



BOARD OF TRUSTEES

441 3rd Street, Mead
Monday, May 13, 2024

AGENDA

- I. 5:30 p.m. to 6:00 p.m.**
WORK SESSION: Police Planning
- II. 6:00 p.m. to 10:00 p.m.**
REGULAR MEETING

In accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 21-R-2023, remote participation will be allowed. The meeting link will be provided on the Town's website/designated posting place at least 24 hours prior to the meeting.

https://us02web.zoom.us/webinar/register/WN_irDH4x_ER1yZSo6clo_2Zg

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.](#) Manager Report

6. Informational Items

- a. Community Engagement Update
- b. Weld County Referral

7. Proclamations

- [a.](#) National Police Week May 12-18, 2024
- [b.](#) National Public Works Week May 19-25, 2024
- [c.](#) Building Safety Month May 2024

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

9. Consent Agenda: Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:

- [a.](#) Approval of Minutes - Regular Meeting April 29, 2024
- [b.](#) April 2024 Aging Report
- [c.](#) Check Register May 13, 2024

- d. **Resolution No. 40-R-2024** – A Resolution of the Town of Mead, Colorado, Awarding a Downtown Revitalization Grant for Improvements to the Property Addressed as 323 Main Street
- e. **Resolution No. 41-R-2024** – A Resolution of the Town of Mead, Colorado, Approving a Memorandum of Understanding Between the Town of Mead, the Woody Williams Foundation, Inc., and the Northern Colorado Gold Star Families Memorial Monument Committee for the Installation of the Gold Star Families Memorial Monument
- f. **Resolution No. 42-R-2024** – A Resolution of the Town of Mead, Colorado, Approving Change Order 3 to the Agreement for Professional Services by and Between the Town of Mead and Essenza Architecture, LLC Concerning the Architectural and Engineering Design of the Town of Mead Community Center

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.

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: May 13, 2024

SUBJECT: Town Manager Report

- Mead Motorheads is holding its annual car show festival on Memorial Day in the Town Park. This popular car show kicks off the summer season of community festivals, events, and concerts.
- Meet, Greet, and Eat with the Board of Trustees has been scheduled for the summer of 2024. The Board hosts these events to engage with residents in their neighborhood. The 2024 dates are June 25th at Founders Park, July 30th at Margil Farms Park, and August 27th at Mead Town Park. Each event includes a free entrée and dessert from a food truck.
- The most recent Coffee with the Mayor was held Saturday, May 4th at 8:00 a.m. at Town Hall. Citizens are encouraged to attend and participate in an open discussion about any issues. Mayor Colleen Whitlow hosts this event on the first Saturday of each month.
- The Board of Trustees meets twice a month on the second and last Monday at Town Hall. This month, due to the Memorial Day holiday, the Board of Trustees will meet on Tuesday, May 28th, at 6:00 p.m. Residents may attend in person or by remote access via the zoom link below.
- Link: https://us02web.zoom.us/webinar/register/WN_irDH4x_ER1yZSo6clo_2Zg
- The Colorado Municipal League annual conference is scheduled for June 18th-June 21st at the Embassy suites in Loveland. Several staff and Board members will attend the educational seminars.
- The fall Mead Police Citizens Academy will be held every Wednesday from September 11 to October 16, 2024, from 6:30 p.m. to 9:00 p.m. Applications are now being accepted. Last year's Academy was very well received. This is an opportunity for citizens to learn about and interact with the Mead Police Department.
Find out more information on our town's website: <https://www.townofmead.org/police/page/citizens-police-academy>
- The Town continues to work steadily towards website accessibility compliance, per the State of Colorado Technical Standard TS-OEA-002 and House Bill 21-1110. This effort has included a full review of all web pages, converting documents to accessible documents when appropriate, implementing accessibility tools, and continuing to test the website for deficiencies. The Website Accessibility Plan and statement has been submitted to legal for review. The deadline for compliance is July 1, 2024.
- The Community Center will soon be under construction. The project is slated to begin later this spring with a completion date of early 2025.
- The Town's 2023 Financial Audit kicked off the onsite work on April 22nd. The audit team completed its onsite work and is continuing with their efforts. The audit must be filed with the Office of the State Auditor by July 31, 2024.
- 2024 Spring Clean-Up Days are underway until May 18th at Front Range Landfill. Voucher pick-up started on April 22nd.
- Ritchie Bros will conduct its quarterly auction May 21st and 22nd with over 6,600 items up for bid. This is a live auction.
- The Town's first public EV charging stations will be installed in the Town Hall parking lot. The two charging stations are ChargePoint, and fees will be charged after the first usage hour. Additional EV chargers will be installed as part of the Community Center project.

- The Colorado State Legislature ended its 2024 session on May 8th. Colorado Municipal League follows the legislative process and advocates for its members on several bills. The CML Statehouse Report is issued weekly on the CML website.
Link: <https://www.cml.org/home/advocacy-legal/statehouse-report>.
- Municipal Court’s next arraignment and review hearing date is May 16th at 6:30 p.m. The Court Clerk is also preparing for two trials scheduled for June 10th.
- Current road closures due to construction can be found on the town’s website:
<https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- Key projects update:
 - 3rd and Welker Intersection – Staff continues real estate transactions and utility relocation coordination. A preliminary survey has been completed to assist utilities with facility placement, and relocations are expected to start after school is out for the summer.
 - Community Center – Staff is finalizing the contract with Dohn and will be scheduling a pre-construction meeting in May.
 - SH66 Pedestrian Crossing – Staff is finalizing negotiations with affected ditch companies to complete the trail alignment design.
- YTD totals for new single family home permits:
 - 2024 YTD: 40 SF Permits, 35 Certificates of Occupancy
- Boards and Commissions
 - The May Planning Commission meeting is scheduled for May 15th to hear the AMK Annexation and establishment of zoning.
 - Several candidates for the open Alternate Planning Commissioner seat attended the Planning Commission meeting, on March 20th. Most of the candidates will still need to attend one (1) more meeting to be eligible to be appointed to the open alternate seat. Staff will prepare a recommendation for the open alternate seat and present that recommendation in an upcoming Board of Trustees agenda.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform:
<https://www.governmentjobs.com/careers/townofmead>
 - Open full-time positions include Maintenance Worker and Police Officer.

Community Development

- The RFP for the Land Use Code update is being finalized and will be posted this month.
- The Welker Farms PUD application was recently submitted, and DRC review comments for that application have been sent to the Applicant. Staff will meet with the Applicant team to review those comments later this month.
- The last few weeks have been very busy with pre-application consultations (PACs). Staff has received several PAC meeting requests, including for the Haley property (NWC of Hwy 66 and CR 3); Kiteley Ranch (SEC of Hwy 66 and CR 7); Waterfront Filing 2 (south of CR 28); the property formally known as the Lizondo Futbol Academy (to establish a SFD neighborhood); and the Mead Village property (west and south of the Mead Elementary and Middle schools). These are all in the preliminary stages which could indicate a busy upcoming year.

Public Works and Engineering

- The on-call Geotechnical Services RFP closed April 23rd and staff has selected CTL Thompson.
- The annual pavement marking contract closed May 7th.
- Staff finalized the agreement with the Woody Williams Foundation relative to the Gold Star Memorial.
- The concrete removal and replacement project will begin in May.

- Public Works staff supported the Arbor Day tree pick-up event.
- The Public Works Operations Manager attended the APWA Snow and Ice Conference in Kansas City.

Community Engagement

- Girls on the Run participants join the end of season 5K in Fort Collins on March 11th.
- Lunch Bunch and Bingo is being hosted at The Merc on May 17th. Registration is \$10 and includes lunch, beverages, and bingo cards.
- Community Engagement finalized the Information and Communication Technology Accessibility Plan, required by the State of Colorado.
- The Mead Area Chamber of Commerce submitted its community event application for the Summer Block Party. The event will be held June 8th from 3:00 to 8:00 p.m. and will feature vendors, live music, and food. The Town will continue to work with the Chamber to facilitate the event and advertise.
- Rockin' N Reelin' Music and Movies begin June 14th. Each music and movie night will offer adult beverages and food truck options for purchase.
- Summer Park and Shelter rentals are filling up quickly. CivicRec has expedited the rental process by ensuring rentals can be quickly reserved online.
- The recreation department is transitioning to Team Sideline for online sports scheduling. Team Sideline is considered more accessible than our previous scheduling through PDFs.

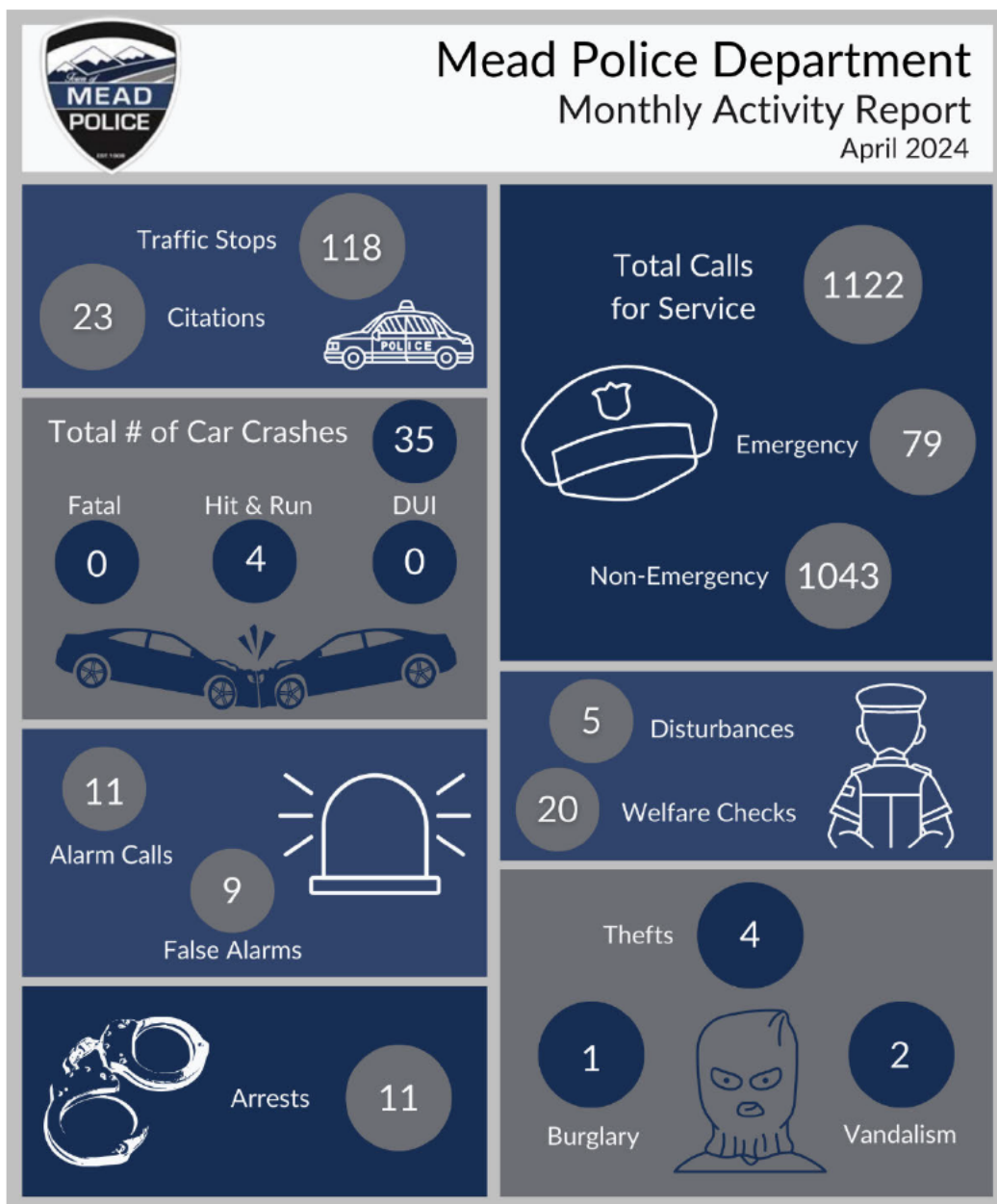
Police Department

- The April Monthly Report is attached.
- Police Officer candidate interviews are being scheduled. We are still looking for one officer.
- Mead's two School Resource Officers are wrapping up their school duties this month. Prom at MHS went well, SRO Salazar was present for the after party.
- Officers were hired to provide security at a private event at the high school. Two officers were present on a Sunday and no incidents were reported.
- Police Week is May 12th-18th and there are some events that Police will be attending or taking note of.
 - Chief Newbanks attended the Colorado Law Enforcement Memorial ceremony on Friday, May 3rd.
 - The candlelight vigil in Washington DC is Monday May 13th. This event honors 282 fallen officers this year, including 118 line-of-duty deaths in 2023 and 164 officers who died in years prior to 2023.
 - Longmont will host a memorial service on Wednesday May 15th.
 - Grandview Church is providing lunch for our officers on Wednesday May 15th.
 - The Weld County Law Enforcement Memorial ceremony will be held on Thursday evening May 16th at Bittersweet Park in Greeley.



Mead Police Department

April Monthly Activity - 2024

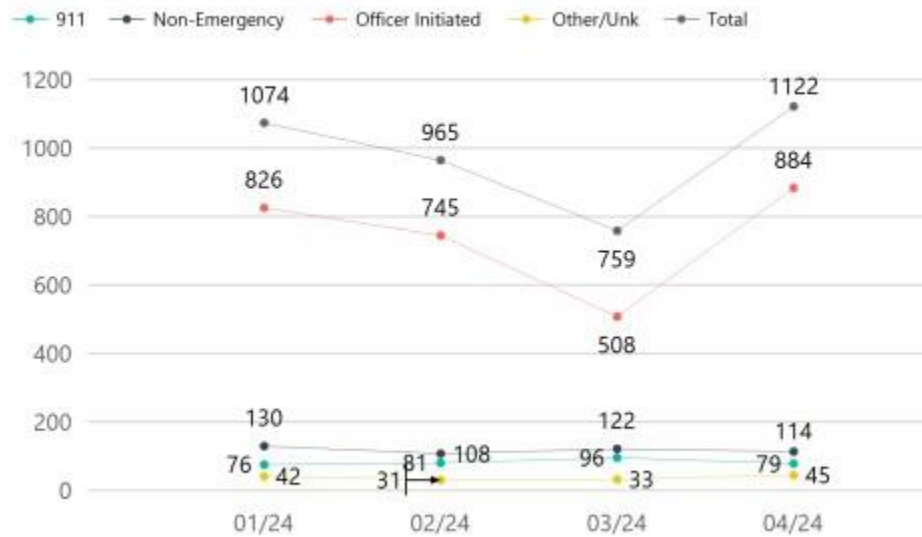


ARRESTS: 11

Case Number	Arrest Date/Time	Location	Charge
24ML00269	04/29/2024 09:40:00 PM	████ HIGHWAY 66	16-19-103 FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00268	04/29/2024 09:40:00 PM	████ HIGHWAY 66	18-8-111.5 FALSE REPORTING OF IDENTIFYING INFORMATION TO LAW ENFORCEMENT
24ML00266	04/28/2024 10:11:00 PM	████ HIGHLAND DR	16-19-103 FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00254	04/24/2024 01:07:00 AM	████ HIGHWAY 66	16-19-103 FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00252	04/23/2024 05:00:00 AM	████ PACIFIC CIR	16-19-103 FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00249	04/21/2024 09:47:00 PM	████ WHETSTONE WAY	16-19-103 FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00220	04/16/2024 02:09:00 PM	Highway 66 and Colorado Boulevard	42-4-1401(1) RECKLESS DRIVING
24ML00241	04/15/2024 05:00:00 PM	████ HIGHWAY 66	18-18-403.5(1),(2.5)(A) POSSESSION OF - FENTANYL 1 - 4 GRAMS
24ML00239	04/14/2024 07:31:00 PM	HIGHWAY 66 / FOSTER RIDGE DR	16-19-103 FOJ WANTED BY OTHER AGENCY MISDEMEANOR
24ML00229	04/11/2024 06:00:00 PM	████ BRIDLE DR	10-4-60 CRIMINAL MISCHIEF
24ML00205	04/01/2024 08:31:00 PM	████ MEAD ST	16-19-103 FOJ WANTED BY OTHER AGENCY MISDEMEANOR

Four Month Comparison of Calls for Service:

Incident counts over Last 4 Months (By Category of Method Received)



STAFFING:

Sergeant Ellis (Late Week, SROs), Sergeant Holmen (Early Week, Investigations), and Officers Aguirre, Bustamante, Cramblet, Hansen, Lima, Palmer, Patton, Rollins, and Synn are working patrol.

Officers Barker and Salazar are assigned to Mead Schools as SROs.

Administrative Technician Madison McCullough and Michelle Rae in Administration, Records, and Evidence. Commander Smith oversees operations, training, and professional standards. Brent Newbanks is the Chief of Police.

We have an opening for one sworn officer. Please see our website for more information.

<https://www.townofmead.org/police/page/employment-0>

TRAINING:

All Officers attended the following training in March.

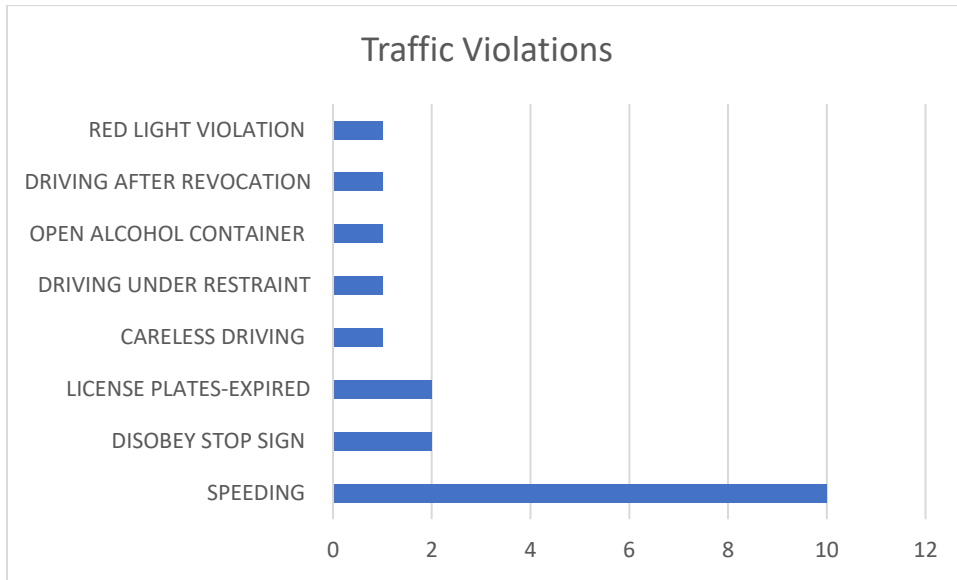
- Search and Seizure (8 hours) – make up session
- Range – administrative tasks, shooting drills

NOTABLE CALLS FOR SERVICE:

Subject with a Warrant – [REDACTED] Mead Street – 24ML00205 – 04/01/2024
Theft – [REDACTED] E I25 Frontage Road – 24ML00207 – 04/02/2024
Crash – WCR 32 / WCR 9.5 – 24ML00208 – 04/03/2024
Crash – [REDACTED] WCR 7 – 24ML00209 – 04/04/2024
Crash – I25 Ramp S / Highway 66 – 24ML00210 – 04/04/2024
Code Violation – [REDACTED] WCR 7 – 24ML00211 – 04/04/2024
Assist Other Agency – 520 Welker Ave – 24ML00212 – 04/04/2024
Suspicious – [REDACTED] Welker Ave – 24ML00214 – 04/04/2024
Follow Up – 501-547 Main Street – 24ML00213 – 04/04/2024
Traffic Complaint – 6th St / Welker Ave – 24ML00215 – 04/05/2024
Crash – Highway 66 / WCR 7 – 24ML00216 – 04/07/2024
Check Wellbeing – [REDACTED] Wrangler Way – 24ML00217 – 04/07/2024
Harass – MM 245 I25 NB – 24ML00218 – 04/08/2024
Crash – WCR 7 / Eagle Ave – 24ML00219 – 04/08/2024
Crash – Highway 66 / Colorado Blvd – 24ML00220 – 04/08/2024
Crash – WCR 7 / Highway 66 – 24ML00222 – 04/09/2024
Traffic Complaint – [REDACTED] Welker Ave – 24ML00223 – 04/09/2024
Crash – [REDACTED] Deere Court – 24ML00224 – 04/10/2024
Disturbance – I25 SB / Highway 66 -24ML00225 – 04/10/2024
Stolen Vehicle – [REDACTED] Highland Drive – 24ML00226 – 04/10/2024
Crash – Highway 66 / Nesting Crane Lane – 24ML00227 / 24ML00228 – 04/10/2024
Vandalism – [REDACTED] Bridle Drive – 24ML00229 – 04/11/2024
Code Violation – [REDACTED] WCR 7 – 24ML00231 – 04/12/2024
Detail – [REDACTED] WCR 7 – 24ML00230 – 04/12/2024
Vandalism – [REDACTED] WCR 7 – 24ML00232 – 04/12/2024
Code Violation – [REDACTED] WCR 7 – 24ML00233 – 04/12/2024
Follow Up – 501-547 Main Street – 24ML00234 – 04/12/2024
Stolen Vehicle – [REDACTED] 1st Street – 24ML00235 – 04/13/2024
Crash – [REDACTED] Margil Road – 24ML00236 – 04/13/2024
Crash – Highway 66 / WCR 7 – 24ML00237 – 04/14/2024
Crash – Highway 66 / Colorado Blvd – 24ML00238 – 04/14/2024
Subject with a Warrant – Highway 66 / Foster Ridge Drive – 24ML00239 – 04/14/2024
Harass – [REDACTED] Welker Ave – 24ML00240 – 04/15/2024

Drug Related Activity – █████ Highway 66 – 24ML00241 – 04/15/2024
Assist Other Agency – █████ Main Street – 24ML00242 – 04/16/2024
Code Violation – █████ WCR 7 – 24ML00243 – 04/16/2024
Code Violation – █████ WCR 7 – 24ML00244 – 04/16/2024
Code Violation – █████ WCR 7 – 24ML00245 – 04/16/2024
Theft – █████ Red Barn Ave – 24ML00246 – 04/17/2024
Traffic Complaint – █████ Welker Ave – 24ML00248 – 04/18/2024
Subject with a Warrant – █████ Whetstone Way – 24ML00249 – 04/21/2024
Suspicious – █████ Welker Ave – 24ML00250 – 04/22/2024
Traffic Stop – MM 353 I25 SB – 24ML00251 – 04/22/2024
Subject with a Warrant – █████ Pacific Circle – 24ML00252 – 04/23/2024
Assault – █████ Ave – 24ML00253 – 04/23/2024
Subject with a Warrant – █████ Highway 66 – 24ML00254 – 04/24/2024
Check Wellbeing – █████ Guernsey Drive – 24ML00256 – 04/25/2024
Citizen Contact – █████ Dillingham Ave – 24ML00257 – 04/25/2024
Crash – █████ Lake Helen Blvd – 24ML00258 – 04/25/2024
Sex Offense – █████ WCR 7 – 24ML00259 – 04/26/2024
Stolen Vehicle – █████ Palmer Ave – 24ML00260 – 04/27/2024
Crash – █████ I25 Frontage Road – 24ML00262 – 04/27/2024
Harass – █████ Main Street – 24ML00261 – 04/27/2024
Disturbance – █████ Beaumont Blvd – 24ML00263 – 04/27/2024
Crash – █████ Mead Street – 24ML00264 – 04/27/2024
Stolen Vehicle – █████ Basil Drive – 24ML00265 – 04/28/2024
Subject with a Warrant – █████ Highland Drive – 24ML00266 – 04/28/2024
Crash – Highway 66 / I25 NB – 24ML00267 – 04/29/2024
Suspicious – █████ Highway 66 – 24ML00268 / 24ML00269 – 04/29/2024
Hit and Run – █████ WCR 7 – 24ML00270 – 04/30/2024

Traffic Enforcement:





**PROCLAMATION
National Police Week
May 12 - 18, 2024**

WHEREAS, National Police Week in America was created to recognize and honor the service and sacrifice of law enforcement; and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Mead Police Department, who play an essential role in protecting our communities and safeguarding our democracy; and

WHEREAS, since the first recorded death in 1786, there are currently 24,067 law enforcement officers in the United States who have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, 134 officers were killed in the line of duty in 2023, three of whom were fallen Colorado heroes: Sergeant Michael Moran of the Cortez Police Department, Community Parole Officer Christine Guerin-Sandoval of the Colorado Department of Corrections and Officer Julian Becerra of the Fountain Police Department; and

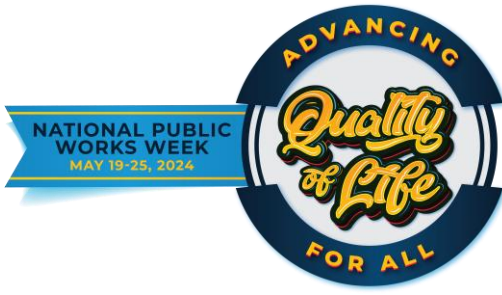
WHEREAS, May 15th is designated as Peace Officers Memorial Day and the week of May 12 through May 18, 2024 as National Police Week.

NOW, THEREFORE, I, Colleen G. Whitlow, Mayor of the Town of Mead, do hereby proclaim May 12 through May 18, 2024 as **National Police Week** and urge our citizens to join in commemorating law enforcement officers, past and present who, by their faithful and loyal devotion to their communities, have established for themselves the enduring reputation for preserving the rights and security of all citizens.

Given under my hand and Seal of the Town of Mead, Colorado

On this 13th day of May, 2024

Colleen G. Whitlow
Mayor



PROCLAMATION
National Public Works Week
May 19 - 25, 2024

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association with this year’s theme being “Advancing Quality of Life for All”; and

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

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

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

NOW THEREFORE, I, Colleen G. Whitlow, do hereby designate the week May 19 – 25, 2024 as **National Public Works Week**; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Given under my hand and Seal of the Town of Mead, Colorado

On this 13th day of May, 2024

Colleen G. Whitlow
Mayor



**PROCLAMATION
Building Safety Month
May 2024**

WHEREAS, the Town of Mead is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike; and

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, and others in the construction industry—who work year-round to ensure the safe construction of buildings; and

WHEREAS, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play; and

WHEREAS, these modern building codes include safeguards to protect the public from hazards such as snowstorms, tornadoes, wildland fires, floods and earthquakes; and

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities’ largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity; and

WHEREAS, “Mission Possible,” the theme for Building Safety Month 2024, encourages us all to raise awareness about building safety on a personal, local and global scale; and

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW THEREFORE, I, Colleen G. Whitlow, do hereby designate the month of May 2024 as **Building Safety Month** and encourage all citizens to participate in Building Safety Month activities.

Given under my hand and Seal of the Town of Mead, Colorado

On this 13th day of May, 2024

Colleen G. Whitlow
Mayor



MINUTES

**I. 6:00 p.m. to 10:00 p.m.
REGULAR MEETING**

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

1. Call to Order – Roll Call

Present

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

Absent

None

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

Attending via remote access: members of the public.

2. Moment of Silence

Mayor Whitlow requested the observance of a moment of silence for the U.S. Marshalls killed in the line of duty today in Charlotte, NC.

3. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

4. Review and Approve Agenda

Town Attorney Marcus McAskin reviewed an error in the Not to Exceed Amount listed in Resolution No. 37-R-2024, Item 9.g. of the Consent Agenda.

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

5. Staff Report: Town Manager Report

a. Manager Report

Town Manager Helen Migchelbrink discussed United Power rate increase; Board retreat to be scheduled; staff and Mayor Whitlow submitted a funding request to Congressman Caraveo for paving of WCR 7. The Board discussed the UP rate increase, O’Reilly’s proposed location, and weeds on school district baseball fields.

6. Informational Items

a. Mead Area Chamber of Commerce Annual Update

Mead Area Chamber of Commerce President Ian Bodley, discussed MACC events and partnerships for 2023 and 2024. MACC presented a check to Chief Newbanks for Shield 616 – helmets for Mead Police Department.

b. Police Update

Commander Brian Smith discussed the upcoming Police Citizens' Academy.

c. Community Development Update

Community Development Director Jason Bradford discussed current projects in the planning stages.

7. Proclamations

a. Clerk Week May 5-11, 2024

Motion was made by Trustee Schranz, seconded by Trustee Adams, to approve the signing of the Proclamation for Professional Municipal Clerks Week May 5 – May 11, 2024. Motion carried 7-0, on a roll call vote.

b. Mental Health Month May 2024

Micaela Sanchez, North Range Behavioral Health, spoke about the services that they provide and about the importance of talking about mental illness.

Motion was made by Trustee Adams, seconded by Mayor Pro Tem Cartwright, to approve the signing of the Proclamation for Mental Health Month May 2024. Motion carried 7-0, on a roll call vote.

c. Military Appreciation Month May 2024

Motion was made by Mayor Pro Tem Cartwright, seconded by Trustee Parr, to approve the signing of the Proclamation for Military Appreciation Month May 2024. Motion carried 7-0, on a roll call vote.

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

There was no public comment at this time.

9. Consent Agenda: *Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:*

a. Approval of Minutes - Regular Meeting April 8, 2024

b. Check Register April 29, 2024

c. March 2024 Financial Statements

d. **Ordinance No. 1052** – An Ordinance of the Town of Mead, Colorado, Approving the Mead Community Center Subdivision Final Plat

e. **Ordinance No. 1053** – An Ordinance of the Town of Mead, Colorado Approving the Town of Mead Community Center Site Plan

f. **Resolution No. 35-R-2024** – A Resolution of the Town of Mead, Colorado, Awarding the Bid and Approving a Construction Agreement between the Town of Mead and Dohn Construction, Inc. for the Mead Community Center (Town of Mead Project No. 2024-001)

g. **Resolution No. 36-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement Between the Town of Mead and Ditesco, LLC for the Community Center Project Management Services

h. **Resolution No. 37-R-2024** – A Resolution of the Town of Mead, Colorado, Accepting an Annexation Petition, Making Certain Findings of Fact, Finding Substantial Compliance for Such Petition, and Setting a Public Hearing for Property Known as the AMK Annexation

i. **Resolution No. 38-R-2024** – A Resolution of the Town of Mead, Colorado, Accepting Two Regional Trail Easements for a Portion of Lot 1, Gopher Gulch Administrative Plat and a Portion of 14314 CR 5

j. **Resolution No. 39-R-2024** – A Resolution of the Town of Mead, Colorado, Approving a Contract Extension Agreement Between the Town and Martin Marietta Materials, Inc. for Calendar Year 2024

Motion was made by Trustee Adams, seconded by Mayor Pro Tem Cartwright, to approve the consent agenda with a revision to Item 9.g. Resolution No. 36-R-2024, increasing the Not to Exceed Amount to

\$ 280,975.00. Motion carried 7-0, on a roll call vote.

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.

There was no public comment at this time.

11. Legislative Update

Town Attorney Marcus McAskin provided an update on legislation which the Board has been following. There are ten days left in the legislative session.

12. Elected Official Reports

a. Town Trustees

The Board thanked Mayor Whitlow for her hard work on various projects.

b. Mayor Whitlow

Mayor Whitlow discussed DRCOG retreat; SVVSD Tribute to Teachers; and Congressman Caraveo Youth Advisory Council meeting.

13. Adjournment

Motion was made by Trustee Schranz, 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 7:08 p.m. on Monday, April 29, 2024.

Colleen G. Whitlow, Mayor

ATTEST:

Mary E. Strutt, MMC, Town Clerk

Report Criteria:
Aging by Date
Aged using Payment Date

Customer Number	Name	Balance	Future	Current	Over 30	Over 60	Over 90	Over 120	Over 150
1	St. Vrain Valley School District	2,352.00	2,352.00	-	-	-	-	-	-
45	Mead Development Group, Inc.	4,226.50-	32.50	4,259.00-	-	-	-	-	-
214	Mead Towne Center	5,750.00	-	-	-	-	-	-	5,750.00
239	Gopher Gulch	98.50	98.50	-	-	-	-	-	-
256	Prosper Land & Development LLC	7,055.00	2,335.00	-	32.50	1,885.00	130.00	1,235.00	1,437.50
272	Iglesia De Jesucristo	131.31	65.65	-	32.83	32.83	-	-	-
280	Benson Farms - MD	2,430.25-	-	-	-	-	-	-	2,430.25-
285	Boulder Scientific Company, LLC	2,360.00-	-	-	-	-	-	-	2,360.00-
290	Forestar Real Estate Group	4,870.00-	-	3,835.00-	-	-	-	-	1,035.00-
292	BREG Industrial Development	13,686.09	-	-	-	694.38	65.65	-	12,926.06
294	QuikTrip Corp	4,787.50	4,787.50	-	-	-	-	-	-
296	Silver Point Development	13,704.34	2,035.15	-	1,617.01	1,785.68	2,672.25	5,594.25	-
297	Meadow Ridge Development, Inc	1,745.28	-	-	1,745.28	-	-	-	-
298	Century Land Holdings LLC	3,849.00	3,849.00	-	-	-	-	-	-
299	Lizondo Futbol Academy LLC	1,298.86	1,050.91	-	-	65.65	-	-	182.30
307	Tharaldson c/o Ventana Capital, Inc	7,427.23	1,533.18	-	2,605.00	3,157.75	131.30	-	-
320	Lorson South Land Corp c/o Landhuis C	414.10	262.60	-	151.50	-	-	-	-
321	Westside Investment Partners	656.50	656.50	-	-	-	-	-	-
323	Enyo Power Partners, LLC	2,154.33	2,154.33	-	-	-	-	-	-
325	Red Barn Metropolitan District	2,203.05-	-	-	-	-	-	-	2,203.05-
326	AMK Properties LLC	4,523.63	3,451.00	345.93	726.70	-	-	-	-
327	17790 CR 7 LLC	69.44	-	-	69.44	-	-	-	-
329	Club Car Wash Operating LLC	2,577.50	2,577.50	-	-	-	-	-	-
331	Mountain Legacy LLC	3,005.77	-	-	-	-	-	-	3,005.77
336	Front Range Investment Holdings LLC	146,676.75-	-	-	-	-	-	-	146,676.75
337	Welcome to Realty, LLC 401k PSP	196.95	196.95	-	-	-	-	-	-
338	JMB Collection LLC	1,054.44	1,054.44	-	-	-	-	-	-
339	Vaulter Real Estate / Investments	170.70-	-	-	-	-	170.70-	-	-
341	Grand Meadow Investors LLC	222.20	222.20	-	-	-	-	-	-
342	Grand View Estates Home Owners Asso	262.60	262.60	-	-	-	-	-	-
343	O'Reilly Auto Enterprises, LLC	439.35	439.35	-	-	-	-	-	-
345	Zak Dirt	468.64	468.64	-	-	-	-	-	-
347	Mead Industrial Development Group	1,536.21	1,536.21	-	-	-	-	-	-
Grand Totals:		83,470.48-	31,421.71	7,748.07-	6,980.26	7,621.29	2,828.50	6,829.25	131,403.42

Report Criteria:
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
05/24	05/02/2024	37900	Amerigas Propane LP	805900115	06-47-5558	WWTP - Propane	904.40- V
Total 37900:							904.40-
05/24	05/02/2024	38227	Amerigas Propane LP	805900115	06-47-5558	WWTP - Propane	904.40
Total 38227:							904.40
05/24	05/03/2024	38228	Institute of Police Technology & M	IPTM - 5/13/2	01-42-5330	Training - AS	1,095.00
Total 38228:							1,095.00
05/24	05/13/2024	38229	Alderman Bernstein LLC	19918	14-40-5500	3rd & Welker	3,684.50
Total 38229:							3,684.50
05/24	05/13/2024	38230	Alerus	97064	01-40-5068	FSA Administration	205.00
Total 38230:							205.00
05/24	05/13/2024	38231	All Copy Products, Inc.	AR4371493	01-40-5315	Copies	108.41
Total 38231:							108.41
05/24	05/13/2024	38232	Amazon Capital Services Inc	19H6-FFQL-	01-49-5262	Flag Disposal	73.30
05/24	05/13/2024	38232	Amazon Capital Services Inc	1JF9-RPJW-	01-47-5215	Grader Shed lights	89.99
05/24	05/13/2024	38232	Amazon Capital Services Inc	1KYH-MQKK	01-42-5255	Flag (x2)	121.10
05/24	05/13/2024	38232	Amazon Capital Services Inc	1N4D-HKLL-	01-47-5210	Op Supplies	23.96
05/24	05/13/2024	38232	Amazon Capital Services Inc	1N7R-QTWC	01-40-5200	Supplies	32.77
05/24	05/13/2024	38232	Amazon Capital Services Inc	1N7R-QTWC	01-40-5210	Supplies	6.99
05/24	05/13/2024	38232	Amazon Capital Services Inc	1QW7-WPX	01-42-5200	Supplies	16.99
Total 38232:							365.10
05/24	05/13/2024	38233	Arbortanics, Inc	817344	01-45-5215	Root Stimulator	249.50
Total 38233:							249.50
05/24	05/13/2024	38234	Ausmus Law Firm PC	8767	01-48-5455	Municipal Prosecutor	1,000.00
Total 38234:							1,000.00
05/24	05/13/2024	38235	Ayres Associates Inc	214589	18-52-5501	Gold Sar Memorial "Design"	1,132.50
05/24	05/13/2024	38235	Ayres Associates Inc	214591	18-45-5500	Liberty Ranch Park Restrooms	1,854.42
Total 38235:							2,986.92
05/24	05/13/2024	38236	Blue to Gold LLC	TRITWN-021	01-42-5330	Training -	2,760.00
Total 38236:							2,760.00
05/24	05/13/2024	38237	CASELLE	132744	01-40-5399	Fin Software Support - Admin	724.05
05/24	05/13/2024	38237	CASELLE	132744	01-48-5399	Fin Software Support - Court	160.90

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
05/24	05/13/2024	38237	CASELLE	132744	06-40-5399	Fin Software Support - Sewer	563.15
05/24	05/13/2024	38237	CASELLE	132744	01-49-5399	Fin Software Support - Comm Dev	160.90
Total 38237:							1,609.00
05/24	05/13/2024	38238	CIRSA	241103	01-40-5320	GL Ins - Admin	19.20
05/24	05/13/2024	38238	CIRSA	241103	01-41-5320	GL Ins - BOT	9.60
05/24	05/13/2024	38238	CIRSA	241103	01-42-5320	GL Ins - PD	240.00
05/24	05/13/2024	38238	CIRSA	241103	01-43-5320	GL Ins - Comm Dev	9.60
05/24	05/13/2024	38238	CIRSA	241103	04-44-5320	GL Ins - Streets	72.00
05/24	05/13/2024	38238	CIRSA	241103	01-45-5320	GL Ins - Parks	48.00
05/24	05/13/2024	38238	CIRSA	241103	01-47-5320	GL Ins - Engineering	19.20
05/24	05/13/2024	38238	CIRSA	241103	01-48-5320	GL Ins - Court	9.60
05/24	05/13/2024	38238	CIRSA	241103	01-49-5320	GL Ins - Comm Engage	19.20
05/24	05/13/2024	38238	CIRSA	241103	06-40-5320	GL Ins - Sewer	24.00
05/24	05/13/2024	38238	CIRSA	241103	20-40-5320	GL Ins - MURA	9.60
Total 38238:							480.00
05/24	05/13/2024	38239	CPS HR Consulting	0013068	01-40-5401	HR Consultant - March	3,835.81
05/24	05/13/2024	38239	CPS HR Consulting	0013068	06-40-5401	HR Consultant - March	190.87
05/24	05/13/2024	38239	CPS HR Consulting	0013068	20-40-5401	HR Consultant - March	150.00
Total 38239:							4,176.68
05/24	05/13/2024	38240	David Jay Thrower	05012024ME	01-48-5040	Municipal court judge	1,500.00
Total 38240:							1,500.00
05/24	05/13/2024	38241	Denali Water Solutions LLC	INV784669	06-47-5231	Sludge Disposal	1,365.56
05/24	05/13/2024	38241	Denali Water Solutions LLC	INV792236	06-47-5231	Sludge Disposal	910.00
Total 38241:							2,275.56
05/24	05/13/2024	38242	Dewberry Engineers, Inc	22404074	14-40-5500	3rd & Welker - Feb 24 - Mar 31	29,615.00
Total 38242:							29,615.00
05/24	05/13/2024	38243	Ditesco LLC	2024-143	09-51-5500	Community Center - Mar	5,748.24
Total 38243:							5,748.24
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5330	PRSA Conference	177.97
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5330	PRSA Conference	1,933.74
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-43-5203	Uniforms - CM	56.90
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5349	Nectar Subscription	140.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5331	Adobe Subscription-Rec	155.88
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5421	survey software	990.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5236	Open House paid ad	1.49
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5236	Open House paid ad	14.84
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5349	employee engagement	35.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5262	event supplies	140.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5265	coffee club	50.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5220	Main St. Banners	2,086.98
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5331	Newsletter subscription	45.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5220	Main St. Banners	844.16

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-41-5841	Open House event food	489.52
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5331	URL subscription	35.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5260	Rec Sport Team scheduling software	468.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-41-5841	Open House event drinks	36.71
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-41-5841	Open House event food	868.15
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-40-5331	Zoom webinar suscription	79.00
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5262	Arbor Day event	189.80
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5262	promo mugs	227.33
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-41-5700	promo mugs	227.33
05/24	05/13/2024	38244	Elan Cardmember Service	1368 04/25/2	01-49-5265	Senior lunch	13.99
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5700	Appreciation lunch - Permits (KEC, CM)	75.15
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Lunch APA Conf - lunch	24.15
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Lunch APA Conf - lunch	32.60
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Uber tip - APA Conf	6.38
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Uber ride - APA Conf to hotel	31.93
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Dinner for APA Conf - Sun	19.46
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Lunch for APA Conf - Mon	38.97
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Light Rail Train for APA Conf	4.50
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Breakfast for APA Conf - Tues	17.34
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Room Tax for Hotel - to be refunded	113.60
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Hotel for APA Conf	756.00
05/24	05/13/2024	38244	Elan Cardmember Service	1454 04/25/2	01-43-5330	Airport Parking for APA Conf	61.60
05/24	05/13/2024	38244	Elan Cardmember Service	3448 04/25/2	01-42-5330	Duty Ammo	78.13
05/24	05/13/2024	38244	Elan Cardmember Service	3448 04/25/2	01-42-5330	Targets	162.21
05/24	05/13/2024	38244	Elan Cardmember Service	3448 04/25/2	01-42-5330	Training - Drone Pilot Test	175.00
05/24	05/13/2024	38244	Elan Cardmember Service	3514 04/25/2	01-47-5330	E470 - PW 01 Training	12.80
05/24	05/13/2024	38244	Elan Cardmember Service	3514 04/25/2	01-42-5330	E470 - PD 02 Training	22.35
05/24	05/13/2024	38244	Elan Cardmember Service	3514 04/25/2	01-43-5331	ICC Annual Membership	160.00
05/24	05/13/2024	38244	Elan Cardmember Service	3514 04/25/2	01-40-5331	Online Subscription - No Receipt	6.99
05/24	05/13/2024	38244	Elan Cardmember Service	5590 04/25/2	01-47-5216	Sr. Inspector monthly car wash	18.00
05/24	05/13/2024	38244	Elan Cardmember Service	5590 04/25/2	01-47-5203	Uniforms - ER	152.81
05/24	05/13/2024	38244	Elan Cardmember Service	6819 04/25/2	01-42-5216	O'Reilly - Speed Trailer Battery	100.27
05/24	05/13/2024	38244	Elan Cardmember Service	7665 04/25/2	01-47-5215	Grader Shed Fuel Tank R&M	227.63
05/24	05/13/2024	38244	Elan Cardmember Service	7665 04/25/2	04-44-5254	Tools	70.42
05/24	05/13/2024	38244	Elan Cardmember Service	7665 04/25/2	01-45-5215	Soil Treatment	1,936.00
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5205	Postage	9.85
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5700	HR Lunch Mtg	108.29
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5331	Online Subscription - No Receipt	11.00
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5331	SSL Certificate	209.97
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5331	Online Subscription - No Receipt	23.82
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-48-5331	CAMCA Membership	50.00
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-41-5331	IIMC Registration - Mherman	125.00
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5330	Cyber Training - MS	30.00
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5205	Postage	9.85
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5700	HR Lunch w CPS	118.74
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5331	Online Subscription - No Receipt	9.99
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5205	Postage	39.40
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-41-5700	BOT Mtg - 4/18/24	145.08
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5205	Postage	9.85
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5331	Online Subscription - No Receipt	18.99
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5205	Postage	9.85
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-41-5330	CW CML Class	45.00
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5700	New EE	51.78
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5205	Postage	20.25
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5331	Microsoft 365 Subscription	826.00
05/24	05/13/2024	38244	Elan Cardmember Service	7700 04/25/2	01-40-5700	EE appreciation	77.94

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5216	Carwash	16.00
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5201	Software - Transaction Fee	.39
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5201	Software	19.99
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5201	Adobe Subscription	19.99
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5700	Parking - Capitol Visit	3.00
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5700	Parking - Capitol Visit	4.00
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5700	Parking - Capitol Visit	4.00
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5216	Windshield Wiper Fluid	29.61
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5210	Shipping off old computers	95.83
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5201	Adobe Subscription	12.99
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5201	Parking - Capitol Visit	15.00
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5700	Challenge Coins	181.00
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5330	Flight for training	634.96
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5216	Maintenance for PD-6	72.50
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5201	Adobe Subscription	19.99
05/24	05/13/2024	38244	Elan Cardmember Service	9596 04/25/2	01-42-5255	Axon Mount	93.90
Total 38244:							16,784.88
05/24	05/13/2024	38245	Essenza Architecture	2206-13	09-51-5500	Comm Ctr	11,645.00
Total 38245:							11,645.00
05/24	05/13/2024	38246	Felsburg Holt & Ullevig	41010	14-40-5500	3rd & Welker Improvements - March	1,819.00
Total 38246:							1,819.00
05/24	05/13/2024	38247	First Responder Trauma Counsel	001042	01-42-5343	Monthly Training - March	1,350.00
05/24	05/13/2024	38247	First Responder Trauma Counsel	001071	01-42-5343	Monthly Training - April	1,350.00
Total 38247:							2,700.00
05/24	05/13/2024	38248	Graves Consulting LLC	1430	01-40-5401	Market update (1 of 4)	3,375.00
Total 38248:							3,375.00
05/24	05/13/2024	38249	GREEN MILL SPORTSMAN CLU	139	01-42-5330	Shooting Range - Police	150.00
Total 38249:							150.00
05/24	05/13/2024	38250	HIGHLAND LAKE LATERAL DITC	533	01-40-5353	2024 Assessments	700.00
Total 38250:							700.00
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	01-47-5210	6013793 - shop supplies	153.55
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	04-44-5254	6144894 - shop tools	141.29
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	04-44-5215	3015021 - guardrail paint	63.84
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	04-44-5254	8010221 Tools/Bo's Truck	526.94
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	01-47-5210	8010221 Shop supplies	73.17
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	01-45-5372	511617 - Irrigation	7.68
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	01-40-5215	9524081 - Window on home CR7 next to	38.89
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	01-47-5210	7512069 - shop supplies	101.36
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	01-47-5215	7614113 - R&M facilities	57.36
05/24	05/13/2024	38251	HOME DEPOT CREDIT SERVIC	2769 04/21/2	01-47-5210	6144893 - refund shop supplies	153.55-

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 38251:							1,010.53
05/24	05/13/2024	38252	Interior Concepts of Denver	8569	01-40-5212	Lunchrooms table and chairs	4,320.28
Total 38252:							4,320.28
05/24	05/13/2024	38253	INTERSTATE FORD	945380C	04-44-5216	PW01	519.63
Total 38253:							519.63
05/24	05/13/2024	38254	JVA INCORPORATED	15381	06-47-5396	Raterink	34.06
05/24	05/13/2024	38254	JVA INCORPORATED	15382	06-47-5396	Raterink	1,484.89
05/24	05/13/2024	38254	JVA INCORPORATED	15382	06-40-5405	On-Call - March	1,356.20
Total 38254:							2,875.15
05/24	05/13/2024	38255	Karla Motley	050224 - MO	01-41-5330	Employee Reimbursement - meals	12.00
Total 38255:							12.00
05/24	05/13/2024	38256	KLEEN-TECH SERVICES CORP	INVG006196	01-40-5050	Janitorial Services - April	715.48
05/24	05/13/2024	38256	KLEEN-TECH SERVICES CORP	INVG006196	01-42-5050	Janitorial Services - April	876.03
05/24	05/13/2024	38256	KLEEN-TECH SERVICES CORP	INVG006196	01-47-5050	Janitorial Services - April	787.78
Total 38256:							2,379.29
05/24	05/13/2024	38257	Kyle Estrada-Clarke	033124 - ES	01-43-5330	EE Reimbursement - meals	26.00
05/24	05/13/2024	38257	Kyle Estrada-Clarke	033124 - ES	01-43-5330	EE Reimbursement - mileage	70.95
05/24	05/13/2024	38257	Kyle Estrada-Clarke	033124 - ES	01-43-5330	EE Reimbursement - hotel - RMLUI conf	325.42
Total 38257:							422.37
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	1003301 4/2	01-47-5305	1341 WC 34	55.94
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	347002 4/20/	04-44-5305	1782 WC 32	35.23
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	607001 4/20/	06-47-5305	5423 WC 32	34.39
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	618801 4/20/	01-45-5305	150 Main St	50.34
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	619202 4/20/	01-45-5305	401 3rd St	34.39
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	619802 4/20/	01-45-5305	242 Dillingham	34.40
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	620201 4/20/	01-45-5305	2700 WC 34.5	144.00
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	621801 4/20/	01-45-5305	190 1st St	530.38
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	622501 4/20/	01-45-5305	365 Welker	50.34
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	624409 4/20/	01-42-5305	201 Welker	34.54
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	650402 4/20/	01-40-5305	242 Main St	34.39
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	657602 4/20/	06-47-5305	4504 E Welker	61.81
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	657701 4/20/	01-45-5305	156 Eagle	67.99
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	657801 4/20/	01-42-5305	537 Main Police	58.92
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	657901 4/20/	01-45-5305	16775 North Creek	187.90
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	658001 4/20/	01-45-5305	441 3rd St (6580)	182.66
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	658101 4/20/	01-45-5305	10 Fairburn	50.34
05/24	05/13/2024	38258	LITTLE THOMPSON WATER DIS	658201 4/20/	01-40-5305	441 3rd St	57.76
Total 38258:							1,705.72
05/24	05/13/2024	38259	MAC EQUIPMENT INC	464770	01-45-5500	Turbine Blower	6,553.80

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 38259:							6,553.80
05/24	05/13/2024	38260	MAIN STREET MAT COMPANY	219010	01-40-5210	Mat svcs	69.36
05/24	05/13/2024	38260	MAIN STREET MAT COMPANY	219011	01-42-5210	Mat svcs	67.33
05/24	05/13/2024	38260	MAIN STREET MAT COMPANY	219017	01-47-5210	Mat svcs	103.03
Total 38260:							239.72
05/24	05/13/2024	38261	Marisol Herman	050224 - HE	01-41-5330	employee reimbursements - Meals	12.00
Total 38261:							12.00
05/24	05/13/2024	38262	MBI-Medicine for Business and In	857215	01-42-5075	Drug Screening - MR	65.27
Total 38262:							65.27
05/24	05/13/2024	38263	McDonald Farms Enterprises	0107556-IN	06-47-5231	Lake Thomas - sludge disposal	799.00
Total 38263:							799.00
05/24	05/13/2024	38264	Mercantile Exchange	050724 - ME	01-02-2308	Temp Use Permit Deposit Refund	500.00
Total 38264:							500.00
05/24	05/13/2024	38265	Michael Baker International	1210620	04-44-5217	WCR 38 Deck Replacement	5,933.50
Total 38265:							5,933.50
05/24	05/13/2024	38266	Minuteman Press	11329	01-40-5210	Business Cards - KM	63.54
05/24	05/13/2024	38266	Minuteman Press	11329	01-43-5202	Business Cards - AB	63.54
Total 38266:							127.08
05/24	05/13/2024	38267	MJT Communications	14068	01-40-5401	Computer - Admin	1,160.00
05/24	05/13/2024	38267	MJT Communications	14068	06-40-5401	Computer - Sewer	145.00
05/24	05/13/2024	38267	MJT Communications	14068	20-40-5401	Computer - MURA	145.00
Total 38267:							1,450.00
05/24	05/13/2024	38268	Nectar HR	19906	01-49-5349	Wellness Rewards	809.00
05/24	05/13/2024	38268	Nectar HR	20542	01-49-5349	Wellness Rewards	32.00
Total 38268:							841.00
05/24	05/13/2024	38269	NeoTreks, Inc	03664	04-44-5331	Plow Ops AVL Bundle	897.00
05/24	05/13/2024	38269	NeoTreks, Inc	03747	04-44-5331	Plow Ops AVL Subscription	350.00
05/24	05/13/2024	38269	NeoTreks, Inc	3822	04-44-5331	Plow Ops Subscription	350.00
Total 38269:							1,597.00
05/24	05/13/2024	38270	NEXTRUST INC.	377588	06-40-5205	Sewer Bills	418.58
05/24	05/13/2024	38270	NEXTRUST INC.	377588	06-40-5410	Sewer Bills	213.07
Total 38270:							631.65

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
05/24	05/13/2024	38271	Nichole M. Johnson	042224 - JO	99-01-1077	Overpayment of Case 23-8977	25.00
Total 38271:							25.00
05/24	05/13/2024	38272	One Way Inc	332259	06-47-5310	D13927E - 4504 Welker Trash	132.74
05/24	05/13/2024	38272	One Way Inc	332288	01-47-5310	D13927G - 1341 County Road 34 Trash	79.49
05/24	05/13/2024	38272	One Way Inc	332421	01-47-5310	D13927H - 1341 County Rd 34 Recycle	105.47
05/24	05/13/2024	38272	One Way Inc	332474	01-42-5310	D13927A - 537 Main St Trash	79.49
05/24	05/13/2024	38272	One Way Inc	332475	01-42-5310	D13927B - 537 Main St Recycle	51.09
05/24	05/13/2024	38272	One Way Inc	332484	01-40-5310	D13927C - 441 Third St Trash	79.49
05/24	05/13/2024	38272	One Way Inc	332485	01-40-5310	D13927D - 441 Third St Recycle	51.09
05/24	05/13/2024	38272	One Way Inc	332527	01-42-5310	D13927F - 201 Welker	27.29
Total 38272:							606.15
05/24	05/13/2024	38273	Professional Management System	84912	01-40-5401	Finance - Admin	4,224.00
05/24	05/13/2024	38273	Professional Management System	84912	06-40-5401	Finance - Sewer	528.00
05/24	05/13/2024	38273	Professional Management System	84912	20-40-5401	Finance - MURA	528.00
Total 38273:							5,280.00
05/24	05/13/2024	38274	RAMEY ENVIRONMENTAL COM	27448	06-47-5396	Raterink	472.30
Total 38274:							472.30
05/24	05/13/2024	38275	Riberio Wagner	042224 - WA	99-01-1077	Overpayment for case 23-8819	5.00
Total 38275:							5.00
05/24	05/13/2024	38276	Safebuilt	364278-COR	01-43-5460	Plan Review/ Permit Inspection	40,610.01
Total 38276:							40,610.01
05/24	05/13/2024	38277	SportsEngine, Inc	INV0182479	01-49-5260	Rec BG checks	46.00
Total 38277:							46.00
05/24	05/13/2024	38278	STAPLES ADVANTAGE	7000510051	01-40-5210	6001845825 - supplies	282.64
05/24	05/13/2024	38278	STAPLES ADVANTAGE	7000510051	01-40-5210	6001845821 - supplies	14.97
05/24	05/13/2024	38278	STAPLES ADVANTAGE	7000510051	01-42-5210	6001845821 - supplies	6.00
05/24	05/13/2024	38278	STAPLES ADVANTAGE	7000510051	01-47-5210	6001845824 - Supplies	198.84
05/24	05/13/2024	38278	STAPLES ADVANTAGE	7000510051	01-42-5210	6001845823 - supplies	39.16
05/24	05/13/2024	38278	STAPLES ADVANTAGE	7000510051	01-40-5210	6001845822 - supplies	278.78
Total 38278:							820.39
05/24	05/13/2024	38279	Sunrun Installations Services	042424 - SU	01-10-4030	Use Tax 2% of 50% Valuation	470.40
05/24	05/13/2024	38279	Sunrun Installations Services	042424 - SU	04-10-4030	Use Tax 1% of 50% Valuation	235.20
05/24	05/13/2024	38279	Sunrun Installations Services	042424 - SU	01-11-4100	Res Electrical Fee	92.00
05/24	05/13/2024	38279	Sunrun Installations Services	042424 - SU	01-11-4100	Bldg Permit Fee	.61
Total 38279:							798.21
05/24	05/13/2024	38280	TDS	0006545 - 04	01-40-5325	Internet	460.30
05/24	05/13/2024	38280	TDS	0014762 04/	01-42-5325	Internet	132.45

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
Total 38280:							592.75
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-40-5066	STD / LTD Insurance	162.87
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-41-5066	STD / LTD Insurance	10.14
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-42-5066	STD / LTD Insurance	407.66
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-43-5066	STD / LTD Insurance	234.99
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	04-44-5066	STD / LTD Insurance	262.73
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-45-5066	STD / LTD Insurance	249.35
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-47-5066	STD / LTD Insurance	220.53
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-48-5066	STD / LTD Insurance	32.34
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	01-49-5066	STD / LTD Insurance	119.49
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	06-40-5066	STD / LTD Insurance	98.03
05/24	05/13/2024	38281	THE HARTFORD-GROUP BENE	9247051689	20-40-5066	STD / LTD Insurance	100.83
Total 38281:							1,898.96
05/24	05/13/2024	38282	TinyMobileRobots US LLC	38114	18-49-5500	Line Marker	31,100.00
Total 38282:							31,100.00
05/24	05/13/2024	38283	Town of Johnstown	CML 5/29/24	01-41-5330	CML Spring Mtg x4	120.00
Total 38283:							120.00
05/24	05/13/2024	38284	TOWN OF MEAD	18.02 - 5.202	01-40-5305	242 Dillingham Ave	49.82
05/24	05/13/2024	38284	TOWN OF MEAD	31.11 - 5.202	01-42-5305	201 Welker Sewer	45.28
05/24	05/13/2024	38284	TOWN OF MEAD	338.01 - 5.20	01-40-5305	Town Hall Sewer	59.77
05/24	05/13/2024	38284	TOWN OF MEAD	453.01 - 5.20	01-42-5305	PD Sewer (535 Main St)	136.15
05/24	05/13/2024	38284	TOWN OF MEAD	478.02 - 5.20	01-40-5305	242 Main St	49.82
05/24	05/13/2024	38284	TOWN OF MEAD	566.02 - 5.20	01-45-5305	Bean Plant Sewer (401 Third St)	49.82
05/24	05/13/2024	38284	TOWN OF MEAD	630.04 - 5.20	01-40-5305	505 3rd St Sewer	49.82
Total 38284:							440.48
05/24	05/13/2024	38285	Tracker Products LLC	TPINV-00443	01-42-5330	Training - MR	250.00
Total 38285:							250.00
05/24	05/13/2024	38286	Voiance Language Services LLC	2024028491	01-42-5343	OPI Interpretation Services	55.20
Total 38286:							55.20
05/24	05/13/2024	38287	WHITE BEAR ANKELE TANAKA	34582	20-40-5400	MURA Legal	1,727.64
Total 38287:							1,727.64
05/24	05/13/2024	38288	Woody Williams Foundation	NOCO GOL	18-52-5501	MEAD, CO - Gold Star Memorial (50%)	32,879.44
Total 38288:							32,879.44
05/24	05/07/2024	50724100	All Copy Products Inc	527171763	01-40-5315	Copier Lease	96.41
05/24	05/07/2024	50724100	All Copy Products Inc	527182612	01-47-5315	Copier Lease	78.23
Total 50724100:							174.64

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GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount
05/24	05/07/2024	50724101	CENTURY LINK	0831 04/25/2	01-40-5300	TH Fax	77.62
05/24	05/07/2024	50724101	CENTURY LINK	4770 04/25/2	01-42-5300	PD Fax	68.77
Total 50724101:							146.39
05/24	05/07/2024	50724102	UNITED POWER	61303 04/18/	01-45-5305	17029 CR 5 - Area Light	10.78
05/24	05/07/2024	50724102	UNITED POWER	88601 04/18/	04-44-5305	Street Lights	2,967.38
05/24	05/07/2024	50724102	UNITED POWER	92015 04/18/	01-42-5305	201 Welker	46.04
Total 50724102:							3,024.20
05/24	05/07/2024	50724103	XCEL ENERGY	874477576	01-42-5305	537 4th St - acct 53-2929790-5	278.38
05/24	05/07/2024	50724103	XCEL ENERGY	874581694	01-42-5305	201 Welker - Acct # 53-0013609291-7	68.78
05/24	05/07/2024	50724103	XCEL ENERGY	874591913	01-40-5305	299 Palmer	103.22
05/24	05/07/2024	50724103	XCEL ENERGY	874628319	01-47-5305	1341 CR 34	439.24
Total 50724103:							889.62
05/24	05/07/2024	50724104	Xpress Bill Pay	INV-XPR011	06-40-5701	Credit Transaction	628.60
05/24	05/07/2024	50724104	Xpress Bill Pay	INV-XPR011	01-40-5701	Credit Transaction	157.15
Total 50724104:							785.75
05/24	05/09/2024	50924100	CEBT	INV 0065856	01-02-2310	Health Insurance	51,604.42
05/24	05/09/2024	50924100	CEBT	INV 0065856	06-02-2310	Health Insurance	2,021.11
05/24	05/09/2024	50924100	CEBT	INV 0065856	20-02-2310	Health Insurance	2,507.17
Total 50924100:							56,132.70
05/24	05/09/2024	50924101	Fusion Cloud Company	9874878	01-40-5300	Phone Bill	282.19
Total 50924101:							282.19
05/24	05/13/2024	51324100	Official with the Whistle	2	01-49-5260	5/4 Soccer Ref - 3 games	210.00
Total 51324100:							210.00
05/24	05/13/2024	51324101	TRACTOR SUPPLY CREDIT PLA	1350 042024	01-47-5210	Shop Supplies	42.95
05/24	05/13/2024	51324101	TRACTOR SUPPLY CREDIT PLA	1350 042024	01-45-5215	Bridge CR 34/Ponds	799.99
05/24	05/13/2024	51324101	TRACTOR SUPPLY CREDIT PLA	1350 042024	01-45-5215	Park Restrooms	35.96
05/24	05/13/2024	51324101	TRACTOR SUPPLY CREDIT PLA	1350 042024	04-44-5216	Equip/Vehicles	25.98
05/24	05/13/2024	51324101	TRACTOR SUPPLY CREDIT PLA	1350 042024	01-45-5215	R&M Parks	59.99
05/24	05/13/2024	51324101	TRACTOR SUPPLY CREDIT PLA	1350 042024	01-47-5210	Shop Supplies	165.84
Total 51324101:							1,130.71
Grand Totals:							307,531.51

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-02-2000	153.55	159,076.22-	158,922.67-
01-02-2308	500.00	.00	500.00

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GL Account	Debit	Credit	Proof
01-02-2310	51,604.42	.00	51,604.42
01-10-4030	470.40	.00	470.40
01-11-4100	92.61	.00	92.61
01-40-5050	715.48	.00	715.48
01-40-5066	162.87	.00	162.87
01-40-5068	205.00	.00	205.00
01-40-5200	32.77	.00	32.77
01-40-5205	99.05	.00	99.05
01-40-5210	716.28	.00	716.28
01-40-5212	4,320.28	.00	4,320.28
01-40-5215	38.89	.00	38.89
01-40-5300	359.81	.00	359.81
01-40-5305	404.60	.00	404.60
01-40-5310	130.58	.00	130.58
01-40-5315	204.82	.00	204.82
01-40-5320	19.20	.00	19.20
01-40-5325	460.30	.00	460.30
01-40-5330	30.00	.00	30.00
01-40-5331	1,185.76	.00	1,185.76
01-40-5353	700.00	.00	700.00
01-40-5399	724.05	.00	724.05
01-40-5401	12,594.81	.00	12,594.81
01-40-5700	356.75	.00	356.75
01-40-5701	157.15	.00	157.15
01-41-5066	10.14	.00	10.14
01-41-5320	9.60	.00	9.60
01-41-5330	189.00	.00	189.00
01-41-5331	125.00	.00	125.00
01-41-5700	372.41	.00	372.41
01-41-5841	1,394.38	.00	1,394.38
01-42-5050	876.03	.00	876.03
01-42-5066	407.66	.00	407.66
01-42-5075	65.27	.00	65.27
01-42-5200	16.99	.00	16.99
01-42-5201	88.35	.00	88.35
01-42-5210	208.32	.00	208.32
01-42-5216	218.38	.00	218.38
01-42-5255	215.00	.00	215.00
01-42-5300	68.77	.00	68.77
01-42-5305	668.09	.00	668.09
01-42-5310	157.87	.00	157.87
01-42-5320	240.00	.00	240.00
01-42-5325	132.45	.00	132.45
01-42-5330	5,327.65	.00	5,327.65
01-42-5343	2,755.20	.00	2,755.20
01-42-5700	192.00	.00	192.00
01-43-5066	234.99	.00	234.99
01-43-5202	63.54	.00	63.54
01-43-5203	56.90	.00	56.90
01-43-5320	9.60	.00	9.60
01-43-5330	1,528.90	.00	1,528.90
01-43-5331	160.00	.00	160.00
01-43-5460	40,610.01	.00	40,610.01
01-43-5700	75.15	.00	75.15
01-45-5066	249.35	.00	249.35
01-45-5215	3,081.44	.00	3,081.44
01-45-5305	1,393.34	.00	1,393.34

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-45-5320	48.00	.00	48.00
01-45-5372	7.68	.00	7.68
01-45-5500	6,553.80	.00	6,553.80
01-47-5050	787.78	.00	787.78
01-47-5066	220.53	.00	220.53
01-47-5203	152.81	.00	152.81
01-47-5210	862.70	153.55-	709.15
01-47-5215	374.98	.00	374.98
01-47-5216	18.00	.00	18.00
01-47-5305	495.18	.00	495.18
01-47-5310	184.96	.00	184.96
01-47-5315	78.23	.00	78.23
01-47-5320	19.20	.00	19.20
01-47-5330	12.80	.00	12.80
01-48-5040	1,500.00	.00	1,500.00
01-48-5066	32.34	.00	32.34
01-48-5320	9.60	.00	9.60
01-48-5331	50.00	.00	50.00
01-48-5399	160.90	.00	160.90
01-48-5455	1,000.00	.00	1,000.00
01-49-5066	119.49	.00	119.49
01-49-5220	2,931.14	.00	2,931.14
01-49-5236	16.33	.00	16.33
01-49-5260	724.00	.00	724.00
01-49-5262	630.43	.00	630.43
01-49-5265	63.99	.00	63.99
01-49-5320	19.20	.00	19.20
01-49-5330	2,111.71	.00	2,111.71
01-49-5331	235.88	.00	235.88
01-49-5349	1,016.00	.00	1,016.00
01-49-5399	160.90	.00	160.90
01-49-5421	990.00	.00	990.00
04-02-2000	.00	12,451.14-	12,451.14-
04-10-4030	235.20	.00	235.20
04-44-5066	262.73	.00	262.73
04-44-5215	63.84	.00	63.84
04-44-5216	545.61	.00	545.61
04-44-5217	5,933.50	.00	5,933.50
04-44-5254	738.65	.00	738.65
04-44-5305	3,002.61	.00	3,002.61
04-44-5320	72.00	.00	72.00
04-44-5331	1,597.00	.00	1,597.00
06-02-2000	904.40	12,385.76-	11,481.36-
06-02-2310	2,021.11	.00	2,021.11
06-40-5066	98.03	.00	98.03
06-40-5205	418.58	.00	418.58
06-40-5320	24.00	.00	24.00
06-40-5399	563.15	.00	563.15
06-40-5401	863.87	.00	863.87
06-40-5405	1,356.20	.00	1,356.20
06-40-5410	213.07	.00	213.07
06-40-5701	628.60	.00	628.60
06-47-5231	3,074.56	.00	3,074.56
06-47-5305	96.20	.00	96.20
06-47-5310	132.74	.00	132.74
06-47-5396	1,991.25	.00	1,991.25
06-47-5558	904.40	904.40-	.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
09-02-2000	.00	17,393.24-	17,393.24-
09-51-5500	17,393.24	.00	17,393.24
14-02-2000	.00	35,118.50-	35,118.50-
14-40-5500	35,118.50	.00	35,118.50
18-02-2000	.00	66,966.36-	66,966.36-
18-45-5500	1,854.42	.00	1,854.42
18-49-5500	31,100.00	.00	31,100.00
18-52-5501	34,011.94	.00	34,011.94
20-02-2000	.00	5,168.24-	5,168.24-
20-02-2310	2,507.17	.00	2,507.17
20-40-5066	100.83	.00	100.83
20-40-5320	9.60	.00	9.60
20-40-5400	1,727.64	.00	1,727.64
20-40-5401	823.00	.00	823.00
99-01-1077	30.00	.00	30.00
99-02-2000	.00	30.00-	30.00-
Grand Totals:	<u>309,647.41</u>	<u>309,647.41-</u>	<u>.00</u>

Report Criteria:
Report type: GL detail



Agenda Item Summary

MEETING DATE: May 13, 2024

SUBJECT: **Resolution No. 40-R-2024** – A Resolution of the Town of Mead, Colorado, Awarding a Downtown Revitalization Grant for Improvements to the Property Addressed as 323 Main Street

PRESENTED BY: Jason Bradford, AICP, Community Development Director

SUMMARY

Don Smith (“**Owner**”) has submitted a Downtown Revitalization grant application (“**Application**”) for façade revitalization of the property at 323 Main Street, Mead, CO (“**Property**”). Town staff (“**Staff**”) recommends that the Board of Trustees (“**Board**”) approve the Application and award a grant for the Property not to exceed \$5,000 by approving Resolution No. 40-R-2024 (“**Resolution**”).

BACKGROUND

Downtown Revitalization Grant Program:

The Town created the Downtown Revitalization Grant Program (“**Grant Program**”) on September 12, 2016, by adopting Resolution No. 46-R-2016 (“**Program Resolution**”). The Program Resolution sets forth the Grant Program procedures, including eligibility, application, and approval. The purpose of the Grant Program is to encourage property owners and business owners to invest in downtown Mead through beautification efforts, including beautification of street-facing building facades, in order to improve the architectural character of the downtown.

Pursuant to the Program Resolution, once Staff has reviewed an application and established eligibility, the Staff development review team makes a recommendation to the Downtown Revitalization Committee (“**DRC**”), which subsequently makes a recommendation to the Board of Trustees regarding an application. The DRC is no longer operational, originally created by Town Ordinance No. 770 adopted on April 27, 2015, codified at Mead Municipal Code (“**MMC**”) Chapter 3, Article V, subsequently repealed and replaced without mention of the DRC by Ordinance No. 821 adopted on November 14, 2016. For this reason, Staff is making a direct recommendation to the Board of Trustees regarding the Application.

Grant awards shall not exceed five thousand dollars (\$5,000) per application, and the Town funds must be a dollar-for-dollar match for applicant’s expenditures on street-facing improvements, including: significant long-term improvements to the building exterior, such as painting, cleaning, and façade repair; window repair or replacement; signage; and landscaping and streetscape improvements.

Staff recommends approval of the Owner’s Application.

Application (323 Main Street):

The Application describes the proposed improvements to the façade of the building on the Property and the construction of street furniture for the Property, as follows:

- Replacement of the windows, siding, and fencing;
- Replacement of the residential front door with a storefront;
- Installation of an awning; and
- Installation of street furniture, including an accessible ramp and planters within the right-of-way (ROW) (together, the “**Improvements**”).

A copy of the Application is attached as Exhibit A to the Resolution.

Owner has already commenced major redevelopment efforts to improve the Property for the purpose of establishing a new restaurant in the downtown, called Gringoz BBQ.

ELIGIBILITY, APPROVAL CRITERIA, AND STAFF ANALYSIS

The criteria for eligibility and approval of an application are specified in the Program Resolution. The following is Staff’s analysis of eligibility and approval criteria.

Eligibility (Program Resolution, Section 2):

Staff finds that the Application meets the eligibility standards for the Grant Program, as more specifically outlined below.

- A. The structure must be located on Main Street or Third Street, between Palmer Street and Welker Avenue.*

The Property is addressed as 323 Main Street and is located within these geographical boundaries (see Exhibit B of the Resolution).

- B. The applicant must be the owner, mortgagor, contract purchaser, or long-term lessee.*

The applicant, Donald Smith, is the owner of the Property per warranty deed recorded with the Weld County Clerk and Recorder on July 1, 2016, at Reception No. 4215892.

- C. The applicant must provide goods and/or services to the general public.*

The proposed use, a local restaurant, will provide food services to the general public.

- D. Tenants must have written approval of the property owner prior to approval of the application.*

Not applicable.

- E. The exterior of the property must meet all Town of Mead Building Codes, including Community Design and Development Standards for the Old Town Corridor.*

The Property meets all applicable MMC standards and codes, including the Old Town Corridor standards as further described in the “Old Town Corridor Standards” section of this Agenda Item Summary below.

- F. The business and building exterior must conform to the Town’s zoning regulations.*

The proposed use, a local restaurant, is allowed as a use-by-right in the DMU (Downtown Mixed-Use) zone district.

- G. In the event that a violation is present, correction of the violation must be made prior to disbursement of the façade grant.*

Not applicable.

- H. Buildings with multiple tenants must be remodeled in a unified manner.*

Not applicable.

Old Town Corridor Standards (MMC Sec. 16-2-210)

- (1) *All buildings should be of an architectural style, materials and colors that are appropriate for the period of the 19th century and up to circa 1940, since that was the initial development period of the Town, and because such parameters are commonly known as a "traditional Old Town look."*

Staff finds the design of the restored façade is generally in compliance with the Old Town Corridor design standards. The colors and materials that are used are appropriate to the intended traditional Old Town look, with a new, more modern interpretation of the traditional architectural materials, language, patterns, and forms. The use of staggered rough-split shake shingles and board-and-batten siding is often found in architecture styles that are appropriate to the traditional era sought by the Old Town design standards. The use of the large-glass storefront, stone foundation wall, and awnings are also appropriate.

- (2) *Building facades shall have ornamental features and shall not be both flat-fronted and flat-topped. First floor frontages should feature large expanses of glass windows to present inviting views into the building.*

Staff finds the design of the restored façade is generally in compliance with this standard. The roof maintains the historic gabled roof form and the first-floor façade has been designed with a large, glass storefront that presents inviting views into the building, as sought by the Old Town design standards.

- (3) *Freestanding buildings that do not abut other structures shall have the same roofing requirements as those of the Welker Avenue Corridor.*

Staff finds the design of the restored façade is generally in compliance with the Old Town Corridor and Welker Avenue Corridor roof design standards. The Welker Avenue Corridor roofing design standards state that:

Roofing shall generally be of traditional-appearing architectural laminated shingles, slate or slate-look shingles or cedar shake materials. If metal roofs are used, they shall be bronze or dark in color, and not silver, bright gold or light colors. Roofs shall be pitched and shall have appropriately scaled overhanging eaves.

The colors and materials that are used for the roof are a new, more modern interpretation of the traditional roofing materials, while still maintaining the traditional pattern and form. The roof maintains the traditional gabled slopes and overhangs, with a modern metal roofing material. While the roofing design of the building does not perfectly conform to this design standard, Staff believes the modern interpretation is appropriate and does not look out of place within the context of the downtown.

- (4) *In order to maximize pedestrian orientation and attraction, all buildings must be brought out to the sidewalk (i.e., a zero-front-yard setback), or otherwise the building's activity should be brought out to the sidewalk (for example, outdoor seating in front of a restaurant).*

The Owner has made several efforts to bring beauty and activity out to the sidewalk. The front yard landscaping has been improved, and the plans call for a metal planter to be installed along the sidewalk and planted with flowers and other decorative plants; the residential driveway across the sidewalk and the old fencing, including old privacy fencing and chain-link fencing, which are all incompatible with the pedestrian-oriented downtown sidewalk experience, have been removed and replaced with a unique, architectural metal fencing. This new fencing is very open and whimsical, which adds some artistic features to the site and encourages inviting views into the site.

- (5) *There should be no significant gaps between buildings; i.e., pedestrian walkways are permitted, but parking to meet the customer, employee and/or residential load of a building must be provided inside, underneath or at the rear of the building, with parking access from the alley or a side street, wherever possible.*

The Owner has made several efforts to enhance pedestrian-oriented activity along the sidewalk. In addition to the installation of a planter and the improved landscaping and fencing at the front of the building, the old residential driveway that ran across the sidewalk has been removed. Parking is now limited to the existing street parking along Main Street and at the rear of the Property, accessed from the alley. This new parking arrangement is much more compatible to the downtown and encourages pedestrian activity at the site.

- (6) *Old Town buildings may have residential portions, although they are treated as nonresidential buildings for the purposes of this Section. Residential uses of buildings must always be on upper floors or in the rear. The street-side portion of the first floor of all buildings must be for commercial use.*

This Property does have a mix of uses, including the proposed restaurant and an attached residential unit at the rear of the building. This mixed-use is allowed as a use-by-right in the DMU zone district and does meet this provision of the design guidelines.

- (7) *Where corner lots or parcels in the Old Town Corridor abut the Welker Avenue Corridor, all of the applicable provisions of the Welker Avenue Corridor shall govern.*

These design provisions are not applicable to the subject Property.

- (8) *Reserved.*

This provision is reserved for future additions to the Old Town Corridor regulations.

- (9) *Awnings or canopies. Awnings or canopies which provide a generally consistent cover along the pedestrian walk are strongly encouraged. Arcades are desired to maintain a more continuous weather-protected walk.*

The façade design includes an awning and is in compliance with this provision of the Old Town Corridor design standards.

- (10) *Historic buildings. Where feasible, historic structures shall be preserved and restored to allow for reuse as businesses. Restoration should comply with the Secretary of Interior Standards for Restoration.*

According to the Weld County Assessor's information, the building on the Property was constructed in 1932 as a Multi-Family Residential structure. It appears as though the building was converted to a Post Office in 1952. However, the Property is not officially listed as historic, and it is unlikely that it would be eligible for historic designation status due to the many significant alterations and modifications to the building over the years. Staff finds the design of the restored façade is generally in compliance with the Old Town Corridor design standards.

Approval Criteria (Program Resolution, Section 7)

The Program Resolution provides that approval of applications will be based on consideration of the following:

- A. *The condition of the existing structure;*
- B. *The value of the completed improvement;*
- C. *The quality of the proposed design;*
- D. *The following additional criteria:*
 - i. *Historical and architectural significance of the design;*
 - ii. *Potential impact of the project on the streetscape in general or on the building in particular;*
 - iii. *Location of the building – visually prominent areas;*
 - iv. *Overall cost of the project;*
 - v. *Availability of funds;*
 - vi. *Positive responses from applicant references;*
 - vii. *Quality of the proposal and adherence to the procedure and Community Design Standards;*
 - viii. *Willingness of applicant to implement entire rehabilitation design.*

Staff finds that the evaluation of these criteria strongly supports approval of the Application for the Grant Program and award of grant. Applicant has already commenced making changes to implement a complete rehabilitation design, including replacement fencing, though these are not eligible for funding match through the Grant Program. The proposed Improvements and façade rehabilitation will have a positive impact on the streetscape as well as the façade of the building, would bring more vitality to the downtown area and would provide a new place for Mead residents, business owners, and visitors to eat and gather in Mead’s downtown.

As established above, the Application proposes a project that adheres to the applicable MMC standards, including the Old Town Corridor standards.

CONCLUSION

Staff finds that the Application is eligible for matching funds through the Grant Program and recommends approval based on the Grant Program approval criteria.

FINANCIAL CONSIDERATIONS

Pursuant to the Program Resolution, the Town will provide up to \$5,000 per grant.

If the Board of Trustees approves the proposed Resolution, the Applicant will receive up to a \$5,000 payment from the Town’s General Fund, specifically the Community Development Department budget. Approval of the grant represents an investment in the future health and vitality of the downtown.

STAFF RECOMMENDATION/ACTION REQUIRED

Town Staff has reviewed the Application and finds that the Application is in conformance with the eligibility requirements and approval criteria established by the Grant Program. Therefore, Staff recommends that the Board of Trustees approve the \$5,000 grant for the Property by adopting the Resolution in the form presented. A motion to approve the May 13, 2024 consent agenda will approve the Resolution.

If this matter is pulled from the consent agenda for additional discussion or questions, Town Staff recommends the following motion:

Suggested motion:

“I move to approve Resolution No. 40-R-2024, A Resolution of the Town of Mead, Colorado, Awarding a Downtown Revitalization Grant for Improvements to the Property Addressed as 323 Main Street”

ATTACHMENTS

Resolution No. 40-R-2024
Exhibit A— Grant Application for 323 Main Street
Exhibit B— Grant Program Eligibility Map
Exhibit C— Property façade before improvements
Exhibit D— Property façade after improvements

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 40-R-2024**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, AWARDING A DOWNTOWN
REVITALIZATION GRANT FOR IMPROVEMENTS TO THE PROPERTY ADDRESSED AS
323 MAIN STREET**

WHEREAS, by Resolution No. 46-R-2016 (“**Program Resolution**”), the Town of Mead (“Town”) established a Downtown Revitalization Grant program (“**Grant Program**”) to provide funding for façade rehabilitation with the goal of encouraging reinvestment in downtown Mead for a vibrant and thriving downtown; and

WHEREAS, the Grant Program is available for properties located along Main Street or Third Street, between Palmer Street on the north and Welker Avenue to the south; and

WHEREAS, the Program Resolution sets out the eligibility, application, and approval standards and requirements for the Grant Program, including review and recommendation regarding approval by the Downtown Revitalization Committee (“**DRC**”), which is no longer operational; and

WHEREAS, specifically, the Town created the DRC by Ordinance No. 770, codified at Mead Municipal Code (“**MMC**”) Chapter 3, Article V, which Article V was subsequently repealed and replaced without mention of the DRC by Ordinance No. 821, adopted on November 14, 2016; and

WHEREAS, Donald Smith (“**Applicant**”) has submitted an application for a Downtown Revitalization grant for façade and streetscape improvements to the property at 323 Main Street (“**Property**”), as more particularly described in the Downtown Revitalization Grant Application, attached hereto and incorporated herein as **Exhibit A** (“**Application**”); and

WHEREAS, the Property is located within the geographic boundaries of the Grant Program, as established by the Program Resolution and as depicted in **Exhibit B** to the Resolution; and

WHEREAS, the Application includes depictions of the building façade both before and after proposed improvements, as shown on **Exhibits C and D**, attached hereto and incorporated herein; and

WHEREAS, the Application includes improvements that are eligible for Grant Program funds, including façade painting and replacement of façade materials, window repair and replacement, and landscaping and streetscape improvements, as more particularly provided in the Program Resolution (“**Eligible Improvements**”); and

WHEREAS, Town staff has reviewed the Application and recommends approval; and

WHEREAS, Town staff’s recommendation is based on staff’s finding that the Application meets both the Grant Program’s eligibility and approval criteria, as more fully set forth in that certain *Agenda Item Summary* prepared for the May 13, 2024 regular meeting.

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

Section 1. Award of Grant. The Application for the Property is hereby approved. The Town will reimburse Applicant for fifty percent (50%) of Eligible Improvements costs, as verified by receipts and invoices, not to exceed five thousand dollars (\$5,000.00) and in conformance with the parameters of the Program Resolution. As part of the approval of the Application, the Board specifically finds and determines that any work performed by the Applicant on the Eligible Improvements prior to the date that the Application was submitted to the Town by the Applicant will qualify for reimbursement, notwithstanding language in the Program Resolution to the contrary.

Section 2. Effective Date. This Resolution shall become effective immediately upon approval and 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 (1) copy of the adopted Resolution available for public inspection during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13th DAY OF MAY, 2024.

ATTEST:

TOWN OF MEAD:

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

By: _____
Colleen G. Whitlow, Mayor

EXHIBIT A

Grant Application for 323 Main Street
[Exhibit begins on the next page.]



DOWNTOWN REVITALIZATION GRANT APPLICATION

APPLICANT INFORMATION

- 1) Name: Don Smith
- 2) If Business Application, doing Business as (DBA): _____
- 3) Mailing Address: po 282
- 4) City: Mead State: Colo Zip: 80542
- 5) Contact Person: Don Smith
- 6) E-Mail Address: squarerootbuilders@gmail.com
- 7) Telephone Number (Home) include area code: _____
- 8) Telephone Number (Business) include area code: 303-859-1301 (same)
- 9) Fax Number: _____
- 10) Business Website address: _____

PROJECT INFORMATION

- 11) Project Location: 323 Main st, Mead, Co. 80542
- 12) Describe the proposed project: See attached pages for details of work to be done & perspective of desired look of project @ 323 Main st.

NEW RAMP RAILING & HANDICAP HANDRAIL, REPLACE
2 LARGE MAIN WINDOWS WITH TEMPERED GLASS
NEW FRONT DOOR, RE-SURFACE HANDICAP RAMP, NEW
AWNING, NEW ORNAMENTAL GATE, NEW FAUX SHINGLE
SIDING, TUCK & MORTAR STONE & FAUX FINISH, NEW
PLANTER DESIGNED WITH THEME IN MIND, NEW
QUILTER, NEW BUSINESS SIGN, NEW PAINT

13) Do you own the building/residence? Yes No

14) Anticipated cost of the project \$ \$15,000 to \$20,000

15) Source of matching funds Don Smith

16) Who will be doing the work? Don Smith

17) Please provide a timeline indicating the planned completion of the project.

February-March

Signature of Property Owner(s):

Don Smith

Print Name

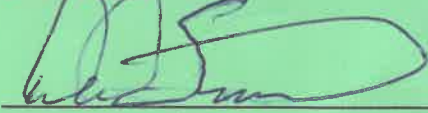


Owner Signature

12.5.23
Date

Don Smith

Print Name



Owner Signature

12.5.23
Date

Business Owner Signature

Don Smith

Print Name



Signature

Title (Owner, Partner, Officer)

12.5.23
Date

Due to normal bid requirements for the Town of Mead, depending upon the scope of the project, the Town may require three bids. Following initial review of the application, additional information may be requested.

Applications are to be submitted to the Town of Mead, 441 Third St. P.O. Box 626, Mead, CO 80542. Applications will be reviewed by staff, which will make recommendations to the Town of Mead Board of Trustees regarding the funding of the project. The decision of the Board of Trustees will be final. The Town of Mead reserves the right to discontinue or suspend the program at any time.

EXHIBIT B
Grant Program Eligibility Map

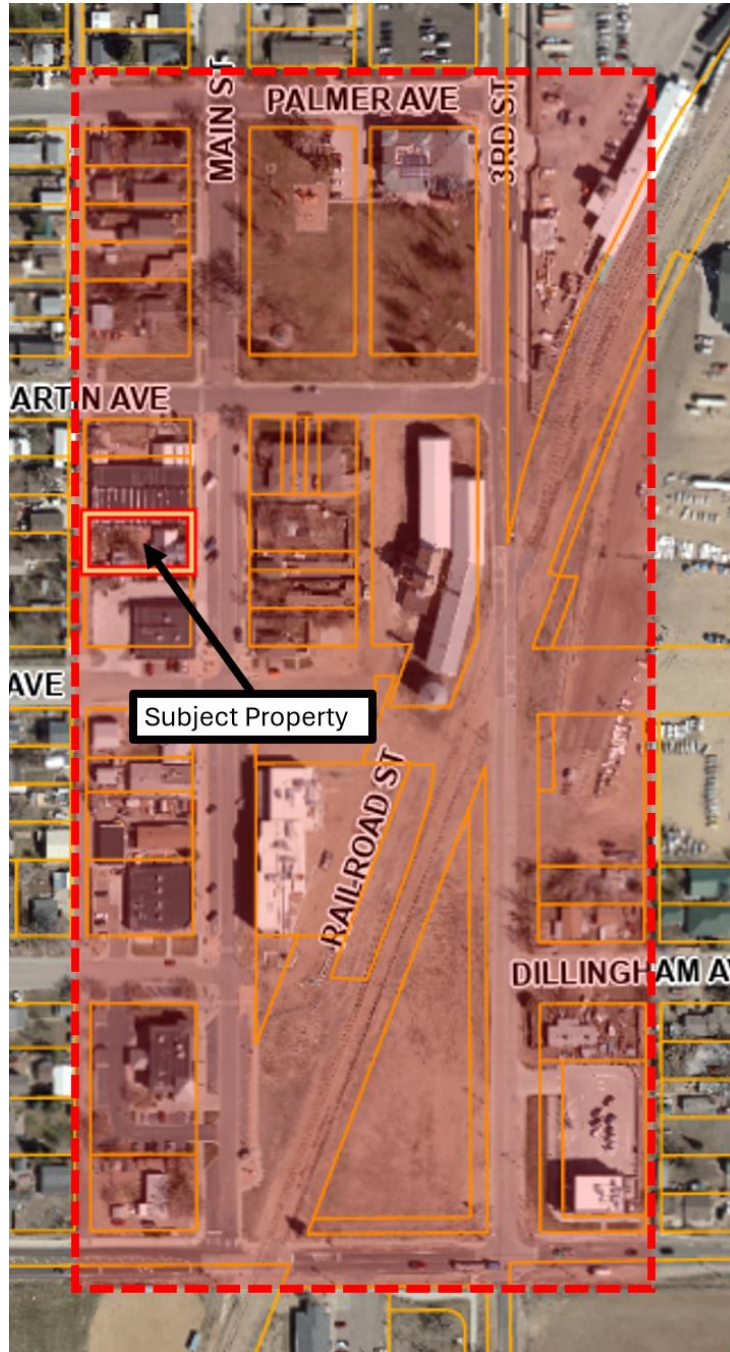


EXHIBIT C
Property Façade before Improvements



EXHIBIT D
Property Façade after Façade Improvements





Agenda Item Summary

MEETING DATE: May 13, 2024

SUBJECT: **Resolution No. 41-R-2024** – A Resolution of the Town of Mead, Colorado, Approving a Memorandum of Understanding Between the Town of Mead, the Woody Williams Foundation, Inc., and the Northern Colorado Gold Star Families Memorial Monument Committee for the Installation of the Gold Star Families Memorial Monument

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

THROUGH: Lindsay Sloan, Assistant Town Attorney

SUMMARY

The Town of Mead (“Town”) is coordinating the installation of the Gold Star Families Memorial Monument (“Monument”) in Western Founder’s Park to honor the lives lost while serving active duty in the United States Armed Forces. The Monument is one component of a larger renovation project in Western Founder’s Park that is included in the Town’s approved 2024 budget. The Monument will serve to educate Town residents about the importance of the Gold Star designation and to foster community among residents.

The Woody Williams Foundation, Inc. (“Foundation”) and the Northern Colorado Gold Star Families Memorial Monument Committee (“Committee”) wish to enter into a Memorandum of Understanding with the Town to document the responsibilities of each party regarding plans and cooperative efforts surrounding the Monument (the “MOU”).

Under the MOU, the Foundation will provide the Committee and Town with architectural plans and guidelines for the Monument, coordinate final design of the Monument with the Committee and Memorial Monuments, Inc. (“Fabricator”), and establish and maintain a restricted bank account for funds submitted to the Foundation for the Monument (“Restricted Account”). The Committee will obtain approvals from the Town for the site preparation and dedication of the Monument and will raise funds required for the construction and dedication of the Monument.

The cost estimate for the Monument is \$65,758.88, and is inclusive of design, fabrication, shipping, and installation of the Monument (“Memorial Cost Estimate”). The MOU also outlines the timing of payments to the Foundation for the Memorial Cost Estimate.

The Town previously accepted a \$54,000.00 donation from the Longmont Community Foundation by Resolution No. 23-R-2024. Those funds are currently on deposit with the Town and will be used to pay the Memorial Cost Estimate. Any remaining costs will be covered by the Town out of funds previously budgeted for the Western Founder’s Park project. The Committee is expected to continue fundraising efforts through calendar year 2024, and supplemental funds may be made available through the Committee or Longmont Community Foundation for the Monument.

Resolution No. 41-R-2024: (a) approves the MOU in substantially the same form as attached to the Resolution; (b) authorizes the Town Attorney in cooperation with the Town Manager to make any non-material changes as may be necessary to the MOU that do not increase the Town’s obligations; and (c) authorizes the Town Manager to execute the MOU on behalf of the Town when in final form.

FINANCIAL CONSIDERATIONS

As stated above, the Memorial Cost Estimate is \$65,758.88 (see cost breakdown below). The Memorial Cost Estimate includes a 10% support fee imposed by the Foundation to offset the Foundation’s administrative costs.

Monument (Main) :	\$49,443
Benches :	\$ 7,240
<u>Plaque / Sign :</u>	<u>\$ 2,500</u>
Subtotal:	\$59,183
Support Fee (10%):	\$ 6,575.88
Total:	\$65,758.88

As set forth above, the Town is currently holding a \$54,000.00 donation from the Longmont Community Foundation. These funds will be used to pay the Memorial Cost Estimate.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the May 13, 2024, consent agenda will approve the Resolution (approving the MOU). If this item is pulled off the consent agenda for further discussion or questions, Staff recommends the following motion:

Suggested Motion:

“I move to approve Resolution No. 41-R-2024, A Resolution of the Town of Mead, Colorado, Approving a Memorandum of Understanding Between the Town of Mead, the Woody Williams Foundation, Inc., and the Northern Colorado Gold Star Families Memorial Monument Committee for the Installation of the Gold Star Families Memorial Monument.”

ATTACHMENTS

Resolution No. 41-R-2024

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 41-R-2024**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING A
MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF MEAD,
THE WOODY WILLIAMS FOUNDATION, INC., AND THE NORTHERN
COLORADO GOLD STAR FAMILIES MEMORIAL MONUMENT
COMMITTEE FOR THE INSTALLATION OF THE GOLD STAR FAMILIES
MEMORIAL MONUMENT**

WHEREAS, the Town of Mead (“Town”) desires to cooperate in the planned installation of the Gold Star Families Memorial Monument (“Monument”) in Western Founder’s Park to honor the lives lost while serving active duty in the United States Armed Forces; and

WHEREAS, the Woody Williams Foundation, Inc., a West Virginia non-profit corporation (“Foundation”) and the Northern Colorado Gold Star Families Memorial Monument Committee (“Committee”) wish to enter into a Memorandum of Understanding with the Town to document the responsibilities of each party regarding plans and cooperative efforts surrounding the Monument (the “MOU”); and

WHEREAS, the MOU establishes a cost estimate of sixty-five thousand seven hundred fifty-eight and 88/100 dollars (\$65,758.88) that is inclusive of design, fabrication, shipping, and installation costs for the Monument (“Memorial Cost Estimate”) and establishes the timing of the installment payments associated with the Memorial Cost Estimate by the Town to the Foundation; and

WHEREAS, the Board of Trustees desires to approve the MOU in substantially the same form as attached to this Resolution as **Attachment 1** and further desires to designate authority to the Town Manager to execute the same once in final form.

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

Section 1. The foregoing recitals incorporated as findings of the Board of Trustees.

Section 2. The Board of Trustees hereby: (a) approves the MOU in substantially the same form as attached to this Resolution; (b) authorizes the Town Attorney in cooperation with the Town Manager to make any non-material changes as may be necessary to the MOU that do not increase the Town’s obligations; (c) authorizes the Town Manager to execute the MOU on behalf of the Town when in final form; and (d) authorizes the Town Manager or designee to cause the Memorial Deposit and Remaining Memorial Deposits (as those terms are defined in the MOU) to be remitted to the Foundation in accordance with the requirements of the MOU.

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 13th DAY OF MAY, 2024.

ATTEST:

TOWN OF MEAD

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

By: _____
Colleen G. Whitlow, Mayor

ATTACHMENT 1
Memorandum of Understanding

Memorandum of Understanding

Gold Star Families Memorial Monument (Town of Mead, Colorado)

This Memorandum of Understanding is entered into between the Woody Williams Foundation, Inc., the Northern Colorado Gold Star Families Memorial Monument Committee, and the Town of Mead, Colorado

The purpose of this Memorandum of Understanding (hereinafter “**MOU**”) is to set forth the understanding between the WOODY WILLIAMS FOUNDATION, INC., a West Virginia non-profit corporation (hereinafter “**Foundation**”), the NORTHERN COLORADO GOLD STAR FAMILIES MEMORIAL MONUMENT COMMITTEE (hereinafter “**Committee**”), and the TOWN OF MEAD, a municipal corporation of the State of Colorado (hereinafter “**ENTITY**”), collectively referred to as “the Parties”. This MOU shall be effective as of the date of mutual execution hereof by the Parties (“**Effective Date**”).

This MOU documents the plans and cooperative efforts of the Foundation, the Committee, and the ENTITY for the establishment of a Gold Star Families Memorial Monument (hereinafter “**Monument**”) to be located in Western Founders Park, proximate to the southwest corner of CR 34.5 & 9th Street and located within the jurisdictional boundaries of ENTITY (“**Approved Monument Site**”).

The Approved Monument Site shall remain the sole property of the ENTITY and any and all improvements made in accordance with the MOU shall become the sole property of the ENTITY upon completion of the Monument installation and dedication.

This MOU shall commence on the Effective Date and shall terminate on December 31, 2025 or on the date that the Monument has been successfully installed at the Approved Monument Site, whichever first occurs.

1. The **Foundation** shall be responsible for the following:

- A. Providing the Committee and ENTITY with architectural plans and guidelines for the Monument.
- B. Reviewing and approving all Monument designs submitted by the Committee.
- C. Coordinating final design of the Monument with the Committee and Memorial Monuments, Inc. (“**Fabricator**”).
- D. Establishing and maintaining a restricted bank account for funds submitted to the Foundation for the Monument (“**Restricted Account**”).
- E. Providing the Committee and the ENTITY with monthly financial reporting detailing deposits and disbursements relative to the Monument project.
- F. Reviewing, approving and disbursing funds for the payment of invoices for the Monument approved and submitted by the ENTITY and Committee.
- G. Providing support services and informational resources to the Committee and ENTITY to ensure that the Monument is constructed in accordance with standard practices.

- H. Coordination with Fabricator, Committee and ENTITY for delivery and installation of the Monument at the Approved Monument Site on a schedule acceptable to Committee and ENTITY.

2. The **Committee** shall be responsible for the following:

- A. Obtaining approval on behalf of the Foundation and Committee from the ENTITY for the site preparation and dedication of the Monument.
- B. Requesting approval from the Foundation for the final Monument design.
- C. Raising funds required for the construction and dedication of the Monument.
- D. Coordinating with the Foundation and ENTITY for Monument-related activities and ceremonies, including but not limited to the Monument dedication event.

3. The **ENTITY** shall be responsible for the following:

- A. Approving the installation of the Monument at the Approved Monument Site.
- B. Coordinating site preparation of the Approved Monument Site in accordance with the architectural plans and guidelines for the Monument.
- C. Providing adequate land and usable space for the Monument project at the Approved Monument Site.
- D. Coordinating the maintenance of the completed Monument following installation at the Approved Monument Site.
- E. Allowing for events to be carried out in the interest of the Monument effort. All such special events shall comply with ENTITY's regulations and special event permit requirements.

4. Disbursement and Allocation of Funds:

- A. The Parties agree that fundraising efforts will be directed to the acquisition and dedication of a Monument at the Approved Monument Site.
- B. The cost estimate for the Monument (inclusive of design, fabrication, shipping to the Approved Monument Site, installation by Fabricator, and the Foundation Support Fee) is attached to this MOU as **Attachment 1** and is incorporated herein by reference ("**Memorial Cost Estimate**").
- C. Prior to the Effective Date, the Entity has deposited fifty percent (50%) of the Memorial Cost Estimate ("**Memorial Deposit**") with the Foundation. The Foundation is holding the Memorial Deposit in the Restricted Account.
- D. The Entity will pay the Foundation twenty-five percent (25%) of the balance of the Memorial Cost Estimate prior to Fabricator etching the Monument, and pay the remaining twenty-five percent (25%) balance prior to Fabricator installing the Monument (together, the "**Remaining Memorial Deposits**"). The Foundation shall hold the Remaining Memorial Deposits in the Restricted Account.
- E. All sums due to the Fabricator for the Monument, including for design, fabrication, and shipping to the Approved Monument Site and installation by Fabricator, will be paid by the Foundation to the Fabricator from funds available in the Restricted Account.
- F. It is agreed that funds remaining in the Restricted Account held by the Foundation in

excess of the Memorial Cost Estimate, if any, will be disbursed to the Foundation in support of mission-related activities aimed at the Monument initiative.

5. Miscellaneous:

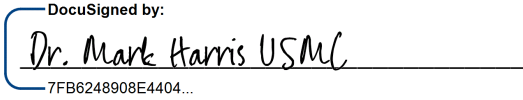
- A. Appropriation. Pursuant to C.R.S. § 29-1-110, any financial obligations of ENTITY contained herein which are payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available.
- B. No Waiver of Governmental Immunity. The Parties hereto understand and agree that ENTITY, its Trustees, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this MOU, the monetary limitations or any other rights, immunities and protections provided to ENTITY by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.*
- C. Additional Documents. The Parties agree to execute any additional documents or take any additional action that is necessary to carry out the objectives of this MOU.
- D. No Third-Party Beneficiaries. The enforcement of the terms and conditions of this MOU and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this MOU shall give or allow any such claim or right of action by any other or third person under this MOU. Any beneficiary of the terms and conditions of this MOU are not intended beneficiaries but are incidental beneficiaries only.
- E. Entirety. This MOU merges and supersedes all prior negotiations, representations and agreements between the Parties and constitutes the entire agreement between the Parties concerning the subject matter hereof.
- F. Amendment. Any amendments or modifications to the terms of this MOU must be in writing and executed by all Parties.
- G. Counterparts. This MOU may be executed in one or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same document.

[signature pages follow]

[signature page(s) to MOU – Gold Star Families Memorial Monument]

FOUNDATION:

WOODY WILLIAMS FOUNDATION, INC., a West Virginia non-profit corporation

By:  DocuSigned by:
7FB6248908E4404...

Name: Dr. Mark Harris USMC

Title: President and CEO

Date: 5/6/2024, 2024

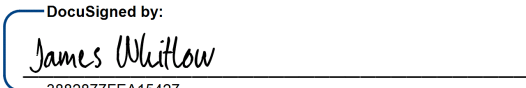
Address:

Woody Williams Foundation
12123 Shelbyville Road,
Suite 100
Louisville, KY 40243
Federal Tax ID #06-
1840409

[signature page(s) to MOU – Gold Star Families Memorial Monument]

COMMITTEE:

NORTHERN COLORADO GOLD STAR FAMILIES MEMORIAL MONUMENT COMMITTEE

By:  3882877FEA15427...

Name: James whitlow

Title: Honorary Board Member, woody williams Foundation

Date: 5/6/2024, 2024

Address:

Northern Colorado Gold Star Families Memorial Monument Committee
3804 Whitetail Court
Mead CO, 80542

[signature page(s) to MOU – Gold Star Families Memorial Monument]

ENTITY:

TOWN OF MEAD, a municipal corporation of the State of Colorado

By: _____
Helen Migchelbrink, Town Manager

Date: _____, 2024

Address:

Town of Mead
Attn: Town Manager
441 Third Street
Mead, CO 80542

Attachment 1
Memorial Cost Estimate

Monument (Main)	\$49,443
Benches	\$ 7,240
<u>Plaque / Sign</u>	<u>\$ 2,500</u>
Subtotal:	\$59,183
Support Fee (10%):	\$ 6,575.88
Total:	\$65,758.88

[Return to Previous Page](#)

Order #408269

Woody Williams Foundation
12123 Shelbyville Rd. STE #100
Louisville, KY 40243
(888) 839-7190

Name on Stone: **Mead, Colorado - Gold Star - Benches**

Salesperson:

Status: Pre-Need

Estimated Completion Date: 16-22 Weeks From Approval

Order Created: 2024-04-19

ORDER # 408269 Mead, Colorado - Gold Star ...

Front Name(s)/Dates

Purchaser covenants and agrees to pay to the order of Sell in consideration for the above described memorial work, the sum of:

CASH PRICE

Memorial	\$7,240.00
Special	_____
Vases	_____
Porcelains	_____
Medallions	_____
Etchings	_____
Back	_____
Setting	\$0.00
Subtotal	\$7,240.00
Cemetery Fee	_____
Shipping	_____
TOTAL CASH PRICE	\$7,240.00
Paid	\$0.00
Balance Due	\$7,240.00

Design Comment: Blank for now
 Granite Style/Shape: Harp Leg Bench 48" X 0" X 0" [P5] India Black
 Granite Base:
 Foundation:
 Special:
 Facing Checked: No
 Vases/Holes: None
 Porcelains:
 Etchings:
 Medallions:
 Cemetery: Delivery Only - No Concrete
 Location:
 Setting Instructions: 4 Foot Harp Leg Bench Blank - India Black -
 Optional Etching front and back Included.
 Quotation Expires 30 Days From Quotation Date.

It is understood that the representative or agent taking this order contact has only the authority to collect the down payment herein described and that all checks must be made payable to Seller. Future payments on this account are to be made to Seller, at its principal place of business. Should any part of this obligation not be paid when due, purchaser agrees to pay a reasonable attorney's fee incurred in its collection and any reasonable expense incurred in realizing on a security interest. Upon acceptance by Seller, at its home office, this order is NOT subject to cancellation. In the event of non-payment when due of any part of this obligation, the full unpaid balance becomes due and payable at once. In the alternative, the Seller may reposses the monument and Purchaser hereby authorizes any cemetery official to permit removal of the monument. Seller hereby retains a security interest in the monument and other items described above which are the subject of this sale until the total balance due is paid. Purchaser agrees to pay as a delinquency charge on any payment remaining unpaid for ten (10) days after its due date a sum computed by taking the annual percentage rate of 12% times the period for which the payment remains unpaid.

ALL FUTURE WORK OR LETTERING IS AN ADDITIONAL EXPENSE TO BE ASSUMED BY THE CUSTOMER.
CUSTOMER ACKNOWLEDGES FACING, SPELLING AND DATES TO BE CORRECT.

Purchaser acknowledges receipt of a copy of this agreement

Purchaser

Purchaser Signature

Address

Phone

Email

[Return to Previous Page](#)

Order #408272

Woody Williams Foundation
12123 Shelbyville Rd. STE #100
Louisville, KY 40243
(888) 839-7190

Name on Stone: **Mead, Colorado - Gold Star - Plaque**

Salesperson:

Status: Pre-Need

Estimated Completion Date: 16-22 Weeks From Approval

Order Created: 2024-04-19

ORDER # 408272 Mead, Colorado - Gold Star ...

Front Name(s)/Dates

Purchaser covenants and agrees to pay to the order of Sell in consideration for the above described memorial work, the sum of:

CASH PRICE

Memorial	\$2,500.00
Special	_____
Vases	_____
Porcelains	_____
Medallions	_____
Etchings	_____
Back	_____
Setting	\$0.00
Subtotal	\$2,500.00
Cemetery Fee	_____
Shipping	_____
TOTAL CASH PRICE	\$2,500.00
Paid	\$0.00
Balance Due	\$2,500.00

Design Comment: Show Blank Version of this with only the gold stars in the corners Previous order #304558.

Granite Style/Shape: Other 30" X 20" X 4" [P1 BRP] India Black - 6" Long .5" Stainless Steel Dowel drill hole 2" into the bottom of Plaque.

Granite Base: 14" X 14" X 30" [Sawnn top and bottom. BRP] India Black - Drill Dowel Hole 4" Depth, top and bottom of Base. Send 2 - 6" Dowels

Foundation: _____

Special: _____

Facing Checked: No

Vases/Holes: None

Porcelains: _____

Etchings: _____

Medallions: _____

Cemetery: Delivery Only - No Concrete

Location: _____

Setting Instructions: _____

It is understood that the representative or agent taking this order contact has only the authority to collect the down payment herein described and that all checks must be made payable to Seller. Future payments on this account are to be made to Seller, at its principal place of business. Should any part of this obligation not be paid when due, purchaser agrees to pay a reasonable attorney's fee incurred in its collection and any reasonable expense incurred in realizing on a security interest. Upon acceptance by Seller, at its home office, this order is NOT subject to cancellation. In the event of non-payment when due of any part of this obligation, the full unpaid balance becomes due and payable at once. In the alternative, the Seller may reposses the monument and Purchaser hereby authorizes any cemetery official to permit removal of the monument. Seller hereby retains a security interest in the monument and other items described above which are the subject of this sale until the total balance due is paid. Purchaser agrees to pay as a delinquency charge on any payment remaining unpaid for ten (10) days after its due date a sum computed by taking the annual percentage rate of 12% times the period for which the payment remains unpaid.

ALL FUTURE WORK OR LETTERING IS AN ADDITIONAL EXPENSE TO BE ASSUMED BY THE CUSTOMER.
CUSTOMER ACKNOWLEDGES FACING, SPELLING AND DATES TO BE CORRECT.

Purchaser acknowledges receipt of a copy of this agreement

Purchaser _____ Purchaser Signature _____

Address _____

Phone _____ Email _____

Section 9, Item e.

[Return to Previous Page](#)

Order #408267

Woody Williams Foundation
12123 Shelbyville Rd. STE #100
Louisville, KY 40243
(888) 839-7190

Name on Stone: **Mead, Colorado - Gold Star - Monument**

Salesperson:

Status: Pre-Need

Estimated Completion Date: 16-22 Weeks From Approval

Order Created: 2024-04-19

ORDER # 408267 Mead, Colorado - GoldStar...

Front Name(s)/Dates

Purchaser covenants and agrees to pay to the order of Sell in consideration for the above described memorial work, the sum of:

CASH PRICE	
Memorial	\$49,443.00
Special	
Vases	
Porcelains	
Medallions	
Etchings	
Back	
Setting	\$0.00
Subtotal	\$49,443.00
Cemetery Fee	
Shipping	
TOTAL CASH PRICE	\$49,443.00
Paid	\$0.00
Balance Due	\$49,443.00

Design Comment: STANDARD FRONT SIDE LETTERING WITH GOLD LETTERING AND STAR

Granite Style/Shape: Other 0" X 0" X 0" [P5] India Black - Die 1: 39"x8"x72" Die 2: 39"x8"x72" Die 3: 30"x10"x58.4" Die 4: 41"x12"x47.9" holes as per drawing 1 1/4" Dia hole 12" Depth. 1" Stainless Steele Threaded Rod 30" long for each hole

Granite Base: 0" X 0" X 0" [Polish Top and Exposed Ends.] India Black - Base 1: 44.5"x18"x8" Base 2: 43.5"x18"x8" Base 3: 34.6"x18"x8" Base 4: 45.5"x18"x8" Matching holes through to match Dies.

Foundation:

Special:

Facing Checked: No

Vases/Holes: None

Porcelains:

Etchings:

Medallions:

Cemetery: Delivery Only - No Concrete

Location:

Setting Instructions:

It is understood that the representative or agent taking this order contact has only the authority to collect the down payment herein described and that all checks must be made payable to Seller. Future payments on this account are to be made to Seller, at its principal place of business. Should any part of this obligation not be paid when due, purchaser agrees to pay a reasonable attorney's fee incurred in its collection and any reasonable expense incurred in realizing on a security interest. Upon acceptance by Seller, at its home office, this order is NOT subject to cancellation. In the event of non-payment when due of any part of this obligation, the full unpaid balance becomes due and payable at once. In the alternative, the Seller may reposses the monument and Purchaser hereby authorizes any cemetery official to permit removal of the monument. Seller hereby retains a security interest in the monument and other items described above which are the subject of this sale until the total balance due is paid. Purchaser agrees to pay as a delinquency charge on any payment remaining unpaid for ten (10) days after its due date a sum computed by taking the annual percentage rate of 12% times the period for which the payment remains unpaid.

ALL FUTURE WORK OR LETTERING IS AN ADDITIONAL EXPENSE TO BE ASSUMED BY THE CUSTOMER.
CUSTOMER ACKNOWLEDGES FACING, SPELLING AND DATES TO BE CORRECT.

Purchaser acknowledges receipt of a copy of this agreement

Purchaser _____ Purchaser Signature _____

Address _____

Phone _____ Email _____

Section 9, Item e.



Foundation Support Fee

The WWF is committed to supporting every GSFMM project and Committee. To help each project be carried out as efficiently as possible, the WWF provides extensive support and services throughout all phases of the effort. WWF has years of experience establishing 134 monuments, addressing hundreds of unique factors across the United States. WWF provides every local committee support in the following areas:

Administrative Support:

- Foundation staff member assigned to your project
- Project management support
- Use of the Foundation 501c3 designation
- Use of copyrighted and trademarked items
- Executing contracts on behalf of the Committee
- On-site and remote support

Financial Services:

- Budget development services
- Fundraising support
- Banking and CPA services related to the project account
- Financial reporting services related to the project account
- Donor acknowledgment mailings and tracking
- Invoice processing services

Monument and Construction:

- Monument procurement and design services
- Site procurement and design support
- Vendor acquisition services
- Event and logistics support
- Support in establishing post-monument dedication programs

Communications:

- Webpage design and maintenance services
- Digital file storage services
- Social media support
- Public relations support
- Marketing materials design services
- Digital communication services

The above-listed services and support elements are partially funded by the Foundation Support Fee (\$.10 per dollar raised for the project). This funding helps to ensure the WWF's ability to support the mission in perpetuity at every GSFMM location. This fee is transparently shown as a line item in each monthly project's financial reporting schedule.

**The Woody Williams Foundation staff is here to provide the tools and support needed to execute your GSFMM project successfully.
Please reach out to us with any questions.**

WOODY WILLIAMS FOUNDATION
12123 Shelbyville Road, Suite 100
Louisville, KY 40243
Phone: 888.839.7190

Dr Mark E. Harris, USMC RET, President and Chief Executive Officer
mark.harris@woodywilliams.org

Hannah Mooney, Director of Memorials and Monuments Programs
hannah.mooney@woodywilliams.org



Agenda Item Summary

MEETING DATE: May 13, 2024

SUBJECT: **Resolution No. 42-R-2024** – A Resolution of the Town of Mead, Colorado, Approving Change Order 3 to the Agreement for Professional Services by and Between the Town of Mead and Essenza Architecture, LLC Concerning the Architectural and Engineering Design of the Town of Mead Community Center

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

SUMMARY

Essenza Architecture, LLC (“Contractor”) is under contract to provide architectural and engineering design services (“Services”) for the Town of Mead Community Center project. Specifically, the Town and Contractor are parties to that certain Agreement for Professional Services dated October 10, 2022 (“Agreement”), which establishes a Not-to-Exceed Amount (“NTE Amount”) of \$342,436.00.

The Town and Contractor previously approved Change Orders 1 & 2, which increased the NTE Amount to \$464,191.00. As the project moves to the construction phase, Change Order 3 provides for construction administration for an additional cost of \$128,410.00. This Change Order 3 includes construction phase services that were not included in the original Agreement. These services include contractor submittal review, requests for information, substitution requests, attendance at weekly progress meetings, writing proposal requests, and architects supplemental information documents (“Additional Services”). Change Order 3 also extends the Agreement term to July 31, 2025.

Resolution No. 42-R-2024 approves Change Order 3 to the Agreement, which adds the Additional Services to the Agreement, increases the NTE Amount referenced in the Agreement to \$592,601.00 (increase of \$128,410.00), and extends the Agreement term to July 31, 2025. The Resolution also authorizes the Town Manager to execute Change Order 3 on behalf of the Town when in final form.

FINANCIAL CONSIDERATIONS

As noted above, this request for approval of Change Order 3 is for an amount not to exceed \$128,410.00. The approved budget identified \$7,675,000.00 from the Municipal Facilities Fund for Capital Outlay (09-51-5500) and \$1,250,000.00 from the Transportation Impact Fund (14-40-5566).

Original Contract Amount	\$342,436.00
Change Order 1	\$ 67,420.00
Change Order 2	\$ 54,335.00
<u>Change Order 3</u>	<u>\$128,410.00</u>
Revised Contract Amount	\$592,601.00

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the May 13, 2024, consent agenda will approve the Resolution. If this item is pulled off the consent agenda for further discussion or questions, Staff recommends the following motion:

Suggested Motion:

“I move to adopt Resolution No 42-R-2024, A Resolution of the Town of Mead, Colorado, Approving Change Order 3 to the Agreement for Professional Services by and Between the Town of Mead and Essenza Architecture, LLC Concerning the Architectural and Engineering Design of the Town of Mead Community Center.”

ATTACHMENTS

Resolution No. 42-R-2024
Change Order 3

**TOWN OF MEAD, COLORADO
RESOLUTION NO. 42-R-2024**

**A RESOLUTION OF THE TOWN OF MEAD, COLORADO, APPROVING CHANGE
ORDER 3 TO THE AGREEMENT FOR PROFESSIONAL SERVICES BY AND
BETWEEN THE TOWN OF MEAD AND ESSENZA ARCHITECTURE, LLC
CONCERNING THE ARCHITECTURAL AND ENGINEERING DESIGN OF THE
TOWN OF MEAD COMMUNITY CENTER**

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 Board of Trustees previously approved that certain Agreement for Professional Services dated October 10, 2022 (“Agreement”) between Essenza Architecture, LLC (“Contractor”) and the Town for architectural and engineering design services related to the Town of Mead Community Center (Bean Plant) Project (“Project”); and

WHEREAS, the Agreement establishes a Not-to-Exceed Amount of three hundred forty-two thousand four hundred thirty-six dollars (\$342,436.00) for compensation to be paid to Contractor for the Scope of Services provided under the Agreement; and

WHEREAS, the Town and Contractor previously entered into the Change Order 1 and Change Order 2 for additional services, which increased the Not-to-Exceed Amount referenced in the Agreement to four hundred sixty-four thousand one hundred ninety-one dollars (\$464,191.00); and

WHEREAS, the Town has requested that Contractor provide additional construction-phase services related to the Project that were not included in the original Agreement’s Scope of Services (“Additional Services”); and

WHEREAS, the cost of the Additional Services will total one hundred twenty-eight thousand four hundred ten dollars (\$128,410.00); and

WHEREAS, in accordance with the terms of the Agreement, Change Order 3, attached hereto as **Exhibit 1** (“Change Order 3”), has been prepared for the Additional Services which extends the term of the Agreement to July 31, 2025 and increases the Not-to-Exceed Amount referenced in the Agreement to five hundred ninety-two thousand six hundred one dollars (\$592,601.00); and

WHEREAS, the Board of Trustees desires to approve Change Order 3 and further desires to delegate authority to the Town Manager to execute Change Order 3 on behalf of the Town when in final form.

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

Section 1. The foregoing recitals are incorporated herein by reference as findings and determinations of the Board of Trustees.

Section 2. The Board of Trustees hereby: (a) approves Change Order 3 in substantially the same form as attached to this Resolution; (b) authorizes the Town Attorney in cooperation with the Town Manager and Town Engineer to make any non-material changes as may be necessary to Change Order 3

that do not increase the Town's obligations; and (c) authorizes the Town Manager to execute Change Order 3 on behalf of the Town when in final form.

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

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

INTRODUCED, READ, PASSED, AND ADOPTED THIS 13th DAY OF MAY, 2024.

ATTEST:

TOWN OF MEAD:

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

By: _____
Colleen G. Whitlow, Mayor

Exhibit 1
Change Order 3

Change Order



PROJECT NAME: Community Center Project Architectural/Engineering Design Services
PROJECT NUMBER: 2022-009
CHANGE ORDER #: 3
CONTRACTOR: Essenza Architecture, LLC
 685 S. Arthur Ave., Unit 12B
 Louisville, CO 80027
 (303) 952-5080
CONTRACT DATE: Agreement for Professional Services dated October 10, 2022 (“Existing Agreement”)

REASON FOR AND DESCRIPTION OF CHANGE

This change order extends the term of the Existing Agreement from September 30, 2023 to July 31, 2025 and adds architect team construction phase services to the original design contract through the completion of the project, including reviewing submittals, RFIs, substitution requests, attending weekly OAC meetings, writing PR’s, and ASI’s. For additional detailed information, please see attached *Additional Services Proposal (ASP)*.

Item #1	Architecture – Essenza Arch.	\$67,500
Item #2	Civil Engineer – MPD	\$13,850
Item #3	Landscape Architect – Norris	\$6,200
Item #4	Irrigation - Norris	\$4,800
Item #5	Structural Engineer	\$15,500
Item #6	Mechanical and Plumbing Engineers	\$7,225
Item #7	Electrical Engineers	\$5,200
Item #8	A/V Systems	\$2,600
Item #9	10% Professional Services markups on consultant fees. (\$55,375 rounded down)	\$5,535
TOTAL		\$128,410

CHANGES TO CONTRACT

Change In Contract Price:			
	Total Contract	Change Amount	% of Original Contract
<i>Original Contract</i>	\$342,436.00		
<i>Change Order #1</i>	\$67,420.00		19.6%
<i>Change Order #2</i>	\$54,335.00		15.9%
<i>Change Order #3</i>	\$128,410.00		37.5%
ADJUSTED CONTRACT COST	\$592,601.00		173.1%

Change In Contract Times:		
	Contract Times (days or date)	Change Amount (days or date)
<i>Original Contract</i>	September 30, 2023	
<i>Change Order #3</i>	July 31, 2025	
REVISED CONTRACT TERMINATION DATE	July 31, 2025	

As set forth above, one of the primary purposes of this change order is to extend the term of the Existing Agreement from September 30, 2023 to July 31, 2025. The Contractor and Town expressly intend that regardless of date of execution of this change order below, the amendment to the Existing Agreement term shall be effective for all purposes as of September 30, 2023.

ACCEPTANCE

ACCEPTED BY: _____ DATE: _____
Contractor's Representative

REVIEWED BY: _____ DATE: _____
Construction Manager

APPROVED BY: _____ DATE: _____
Town Representative

APPROVED BY: _____ DATE: _____
Town Manager

APPROVED BY: _____ DATE: _____
Other