DATE: December 12, 2022

SUBJECT: **Resolution No. 105-R-2022** – A Resolution of the Town of Mead, Colorado, Approving Authorized Signatures for Bank Accounts

PRESENTED BY: Mary Strutt, Town Clerk / Treasurer

SUMMARY

Any checks issued by the Town of Mead require two signatures. In order to have at least two signatories available at any time, the Town historically appoints the Mayor, one trustee, the Town Manager and Town Clerk as signatories on all accounts. Those currently authorized to sign on Mead bank accounts are:

Mayor Colleen Whitlow
Former Trustee Brooke Babcock
Town Manager Helen Migchelbrink
Town Clerk Mary Strutt

This resolution removes former Trustee Babcock as authorized signer on Town of Mead accounts. Staff requests the Board to select and appoint another member as authorized signer on Mead bank accounts.

FINANCIAL CONSIDERATIONS

N/A

STAFF RECOMMENDATION/ACTION REQUIRED

Suggested Motion:

“I move to adopt Resolution No. 105-R-2022 – a resolution of the Town of Mead, Colorado, Approving Authorized Signatures for Bank accounts and further move to add _____ as signatory to all Town of Mead bank accounts and to any banks designated for future deposits.”

ATTACHMENTS

Resolution No. 105-R-2022

TOWN OF MEAD
RESOLUTION NO. 105-R-2022

A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING
AUTHORIZED SIGNATURES FOR BANK ACCOUNTS

WHEREAS, the Board adopted Resolution No. 03-R-2019 on January 4, 2019, authorizing the following as signatories on the Town of Mead bank accounts: Colleen G. Whitlow, Mayor; Brooke Babcock, Trustee; Helen Migchelbrink, Town Manager; Mary Strutt, Town Clerk; and

WHEREAS, Brooke Babcock’s term as a Trustee expired in November, 2022 and she did not run for reelection; and

WHEREAS, as a result of the forgoing, the authorized signatories on the Town’s bank accounts need to be updated.

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

Section 1. (1) Brooke Babcock is hereby removed as signatory on all Town of Mead bank accounts; (2) _____ is added as signatory on all Town of Mead bank accounts; and (3) the following are hereby authorized as signatories on the Town of Mead accounts for TBK Bank, Independent Bank and any banks designated for future deposits:

Colleen G. Whitlow, Mayor	_____
_____	_____
Helen Migchelbrink, Town Manager	_____
Mary E. Strutt, Town Clerk	_____

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. 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 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 12th DAY OF DECEMBER 2022.

ATTEST:

TOWN OF MEAD

By _____
Mary E. Strutt, MMC, Town Clerk

By _____
Colleen G. Whitlow, Mayor